PARK DISTRICT of OAK PARK

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

Thursday, December 3, 2026, 7:00pm

AGENDA

I. **Call to Order/Roll Call**

II. **Public Comment**
Each person is limited to three minutes. The Board sets a limit of 30 minutes for public comments.

III. **Recreation and Facility Program Committee** – Commissioner Porreca
A. Festival Theatre Annual Update

IV. **Parks and Planning Committee** – Commissioner Worley-Hood
A. Rehm Master Plan Presentation
B. District Cleaning Contract*
C. Field Center Construction Change Order*

V. **Administration and Finance Committee** – Commissioner
A. 2027 Board Action Calendar
B. 2027 Full-Time Salary Ranges*
C. Bi-Annual Review of Closed Session Minutes*
D. PACT Agreements*
E. Administrative and Board Policy Manual Update*
F. Personnel Policy Manual Update*
G. Safety Manual Update*
H. Crisis Management Plan Update*

VI. **New Business**

VII. **Closed Session**

VIII. **Adjournment**

* Indicates information attached.
** Indicates information to be provided before or at the meeting.
Update/Presentation indicates verbal report provided at meeting no materials attached.

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

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

PARK DISTRICT of OAK PARK

Memo

To: Jake Wooley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Bill Hamilton, Superintendent Properties and Planning

Cc: Jan R. Arnold, Executive Director

Date: November 26, 2026

Re: Facilities Custodial Services Contract



Statement

The current contract for facilities custodial services for the Park District facilities lapses at the end of December 2026. The bid specification for a new contract went out on November 19, 2026. The Park District formulated specifications and went out to bid for a new janitorial three-year contract with an option to cancel the contract after each year based on performance.

Discussion

On Wednesday, November 18, 2026, a public notice for the opportunity to bid on the custodial service for six Park District of Oak Park Facilities was published in the Wednesday Journal. The bid specifications were available on the Demand Star Website on November 19.

This upcoming contract is split into three sections,

- Section I - Andersen Center and Austin Gardens Environmental Center
- Section II - Longfellow Recreation Center and Barrie Center
- Section III - Fox Center and Carrol Center

Mandatory pre-bid walk-thru meetings are scheduled for December 3 and December 4, starting at Barrie Center. Vendors can bid on multiple sections. The Park District will receive sealed bids until 10:00am (Central Time) on December 10 at 218 Madison Street at which point they will be opened and read aloud publicly. The 2027 approved budget for Facilities Custodial Services is $80,300.

Recommendation

Staff plan to bring a recommendation to the Park District Board of Commissioners to consider and approve a contract for the Facilities Custodial Services Bid at the December Regular Board Meeting.

PARK DISTRICT of OAK PARK

Memo



To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Bill Hamilton, Superintendent of Properties and Planning

Cc: Jan Arnold, Executive Director

Date: November 25, 2026

Re: Field Center Construction Change Order Approval

Statement

The Park Board approved a design contract with ORG, Inc. at the August 2024 Regular Board Meeting for the design, bidding, and construction oversight of the new Field Center Project. The Park Board approved a contract with Liebe Construction Services, LLC, on June 27, 2025 for $3,998,000, with no contingency included in the budget, although the Board understood that additional costs could arise.

As a reminder, PDOP rebid the project in June 2025, expecting to achieve cost savings. Instead, within 60 days of the original bid, the projected cost increased by approximately $2 million.

Discussion

Since the June 2025 contract approval, several unforeseen circumstances have resulted in additional costs:

- **MWRD permit delays and drainage requirements:** The Metropolitan Water Reclamation District of Greater Chicago (MWRD) delayed the construction permit by four months and required additional drainage design changes. Soil testing also revealed unsuitable soil that had to be hauled off-site at a substantially higher cost than anticipated. These issues resulted in approximately $200,000 in additional expenses.
- **Rammed earth wall construction:** The rammed earth subcontractor abandoned the job site following significant delays. PDOP had $305,000 remaining in the contractor's original contract, but completing the walls cost $385,000, resulting in an $80,000 overage. Additional expenses for a consultant, equipment rental, and other resources were also necessary to complete the work.
- **Increased material and labor costs:** The extended project timeline, driven by the MWRD delays and rammed earth complications, resulted in approximately $65,000 in additional material and labor costs.
- **Other change orders:** Additional changes, including the key system, dance bar installation, and splash pad reduced-pressure-zone (RPZ) assembly, totaled approximately $155,000. These costs represent less than 5% of the construction budget, which is an acceptable level for project changes of this nature.

While the additional costs are disappointing, it is important to consider the overall financial impact. The approximately $500,000 in additional expenses is still less than the cost increase experienced during the June 2025 rebid. Furthermore, the MWRD delays, unforeseen soil conditions, and rammed earth subcontractor issues were not anticipated when the contract was approved.

Although the project has exceeded its original budget, these circumstances help explain the additional costs and provide important context for evaluating the final project expense.

Recommendation

Staff request authorization for Director Arnold to approve change orders for the Field Center in amounts not to exceed $500,000.

PARK DISTRICT of OAK PARK

2027 BOARD ACTION CALENDAR

		January	
All		IPRA Conference - January 28-30, 2027	Annual
Mitch	C	Decennial Committees on Local Government Efficiency Act (2033)	10 Years
Mitch	C	2026 Tax Year Levy - Abatement Resolution for 2025 Levy Adjustment	Annual
Maureen/Mitch	C	Bus Lease Agreement (2029)	Every 5
Jan	C	Euclid Master Plan Update	
Bill/Nelson	C	Rehm Pool Furnance Replacement Contract	
Bill/Nelson	C	Rehm Pool Shade Structures Contract	
Bill/Nelson	C	Dole HVAC Contract	
Ann Marie	C	Community Survey Results Presentation (2029)	Every 5
Jan/Mitch	C	Registration Software	Every 2
Mitch/Scott	R	2026 Program Scholarship and CDM Report	Annual
Ann Marie	R	2026 Performance Measures Year in Review	Annual
		February	
Jan	C	2027 IAPD/IPRA Conference Update	Annual
Jan	C	Comprehensive Strategic Master Plan Contract (2029)	Every 5
Bill/Nelson	C	Maple Park Guardrails Construction Contract	
Bill/Nelson	C	Barrie Park Futsal Court and Surface Replacement	
Bill/Nelson	C	Vehicle Purchases	Annual
Maureen	C	Bus Transportation Bid (2030)	Every 3
Maureen	C	Senior Center Oak Park River Forest Update	
Ann Marie	R	2026 PDOP Annual Report	Annual
Board/Jan	R	Community Service Awards Presented	Annual
Susan	R	Annual Historic Properties Operations Report	Annual
Maureen	R	Annual Recreation Report	Annual
Bill/Nelson	R	Annual Parks and Planning Report	Annual
		March	
Jan/Paula	C	Agreement with Service Employees International Union (Expires 2028)	Every 4
Patti/FOPCON	C	FOPCON Update	Annual
Patti	C	IPRA Environmental Report Card	Every 2
Patti	C	IPM Policy Update (2028)	Every 5
Patti	C	Sustainabilty Plan Update	Every 2
ESAC/Patti	C	Environmental Sustainability Advisory Committee (ESAC) Update	Annual
Bill/Nelson	C	Stevenson HVAC Replacment Contract	
Bill/Nelson	C	Rehm Pool Concrete Repair Contract	
Jan	R	Executive Director's Annual Performance Review	Annual
WSSRA	R	WSSRA Annual Report Update	Annual
		April	
All		April 8 - Park District of Oak Park 115th Birthday	Annual
Jan	C	D200 IGA - Facilities (2031)	Every 5
Mike	C	Beverage and Snack Vending Services (2030)	Every 3
Bill/Nelson	C	RCRC Rubber Flooring Replacement Contract	
Bill/Nelson	C	Cheney Mansion Painting Contract	
Bill/Nelson	C	Conservatory Showroom Lighting Contract	
Karen	R	Election Results	Every 2
Ann Marie	R	2027 Performance Measure 1st Quarter Review	Annual
Jan	R	Park District Citizen Committee (PDCC) Update	Annual
Jan	R	Parks Foundation Annual Update	Annual

PARK DISTRICT of OAK PARK

2027 BOARD ACTION CALENDAR

		May	
Jan		Spring Park Tour	Annual
Karen/Jan/Board	A	Swearing In Newly Elected Officials	Every 2
Karen/Jan/Board	A	Appointment of Board Officers and Board Committees	Annual
Mitch/Attorney	C	Review of Ethics Ordinance	Annual
Jan	C	D97 Sports Fields Maintenance IGA (2029)	Every 5
Maureen	C	Collaboration for Early Childhood Agreement (2027)	Every 2
Jan/Mitch/Paula		Compensation Study Update (2028)	Every 5
Bill/Jan	R	Scoville Park Master Plan Update	Every 10
Jan	R	IAPD Legislative Day Update	Annual
		June	
Jan		Board Retreat - June 15, 2027	Annual
Jan/Mitch	C	Austin Trust Update	Annual
Mitch	C	2026 Audit Report Presentation	Annual
Mitch	C	PDOP Fixed Asset Review	Annual
Karen/Jan	C	Bi-Annual Review of Executive Session Minutes	Annual
Bill	C	Fleet Services & Fuel IGAs with VOP (2029)	Every 5
Paula/Jan	C	Compensation Study (2028)	Every 5
Mitch/Jan	C	2028 Budget Timeline/Guidelines	Annual
Bill	R	PlanItGreen Update (2027)	Every 3
Jan	R	Mills Park Master Plan Update	Every 10
Jan	R	Scoville Park Master Plan Approval	Every 10
Jan	R	Community Mental Health Board (CMHB) Update	Annual
		July (No COW Meeting)	
Jan	R	OSLAD Resolution - Project TBD	Annual
Mitch	R	Capital Improvement Plan (CIP) Update	Annual
Jan	R	Taylor Park Master Plan Update	Every 10
Jan	R	Mills Park Master Plan Approval	Every 10
Ann Marie	R	2027 Performance Measure 2nd Quarter Review	Annual
		August (No COW Meeting)	
Jan	R	Taylor Park Master Plan Approval	Every 10
		September	
Jan		NRPA Conference - September 28-September 30, 2027 (Houston, TX)	Annual
Jan/Karen	C	Community Service Award–Nominations Gathered	Annual
Jan/Karen	C	Elected Officials BBQ Update	Annual
Mitch	C	Draft 2027 Tax Levy	Annual
Jan	C	Board of Commissioners General Practices Manual Update	Annual
Jan	C	PDOP/D200 IGA Agreement for RCRC (2047)	Every 25
		October	
	B	Draft Budget Document Delivered	Annual
Mitch/Jan	B	Budget Session Meeting #1 Oct. 7, 2027 and #2 - Oct. 14, 2027	Annual
Mitch	B	Budget & Appropriation Ordinance (release for public inspection) - Oct. 15	Annual
Mitch	B	Truth in Taxation Act Hearing - During COW	Annual
Mitch	C	Copier Agreement (2029)	Every 3
Mitch	C	Audit Engagement Letter (2028)	Every 3
Karen	C	2028 Committee & Board Meeting Calendar	Annual
Ann Marie	R	2027 Performance Measure 3rd Quarter Review	Annual

PARK DISTRICT of OAK PARK

2027 BOARD ACTION CALENDAR

		November	
Bill	C	AYSO Update	Annual
Bill	C	OPYBS Update	Annual
Jan		Fall Park Tour	Annual
Maureen/Dr. Lofton	C	Summer Camp Partnership Update	Annual
Mitch	C	Working Budget - Departmental Goals 2028	Annual
Mitch	C	2027 Tax Levy Ordinance	Annual
Mitch	C	2028 Budget and Appropriation Ordinance	Annual
Jan	C	D97 IGA - Facilities (2028)	Annual
Jan	C	Credentials Certificate for the IAPD Annual Meeting	Annual
Mitch	C	2027 Tax Year Levy - Abatement Ordinances for 2019 & 2020 Bonds	Annual
Patti	C	Tree Pruning & Removal Contract (2028)	Every 2
Jan/Mitch	C	Managed IT Contract	Every 3
Paula	C	Full-time Salary Bands	Annual
Jan/Board Pres.	R	Annual Review of Park District Attorney	Annual
Jan	R	Festival Theater Update	Annual
		December	
Jan/Karen	C	Update Board Action Calendar	Annual
Jan/Karen	C	Letter to WSSRA of Appointment of Representatives	Every 5
Bill	C	PACT Agreements	Annual
Jan	C	Comprehensive Strategic Master Plan (2029)	Every 3
Karen	C	Bi-Annual Review of Executive Session Minutes	Every 3
Patti/Jan	C	FOPCON Agreement (2028)	Every 3
Ann Marie	C	Program Guide Bid (2028)	Every 2
Ann Marie	C	IGA PDOP/OPPL - Passes for Checkout	Every 3
Bill	C	PACT Facility Use Agreement for Festival Theatre (2028)	Annual
Bill	C	District Cleaning Contract (2029)	Every 3
Paula	C	Personnel Policy Manual Update	Annual
Jan	C	Administrative and Board Policy Manual Update	Annual
Paula	C	Safety Manual Update	Annual
Jan	C	Crisis Management Plan Update	Annual
Patti	R	Natural Resource Management Plan Update (2028)	Every 2
Patti	R	Waste Reduction and Diversion Plan Update (2028)	Every 2
Patti	R	Climate Action Plan Update (2028)	Every 2
Jan	R	Comprehensive Strategic Master Plan Update	Annual

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PARK DISTRICT of OAK PARK

Memo



To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Paula Bickel, Director of Human Resources and Risk Management

Cc: Jan Arnold, Executive Director

Date: November 25, 2026

Re: 2027 Full-Time Salary Ranges

Statement

The Park District of Oak Park is committed to providing a competitive and equitable total compensation package that supports employee recruitment, performance, and retention. This includes competitive wages, comprehensive health benefits, and meaningful time-off benefits.

Discussion

Staff is recommending a 1% adjustment for Coordinators/Coaches/Admin Tier and a 2.5% increase to the Midpoint and Maximum of all ranges. These adjustments support market competitiveness, employee growth and retention, internal equity and compression management. This recommended adjustment is consistent with best practices and supports the District's long-term compensation strategy. The adjustment does not impact the budget amounts for 2027.

Recommendation

Staff recommend that the Board approve the attached 2027 Full-Time Salary Ranges.

Attachment: 2027 Full-Time Salary Ranges

PARK DISTRICT of OAK PARK

2027 Full-Time Non-Union Salary Ranges			
Coordinators/Coaches/Admin (Hourly - Non-exmpt)	**MIN**	**MID**	**MAX**
Customer Service Representative	$16.64	$21.12	$26.10
Parks & Planning Assistant	$18.47	$23.44	$28.98
Facility Coordinator Special Facilities	$20.82	$26.02	$32.16
Gymnastic Recreational Coach	$23.38	$29.66	$36.66
Accounts Payable Assistant	$23.38	$29.66	$36.66
Payroll Assistant	$25.96	$32.92	$40.69
Principal Coach & Program Specialist	$25.96	$32.92	$40.69
HR Generalist	$25.96	$32.92	$40.69
Executive Assistant	$25.96	$32.92	$40.69
Marketing Graphic Designer	$25.96	$32.92	$40.69
Supervisors (Salary - Exempt)			
Historic Properties Special Event Supervisor	$46,687	$59,226	$73,203
Facility Coordinator Special Facilities	$46,687	$59,226	$73,203
Customer Service Supervisor	$51,822	$65,741	$81,256
Marketing Supervisor	$51,822	$65,741	$81,256
Youth Engagement Supervisor	$51,822	$65,741	$81,256
Parks & Facilities Supervisor	$51,822	$65,741	$81,256
Facility Operations Supervisor	$51,822	$65,741	$81,256
Program Supervisor	$51,822	$65,741	$81,256
Senior Program Supervisor	$57,524	$72,972	$90,193
Horticulture Supervisor	$57,524	$72,972	$90,194
Greenhouse Supervisor	$57,524	$72,972	$90,194
Program & Operations Supervisor GRC	$57,524	$72,972	$90,193
Fitness & Membership Program Ops Supervisor	$57,524	$72,972	$90,193
Data Insight Analyst	$57,524	$72,972	$90,193
Management (Salary - Exempt)			
Historic Properties & Cheney Operations Manager	$66,723	$83,404	$103,087
Registration & Customer Support Manager	$66,723	$83,404	$103,087
Finance Manager	$66,723	$83,404	$103,087
Program Manager	$66,723	$83,404	$103,087
Risk Manager	$66,723	$83,404	$103,087
Sports Field Manager	$66,723	$83,404	$103,087
Human Resources Manager	$66,723	$83,404	$103,087
Maint. & Operations Manager	$74,730	$93,412	$115,458
Program & Operations Manager	$74,730	$93,412	$115,458
Senior Facilities Manager	$83,698	$104,622	$125,546
Leadership Team (Salary - Exempt)			
Director of Horticulture and Conservatory Operations	$81,821	$105,575	$135,928
Director of Parks & Facilities	$81,821	$105,575	$135,928
Superintendent of Properties & Planning	$101,470	$130,929	$168,571
Superintendent of Special Facilities	$101,470	$130,929	$168,571
Director of Business Operations	$102,500	$132,258	$170,282
Director of Human Resources & Risk Management	$102,500	$132,258	$170,282
Director of Marketing & Communication	$102,500	$132,258	$170,282
Deputy Director - Recreation	$112,801	$145,550	$187,396

PARK DISTRICT of OAK PARK

2027 Union Ranges		
	MIN	**MAX**
Grade A - General Maintenance Worker	$20.00	$30.62
Grade B - Building Specialist	$21.50	$32.73
Grade C - Technician	$22.50	$35.89
Grade D - General Maintenance Worker - PM Shift	$20.00	$30.62

PARK DISTRICT of OAK PARK

Memo

To: Chris Wollmuth, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: November 24, 2026

Re: Bi-Annual Review of Closed Session Minutes



Statement

In accordance with the Open Meetings Act, the Board is required to review closed session minutes semi-annually to determine whether the need for confidentiality still exists as to all or parts of the minutes. The review includes all closed session minutes that have not previously been released for public inspection.

Minutes, or portions of minutes, will be made available for public inspection if the Board determines that confidential treatment is no longer required. It is again time for the Board to review closed session minutes.

Discussion

The Board Secretary, Executive Director, and General Counsel have reviewed the closed session minutes previously not released for August 21, 2014, September 25, 2014, June 18, 2024, August 15, 2024, and September 19, 2024, and new closed session minutes since the last review for July 16, 2026. They have determined that the need for confidentiality still exists for the minutes of August 21, 2014, September 25, 2014, and June 18, 2024. Each of the Commissioners may review all of the closed session minutes and pass along their comments about confidentiality by December 10, 2026. I will assume that a commissioner who does not contact me has agreed with the determination of the Board Secretary, myself, and General Counsel.

Recommendation

Staff recommends that the Park Board continue to hold the identified closed session minutes.

PARK DISTRICT of OAK PARK

Memo



To: Commissioner Kassie Porreca, Chair
Recreation & Facility Program Committee

From: Travis Stephen, Turf Manager of Properties and Planning

Cc: Jan Arnold, Executive Director

Date: November 25, 2026

Re: PACT Facility Use License Agreements for 2027

Statement

In 2011, the Park District of Oak Park created and introduced a Facility Use and Allocation Management Program entitled PACT, which was launched in 2012. This acronym refers to the four organizational levels within the program: Partner, Associate, Companion, and Tenant. The program is intended to establish a fair, equitable, and cost-effective system in which to manage the reservation, allocation, and use of Park District facilities by user groups and organizations requesting facility access. In 2016 the program was reviewed and in 2017 changes to the way organizations pay for space was changed to a system where fields are paid for by the hour rather than flat fees based on the number of participants.

Discussion

All 2027 PACT applications received have been processed, and each organization has been contacted with their designated placement level based on PACT program compliance criteria. Organizations classified at the Partner, Associate and Companion levels have been provided their Facility Use License Agreements for execution. Tenant level Organizations are not required to enter into a Facility Use License Agreement but instead receive a rental discount off normal rates for the year. Facility Use License Agreements are designed to outline the responsibilities, requirements, privileges and expectations of both the PACT participating organization and the Park District. All organizations were notified that agreements are being placed before the Board for review in December. Some organizations have provided executed agreements, others are still in the process of review and discussion, and some have been denied entry as a result of their inability to meet core compliance criteria. Please see the following information which identifies the organizations that applied and are eligible for the PACT program along with their placement level and status. As a result, most but not all PACT Agreements are ready for Park Board consideration.

In Packet:
One Year Agreements:

PACT Organization	**Level**
Fenwick High School	Partner
SEOPCO	Partner
Troop 20	Partner
Ascension	Partner/Tenant
St. Giles	Partner/Tenant
East Ave Lacrosse	Tenant
Windmills	Tenant

Not In Packet due to 3 Year Signed Agreement 2026-2028:

Three Year Agreements:

PACT Organization	**Level**
AYSO	Associate
OPYBS	Associate
Chicago Edge	Companion
OPRF Alliance	Companion
OPRFYU	Companion
OPRFYF	Companion

Recommendation

Staff recommends that the Board approve all the PACT Facility Use License Agreements provided and fully execute. Staff will be in attendance at the meeting to review the PACT program applications, level classifications, and proposed agreements as well as to answer any questions of the Board.

PARK DISTRICT OF OAK PARK

FACILITY USE LICENSE AGREEMENT WITH FENWICK HIGH SCHOOL

THIS AGREEMENT (the "*Agreement*") is made and entered into as of January 1, 2027 (the "*Effective Date*") between the Park District of Oak Park, an Illinois park district, (the "*Park District*") and Fenwick High School ("*Fenwick*");

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners; and

WHEREAS, Fenwick and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Fenwick agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share its play fields and tennis courts with Fenwick as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Fenwick will share the pool and other space at its school building with the Park District also as stated in Appendix A (collectively the "*Shared Facilities*"). In addition, the Park District and Fenwick also will provide supporting services as stated in Appendix A ("*Supporting Services*"). The Park District and Fenwick may modify the list of Shared Facilities and Supporting Services from time to time in writing, without formal amendment of this Agreement.

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and Fenwick each may use the other's Shared Facilities and Services as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an "*Additional Use*").

B. Responses to Requests. All requests will be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. Each party will endeavor not to cancel or postpone the use by the other party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the other party's use of

a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the other party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. Each party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the other party. In the case of an outdoor Park District facility, the Park District will undertake normal maintenance but in some cases will have the assistance of Fenwick to perform limited routine maintenance resulting from the intended use (such as field preparation).

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties.

I. Responsibility for Own Personnel. Each District will be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than $1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Fenwick and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Fenwick facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. Fenwick agrees that, in the event any claim is asserted or any action brought to recover any such damage, Fenwick will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District. Fenwick agrees to notify the Park District in writing within five business days and by telephone immediately after Fenwick receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Fenwick. Fenwick will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Fenwick, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Fenwick and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Fenwick. The Park District agrees to notify Fenwick in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq*.

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2027 (the "*Term*"). The parties may extend the Term of this Agreement one or more time for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared

Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Fenwick.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Fenwick, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Fenwick.

I. Illinois Law Applies. This Agreement will be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Fenwick have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____ Date: _____

President

Fenwick High School

By: Scott Thies Date: 10/23/26

Printed name: Scott Thies

Title: Athletic Director

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

Park District Baseball Fields and Tennis Courts; Services

Baseball Field: Spring Requests taken in December and final schedule in February

Tennis Courts: Spring/Summer Requests taken in December and final schedule in February
Fall Requests taken in April and final schedule in June

Total number of hours is to be determined. Eligible for three (3) hours of field space for every one (1) hour of indoor space provided to PDOP; Seven (7) hours on a court for every one (1) hour of indoor space.

Fenwick will:

- Report any poor conditions before a baseball field or tennis court is used via PDOP Maintenance Request system https://pdop.org/maintenance-request/
- Purchase up to two tennis sets (net with stiffening rods and center strap) annually, depending on need (brand to be specified by PDOP).
- Confine all match play at permitted courts.
- Reserve courts with the Superintendent of Recreation or his or her designee at the Park District.
- Support and communicate their participants of the Carry In – Carry Out program to reduce waste in the parks.

The Park District will:

- Respond to submitted Maintenance Requests in a timely manner.
- Provide a notification sign to display notifying members of the public that they may use one of the courts regardless of Fenwick's presence.

Fenwick Facilities

Dan O'Brien Natatorium:

September – February, Sunday mornings for four hours.
May – 2 weekend days for eight hours

Fenwick auditorium, foyer and cafeteria for dance and theatre recitals:

One weekend in December, one weekend in May or June and one weekend in July consisting of one Friday Evening and the following Saturday morning/afternoon.

Fenwick will:

- Allow PDOP to post information with the desk / facility attendants and main entrances to the school building announcing any schedule changes.
- Provide AED and communication equipment for emergency use.
- Inform PDOP of a scheduling conflict at least 48 hours in advance or upon occurrence if Natatorium is functioning outside of norm, e.g. school boilers down, no heat on pool deck.
- Ensure proper chemistry and water quality of the Natatorium
- Priority for PDOP use will be accommodated just as PDOP does for Fenwick on PDOP property.
- Provide a liaison to work with the PDOP Dance Coordinator
- Have the Auditorium Stage cleared and ready for PDOP

The Park District will:

- Provide staff certified lifeguards to supervise the pool
- Provide staff to guide participants and facilitate swim lessons, lap swim and aqua fitness.
- Provide emergency equipment and first aid supplies.
- Report any poor conditions to Aquatic Coordinator and on duty security.
- Leave the facility reasonably neat and clean at the conclusion of each activity.

A PARTNERSHIP AGREEMENT
BETWEEN THE PARK DISTRICT OF OAK PARK
AND SOUTH EAST OAK PARK COMMUNITY ORGANIZATION
FOR EXCHANGE OF USE OF BARRIE PARK
AND SOUTH EAST OAK PARK COMMUNITY ORGANIZATION
VOLUNTEER SUPPORT SERVICES

THIS AGREEMENT (*"Agreement"*) is made and entered into as of January 1, 2027, (*"Effective Date"*) between the Park District of Oak Park, an Illinois Park District, (*"Park District"*) and South East Oak Park Community Organization (*"SEOPCO"*)

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners.

WHEREAS, SEOPCO and the Park District desire to exchange volunteer services from SEOPCO for full use of Barrie Park *("Barrie")* from the Park District for one Saturday in September.

NOW, THEREFORE, the Park District and SEOPCO agree as follows:

Section 1. Exchange of Barrie Use and Volunteer Services

The Park District will allow SEOPCO to use Barrie as stated in Appendix A and SEOPCO will provide volunteer support services to the Park District as stated in Appendix A (*"Volunteer Support Services"*). The Park District and SEOPCO may modify the Approved Use of Barrie and the Volunteer Support Services from time to time in writing, without formal amendment of this Agreement.

Section 2. Cancellation Policy

A. Cancellation of Approved Event. The Park District may need to postpone or cancel an approved use by SEOPCO of Barrie. The Park District will endeavor not to postpone or cancel the Approved Use and will give 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible of a postponement or cancelation. The Park District will cooperate with SEOPCO to relocate or reschedule the affected Approved Use.

Section 3. General Standards for Facilities Use

A. Compliance with Policies, Ordinances, and Procedures. SEOPCO must comply with all applicable Park District Rules and Regulations when using Barrie Park.

B. Carry In-Carry Out. SEOPCO will comply with the Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. SEOPCO will carry out what they carry into Barrie.

D. Reasonable Care. SEOPCO must take reasonable care to prevent damage to, or unusual wear and tear to Barrie.

E. Repairs. SEOPCO will be responsible for the repair of any damage or unusual wear and tear to Barrie.

Section 4. General Liability Insurance

A. General Standard. SEOPCO must provide standard insurance coverage for its activities. The Park District will maintain its standard property and casualty insurance coverage.

Section 5. Indemnity

SEOPCO will indemnify the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a PD Facility that arises out of any act or omission of SEOPCO, including its staff, officials, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give prompt notice thereof in writing to SEOPCO and will cooperate in the investigation and defense of any such claim or action.

Section 6. General Provisions

A. Term. This Agreement is for a term commencing on the Effective Date and expiring on December 31, 2027 ("*Term*").

B. Termination. Either party may terminate this Agreement with 120 days written notice to the other party.

C. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

D. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and SEOPCO.

E. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

F. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and SEOPCO, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and SEOPCO.

G. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and SEOPCO have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____ Date: _____

Printed name: _____

Title: _____

South East Oak Park Community Organization

By: _____ Date: 11/10/26

Printed name: Jim Peterson

Title: Treasurer

APPENDIX A

BARRIE PARK AND VOLUNTEER SUPPORT SERVICES

SEOPCO Use of Barrie Park

Full use of Barrie Park to conduct BarrieFest on Saturday, September 11, 2027 between the hours of 9:00AM and 6:00PM.

The Park District will:

- Provide a contact person to meet with SEOPCO upon request and to assist in coordinating logistics needed.
- Provide waste receptacles and a crew to collect trash at the conclusion of the event.
- Attempt to accommodate changes to the identified schedule and date based upon availability.

SEOPCO will:

- Assure that an adult coordinator is declared and available to the Park District and on-site for the duration of the event
- Leave entire site and center in the same condition as found.
- Assure that any cancellation of use or significant schedule change is communicated in advance of use.
- Provide no fewer than two (2) volunteers, to be present from two (2) hours prior to the event until one (1) hour after its completion.
- Provide adult supervision throughout the entire duration of the event.
- Provide publicity for Park District classes and events on SEOPCO's website.
- A minimum of 2 volunteers will supervise each bouncy house during all hours of operation.
- Bounce house will be provided by a professional supplier and will follow all safety guidelines.
- The Park District will need to be named additionally insured for $2 million aggregate by the bounce house contractor.
- All food vendors or any group charging fees for services and goods may not set up in the park – they must be on the street.
- The Park District will be listed on all marketing materials as a sponsor.
- Assure that all Park District of Oak Park Rules are followed by participants. See website for more information: https://pdop.org/wp-content/uploads/2025/01/ordinance_book2025.pdf

A PARTNERSHIP AGREEMENT BETWEEN
THE PARK DISTRICT OF OAK PARK
AND TROOP 20

THIS AGREEMENT ("*Agreement*") is made and entered into as of January 1, 2027, (the "*Effective Date*") and ending December 31, 2027 (the "End Date") between the Park District of Oak Park, ("PDOP") and Troop 20 ("*Troop 20*"); and

WHEREAS, the PDOP has instituted a program called PACT (Partner, Associate, Companion, Tenant) which establishes a fair, equitable and cost effective system in which to manage and administer reservations at Park District facilities, and

WHEREAS, PDOP and Troop 20 desire to exchange facilities use from the PDOP and volunteer services from Troop 20;

NOW, THEREFORE, the PDOP and Troop 20 agree as follows:

Section 1. Exchange of Facilities Use and Volunteer Services

The PDOP will allow Troop 20 to use a Park District Facility Room at certain times, as stated in Appendix A, and Troop 20 will provide volunteer support services to the PDOP as stated in Appendix A.

Section 2. General Standards for Facilities Use

A. Compliance with Policies, Ordinances, and Procedures. Troop 20 and its staff must comply with all applicable PDOP Rules and Regulations when using a PDOP Facility.

B. Park District Facility Setup. Troop 20 is required to set up the Facility for their meetings which includes clean-up. The PDOP will provide for normal maintenance and custodial services.

C. Carry-In Carry-Out. Troop 20 must communicate to their participants regarding Carry-In Carry-Out program to reduce waste in the parks.

D. Reasonable Care. Troop 20 must take reasonable care to prevent damage to, or unusual wear and tear to PDOP Facilities including furnishings, and equipment. Troop 20 will be responsible for the repair of any damage or unusual wear and tear to a PDOP Facility.

Section 3. Background Checks

Prior to the commencement of the Approved Use, Troop 20 must complete a criminal background check on all volunteers before that volunteer participates with Troop 20 at a PDOP Facility. Troop 20 will provide an affidavit stating that Criminal Background Checks have been completed on all Troop 20 volunteers. The failure of

Troop 20 to comply with the provisions of this Subsection A may disqualify Troop 20 from engaging in the Authorized Use.

Section 4. General Liability Insurance

TROOP 20 must provide standard insurance coverage for its activities. The Park District will maintain its standard property and casualty insurance coverage.

Section 5. Indemnity

Troop 20 will indemnify the PDOP and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others at a PDOP Facility that arises out of any act or omission of Troop 20, including its staff, officials, volunteers, agents, invitees, guests, and patrons. The PDOP agrees that, in the event any claim is asserted or any action brought to recover any such damage, the PDOP will give prompt notice thereof in writing to Troop 20 and will cooperate in the investigation and defense of any such claim or action.

Troop 20 shall be responsible for and shall pay for any damages to Park District property arising out of the use of the said premises pursuant to the terms of this agreement or otherwise; ordinary wear and tear accepted.

Section 6. General Provisions

A. Term. This Agreement is for a term beginning on January 1, 2027 and ending on December 31, 2027.

B. Termination. Either party may terminate this Agreement within 30 days via a written notice to the other party.

C. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

D. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the PDOP and Troop 20.

E. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the PDOP and Troop 20, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the PDOP and Troop 20.

F. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the PDOP and Troop 20 have caused this Agreement to be executed by their duly authorized representatives as of January 1, 2027.

Park District of Oak Park

By: _____ Date: _____

Printed name: _____

Title: _____

Troop 20

By: Matthew Mueller Date: 10/30/2026

Printed name: Matthew Mueller

Title: Troop 20 Committee Chairperson

APPENDIX A

SHARED FACILITIES AND VOLUNTEER SUPPORT SERVICES

The Park District will:

- Allow use of an activity room up to six hours per month
- Provide at least 10 days' notice of the need for distribution along with clear directions of where and when to distribute materials;
- Provide a Park District contact person to manage volunteers at the Frank Lloyd Wright Race.

Troop 20 will:

- Assure that any cancellation of use or significant schedule changes are communicated in advance of use;
- Leave a facility in the same condition as found;
- Participate in the Carry-In Carry-Out program.
- Provide a minimum of 10 volunteers for the Frank Lloyd Wright race on Sunday, October 19, 2025.
- Distribute flyers, pamphlets or other promotional materials

A PARTNERSHIP AGREEMENT
BETWEEN THE PARK DISTRICT OF OAK PARK
AND ASCENSION PARISH AND SCHOOL
FOR SHARED USE OF FACILITIES AND SUPPORTING SERVICES

THIS AGREEMENT (the "*Agreement*") is made and entered into as of January 1, 2027 (the "*Effective Date*") between the Park District of Oak Park, an Illinois park district, (the "*Park District*") and Ascension Parish and School of the Catholic Bishop of Chicago, an Illinois corporation ("*Ascension*");

WHEREAS, the Park District has a program through which it partners with other Oak Park organizations to share facilities and services; and

WHEREAS, Ascension and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Ascension agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with Ascension as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Ascension will share certain gymnasium and other space at its school building with the Park District also as stated in Appendix A (each a "*Shared Facility*" and collectively the "*Shared Facilities*"). The Park District and Ascension may modify the list of Shared Facilities from time to time in writing, without formal amendment of this Agreement.

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and Ascension each may use the other's Shared Facilities as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an "*Additional Use*").

B. Responses to Requests. All requests shall be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. The host party will endeavor not to cancel or postpone the use by the guest party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the guest party's use of a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the guest party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. The guest party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the guest party. In the case of the Park District's play fields, the Park District will undertake routine maintenance. Ascension will perform some routine tasks relating to the use of the play fields, such as equipment setup if any, and other similar preparation for play.

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties. Ascension will not be responsible for large-scale re-sodding of a play field but may be responsible for replacing portions of sod on a play field if the sod is severely damaged from misuse, abuse, or other extraordinary activity conducted by Ascension.

I. Responsibility for Own Personnel. Each party shall be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than $1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates and endorsements, or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Ascension and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Ascension facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. Ascension agrees that, in the event any claim is asserted or any action brought to recover any such damage, Ascension will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District, except that Ascension shall approve the terms of the settlement, which approval shall not be unreasonable withheld. Ascension agrees to notify the Park District in writing within five business days and by telephone immediately after Ascension receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Ascension. Ascension will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Ascension, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Ascension and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Ascension, except that Ascension shall approve the terms of the settlement, which approval shall not be unreasonable withheld. The Park District agrees to notify Ascension in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq*.

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2027 (the "*Term*"). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. Each party may change the address or the addressee, or both, for all future notices and communications to that party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to Ascension:
Ascension School
601 Van Buren Street
Oak Park, Illinois 60304
Attn: Principal

If to the Park District:
Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302

With copies to:
Ascension School
601 Van Buren Street
Oak Park, Illinois 60304
Attn: Pastor

The Archdiocese of Chicago
835 North Rush Street
Chicago, Illinois 60611
Attention: Office of Legal Services

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Ascension

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Ascension, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Ascension.

I. No Agency or Partnership. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing of space and services as specifically described herein.

J. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Ascension have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____ Date: _____

Printed name: _____

Title: _____

The Catholic Bishop of Chicago

By: _____ Date: _____

Printed name: Eric Wollan

Title: Chief Capital Assets Officer

Acknowledged by:

_____

Father Carl Morello
Ascension Parish

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

Park District of Oak Park Facilities and Services

Total number of hours to be determined – eligible for three (3) hours of field space for one (1) hour of gym space provided to PDOP.
In addition to the above, Ascension may operate at a Tenant level with an adjusted hourly rate of $25/Hour.

Park: Park access for school picnic
No inflatables or food vendors are allowed on park property.

Soccer Field: Soccer field for school soccer program

Park District will:

- Line fields and provide goals for games
- Attempt to accommodate changes to the identified schedule and dates based upon availability.

Ascension will:

- Examine playfield and equipment before use to assure safe conditions
- Report poor conditions to the Park District
- Communication to participants of the Carry In – Carry Out program to reduce waste in the parks.
- Communication regarding weather conditions to their coaches/participants/volunteers.

Ascension School Facilities and Services

Ascension Gymnasium

- TBD

Additional gym space T.B.D. for every hour of agreed upon gym space used by PDOP
Ascension will receive three hours of outdoor space based on availability.

Park District will:

- Provide contact information for staff assigned to use and manage activities in school facilities
- Report any concerns and unsafe conditions in advance of use
- Leave the facility in the same condition as found

Ascension will:

- Provide a location to temporarily store sports equipment
- Cover any staffing and associated fees to help Park District patrons gain facility access or to monitor facility
- Attempt to accommodate changes to the identified schedule and dates based upon availability.

A PARTNERSHIP AGREEMENT
BETWEEN THE PARK DISTRICT OF OAK PARK
AND ST. GILES PARISH AND SCHOOL
FOR SHARED USE OF FACILITIES AND SUPPORTING SERVICES

THIS AGREEMENT (the "*Agreement*") is made and entered into as of January 1, 2027 (the "*Effective Date*") between the Park District of Oak Park, an Illinois park district, (the "*Park District*") and St. Giles Parish and School of the Catholic Bishop of Chicago, an Illinois corporation ("*St. Giles*");

WHEREAS, the Park District has a program through which it partners with other Oak Park organizations to share facilities and services; and

WHEREAS, St. Giles and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and St. Giles agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with St. Giles as stated in Appendix A attached to and by this reference incorporated into this Agreement, and St. Giles will share certain gymnasium and other space at its school building with the Park District also as stated in Appendix A (each a "*Shared Facility*" and collectively the "*Shared Facilities*"). The Park District and St. Giles may modify the list of Shared Facilities from time to time in writing, without formal amendment of this Agreement.

For

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and St. Giles each may use the other's Shared Facilities as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an "*Additional Use*").

B. Responses to Requests. All requests shall be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. The host party will endeavor not to cancel or postpone the use by the guest party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the guest party's use of a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the guest party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. The guest party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the guest party. In the case of the Park District's play fields, the Park District will undertake routine maintenance. St. Giles will perform some routine tasks relating to the use of the play fields, such as equipment setup if any, and other similar preparation for play.

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. St. Giles must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties. St Giles will not be responsible for large-scale re-sodding of a play field but may be responsible for replacing portions of sod on a play field if the sod is severely damaged from misuse, abuse, or other extraordinary activity conducted by St. Giles.

I. Responsibility for Own Personnel. Each party shall be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than $1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates and endorsements, or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless St. Giles and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a St. Giles facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. St. Giles agrees that, in the event any claim is asserted or any action brought to recover any such damage, St. Giles will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District, except that St. Giles shall approve the terms of the settlement, which approval shall not be unreasonable withheld. St. Giles agrees to notify the Park District in writing within five business days and by telephone immediately after St. Giles receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by St. Giles. St. Giles will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of St. Giles, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to St. Giles and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by St. Giles, except that St. Giles shall approve the terms of the settlement, which approval shall not be unreasonable withheld. The Park District agrees to notify St. Giles in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq*.

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2027 (the "*Term*"). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. Each party may change the address or the addressee, or both, for all future notices and communications to that party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to St. Giles:
St. Giles School
1034 Linden Avenue
Oak Park, Illinois 60302
Attn: Principal

If to the Park District:
Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302

With copies to:
St. Giles School
1025 Columbian Avenue
Oak Park, Illinois 60302
Attn: Pastor

The Archdiocese of Chicago
835 North Rush Street
Chicago, Illinois 60611
Attention: Office of Legal Services

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and St. Giles

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and St. Giles, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and St. Giles.

I. No Agency or Partnership. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing of space and services as specifically described herein.

J. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and St. Giles have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____

Printed name: _____

Title: _____

The Catholic Bishop of Chicago

By: _____

Printed name: Eric Wollan

Title: Director of Capital Assets

Acknowledged by:

_____

Rev. Carl Morello, Pastor
St. Giles Parish

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

Park District Facilities and Services

August – October:

- St. Giles use of a Park District soccer field for practices and games, after 4:00 PM during the week and at various times on Saturdays if available.
- Total number of hours to be determined; eligible for three (3) hours of field space for one (1) hour of indoor space provided to PDOP.
- In addition to the above, St. Giles may operate at a Tenant level with an adjusted hourly rate of $25/Hour.

The Park District will:

- Line fields and provide goals for games.
- Maintain turf suitable for play.
- Place goals for games only.

St. Giles will:

- Examine playfield and equipment before use to assure safe conditions.
- Report poor conditions before a field is used.
- Support and communicate to their participants of the Carry In-Carry Out program to reduce waste in the parks.

St. Giles Facilities and Services

Basketball courts or other rooms requested and available for various Park District activities for every hour of indoor space St. Giles will be eligible for three (3) hours of outdoor space based on availability.

PARK DISTRICT OF OAK PARK

FACILITIES USE LICENSE AGREEMENT WITH EAST AVE LACROSSE ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") East Ave Lacrosse (the "EAL");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, EAL is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, EAL desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and EAL desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the EAL's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and EAL as follows:

I. Grant of License for Authorized Use

The Park District hereby grants to the EAL a temporary license (the "License") for the purpose of allowing the EAL to conduct the following:

Classification:	Tenant
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Soccer practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit
	Fields with lights are sunrise until the auto-timed lights turn off
	Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

II. Term of License; Termination

The License is for a term commencing on January 1, 2027 and expiring on December 31, 2027 (the "*License Term*"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the EAL, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by EAL of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to EAL of the noncompliance. On termination of the License, all use of the Approved Facilities by the EAL must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the EAL to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

III. Pricing

PACT organizations in the Tenant level do not have participant fees and do not receive allotted facility use hours. The hourly rate for EAL is $50/Hour.

IV. Bond

For this License, there is no bond required from the EAL. A bond may be required for any extended, renewed, or new license.

V. Insurance

During the License Term, the EAL shall provide commercial general liability ("*CGL*") insurance with a limit of not less than $1,000,000 each occurrence, $2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. EAL represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If EAL at any time uses a vehicle in connection with its use of the Approved Facilities, then EAL must provide, in advance, motor vehicle insurance coverage not less than $1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The EAL must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

VI. Coach/Volunteer Background Checks

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the EAL using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the EAL to comply with the provisions of this Subsection VI may disqualify the EAL from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The EAL must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the EAL using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By EAL. Prior to the commencement of the Approved Use, the EAL must provide to the Park District, for Park District approval, an affidavit signed by an authorized EAL representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If EAL chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at www.pdop.org/volunteer to fill out the form. EAL will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify EAL. EAL will be charged the same fee for each CBC that the Park District is

charged; at this time the fee per CBC is $9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

VII. Park District Services

The Park District will endeavor to provide the following for the EAL:

- A staff member or elected official to serve as a liaison to the EAL and who will endeavor to attend EAL board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

VIII. EAL Additional Responsibilities

The EAL will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at www.pdop.org/programs/youth
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. EAL will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the EAL from incurring any expense for or in the name of the Park District.
- Forbid everyone within the EAL from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.

- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.

- Upon request, provide annual financial reports and written minutes.

- EAL is solely responsible for any and all supervision associated with its use of the Facilities.

- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.

- Immediately alert the Park District of any damage made to Facilities. EAL will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.

- EAL shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of EAL, including EAL's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.

- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.

- Adhere to all safety programs and standards set by the Park District while on the Facilities.

- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.

- Adhere to all Park District policies and directives related to use of wet fields.

- EAL is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.

- EAL understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.

- Prior to the first day of EAL's permits, all permits that EAL does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.

- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in EAL being responsible for payment of those permits.

- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

IX. Carry In/Carry Out

EAL will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. EAL will carry out what they carry in to the Facilities.

X. Specific Terms of Agreement

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the EAL have caused this License Agreement to be executed by authorized representatives.

PARK DISTRICT OF OAK PARK

By: _____ Date: _____
President

EAST AVE LACROSSE

By: _____ Date: 10/16/26

Printed name: Jerry Considine

Title: Director

PARK DISTRICT OF OAK PARK

FACILITIES USE LICENSE AGREEMENT WITH OAK PARK WINDMILLS ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") Oak Park Windmills ("WINDMILLS);

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, WINDMILLS is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, WINDMILLS desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and WINDMILLS desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the WINDMILLS's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and WINDMILLS as follows:

I. Grant of License for Authorized Use

The Park District hereby grants to the WINDMILLS a temporary license (the "License") for the purpose of allowing the WINDMILLS to conduct the following:

Classification:	Tenant
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit
	Fields with lights are sunrise until the auto-timed lights turn off
	Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

II. Term of License; Termination

The License is for a term commencing on January 1, 2027 and expiring on December 31, 2027 (the "*License Term*"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the WINDMILLS, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by WINDMILLS of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to WINDMILLS of the noncompliance. On termination of the License, all use of the Approved Facilities by the WINDMILLS must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the WINDMILLS to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

III. Pricing

PACT organizations in the Tenant level do not have participant fees and do not receive allotted facility use hours. The hourly rate for Windmills is $50/Hour.

IV. Bond

For this License, there is no bond required from the WINDMILLS. A bond may be required for any extended, renewed, or new license.

V. Insurance

During the License Term, the WINDMILLS shall provide commercial general liability ("*CGL*") insurance with a limit of not less than $1,000,000 each occurrence, $2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. WINDMILLS represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If WINDMILLS at any time uses a vehicle in connection with its use of the Approved Facilities, then WINDMILLS must provide, in advance, motor vehicle insurance coverage not less than $1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The WINDMILLS must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

VI. Coach/Volunteer Background Checks

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the WINDMILLS using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the WINDMILLS to comply with the provisions of this Subsection VI may disqualify the WINDMILLS from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The WINDMILLS must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the WINDMILLS using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By WINDMILLS. Prior to the commencement of the Approved Use, the WINDMILLS must provide to the Park District, for Park District approval, an affidavit signed by an authorized WINDMILLS representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If WINDMILLS chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at www.pdop.org/volunteer to fill out the form. WINDMILLS will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify WINDMILLS. WINDMILLS will be charged the same fee for each CBC that the Park

District is charged; at this time the fee per CBC is $9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

VII. Park District Services

The Park District will endeavor to provide the following for the WINDMILLS:

- A staff member or elected official to serve as a liaison to the WINDMILLS and who will endeavor to attend WINDMILLS board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

VIII. WINDMILLS Additional Responsibilities

The WINDMILLS will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at www.pdop.org/programs/youth
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. WINDMILLS will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the WINDMILLS from incurring any expense for or in the name of the Park District.
- Forbid everyone within the WINDMILLS from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.

- Upon request, provide annual financial reports and written minutes.
- WINDMILLS is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. WINDMILLS will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- WINDMILLS shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of WINDMILLS, including WINDMILLS's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- WINDMILLS is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.
- WINDMILLS understands and agrees that the Park District does not assume care, custody or control of any personal property or equipment brought on the Facilities. Park District does not assume liability for property lost, damaged or stolen on Facilities.
- Prior to the first day of WINDMILLS's permits, all permits that WINDMILLS does not need must be given back to the Park District. Failure to give back permits prior to start of season will result in payment of said permits.
- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in WINDMILLS being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

IX. Carry In/Carry Out

WINDMILLS will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. WINDMILLS will carry out what they carry in to the Facilities.

X. Specific Terms of Agreement

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the WINDMILLS have caused this License Agreement to be executed by authorized representatives.

PARK DISTRICT OF OAK PARK

By: _____ Date: _____
President

OAK PARK WINDMILLS

By: _____ Date: 11/4/26

Printed name: Cara Ryadi

Title: Board President

PARK DISTRICT of OAK PARK

Memo

To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Paula Bickel, Director of Human Resources and Risk Management

Cc: Jan Arnold, Executive Director

Date: November 25, 2026

Re: Administrative and Board Policy Manual Review



Statement

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

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Administration Policy Manual and Board Policy Manual must be reviewed on an annual basis. This year staff reviewed the manuals and has made non-substantive administrative revisions as well as legal language requirement changes to the manuals as follows:

POL.A.03.06 Succession Policy

- Added additional named successors to include full leadership team.

POL.A.04.02 Fund Balance

- Adjustment to Health Insurance fund balance protocol trigger from under 20% or over 30%; to under 20% or over 50%.

POL.A.04.04 Sponsorship Policy

- Increase sponsorship approval thresholds from $1,000 to $5,000 for project staff and from $5,000 to $10,000 for superintendents.

POL.A.04.08 Debt

- Increase in Pay-as-you-go capital items from $25,000 to $30,000.

POL.A.07.03 Financial Assistance

- Increased household income qualification amounts in Tier 1, 2 and 3.

POL.A.07.04 Non-Resident Fees

- Updated fee structure to reflect resident fees should be approximately 35% less than non-resident fees, but not to exceed $50. Program passes will not exceed twice the cost of the resident rate.

POL.A.07.05 Refunds

- Increase from $25 to $30 for summer camp cancellation/refund request for a camp activity cost of $150 or more ($10 for camp activity cost under $150).

POL.A.8.03 Policy for Transgender Participation

- Updated language to remove the requirement of Executive Director approval for transgender youth to participate in programs.

Rules and Regulations Updates 7.10 Bicycles and E-Devices

- Updated Rule 7.10 to reflect changes to Illinois Vehicle Code governing use of E-Devices. Updates specifically prohibit the following motor driven cycles and is not an intended or permitted use of Agency property: low-speed electric scooters, high-speed electric scooters, electric unicycles, electric skateboards, low-speed and high-speed electric bicycles, low-speed and high-speed gas bicycles, in addition to any other motor driven cycles as defined within the Illinois Vehicle Code.

POL.B.0505 Electronic Attendance

- Added electronic attendance to include military duty for Board Members in the military.

Recommendation

Staff recommend that the Board approve the attached updated Administrative and Board Policy Manual.

Attachment: Updated Administrative and Board Policy Manuals

PARK DISTRICT of OAK PARK

Administrative and Board Policy Manual

Updated December 2026

Created on: 11/25/2026

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POL.B.01.01 - Purpose of Policies

These policies, adopted unanimously by the Board of Commissioners of the Park District of Oak Park (the “District”), set forth many basic tenets to guide the Board of Commissioner (the “Board”) as it governs the District and the staff in administering the policies. These policies not intended to be comprehensive in nature; the Board maintains additional rules, regulations, and guidelines. Through the use of these policies, the Board hopes to ensure good, honest, and accountable representation of and service to its constituents.

The responsibility for creating and updating, or causing to be created, procedures for implementing policy falls to the Executive Director. The differences between "policy" and "procedure" are outlined below:

Policy
A policy is any plan or course of action reflecting the aims to be achieved by the District that are officially approved by the Board. It reflects value judgments on issues related to the purposes of the Park District and gives direction to the Executive Director and staff in the discharge of their duties. The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in overseeing the operation of the District. A policy must be formally adopted by the Board and recorded in the minutes of the meetings of the Board.

Procedure
A procedure is any plan or course of action formulated, developed, and implemented by the Executive Director to facilitate day-to-day District operations within the respective policies established in writing by the Board. Procedure guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy. The Executive Director shall have the function and responsibility of specifying the action required and designing the detailed arrangements under which the District will be operated.

POL.B.01.02 - Biennial Review

It is the intention of the Board to review these policies at a minimum biennially for consistency with applicable law and the practices of the Board and District. These policies may be revised in writing by majority vote of the Board.

POL.B.02.01 - Statement of Mission, Vision, and Values

This is the mission of the District: *"In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities."* Our vision is to, *"strive to exceed the needs of our diverse community with a collaborative and innovative approach."*

The District's parks and other facilities provide quality open space and recreation opportunities for all District residents, and the Board will work persistently to maintain the availability of the District's parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is safe and deeply integrated into the distinctive Oak Park living experience. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Oak Park. The Board values and respects the history of Oak Park and of the District, the District's civic involvement, and the District's tradition of innovation, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board's governance of the District. The Board thus will conduct the business of the District in an open and communicative fashion, seeking feedback and advice whenever possible. The Board will reach out to all residents of the District to assure that all are served equally to the fullest extent possible with the resources of the District.

The Board believes that one key to maintaining an excellent parks and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by the District. These valuable partnerships may be with agencies within the District's boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it owns even while offering innovative, high quality programs.

In striving for excellence, the District's values include:

- **Community Engagement:** We will actively work to foster ongoing dialogue, relationships, collaborations, and partnerships with and within the community.
- **Responsible Leadership:** We will maintain a high-performing, engaged, and accountable organization.
- **Integrity:** We will adhere to moral, honest, and ethical principles with a focus on accessibility, inclusion, and transparency.
- **Innovation:** We will continuously try new methods and ideas, adapt services according to trends, and continuously improve processes.
- **Sustainability:** We will thrive though renewal, maintenance and stewardship in all aspects of operation.
- **Inclusivity**: We will actively and intentionally value multiple layers of human characteristics and view such differences as strengths, while striving for equity among all identities to be authentic, feel safe and be respected in programs, parks, and facilities.

POL.B.03.01 - Board of Commissioners; Term of Office

The District is governed by a Board of Commissioners comprised of five elected members, each of whom serves a four-year term. The Board believes that a five-member board is appropriate for the size of the District and that a term of service to the District of four years is in the best interests of the District.

POL.B.03.02 - No Compensation

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in these policies.

POL.B.03.03 - Board Authority Pursuant to State Law

The Board functions under the authority of the Illinois Park District Code, 65 ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.

POL.B.03.04 - Actions Taken in Representative Capacity

Board members, collectively and individually, act as representatives of the residents of the District in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members make decisions that it determines best serve the community as a whole.

POL.B.03.05 - Collective Decision-Making

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It is improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

POL.B.03.06 - Policymaking is Primary Role

The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility to implement the Board's policies.

The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

POL.B.03.07 - Board Retreat and Goal-Setting

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are required to attend the retreat.

POL.B.03.08 - Executive Director is Primary Board Resource

Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the Executive Director rather than from other employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.

POL.B.03.09 - Ethics and Conduct

Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. A Board member should advise the Executive Director of all memberships and financial interests that a Board member has in companies or organizations that are doing business with the District. Board members will educate themselves about, and comply with, all other federal, state and local laws, regulations, and ordinances applicable to the conduct of the Park District's elected officials. Additionally, Board members must:

- On a yearly basis, file a statement of Economic Interests with the County Clerk of Cook County;
- Complete the online Freedom of Information Act and Open Meetings Act training required by the Attorney General on its website;
- Represent all the residents of the District and avoid partisanship based on special interests;
- Respect the confidentiality appropriate to issues of a sensitive nature; and
- When the Board must decide upon an issue about which a Commissioner may have an unavoidable conflict of interest, that Commissioner must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue, as required by applicable state and federal law.

POL.B.03.10 - Political Advocacy

Many of the activities of the District are funded with money from County, State, and Federal agencies. In addition, many of the activities of the District are affected by the laws of County, State, and Federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact County, State, and Federal elected representatives to advocate the best interests of the District.

POL.B.03.11 - Media Relations

The designated spokespersons for the District are the Board President and the Executive Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all of the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of the District. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to the District.

POL.B.03.12 - Fiscal Responsibilities

The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District, in accordance with State law. See Section 8 of these Board of Commissions policies related to fiscal responsibilities.

POL.B.03.13 - Planning Responsibilities

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

- Park Master Plans
- Capital Project Plan
- Comprehensive Strategic Master Plan

POL.B.03.14 - Formulation of Policies, Rules, Regulations

Formulation of Policies, Rules, Regulations

The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

POL.B.03.15 Intergovernmental and Civic Cooperation

Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:

(a) Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.

(b) Relationships with Particular Groups; Liaisons. The Board desires to maintain it valuable relationships with Festival Theater, the Friends of the Oak Park Conservatory, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.

(c) School Districts 97 and 200. The Board encourages cooperation between the District and the Oak Park School Districts 97 and 200 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the District and a school district.

(d) West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the West Suburban Special Recreation Association.

(e) Council of Governments. The Executive Director and at least one Board member should attend the meetings of the Oak Park Council of Governments.

(f) IGOV. At least two Board members should attend the IGOV meetings.

Guidelines for Commissioners in their Role as Liaisons

The Park District of Oak Park maintains a policy of intergovernmental and civic cooperation. The Board of Commissioners encourages communication and cooperation with other local governments and with public and private organizations that enhance Park District programs and interests.

These guidelines apply to the Commissioners in their roles as liaisons. By adhering to these guidelines, the Commissioners will maintain consistent and transparent relationships with the assigned organizations and thereby maximize the value of the liaison program.

General Standards:

- When your liaison assignment is made, contact your assigned organization promptly, introduce yourself, and open channels of communications, including meeting dates, times, and locations.
- Attend your assigned organization's board meetings diligently, not less than once per quarter for those organizations that meet monthly.
- Be prepared to speak at a meeting about interesting activities or initiatives of the Park District. The Executive Director's Report includes useful information, and you can call the Executive Director for additional information.
- Take notes during a meeting of relevant and interesting activities. Contact the PDOP Executive Director about any item on which she or he should follow up. Provide details as necessary.
- Be prepared to report to your colleagues on interesting matters at the next Board of Commissioners' meeting as well as share information regarding functions and activities related to the affiliate organization.

Important Elements:

- You are not a board member of your assigned organization and thus you should never assume that role. You attend meetings to listen and observe, not to question the operations or otherwise participate in your assigned organization's business items.
- You should not be an advocate for your assigned organization or for its programs or initiatives, but instead you should remain a neutral listener and observer.
- You should not suggest policies or practices to your assigned organization, even if you are asked to do so.
- If you are asked, then you may answer questions about a Park District matter, but you should not discuss any Park District matter that has not yet been discussed in an open meeting of the Board of Commissioners.
- As a single Commissioner, you cannot speak on behalf of the Board of Commissioners except when the Board has taken a final position on the matter or has directed you to speak on a topic as a representative of the Board.
- At any time you have a question or concern about your liaison assignment or your assigned organization, you should contact the Executive Director promptly.

POL.B.03.16 - Board Committees, Task Forces

Currently there are four standing committees of the Board. See Section 6 of these Board of Commissioner Policies regarding the standing committees and other committees and task forces of the Board.

POL.B.03.17 - Recruiting and Training

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role training newly elected Board members. Staff share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Executive Director and a Department Head must take place.

POL.B.03.18 - New Board Member Orientation

The Board shall assist with the orientation of new Board members by:

a. Providing assistance to the Executive Director with preparation of written materials, which shall include, among other materials, the following:

- Park District of Oak Park Policies;
- Illinois Park District Code;
- Commissioner General Practices Manual; and
- Park District of Oak Park Rules and Regulations Governing Use of Park Facilities

b. Arranging the opportunity for new Board members to attend the IAPD new commissioner orientation;

c. Providing a tour of the District's parks and other facilities; and

d. Arranging meetings with the Board President, the Executive Director, the Superintendents, and other staff as determined by the Executive Director, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

POL.B.03.19 - Electronic Communication

The Illinois Open Meetings Act defines “Meeting” as “any gathering whether in person or by video or audio conference, telephone call, electronic means (such as without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business.” Electronic mail may be used to discuss public business by less than a majority of a quorum, subject to the restrictions contained in this policy. Electronic mail may also be used to communicate in any other manner that does not constitute deliberation under applicable Illinois law.

The following are examples of permitted use of e-mail by Commissioners to discuss business of the Board:

- E-mails between two Commissioners not copied to a third Commissioner;
- One e-mail from a Commissioner to all other Commissioners provided it is not responded to;
- E-mails between any number of Commissioners not addressing public business of the Board or any sub-body of the Board.

Commissioners are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters. Harassment of any kind is prohibited. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group’s race, religion, age, national origin, physical attributes, or sexual preference shall be transmitted.

POL.B.03.20 - Vacancies in Office

The Board shall declare vacant the office of any Commissioner who dies, resigns, ceases to be a resident within the District, or otherwise is rendered by law as unqualified to serve as a Commissioner. A vacancy shall be filled by appointment of the Board President with the consent of the Board. Applications for appointment shall be solicited by the Board directly and by advertisement in a local newspaper of general circulation. The appointed Commissioner shall serve until his or her replacement has been elected and qualified for office in the manner provided by law.

POL.B.04.01 - President

The Board President shall be the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint the members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners. The President shall establish an effective working relationship with the Executive Director by meeting regularly to actively communicate with the Executive Director about special issues and problems affecting the District. The President shall work with the Executive Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Executive Director. The President shall effectively communicate with Board of Commissioners to ensure all members are kept abreast of important issues affecting the District and schedule an annual Board evaluation. As well as serving as the official spokesperson for the Board, the President or designee shall serve on committees, commissions, or boards representing the District and represent the Board at community and District events. The President shall also serve as the official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.

POL.B.04.02 - Vice-President

The Board Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act.

POL.B.04.03 - Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, ordinances, orders, and resolutions of the Board. The Secretary is responsible for the verbatim recording and minutes of all closed sessions of the Board as well as regulating the schedule of disposal of such recordings and release to the public of such minutes according to state law (5 ILCS 120/2.06). The Secretary shall be responsible for all official correspondence of the Board. If the President and Vice-President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present. The Secretary shall be present at all meetings of the Board. The Secretary shall also serve as the Legislative liaison of the Board, keeping the in contact with legislators and keeping the Board informed of legislative issues that would interest the Board.

POL.B.04.04 - Treasurer

The Board Treasurer, in conjunction with the Executive Director and the Director of Finance, report to the Board monthly all receipts and disbursements of the District and shall submit such financial statements and detailed information as may be required by the Board.

POL.B.05.04 - Meeting Attendance

Although it is likely, that it is not possible for each Board member to attend every Board meeting, Board members should strive to do so. A reoccurring pattern of missed meetings is unfair to other Board members and to the District.

POL.B.05.09 - Voting

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll calls votes. The initiation and seconding of motions also shall be recorded.

POL.B.05.01 - Regular Monthly Board Meetings

The regular meetings of the Board are held on the third Thursday of the month at 7:00 p.m. at the John Hedges Administrative Center, 218 Madison Street, except at otherwise posted by the Board in accordance with the Illinois Open Meetings Act.

POL.B.05.02 - Special Meetings

Special meetings of the Board may be called by the Board President or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Board members and shall be delivered and posted as required by the Illinois Open Meetings Act.

POL.B.05.03 - Annual Meeting

The official “Annual Meeting” of the Board will be held on the first meeting in May and shall include the election of the Board officers, including the President, Vice-President, Secretary, and Treasurer for one-year terms. See Section 4 of these Board of Commissioners Policies related to Board officers. The standing chairs of the standing committees and liaison positions of the Board members will also be established.

POL.B.05.05 - Electronic Meeting Attendance

The Illinois Open Meetings Act, 5 ILCS 120/1 et seq. (the "Act"), requires that the actions of public bodies be taken openly and that their deliberations be conducted in open meetings, except for certain limited circumstances that permit closed meetings. The definition of "meeting" includes meetings by electronic means, including video or audio conference, telephone, e-mail, and instant message. This Policy is intended to adopt certain rules and procedures for electronic meeting attendance via video or audio conference by members of boards, commissions, and committees of the Park District consistent with the requirements of the Open Meetings Act. A member of a Public Body is qualified to attend a meeting of that Public Body electronically only if the member is physically prevented from attending the meeting by: personal illness or disability; employment purposes or the business of the public body; or a family or other emergency; or in the military. The following procedures are required before a member of a Public Body is authorized to attend electronically a meeting of that Public Body:

a. Notice to the Secretary. The member must notify the Park District Secretary in writing at least 48 hours prior to the meeting in which the member desires to attend electronically, unless advance notice is impractical. The notice shall use the appropriate form to identify the reason the member cannot be physically present at the meeting in accordance with this Policy. If the member is unable to give the required written notice prior to the meeting, then the member shall notify the Park District Secretary by other means prior to the meeting and shall submit the required written notice as soon as practicable following the meeting.

b. Determination of Authorization of Electronic Attendance. Upon receipt of notice in accordance with Subsection IV.A, the Park District Secretary shall promptly forward the notice to the presiding officer of the Public Body. After establishing that a quorum of the Public Body is physically present at the meeting at which a member has requested to attend electronically, the presiding officer shall state that (i) a notice was received by a member of the Public Body in accordance with this Policy and (ii) the member will be deemed authorized to attend the meeting electronically unless a motion objecting to the member's electronic attendance is made, seconded, and approved by three-fourths of the members of the Public Body physically present at the meeting. If no such motion is made and seconded or if any such motion fails to achieve the required vote by the members of the Public Body physically present at the meeting, then the request by the member to attend the meeting electronically shall be deemed approved by the Public Body and the presiding officer shall declare the requesting member present. After such declaration by the presiding officer, the question of a member's electronic attendance may not be reconsidered.

A meeting of a Public Body at which any member has been authorized to attend electronically must be conducted in accordance with the following special rules, in addition to any other applicable rules and procedures of the Public Body:

a. Roll Call and Quorum. A quorum of the Public Body must be physically present at the meeting. Following the call of the roll, and at the conclusion of the determination of authorization of electronic attendance, the presiding officer shall identify each member who is attending the meeting electronically.

b. Identification and Recognition of Electronic Attendees. Any member attending electronically must identify himself or herself each time the member wishes to speak and must be recognized by the presiding officer prior to addressing matters before the Public Body.

c. Public Access to Meeting. The speech of a member attending electronically shall be amplified in such a manner that it shall be generally audible to members of the Public Body and the public who are physically present at the meeting. Also, any video image of a member attending electronically shall be projected in such a manner that the member's video image shall be generally visible and audible to members of the Public Body and the public who are physically present at the meeting. In addition, the votes of any member of the Public Body attending electronically shall be generally audible at the location where such meeting is being held and expressly acknowledged by the presiding officer. When a member attends a closed meeting electronically, the member's speech shall be generally audible to all members of the Public Body who are physically present at the meeting, and the audio recording of the meeting required by the Act shall incorporate the speech of the member electronically attending the closed meeting.

d. Minutes. The minutes of each meeting of a Public Body shall identify which of the members of the Public Body were physically present and, if applicable, which members of the Public Body attended electronically. The minutes also shall reflect the reason for a member's attendance electronically, the fact that there was no valid objection to such attendance pursuant to this Policy, and the electronic means by which the member attended the meeting.

A member attending a meeting of a Public Body electronically shall be considered present at the meeting and entitled to vote on any matter before the Public Body as if the member were physically present at the meeting, provided that the member's attendance at the meeting electronically complies with the terms of this Policy. In the event of a bona fide disaster, as defined in the Illinois Emergency Management Agency Act, 20 ILCS 3305/1 et seq. ("IEMAA"), this Policy shall not apply to restrict the conduct of public business by a Public Body, provided such public business is conducted in accordance with Subsection 10(j) of the IEMAA.

POL.B.05.06 - Preparation of Meeting Agendas

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Executive Director, with the concurrence of the Board President, may revise the agenda from time to time as appropriate depending on the current business of the Board:

1. Call to Order and Roll Call;
2. Approval of Agenda;
3. Public Comments;
4. Consent Agenda;
5. Staff Reports;
6. Old Business;
7. New Business;
8. Commissioners Comments;
9. Closed Session; and
10. Adjournment.

POL.B.05.07 - Executive Director's Attendance at Meetings

The Executive Director, or if the Executive Director in unable to attend then his or her designee, shall be present at all meetings of the Board.

POL.B.05.08 - Quorum

The Board is comprised of five Commissioners. Three Commissioners constitute a quorum of the Board.

POL.B.05.10 - Roberts Rules of Order

To the extent not otherwise provided in these policies or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

POL.B.05.11 - Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act (OMA). The Executive Director has authority to appoint a staff member to serve as the OMA Officer for the District. All meetings shall be open to the public except when a closed session is called in accordance with that act.

POL.B.05.12 - Closed Sessions

The Board may call closed sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters as provided by the Illinois Open Meetings Act.

POL.B.05.13 - Effective Meetings

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other standing committee. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings.

POL.B.05.14 - Public Comment

Members of the public will be allowed to speak during the “Public Comments” portion of the Committee of the Whole and Regular Board meeting, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall have not more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary to facilitate the proper and orderly conduct of the meeting and the completion of the Board’s business.

POL.B.05.15 - Effective Communications

Processes and procedures of the District will be designed to facilitate effective communications of the Board's policies and business decisions.

POL.B.06.01 - Board Authority to Establish Standing Committees

The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains four standing committees:

- Committee of the Whole,
- Administration and Finance Committee,
- Recreation and Facility Programming Committee, and
- Parks & Planning Committee.

POL.B.06.02 - Committee of the Whole

The Committee of the Whole of the Board, comprised of all five Board members, meets at 7:30 p.m. on the first Thursday of each month at the John Hedges Administrative Center, 218 Madison Street. The meeting time and place may be changed by the Board from time to time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. The Board President shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Executive Director in consultation with the Board President.

POL.B.06.03 - Other Standing Committees Generally

The other standing committees of the Board shall meet and discuss their business during the meetings of the Committee of the Whole. A committee may determine to meet at a separate time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The committee chairman may appoint non-Board members to serve as members of the committee. The President of the Board shall serve as an ex-officio member of all committees.

a. Administration and Finance Committee. The Administration and Finance Committee shall be comprised of the Board Treasurer as chairperson, one other Board member, and such other Board members as may be appointed by the Board President with the consent of the Board. The Board President, the Executive Director, and the Superintendent of Business Operations shall be ex-officio members of this committee. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

b. Recreation and Facility Programming Committee. The Recreation and Facility Programming Committee shall be comprised of the Board Secretary as chairperson, one other Board member, and such other Board members as may be appointed by the Board President with the consent of the Board. The Board President, the Executive Director, and the Superintendent of Recreation shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding all relating to facility usage, recreational programming, communications, marketing, and related matters.

c. Parks and Planning Committee. The Parks and Planning Committee shall be comprised of the Board Vice-President as chairperson, one other Board member, and such other Board members as may be appointed by the Board President with the consent of the Board. The Board President, the Executive Director, and the Superintendent of Parks and Planning shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding park properties, land acquisition and development, buildings and grounds maintenance, grants, historic preservation, capital projects, and related matters.

POL.B.07.01 - Board Responsibility to Establish Personnel Policies

The Board shall have the responsibility of establishing policies governing District Employees. The Board may adopt and maintain a personnel handbook that establishes the terms, rules, and policies related to employment with the District.

POL.B.07.02 - Employment of Executive Director

The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District. The duties and terms and conditions of employment of the Executive Director may be set forth by written contract between the Board and the Executive Director for a specific term. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually.

POL.B.07.03 - Executive Director Responsibilities

The Executive Director shall be the chief administrative officer of the Park District.

The Executive Director shall be responsible for the hiring, management, discipline, termination, and other matters related to Park District employees. The Executive Director has the authority to change the organizational structure to manage the day to day operations.

The Executive Director also shall be responsible for the efficient operation of the Park District consistent with Board-established policies. The Executive Director also shall serve as advisor to the Board on matters of policy formation.

The Executive Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund levied by the District.

POL.B.07.04 - Qualified Employees

The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

POL.B.07.05 - Employees' Performance of Duties

No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.

POL.B.08.01 - General Fiscal Matters

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

POL.B.08.02 - Fiscal Year

The fiscal year of the District commences on January 1 and ends on the following December 31.

POL.B.08.03 - Annual Budget, Appropriation Ordinance

The Board shall review and approve an annual budget after review and recommendation of the Administration and Finance Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if one is necessary).

The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Director of Finance and the District's General Counsel. The proposed budget and appropriation ordinance shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting prior to the beginning of the District's fiscal year, usually at the regular meeting of the Board in November.

POL.B.08.04 - Annual Tax Levy

The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule established by law. The annual tax levy ordinance shall be approved by the Board no later than the regular meeting of the Board in December and filed with the Cook County Clerk within the deadline for filing established by law.

POL.B.08.05 - Annual Audit

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

POL.B.08.06 - Program Fees

The Board shall maintain a Revenue Policy that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That policy also shall recognize the various types of programs provided by the District and the scope of those programs, including without limitation community-wide programs (for example special events) that benefit the community as a whole, community-based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example gymnastics and summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses and program type.

POL.B.08.07 - Debt Service Principles and Procedures

Inappropriate levels of general obligation debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

a. The Board will endeavor to achieve and maintain the highest possible bond rating for the District.

b. Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.

c. The District will follow its Fund Balance Policy and adopt a budget annual that ensures sufficient reserves will be available to make principal and interest payments as required.

d. Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's 5-Year Capital Projects Plan.

e. Because the District's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.

f. No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.

g. The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

POL.B.08.08 - Bond Sales

Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's General Counsel acting as issuers counsel, and the District also shall retain bond counsel.

POL.B.08.09 - Grants

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

POL.B.08.10 - Competitive Bidding

The Executive Director shall use a competitive bidding process for public works projects undertaken by the Park District, when required by law or otherwise appropriate. When such a project has been let for competitive bidding, the Board will award the contract to the lowest responsible bidder in the best interests of the Park District in accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects of similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters. The Board may reject any and all bids when the Board determines that it is in the best interest of the Park District to do so.

POL.B.08.11 - Bond Rating

The District shall be committed to establishing and maintaining the best possible rating from a Municipal Bond Rating agency such as Standard and Poor or Moody's Investor Service so as to minimize borrowing costs. The District shall maintain good communications with the bond rating agencies about its financial condition and will follow a policy of full and open disclosure on every financial report and bond prospectus.

Responsibility for the decision to pursue a bond rating on the district's bonds will be made by the Executive Director, Director of Finance, and the District's bond consultant. The decision will be based on several factors including the size of the bond issue, the cost of rating process, current District financial condition, current market conditions, etc. If, after reviewing these factors, it is in the best interests to obtain a bond rating, the Finance Director will advise the bond consultant to initiate the rating process.

POL.B.09.01 - Tours of Facilities

The Board shall endeavor to tour the District's parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any ongoing program.

POL.B.09.02 - Land Acquisition Policy

The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

a. The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the Park District can provide to its residents.

b. Acquisition, development, and maintenance of the land is not inconsistent with the Park District's current Capital Improvement Plan and Level of Service standards and can be undertaken without violating the Board's fiscal and funding policies.

c. Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

POL.B.09.03 - Property Leases

The District may enact a lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code.

POL.B.09.04 - Sale of Real Estate & Excess Property Policy

The Board may, from time to time, decide to liquidate certain assets that it has accumulated, including land, buildings, equipment, and other tangible items. Illinois Compiled Statutes set forth the powers and procedures governing the sale or lease of real estate and shall be adhered to in all instances.

Illinois law also permits park districts to sell personal property when three-fifths of the Board determines that the property is no longer needed or useful. The District may convey or sell this property in any manner it designates. The Board must first pass an ordinance authorizing the disposal of the property.

POL.B.09.05 - Historic Sites

The Board shall continue to own, maintain, and operate the historic facilities at Pleasant Home, the Oak Park Conservatory, Scoville Park, and the Cheney Mansion.

POL.B.10.01 - Staff and Board Education and Training

The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions in furtherance of their ability to best serve the District, as designated by the majority of the Board. Board members are expected to participate in seminars, and state and national conferences as attendance at these events makes a well-informed Commissioner.

POL.B.10.02 - Membership in IAPD and NRPA

Based on the determination that the programs, services, and information provided by the IAPD and NRPA are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

POL.B.10.03 - Annual Calendar of Actions and Activities

The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

POL.B.10.04 - Use of Expert Consultants

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

POL.B.10.05 - Recognition of Outgoing Board Members

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

POL.A.01.01 - Freedom of Information Act Policy

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

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

- The Executive Director has authority to appoint a staff member to serve as the FOIA Officer for the District. The FOIA Officer will complete the annual FOIA/OMA training through the Office of the Illinois Attorney General.
- Only the Freedom of Information Officer or his/her designee may respond to requests for public records of the District. Any member of the Park Board or employee of the District who receives a request for a public record of the District, including a complaint, comment, or opinion of a resident submitted to that Park Commissioner or employee in his/her official capacity, shall immediately refer the request to the FOIA Officer.
- All requests to inspect and/or copy public records of the Park District must be in writing. Request forms are available from the Park District's Administrative Office at 218 Madison St Oak Park, Illinois, and on the website www.pdop.org.
- All requests must specify the records to be inspected or copied with reasonable particularity in order to avoid inefficient use of staff time in retrieving records and making them available for inspection and/or copying.
- The FOIA Officer or his/her designee will respond in writing to all requests for public records within the time limitations set by FOIA. The Park District will respond to such requests in the order in which they are received.
- The Park District will produce for inspection any requested public record that is not exempt from disclosure under the Freedom of Information Act. Examples of records that are exempt include, but are not limited to, the following:

    a. "Information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information." This exemption includes personnel files of Park District employees.

    b. "Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated," unless that record "has been publicly cited and identified by" the Board of Park Commissioners.

c. Proposals and bids for any contract or grant, until awarded.

d. "Minutes of meetings of public bodies closed to the public as provided by the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act." Section 2.06 allows, but does not require, the Park Board to release minutes of closed sessions after conducting a semi-annual review of such minutes and concluding that it is no longer necessary to keep the minutes confidential. Minutes of meetings held in open session are not public records, and will not be produced for inspection, until they are approved by the Board of Park Commissioners.

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

- The Board of Park Commissioners hereby finds that production for inspection of public records consisting of a complaint, comment or opinion of a resident of the District would constitute a clearly unwarranted invasion of the personal privacy of any such resident. The Park District therefore will disclose any such record only after deleting the name, address and telephone number of the resident and any other personal identifying information. This policy does not apply to open session minutes of meetings of the Board of Park Commissioners, which will be made available for inspection and/or copying in their entirety.
- As permitted by FOIA, the Park District may deny a request for public records if "compliance with the request would be unduly burdensome and there is no way to narrow the request and the burden on the public body outweighs the public interest in the information." Before invoking this exemption, the Freedom of Information Officer or his/her designee "shall extend to the person making the request an opportunity to confer with [the Officer] in an attempt to reduce the request to manageable proportions."
- The Park District will deem as unduly burdensome repeated requests, for the same public record(s), by the same person or by members of the same organization or group.
- The Park District will make public records available for inspection pursuant to this policy at the Hedges Administration Center, 218 Madison St, Oak Park, Illinois on Monday through Friday, except holidays, between 8:30 a.m. and 5:00 p.m. by appointment with the Freedom of Information Officer or his/her designee. A representative of the Park District will remain present during all inspections of public records.
- Original public records may not be removed from the Hedges Administrative Center. Persons inspecting public records of the Park District shall not alter, deface or destroy any public record.
- The Park District will not permit inspection of public records that are in immediate use by Park District employees performing official duties that require use of those records.
- Upon request, the Park District will make a copy of any public record that is not exempt from disclosure under FOIA or this policy. Again, upon request, the Park District also will certify any such copy. In order to recover the actual cost of reproducing and certifying copies of public records, including staff time expended in performing these tasks, the Park District will charge

25 cents per side of a page copied for each page after the first 50. A rate of 50 cents per side for a certified copy. Prior to copying any public records, the Park District will inform the requesting party of the amount to be charged. The Park District will copy the requested records only after receipt of payment of this amount.

- A person who wishes to have a public record copied without charge or at a reduced charge shall request a fee waiver or reduction as part of his/her written request to have the record copied. The request for a fee waiver or reduction must state the specific purpose for which the public record is being requested, and must demonstrate how and why the principal purpose of the request is to promote the public interest by accessing and disseminating information regarding the health, safety and welfare or the legal rights of the general public and not to promote personal or commercial benefit. In determining whether to grant a fee waiver or reduction, the Freedom of Information Officer will consider:

    a. the amount of materials requested;

    b. the cost of copying the materials requested;

    c. the extent to which the written request for copies demonstrates that a fee waiver or reduction is, in fact, in the public interest;

    d. any other relevant facts.

- A person who has made a written request to inspect and/or copy public records of the Park District may appeal in writing to the Board of Park Commissioners within ten (10) business days if:

    a. The Freedom of Information Officer or his/her designee denies the request in whole or in part;

    b. The Freedom of Information Officer or his/her designee states in writing to the requesting party that responding to the request would be unduly burdensome; or

    c. The Freedom of Information Officer fails to respond in writing to the request within the time limitations set by FOIA. The Board of Park Commissioners shall respond to any such appeal within seven (7) business days.

POL.A.01.02 - Americans With Disabilities Act

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

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

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

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

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

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

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

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

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

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

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

- The dog is barking.
- The dog is growling.
- The dog is not house broken.
- The dog displays a vicious or aggressive behavior toward other people.
- The dog acts disruptively such as jumping toward or running at other people.
- The area is regulated by health rules that do not allow an animal to enter.

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

Special Recreation Programs

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

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

POL.A.01.03 - Ethics Ordinance

All employees and parties providing work or services on behalf of the district must be in compliance with the requirements of the Illinois Ethics Bill or Public Acts 93-615 and 93-617. In 2015, the PDOP adopted the last change made to the Illinois Ethics Bill and Public Act with the ORDINANCE NO. 2015-05-01 for agency use. This ordinance is reviewed annually with the Board and no changes were made in 2024.

POL.A.01.04 - Annual Fiscal Filing Requirements

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

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

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

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

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

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

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

system. Special Audits can be conducted at the request of the Board.

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

- Members of the Board and candidates for election to the Board
- District employees who are compensated for services as employees and not as independent contractors and who:

    i. are, or function as, the head of a department, division, bureau or other administrative unit;

    ii. have direct supervisory authority over, or direct responsibility for, the formulation, negotiation, issuance or execution of contracts in the amount of $1,000 or greater; have authority to approve licenses or permits; adjudicate, arbitrate or decide any judicial or administrative proceeding, or review such a decision;

    iii. have authority to issue or promulgate rules or regulations; or

    iv. have supervisory responsibility for 20 or more employees.

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

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

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

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

POL.A.01.05 - Disaster Recovery Policy

Introduction

The Park District of Oak Park has adopted this Disaster Recovery Policy. The goal of this plan is to outline the key recovery steps to be performed during and after a disruption to return to normal operations as soon as possible.

Scope of Policy

The scope of this disaster recovery plan addresses technical recovery only in the event of a significant disruption. All personnel of Park District of Oak Park must comply with this policy. Demonstrated competence in the requirements of this policy is an important part of the responsibilities of every member of the workforce. The disaster recovery plan should be tested annually to maintain its integrity.

Considerations

- A disaster may occur at any time, not necessarily during work
- The Park District should establish and implement processes and procedures for responding effectively to emergencies or other occurrences (fire, vandalism, system failure, and natural disaster, etc.) that damage systems containing PII / sensitive data
- Systems that contain PII / sensitive data can be affected or destroyed in many ways, such as:
    - Flooding
    - Fire
    - Loss of power
    - Acts of God: Tornado, tsunami or hurricane
    - Hackers
    - Unauthorized access or malicious activity

Policy Statement

It is the policy of The Park District of Oak Park to establish and implement processes and procedures to create and maintain retrievable exact copies of PII / sensitive data.

Assembling Breach Response Team

Assembling a breach response team is an integral part of breach preparation. The members of a breach response team should be identified, each bringing their own skills to the group. In the event of a breach the team will work together to address the situations and take appropriate actions based on the circumstances. The individuals selected and identified below should be made aware and agree to accept the responsibilities that come with this position. The composition of this group may depend on the size of the organization, but each critical role should be identified to the best of the organization's ability. (An alternative Breach Response Team template is available in Appendix A)

Team Leader – The team leader will be responsible for the oversight of the group. These responsibilities include but are not limited to; developing and overall coordination with the team, updating breach response procedures as necessary and ensuring the team stays on track for timely response.

Name: Jan Arnold Email: jan.arnold@pdop.org Phone:708-725-2020

Information Technology – A representative from the Information Technology (IT) department should be selected to oversee the technology aspects associated with a breach. This includes but is not limited to; initial breach investigation, mitigation of ongoing harm and implementation of new technologies that can prevent future occurrences.

Name: Noventech Inc Email: Support@Noventech.com Phone: 630-595-5200

Human Resources/PR/Outreach – An individual should be identified to lead the efforts in the communication department. Breaches, depending on size, will often involve notification steps where affected individuals or appropriate government entities are informed of the incident and the remediation steps taken by the organization. This individual will be tasked with producing and sending notifications along with responding to questions or issues raised by affected individuals.

Name: Jan Arnold Email: jan.arnold@pdop.org Phone:708-725-2020

Legal Counsel – A representative from a legal team is a strong recommendation for a breach response team. Ideally this should be someone knowledgeable and experienced in these situations who can provide guidance from a legal perspective surrounding the actions taken by the team.

Name: Caitlyn Culbertson Email: caitlyn.culbertson@elrodfriedman.com Phone: 312-528-5206

Outside Vendors – Any outside or third-party vendors who may play a role in assisting with a breach should be identified. This could be data forensics companies, law enforcement or data breach resolution companies. If the breach had occurred within a 3rd party system, a representative from that team could play an important role as well.

	Name	Phone Number	Emergency Phone Number	Email Address
Team Leader	Jan Arnold	708-725-2020	708-725-2020	Jan.arnold@pdop.org
IT Provider	Noventech Inc,	630-595-5200	630-595-5200	support@noventech.com

PR/Outreach	Jill Allread Public Communications, Inc	312-848-3768	312-848-3768	jallread@pcipr.com
Legal Counsel	Caitlyn Culbertson Elrod Friedman	312-528-5206	312-528-5206	Caitlyn.culbertson@elrod.friedman.com

System and Application Criticality

The Park District of Oak Park provides several critical systems to service its business needs. It is important to note that this DRP attempts to classify and categorize the many systems and applications supported by client name for the purpose of offering a tiered approach to the restoration of the services and systems in the event of a disaster. If a disaster does occur, the systems and applications will be restored in tier order as follows:

- Tier A –The system is critically fundamental to the operation of the business and must be restored immediately (less than 4 hours – time can be changed to fit business need).
- Tier B – The system is important to the daily business operations but may be out of service for 1 business day and up to 3 business days in case of a serious catastrophe. (Time can be changed to fit business need)
- Tier C – The system is not required for daily business operations and can run successfully for an extended period (3 business day or more) without the system being available. (Time can be changed to fit business need)

What are the critical components of our network?

System / Application	Function	Consequences of Disruption	Workarounds / Alternatives	Primary Contact	Priority Tier
List name of system or application	Describe the function or purpose of the system.	Explain what would happen if the system was unavailable.	List any other method that would allow your business to continue to access the data or use the system during a disruption.	List the primary contact for the listed system.	Assign a priority tier (A, B, or C) based on the definition.
Fortinet	Enables users to VPN into the office. Directs all internet traffic to all the locations.	Internet is out to all the district and file access is extremely limited.	Users can store any data locally for the time being.	Noventech	A
Dell R640 8GK8743	Server host for half of the VM's	Documents and half network resources will be down.	Restore server to other host for priority servers.	Noventech	A
R640 GCK8743	Server host for half of the VM's	Documents and half network resources will be down.	Restore server to other host for priority servers.	Noventech	A
PDOP-APPS02	SmartFusion Host server	Smart Fusion is unassessiable.	No workaround server would need to be restored.	Noventech	C
PDDOP-Data	Data server	User would not have access to network drives.	User would be able to use internet resources and any local files.	Noventech	A
PDOP-DC	Domain controller/ DNS Host/DHCP for networks across the network/ Software repository	Logins could be affected but unlikely as other domain controllers are on the network.	Logins could be affected but unlikely as other domain controllers are on the network	Noventech	C
PDOP-JHACDC1	Domain controller/ DNS Host/DHCP for phone networks across the network	Logins could be affected but unlikely as other domain controllers are on the network	Logins could be affected but unlikely as other domain controllers are on the network	Noventech	C
PDOP-MGNT01	Runs scheduled reports to collect data for Survey gizmo.	Data would be out of date.	Server would need to be restored for collections to continue.	Noventech	C
PDOP-Proxy	Proxy server to assist with Veeam backups	Backups would not run as efficiently	Create a new proxy.	Noventech	C

PDOP-SQL01	Hosts data for Smart Fusion mPower and a few different PDOP sites.	Site will be offline and data unassailable.	Server would need to be restored	Noventech	B
RCRC-DC	Spare DC for Failover	Users would not be affected.	Backup DC's would handle all responsibility.	Noventech	C
Baracuda Spam filter	Filters emails before end users receive them.	Email would not come in.	Route traffic through 365 .	Noventech	B
Archiver	Archives all emails	Email would still come in but throw errors to admin account.	Device would need to get backup and running	Noventech	B
Synology-NAS	Where Local backups are stored	Backups will not be able to complete	Backups can be retrieved from cloud copy.	Noventech	A
APC Battery Backups	Power would be lost for all IT devices	Network and server access would be lost due to power outage	Replacement batteries would need to purchased. We have small spares where we can route power to critical items.	Noventech	A
Aruba Switches	Internet connectivity would be lost at 218	Users can still use local PC to work on word documents	Grab an old switch and upload config files.	Noventech	A

Incident Response Plan

This section discusses the steps to be taken during an incident.

1. The person who discovers the incident will contact the IT provider Noventech, Inc.
2. If the person discovering the incident is a member of the IT department, proceed to step 5.
3. If the person discovering the incident is not a member of IT, they will contact the IT Provider:

   Noventech Inc,

   450 E. 22nd Street, Suite 140, Lombard, IL 60148

   630-595-5200

   Support@noventech.com

   Ticket system: https://portal.beaconapp.io

4. When contacting IT, the caller is to provide:

   - The name of the caller.
   - Time of the call.
   - Contact information about the caller.
   - The nature of the incident.
   - What equipment or persons were involved?
   - Location of equipment or persons involved.
   - How the incident was detected.
   - When was the event first noticed?
   - What have you done before contacting IT?

5. The IT staff member who receives the call (or discovers the incident) will:

- Refer to their contact list for both management personnel and incident response members to be contacted.
- The staff member will contact the incident response manager using Teams, email, and phone messages. While ensuring other appropriate and backup personnel and designated managers are contacted.
- The staff member will log the information received in the same format as the previous step.

6. a. The incident response manager and IT department will begin to triage the incident by gathering and logging:

    - Is the equipment affected business-critical?
    - What is the severity of the potential impact?
    - What is the targeted system's name, the operating system, IP address, and device location?
    - IP address and any information about the origin of the attack.

    b. Contacted members of the response team will meet or discuss the situation over the telephone or Teams and determine a response strategy.

    - Is the incident real or perceived?
    - Is the incident still in progress?
    - What data or property is threatened, and how critical is it?
    - What is the impact on the business should the attack succeed? Minimal, serious, or critical?
    - What system or systems are targeted, and where are they located physically and on the network?
    - Is the incident inside the trusted network?
    - Is the response urgent?
    - Can the incident be quickly contained?
    - Will the response alert the attacker and do we care?
    - What type of incident is this? Example: virus, worm, intrusion, abuse, damage.

7. The incident will be categorized into the highest appropriate level of one of the following categories:

    - Category one - A threat to sensitive data
    - Category two - A threat to computer systems
    - Category three - A disruption of services

8. Team members will establish and follow one of the following procedures basing their response to the incident assessment:

    - Malware response procedure
    - Spyware response procedure.
    - Virus response procedure
    - System failure procedure
    - Active intrusion response procedure - Is critical data at risk?
    - Inactive Intrusion response procedure
    - System abuse procedure
    - Property theft response procedure

- Website denial of service response procedure
- Database or file denial of service response procedure

The team may create additional procedures which are not foreseen in this document. In that case, the team must document what was done and later establish a process for the incident.

9. Team members will:

    - Use cybersecurity and forensic techniques to remediate.
    - Review system logs, looking for gaps in logs.
    - Review intrusion detection logs.
    - Interview witnesses and the incident victim to determine how the incident was caused.

    Only authorized personnel should perform interviews or examine the evidence, and the authorized personnel may vary by situation and facility.

10. Team members will recommend changes to prevent the occurrence from happening again or infecting other systems.
11. Upon management approval, implement recommended changes.
12. IT Team members will restore the affected system(s) to the uninfected state. They may do any or more of the following:

    - Re-install the affected system(s) from scratch and restore backup data if necessary.

    Preserve evidence before doing this.

    - Restore Servers by performing full VM restore
    - Make users change passwords if passwords have been sniffed\compromised.
    - Be sure the system has been hardened by turning off or uninstalling unused services.
    - Be sure the system is fully patched.
    - Be sure real-time virus protection and intrusion detection is running.
    - Be sure the system logs the correct events to the proper level.

13. Full Incident Documentation—the following shall be documented:

    - How the incident was discovered.
    - The category of the incident.
    - How the incident occurred, whether through email, firewall, etc.
    - Where the attack came from, logging IP addresses, and other related information about the attacker.
    - What was the response plan was.
    - What was done in response?
    - Whether the response was adequate.

14. Evidence Preservation—make copies of logs, email, and other communication. Keep lists of witnesses. Keep evidence if necessary to complete prosecution and beyond in case of an appeal.
15. Notify proper external agencies—notify the police and other appropriate agencies if prosecution of the intruder is possible. List the agencies and contact numbers here.

16. Assess damage and cost—assess the damage to the organization and estimate both the damage cost and the cost of the containment efforts.
17. Review response and update policies—plan and take preventative steps so the intrusion can't happen again.
    - Consider whether an additional policy could have prevented the intrusion.
    - Consider whether a procedure or policy was not followed which allowed the intrusion, and then consider what could be changed to ensure that the procedure or policy is followed in the future.
    - Was the incident response appropriate? How could it be improved?
    - Was every appropriate party informed promptly?
    - Were the incident-response procedures detailed, and did they cover the entire situation? How can they be improved?
    - Have changes been made to prevent a re-infection? For example, have all systems been patched, systems locked down, passwords changed, anti-virus updated, email policies set, etc.?
    - Have changes been made to prevent a new and similar infection?
    - Should any security policies be updated?
    - What lessons have been learned from this experience?
18. Train staff on incident response

Only IT may need to fully understand the incident response plan. But it is crucial that everyone in the organization understands the importance of the plan. Full employee cooperation with IT can reduce the length of disruptions. In addition, understanding basic security concepts can limit the chances of a significant breach.

POL.A.01.06 - Social Media Comment Policy

The Park District of Oak Park's social media channels (current and future) are a communication tool intended to engage with our community by sharing news and information about the District, including our programs, parks, and staff. We encourage the public to like, comment, and share our content. To ensure a positive and respectful online environment, we have established a series of social media guidelines and a comment policy outlined below.

By participating in our social media community, you agree to abide by the following guidelines:

- Be respectful: Treat others with kindness and respect
- Stay on topic: Keep comments relative to the post
- Respect privacy: Do not share personal information
- Report inappropriate content: Please report inappropriate content to the Park District of Oak Park
- No trolling or bating: Do not participate in any behavior intended to provoke others

The Park District of Oak Park has also adopted the following comment policy.

The Park District of Oak Park reserves the right to remove comments that:

- Contain obscene, sexual, or pornographic language or visuals
- Promote discrimination on the basis of race, age, religion, gender, or other protected class
- Violate a legal ownership interest (copyright)
- Violate a federal, state, or local law or encourage illegal activity
- Promote commercial activities unrelated to government
- Are considered spam or malware/viruses
- Contain inaccurate information, false accusations, or defamatory content
- Are "true threats" of violence

The Park District of Oak Park reserves the right to remove comments that or block users who violate these guidelines and policy. We also reserve the right to modify or update this policy at any time.

POL.A.02.01 - Citizen Input Policy

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

a. Resident Comment Opportunities at Regular Board Meetings. Residents are welcome to attend Board meetings if they have issues or comments they would like to make to the Park Board of Commissioners. An opportunity for public comment is provided at each Committee of the Whole and Regular Board meeting.

b. Citizen Focus Groups. Staff may conduct focus group meetings from time to time with specific user groups in order to gain input on a variety of issues. Focus groups are usually comprised of a small group of users who have an interest in specific programs or facilities.

c. Surveys. Staff may conduct surveys of residents in order to gain their input on a variety of issues. Surveys may be conducted by phone, e-mail, online, in person or by regular mail. Surveys may also be utilized to determine annual agency goals and assist with long range planning. In these surveys, participant families, Park District representatives and part time staff and volunteers may be surveyed.

d. Comprehensive Needs Assessment. The Park District is always re-evaluating and assessing the recreational and leisure needs of the residents of our partners. The Board will review the changing needs of the community by directing staff to conduct a comprehensive assessment study at least every ten years. This information will assist in determining the resident interests and attitudes towards current programs and facilities, plus the need for future development of program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.

e. Recreation Programs. Residents are encouraged to submit their ideas and suggestions for improving the programs and services offered to the community. Staff should initiate feedback by conducting regular program evaluations to measure participant satisfaction levels and to improve upon the services provided. Additional means of feedback such as focus groups, suggestion boxes, etc. are also encouraged as the situation warrants.

f. Park Master Plan Meetings. Staff engage residents prior to completing park projects to ensure we are meeting the needs of our diverse community.

POL.A.02.02 - Cooperation with Community Organizations Policy

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

a. Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Friends of the Oak Park Conservatory, Parks Foundation, Festival Theater, Plan It Green, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.

b. School Districts 97 and 200. The Board encourages cooperation between the Park District and the Oak Park School Districts 97 and 200 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the Park District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the Park District and a school district.

c. West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the Park District, including individuals with special needs or disabilities. In furtherance of that commitment, the Park District shall remain an active member of the West Suburban Special Recreation Association.

d. Council of Governments. The Executive Director and at least one Board member should attend the meetings of the Oak Park Council of Governments.

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

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

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

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

Use of District Parks, Facilities, and Equipment

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

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

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

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

P.A.C.T. Program Levels

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

Associate. These organizations exist mainly to provide and actively promote non-competitive recreation opportunities available to Oak Park citizens without any pre-qualifications (other than age). They must demonstrate annual participation levels averaging at least 250 participants or more with at least 90% of this participation coming from Oak Park residents.

Because of this similarity in mission and the high participation levels, if they were to cease operations at any point in time, it is anticipated that the community would look to the Park District to provide the same service in their absence. These groups or organizations must be non-profit corporations (registered with the State of Illinois as a 501c3) for no less than 10 years, operating with a volunteer board of officers. These organizations must possess a dedicated bank account within Illinois having assets in excess of $5,000 and the ability to produce a monthly treasurer's reports and annual audits. In addition, these groups or organizations must possess liability insurance in excess of three million dollars aggregate and be willing and able to name the Park District as additionally insured.

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

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

POL.A.02.04 - Volunteers

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

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

POL.A.02.05 - Public Information Policy

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

This Policy is founded on the following principles:

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

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

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

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

Responsibility & Methods

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

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

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

POL.A.02.06 - Donation Requests

Donations Requests

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

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

Donations may include but are not limited to:

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

Conditions:

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

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

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

POL.A.03.02 - Needs Assessment

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

POL.A.03.03 - Park Master Plans Policy

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

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

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

POL.A.03.04 - Capital Improvement Plan

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

POL.A.03.05 - Statistics Policy

Participation Data

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

POL.A.04.01 - Budget Philosophy

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

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

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

POL.A.04.02 - Fund Balance

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

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

Fund balances are composed of three primary categories:

a. Non-spendable Fund Balance. The portion of a governmental fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items and endowments);

b. Restricted Fund Balance. The portion of a governmental fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributors and property tax levies); and

c. Unrestricted Fund Balance. The portion of a government fund's net assets that are available for operational needs. Unrestricted Fund Balance is made up of three components:

i. *Committed Fund Balance.* The portion of a governmental fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making;

ii. *Assigned Fund Balance.* The portion of a governmental fund's net assets to denote an intended use of resources; and

iii. *Unassigned Fund Balance.* Available expendable financial resources in a governmental fund that are not the object of tentative management plan (i.e. assignments).

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

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

The following protocol will be enforced if the overall fund balance is under 20% or over 50%. It is assumed that budgeting constraints will be enacted if the fund balance is within this range.

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

b. Fund Balances Over 50%. For the Corporate and Recreation Funds the upper limit of the fund balance target is 50%. Above 50% the capital transfers from the fund in question will be increased to bring the fund balance below 50% within three years. For the remaining operating funds, if the overall fund balance is between 25 and 35%, a plan lasting no more

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

POL.A.04.03 - Revenue Policy

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

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

a. Taxes. The Park District receives Property Taxes from the property owners of Oak Park. The District levies taxes in accordance with the Property Tax Extension Limitation Law (PTELL). The District currently levies taxes for seven purposes including Corporate, IMRF, Liability, Auditing, Recreation, Museum, and Special Recreation.

b. Fees and Charges. The Park District of Oak Park charges fees for facility usage and sale of products including pool passes, fitness center usage, ice rink usage, dog park usage, field usage, tours and program participation. The Park District will not charge fees to residents for entrance into parks, playgrounds, sled hills, or informal use of outdoor athletic facilities. Facility fees and charges are determined by the Facility Fees and Program Pricing Guidelines.

c. Intergovernmental Revenue. Intergovernmental Revenue accounts for funds received from other governmental entities in the form of personal property replacement taxes, grants, and other one-time reimbursements for expenses. The Personal Property Replacement Tax is a corporate income tax collected statewide and then distributed to various taxing Districts. The Park District also has a strong history of receiving grant from numerous government entities.

d. Rental Income. The Park District receives rental income for facility usage including special events, meetings, weddings, and movie shoots. The Cheney Mansion Coach House is leased for residential purposes.

e. Miscellaneous Revenue. Miscellaneous Revenue receives a variety of revenues including non-resident fees, vending machine revenue, procurement card rebates and interest income received on cash deposits.

f. Sponsorship and Donations. The Park District pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on tax payers and participants for events such as the Frank Lloyd Wright Races, Summer Concert Series, and other holiday special events.

g. Other Financing Sources. The Park District uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for debt service payments.

h. Program Revenues. Program revenues are fees paid from residents and non-residents to take part in programs that Park District puts on yearly. Program revenues are received in the Corporate, Recreation, Revenue Facilities, and Historic Properties Funds with the majority in the Recreation, Special Facilities and Historic Properties Funds. Program prices are determined by the Facility Fees and Program Pricing Guidelines.

POL.A.04.04 - Sponsorship Policy

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

Sponsorships vs. Donations

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

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

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

Guidelines for Acceptable Sponsorships

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

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

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

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

- Sponsorships that involve or promote environmental work, or other practices that violate or threaten international, federal, State or local law or that promote or encourage drugs, pornography, alcohol, tobacco, or firearms.
- Sponsorships that are in direct competition with Park District programs and services.
- Sponsorships that may exploit participants or staff members of the Park District.

- Sponsorship that offer benefits or opportunities that may violate laws or Park District policies.

Sponsorship Plan and Approval Levels

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

Under $5,000: The program or project staff may approve this level of sponsorship, with review by the supervising Manager.

$5,000 to $10,000: This level of sponsorship requires approval of the Superintendent of the department seeking the sponsorship, with review by the Executive Director.

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

Non-Commercial Forums Prohibited

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

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

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

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

POL.A.04.05 - Investments

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

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

Investment Objectives

a. Safety of Control. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required so that potential losses on individual securities and/or financial institutions do not exceed the income generated from the remainder of the portfolio.

b. Liquidity. The District's investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements, which may be reasonably anticipated in any District fund. Maturities of investments of all funds shall not exceed two years, unless the Board of Park Commissioners approves a temporary extension of maturities, maturities of investment of Capital Funds shall not exceed three years.

c. Return on Investments. The investments portfolio of the District shall be designed to attain a market average rate of return throughout the budgetary and economic cycles, taking into account the District's risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.

d. Maintaining the Public's Trust. All participants in the investment process shall seek to act responsibility as custodians of the public and shall avoid any transactions that might impair public confidence in the District.

e. Prudence. Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" and shall be applied in the context of managing an overall portfolio.

f. Local Consideration. The District shall make every attempt to invest in banking institutions operating in the Village of Oak Park which actively promote and support local, civic and economic development.

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

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

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

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

Investment Instruments

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

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

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

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

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

- U.S. Government Securities (110%)
- Obligations of Federal Agencies (110%)
- Obligations of Federal Instrumentalities (125%)
- Obligations of the State of Illinois (125%)
- General Obligations Bond of the District (110%)
- Bank Deposit Guaranty Bond (125%)

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

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

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

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

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

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

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

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

a. Depositories - Demand Deposits.

- Any financial institution selected by the District shall provide normal banking services, including, but not limited to: checking accounts, wire transfers, purchases and sale of U.S. Treasury securities and safekeeping services.
- The District will not maintain funds in any financial institution that is not a member of the FDIC or SAIF system. In addition, the District will not maintain funds in any institution not willing or capable of posting required collateral for funds in excess of FDIC or SAIF limits.
- To qualify as a depository, a financial institution must furnish the Director of Business Operations or the Park Board Treasurer with copies of the latest two statement of conditions which it is required to furnish to the Director of Financial Institutions or to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statement to the Executive Director, Finance Manager or the Park Board Treasurer within 45 days of the end of each quarter.
- Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Finance Director on an annual basis. Fees for services shall be substantiated by a monthly account analysis and shall be reimbursed by means of compensating balances.
- All financial institutions acting as depository for the District must enter into a "Depository Agreement."

b. Banks and Savings and Loans - Certificates of Deposit. Any financial institution selected to be eligible for the District's

certificate of deposit purchase program must meet the following requirements:

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

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

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

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

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

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

- Accounting Manager
- Director of Business Operations
- Executive Director

POL.A.04.06 - Procurement Policy

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

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

- Those that are clearly identified and justified in writing as "sole source" and that are approved by the Board in advance of purchase.
- Those purchases of an emergency nature that requires immediate implementation in order to eliminate major problems and that are approved by the Executive Director and authorized by the Board.
- Those purchases specifically excluded from the bidding process by Illinois State Statues.
- Those whose cost is less than $60,000.00 and that are approved by the Executive Director.

Requests for formal bids for those procurements costing $60,000.00 or more will be formally and publicly advertised. At least one notice will be published in the local newspaper not less than 14 days before the bids are "closed". Sealed bids will remain sealed until the formal "bid opening" is conducted by a designated District employee with at least one witness at the place, time and date specified in the advertisement. Upon recommendation of the Executive Director and approval of the Board, the award will be made to the lowest qualified bidder meeting the specifications and other required terms and conditions of the procurement. The right is reserved to reject any bids if such action is deemed by the Board to be in the best interests of the District.

Informal Quotations
Purchases costing more than $500.00 but less than $60,000.00 shall have at least three quotes, whenever possible, that are solicited by either written or oral invitation. Requests for informal quotations for purchases in this range need not be formally and publicly advertised. Certain items routinely purchased on a repetitive basis may be purchased from selected prequalified vendors. These items and vendors shall be reviewed annually, in January, by department heads with the Director of Finance and approved by the Executive Director. Upon approval by the Executive Director or his/her designee, the award is made to the lowest and best quotation meeting the specifications, delivery date and other required terms and conditions of purchase.

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

Purchasing Considerations

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

Local Purchasing. Park District personnel should seek to purchase goods and services from Oak Park vendors when they are of comparable quality to goods or services purchased from vendors not located in Oak Park. The District will promote purchasing from Oak Park vendors by allowing an additional 15% to be spent on goods and services under $10,000 and 10% on items $10,000 to $15,000.

Environmentally Aware Purchasing. Park District personnel should seek to reduce the environmental damages associated

with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations. These products should have a third party certification of environmentally preferred status such as the Green Seal or Energy Star when feasible.

Environmentally Preferable Products include:

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

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

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

POL.A.04.07 - Payments Policy

Payment methods include:

a. Procurement Cards. The District may provide procurement cards to designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors.

b. Wire Transfers. Wire transfers can be made by the Director of Business Operations, Finance Manager, or Executive Director to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check. Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdraws, and to maximize interest on excess funds. Specific transfers currently allowed are:

   - Net payroll (bi-weekly)
   - Credit Union savings and loan withholdings
   - Payroll tax withholdings
   - Excess cash investments
   - Social Security deposits
   - Medicare deposits
   - Bond principal and interest payments
   - Procurement card payments
   - Accounts payable check runs
   - Vendor payments

c. Checks. The Executive Director, Director of Business Operations, and Finance Manager are authorized to sign District checks with Board approval. Two of these three signatures are required. It is the policy of this Board to issue checks every Friday. If a check a check is outstanding for more than two (2) reconciliations, the Finance Manager, or his/her designee, shall notify the payee that the check was issued and is still outstanding. Sixty days after notice a list will be compiled of all payees that did not respond to the notice and those checks will be sent to the State pursuant to the Unclaimed Property Act.

Payment of Bills

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

POL.A.04.08 - Debt

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

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

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

Capital improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Pay-as-you-go capital items will be $30,000 or less with short lives or replacement of existing equipment. Debt financing may be used for major, non-recurring items with a minimum of four years of useful life. Along with advice of Financial Advisors specializing in municipal government debt financing, the District will determine type of sale (negotiated or competitive) based upon issue size and market condition. This process will take consideration to the lowest total cost to the District considering interest rates as well as issuance costs. Financial Advisors will be selected on the basis of merit using a competitive RFP process. This process assures selection of the most qualified firm based on the scope of services and evaluation criteria outlined in the RFP.

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

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

POL.A.04.09 - Fixed Assets Policy

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

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

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

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

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

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

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

Fixed Asset	Useful Life	Capitalization Threshold	Inventory Threshold
Land	N/A	All	N/A
Land Improvements			
Structural (parking lots, fencing)	20	$15,000	$1,000
Groundwork (landscaping)	30	$15,000	$5,000

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

Definitions

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

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

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

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

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

a. Land. Legal and title fees; professional fees of engineers, attorneys, appraisers, financial advisors; surveying fees; appraisal and negotiation fees; damage payments; site preparation costs; and costs related to demolition of unwanted structures.

b. Infrastructure. Professional fees of engineers, attorneys, appraisers, financial advisors, etc.; surveying fees; appraisal and negotiation fees; damage payments; site preparation costs; and cost related to demolition of unwanted structures.

c. Buildings and Improvements. Professional fees of engineers, attorneys, appraisers, financial advisors, etc.; damage payments; costs of fixtures permanently attached to a building or structure; insurance premiums, interest and related costs incurred during construction; and any other costs necessary to place the building or structure into its intended location.

d. Other Capital Fixed Assets. Transportation charges; installation costs; extended maintenance warranty contracts at time of purchase; any other normal or necessary costs required to place the asset in its intended location and condition for use.

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

Capitalization Threshold. The monetary criterion which determines whether a fixed asset should be capitalized and reported on the

balance sheet and depreciation expense calculated and recorded in the schedule of expenses of the Park District's Comprehensive Annual Financial Report.

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

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

POL.A.04.10 - Insurance

Insurance Coverage for District

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

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

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

a. Public Officials' Errors and Omissions Liability Coverage. This coverage protects the District and members of the Board from lawsuits arising out of decisions made by the Board. It also covers the organization from civil suits that arise from the announcement of statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does not cover any of the costs of a criminal defense that results in conviction.

b. Blanket Bond Coverage. This coverage protects the District against losses due to dishonest or fraudulent acts by District employees.

c. Comprehensive Dishonesty, Disappearance, and Destruction Coverage. This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District-controlled premises. It also covers losses from check forgeries.

Insurance Coverage for Employees

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

POL.A.04.11 - Internal Reports & Audits

Cash Receipts

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

Daily Income Report should have the following attached to it:

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

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

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

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

POL.A.04.12 - Employment Processing Policy

Reporting of New Employees

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

POL.A.04.13 - Employee Wages

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

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

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

POL.A.04.14 - Records & Data Management Policy

Confidentiality

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

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

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

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

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

Records & Data Security

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

a. Social Security Numbers. The district shall not require individual's Social Security Number (SSN) to be collected or displayed, unless required by Local, State or Federal government regulations, and must not

    - Post or display in any manner an individual's SSN;
    - Print a SSN on any document for an individual to access products or services provided by the government;
    - Require the transmittal of a SSN number over an unprotected internet connection; or
    - Print a SSN number on any materials that are mailed, emailed, or otherwise delivered to the individual.

b. Credit Cards. Federal law sets forth the standards for Payment Card Industry (PCI) compliance to protect cardholder data by limiting the ability of processing software to hold customers credit card information. To ensure PCI compliance, the District partners must a third-party processor who must be 100% PCI compliant. All credit card processing and storage of information must be handled by a third-party vendor.

c. Passwords. The safety and security of the Park District's computer systems and resources must be considered at all times. Users may not share any passwords, nor obtain any other users' password by any unauthorized means.

Records & Data Retention

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

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

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

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

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

POL.A.04.15 - Change Orders

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

POL.A.04.16 - Agency Gift Acceptance Policy

Purpose

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

Types of Gifts

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

Gift Acceptance Process

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

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

Restrictions

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

Use of Legal Counsel

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

Legal, Professional and Appraisal Fees

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

Acknowledgement

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

POL.A.04.17 - Land-Cash Donations

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

IPM Policy

Park District of Oak Park

Integrated Pest Management Policy

Approved 2018, Updated 2024 and 2025

Policy Statement

It is the policy of the Park District of Oak Park ("Park District") to utilize Integrated Pest Management (IPM) in all parks, facilities, and landscapes maintained by the district. The IPM approach prioritizes non-chemical methods of pest control and uses chemical controls only as a last resort, selecting the least hazardous products consistent with OSHA, EPA, and Illinois regulations. The goal is to maintain healthy landscapes, protect public health, safeguard employees, and minimize environmental impact.

Principles of IPM

IPM emphasizes a Method of Hierarchy:

1. **Preventative Controls** – Prevent pests through sanitation, quarantines, high-quality materials, and regulatory measures.
2. **Natural Controls** – Encourage beneficial organisms that naturally control pests (e.g., companion plantings).
3. **Cultural Controls** – Modify landscape practices to discourage pests (e.g., maintaining grass at 2–3" height to shade out weeds).
4. **Physical Controls** – Barriers, traps, hand-pulling weeds, controlled burning, or temperature management.
5. **Biological Controls** – Introduce natural predators or parasites (e.g., milky spore for Japanese beetle larvae).
6. **Structural Controls** – Modify buildings and landscapes to eliminate pest habitats (e.g., sealing cracks, removing standing water).
7. **Least Toxic Chemical Controls** – Use pesticides only when all other measures fail, selecting products least harmful to humans, wildlife, and the environment.

Objectives

- Protect the public, employees, and volunteers from unnecessary exposure to pesticides.
- Maintain pest populations at acceptable levels with minimal environmental disruption.
- Protects both surface and ground water from potential contamination.
- Protects wildlife and the habitat they live in.
- Serve as an educational model for sustainable landscape management.
- Reduce operational costs by limiting chemical pesticide use.

Employee & Contractor Safety (OSHA Compliance)

- All employees handling pesticides must follow OSHA Hazard Communication Standards (29 CFR 1910.1200).
- Employees and contractors must receive training on:
    - Safe pesticide handling and storage
    - Proper use of Personal Protective Equipment (PPE)
    - Spill response and emergency procedures
- PPE (gloves, respirators, eye protection, protective clothing) will be provided at no cost.

- Employees and contractors must be licensed as pesticide applicators or operators by the Illinois Department of Agriculture before handling or applying pesticides.
- Medical evaluation will be provided if required under OSHA regulations for exposure to hazardous chemicals.

Pesticide Selection & Use (EPA and Illinois Compliance)

- Only EPA-registered pesticides are permitted.
- Products must not be acutely toxic (Signal Words "DANGER" or "WARNING") and must meet the Park District criteria for carcinogenicity, neurotoxicity, reproductive toxicity, endocrine disruption, and environmental impact. The Park District, recognizing that pesticides are under continuous review with the EPA, will continue to monitor the scientific findings provided by the EPA to evaluate or IPM policy.
- Restricted-use pesticides are prohibited.
- Pesticides must not be applied within 50 feet of playgrounds, water sources, or areas with high public traffic
- Preference is given to organic or least-toxic pesticides when feasible.
- Applications must comply with all label instructions, EPA Worker Protection Standards (WPS), and Illinois Pesticide Act requirements.

Application Procedures & Notifications

- Pesticide applications will be performed by trained, licensed staff or approved contractors under direct supervision of Park District personnel.
- Public notification will be provided for all pesticide applications via signage. Signage must include:
    - Pest targeted
    - Application method
    - Date and duration of restricted access
    - Contact information for inquiries
- Contractors must provide proof of license, SDS sheets, and product labels.

Procurement, Storage, and Disposal

- All pesticides must come from reputable suppliers licensed to sell pesticides in original, labeled containers and accompanied by Safety Data Sheets (SDS).
- Storage must follow manufacturer directions, OSHA and EPA standards, and prevent contamination or accidental exposure.
- Incompatible materials (fertilizers, pesticides, fuels) must be stored separately.
- Disposal of pesticides and containers must follow label instructions and Illinois and federal laws. All containers must be triple-rinsed and rinse water must be properly handled.

Spill Response

- Emergency cleanup materials must be available at all storage and application sites.
- All pesticide or fertilizer spills must be handled according to Illinois EPA and OSHA directives.
- Employees must report and document any spills immediately.

Recordkeeping

- Records of all pest control measures must be maintained for a minimum of two years and include:
    - Pesticide type, amount, date, location, and applicator
    - SDS sheets and product labels
    - Pest monitoring data (populations, damage levels)
- Records must be accessible to staff, regulatory agencies, and the public during normal operating hours.

Training & Monitoring

- All licensed applicator and operator staff receive annual training on pest identification, non-chemical controls, and regulatory compliance.
- Contractors are trained in Park District IPM procedures & policy and supervised during applications.
- Environmental Sustainability Advisory Committee (ESAC) will review IPM practices and outcomes to ensure effectiveness and compliance.

Pesticide Use by Outside Groups

- Any commercial applicator operating on Park District property must:
    - Have a valid Illinois pesticide applicator or operator license
    - Follow Park District IPM policy & procedure
    - Provide SDS sheets and product labels for review

Sustainability & Continuous Improvement

- IPM decisions should prioritize environmental sustainability, reduced chemical use, and ecological health.
- New scientific findings on techniques and safer alternatives will be continuously evaluated and incorporated.
- The Park District will serve as a model for environmentally responsible pest management.

References:

- OSHA Hazard Communication Standard, 29 CFR 1910.1200
- EPA Worker Protection Standard (WPS)
- Illinois Pesticide Act, 415 ILCS 60
- Illinois Department of Agriculture Licensing Regulations

Adopted 2010

Amended 2018, 2024, 2025

POL.A.05.01 - Environmental Philosophy

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

Environmental Principles

The Park District will to the greatest extent practicable:

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

Environmental Practices

A. The Park District shall develop relations and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and or managed.
B. The Park District will adequately plan and construct using the latest available information for new and renovated open space areas and facilities. Whenever possible, these projects will not negatively impact the environment. The District will strive to conserve soil, water and energy resources, and protect indoor and outdoor air quality whenever practical.
C. The Park District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:

1. Select appropriate plant species and their proper location.
2. Use of preventative maintenance procedures.
3. Promote early detection of problems.
4. Utilize natural control methods, where possible.
5. Test for better application methods.
6. Minimize overall pesticide use.

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

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

4.13.3 Energy Resource Management
The Park District will continually upgrade utilities in a financially responsible way to improve efficiencies in energy use and look for opportunities to utilize renewable energy at park district facilities. The District shall leverage new technology

wherever possible to reduce energy usage.

4.13.4 Green Operations

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

4.13.5 Integrated Pest Management

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

4.13.6 Recycle Reuse

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

4.13.7 Tree Management

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

Rules and Regulations Governing Uses of the Park Facilities

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

Section 1. General Purposes.

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

Section 2. Applicability of these Rules and Regulations.

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

Section 3. Applicability of Other Codes and Policies.

All uses of the Park Facilities must be conducted in accordance not only with the provisions of these Rules and Regulations, Section 2, but also with all other applicable Park District rules, codes, and policies, including without limitation the provisions of this Code.

Section 4. Priority for Oak Park Residents.

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

Section 5. Definitions.

5.1.

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

5.2.

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

5.3.

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

5.4.

Executive Director means the Executive Director of the Park District of Oak Park or their duly authorized designee.

5.5.

Park Facility means each indoor and outdoor park, field, play area, playground, building, and equipment owned, operated, or

maintained by the Park District, including without limitation all recreation centers, Pleasant Home, Cheney Mansion, Dole Center, Ridgeland Common Recreation Complex, Gymnastics and Recreation Center, Rehm Pool, and the Oak Park Conservatory.

5.6.

“Park District” means the Park District of Oak Park, Illinois.

5.7.

“Person” means any individual, group, organization, corporation, or

other entity unless the context clearly reflects a narrower definition.

5.8.

“Sports Field” means each Park District field designed or maintained

for the primary purpose of playing a particular sport or sports.

5.9.

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

Section 6. Use Permits.

6.1.

Use Permit Required Conditions. Any person or organization seeking (a) to use any Park Facility for any sports activity, picnic, public assembly, or other organized activity or event involving more than 12 persons or (b) to engage in any activity at or in any Park Facility creating or emitting

Amplified Sound must first obtain a Use Permit. The Executive Director may impose conditions on any Use Permit to ensure compliance with this Code.

6.2.

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

6.3.

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

6.4.

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

6.5.

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

6.6.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(r) Cumulative Requests. The application is one of a series of requests for the same Park Facility that cumulatively would

unreasonably inter-fere with the use of that location by Park District patrons.

6.7.

Appeal Process. If the Executive Director denies an application, then the applicant may appeal that denial to the Board in writing. The applicant must file the appeal in writing within five business days after notice of the denial has been issued by the Executive Director. The Board will consider the applicant's appeal at the next regularly scheduled meeting of the Board or at a special meeting called for that purpose. The Board must render its decision in writing to the applicant within five business days after that meeting. If the Board denies the appeal, then the decision must state the reasons for the denial.

The decision of the Board is final. The applicant may seek review of the Board's decision in the Circuit Court of Cook County, Illinois, in accordance with the Illinois Administrative Review Law.

Section 7. General Regulations.

7.1.

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

7.2.

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

7.3.

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

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

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

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

7.4.

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

7.5.

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

7.6.

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

7.7.

Refuse Disposal Prohibited. No person may deposit or dispose of any refuse in any Park Facility or in or on any Park District

property except only in approved containers.

7.8.

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

7.9.

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

7.10.

Bicycle Regulations and E-Bike Devices

Prohibited Devices / NOT INTENDED USERS:

The use of motor driven cycles on Agency property is strictly prohibited as outlined in the Illinois Vehicle Code and is not an intended or permitted use of any Agency property, including but not limited to public sidewalks, paths, trails and rights-of-way. The use of electric micromobility devices (including, but not limited to, low-speed electric scooters, high-speed electric scooters, electric unicycles and electric skateboards), electric personal assistive mobility devices and toy vehicles on Agency property is strictly prohibited and is not an intended or permitted use of any Agency property including, but not limited to public sidewalks, paths, trails and rights-of-way. The use of both low-speed and high-speed electric bicycles as well as the use of low speed and high-speed gas bicycles on Agency property is strictly prohibited and is not an intended or permitted use of any Agency property including, but not limited to, public sidewalks, paths, trails and rights-of-way.

Motor driven cycles, electric micromobility devices, electric personal assistive mobility devices, toy vehicles, low-speed electric bicycles, high-speed electric bicycles, low-speed gas bicycles, and high-speed gas bicycles are defined as written within the Illinois Vehicle Code.

Bicycles

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

ADA Compliance

However, nothing herein shall prevent a patron or participant from requesting to use a low-speed electric micro mobility device, electric personal assistive mobility device or other low-speed device as a reasonable modification for a disability. Direct such requests to Customer Service, and the District ADA Coordinator will evaluate them on a case-by-case basis consistent with applicable laws including, but not limited to, the Americans with Disabilities Act (ADA).

7.11.

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

7.12.

Uses of Park Facility Without Proper Permit Prohibited. No person may call, hold, or conduct any assembly, private or public

meeting, concert, entertainment, or other activity that is prohibited or for which a Use Permit is required unless such Use Permit has been properly applied for and approved and issued by the Park District.

7.13.

Limitations on Animals in Parks. Except as provided in this Section 7.13 and for dog parks in Section 8 of these Rules and Regulations, no person may bring any animal into any Park Facility. Notwithstanding this prohibition, dogs and cats only may be taken into a park if, but only if, the animal is securely held by suitable line, chain, or strap no more than eight feet in length, except that it is unlawful for any dog or cat, even though on a leash, to go on or be on any premise or on any path or sidewalk extending through any of the following playground apparatus areas: Andersen, Barrie, Carroll, Field, Fox , Longfellow, Stevenson, Randolph, Wenonah, Rehm, Taylor, Scoville, Maple, Lindberg, and Euclid Square. The limitation on locations set forth in the previous sentence does not apply to a dog used as a "service animal" as defined by the U.S. Department of Justice

and does not apply to pets that are enrolled and participating in a Park

District program for obedience training. The U.S. Department of Justice has defined a "service animal" as a dog that has been individually trained to do work or perform a task that benefits an individual with a disability. The dog is not a "pet," because it has a specific job or task to perform. No other animal qualifies as a service animal.

7.14.

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

7.15.

Hindering Employees Prohibited. No person may interfere with, or in any manner hinder, any employee of the Park District while that employee is engaged in the performance of her or his duties.

7.16.

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

7.17.

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

7.18.

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

7.19.

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

7.20.

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

7.21.

Obstructing Travel Prohibited. No person may set or place, or cause to be set or placed, any goods, wares, or merchandise or

property of any kind at or in any Park Facility in any manner that would inhibit or obstruct proper pedestrian or vehicular movement.

7.22.

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

7.23.

Intoxicating Liquors, Drugs, Tobacco Products Prohibited. No intoxicated person may enter, be, or remain at or in any Park Facility. Further, except as specifically provided in Subsections 7.30 and 7.31 for events at Cheney Mansion and in Austin Gardens, no person at or in any Park Facility may bring within, keep, sell, give away, drink, consume, or use any alcoholic liquor, intoxicating substance, unless authorized in advance by a Use Permit. No person may smoke cigarettes, cigars, pipes, cannabis or other tobacco products by any means in any Park Facility. No person may use any form of e-cigarette or similar device in any Park Facility.

7.24.

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

7.25.

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

7.26.

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

7.27.

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

7.28.

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

7.29.

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

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

7.30.

Alcoholic Beverages at Cheney Mansion, Pleasant Home, and Oak Park Conservatory. Possession and consumption of alcoholic beverages are permitted at Cheney Mansion, Pleasant Home and Oak Park Conservatory during an event approved by the Park

District and in accordance with the terms and restrictions established for the event.

7.31.

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

(a) No person under the age of 21 years is to be allowed to possess or consume any wine and beer.

(b) No signs, announcements, or advertising of BYO wine and beer is permitted.

(c) BYO possession and consumption is authorized only from 90 minutes prior to the scheduled start of a performance until 30 minutes

after the end of a performance.

(d) No open containers of wine or beer may be carried out of Austin Gardens.

7.32.

Amplified Sound. Amplified sound is prohibited at permitted out-door events, outside of Scoville Park and Austin Gardens, and then only with express permission. Indoor amplified sound is not allowed unless permission is granted by the Executive Director.

7.33.

Number of Participants. The maximum number of participants at permitted outdoor events is limited to 50 people, unless otherwise specified within a specific permit application (i.e Gazebos, General Use, Ceremony). This does not include special event permits.

Section 8. Dog Parks.

The Park District maintains rules and regulations governing dog parks within the Park District, titled Guidelines and Operations Plan for Dog Facilities (the "Dog Park Guidelines"). Every dog owner and dog handler must abide by the rules and regulations set forth in the Dog Park Guidelines, as they may be amended from time to time. The Dog Park Guidelines provide, among other rules and regulations, all of the following rules and regulations:

8.1.

Resident Users. Park District dog park facilities are available to Oak Park dogs and up to 100 non-resident passholders.

8.2

Permit and Pass Required. Every dog owner or dog handler must secure a dog park permit and pass prior to any use of any dog park or temporary off-leash facility. Access to dog parks is limited to persons with valid, current dog park permits and passes.

8.3

Permit and Pass Application. Each application for a dog park permit and pass must be submitted to the Park District on forms provided by the Park District, which must include, among other information, all of the following:

(a) Proof of Residency. Proof of the applicant's residency in Oak Park or neighboring community (maximum 100).

(b) Waiver and Indemnity. Waiver, release, and indemnification provisions that must be signed by the applicant. All applicants must assume all risk of, and responsibility for, injury, damage, and loss relating to use of any dog park.

(c) Proof of Examination. Written proof of an examination of the dog by a certified Doctor of Veterinary Medicine including information and vaccinations as provided on the application.

(d) Proof of Dog License. Proof of a properly issued Oak Park dog license and rabies tag or dog license and rabies tag from the village or city in which the dog resides.

8.4.

Compliance with Posted Rules and Regulations Required. Every dog owner and dog handler must abide by posted rules and responsibilities.

8.5.

Young Children Prohibited. No child under the age of 11 years is permitted within a dog park at any time.

8.6.

Adult Supervision of Youth Required. No child between the ages of 11 and 17 years is permitted within a dog park unless accompanied by an adult.

8.7.

Collars, Wearing of Tags Required. Every dog must wear a collar at all times while within any Park Facility and must wear on that collar a current Village of Oak Park dog license tag and a rabies tag.

8.8.

Display of Permit and Pass Required. Every dog owner and dog handler must display the Park District dog park permit and pass at all times when in a dog park.

8.9.

Enforcement, Fines. Dog park rules and regulations may be enforced by the Oak Park Department of Animal Control, the Oak Park Police Department, and the Park District. Any person found to be in violation of any dog park rules or regulation is subject to a fine of up to

$1,000 for each offense.

Section 9. Insurance.

The Park District requires every organized group using a Park Facilityto provide insurance coverage at least as follows:

9.1.

Commercial General and Umbrella Liability Insurance. Commercial general liability (CGL) and, if necessary, commercial umbrella insurance, with a limit of not less than $1,000,000 each occurrence. CGL insurance must be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93 or a substitute form providing equivalent coverage, and must cover liability arising from premises, operations, in-dependent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). If alcoholic beverages are used, distributed, or sold, then liquor liability and Dram Shop liability coverage also must be provided with a limit not less than $1,000,000 per occurrence. The Park District must be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage and under the commercial umbrella policy if any. This

insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Park District.

9.2.

Business Auto and Umbrella Liability Insurance. If applicable, business auto liability and, if necessary, commercial umbrella liability insurance, with a limit of not less than $1,000,000 each accident. This insurance must cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance must be written on ISO form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy must be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

9.3.

Workers Compensation Insurance. If applicable, workers compensation and employer's liability insurance. The commercial umbrella and/or employers liability limits must be not less than $1,000,000 each accident for bodily injury by accident or $1,000,000 each employee for bodily injury by disease.

9.4.

General Insurance Provisions.

(a) Evidence of Insurance. The existence of all required insurance coverage must be certified by an applicant for a Use Permit, and no Use Permit may be issued until all required insurance coverage has been secured and proof of coverage has been filed with the Park District. The Park District may require certificates of insurance and applicable policy endorsements reflecting required coverage. The failure of the Park District to demand any required certificate, endorsement, or other evidence of full compliance with these insurance requirements, or the failure of the Park District to identify a deficiency from evidence that is provided may not be construed as a waiver by the Park District of the group's obligation to maintain that insurance.

(b) Right to Prohibit Use. The Park District has the right, but not the obligation, to prohibit a group from using any Park Facility until required certificates or other evidence of insurance are received and approved by the Park District.

(c) Revocation if Noncompliance. The Park District may revoke any Use Permit or other permit or approval upon the failure to acquire and maintain the insurance required by this Section.

9.5.

Waiver or Modification of Insurance Requirement. An organized group may request a waiver or modification of the insurance requirements of this Section. The Executive Director and the President of the Park District Board of Commissioners, in the exercise of their discretion based on all of the circumstances, may modify or waive one or more of the insurance requirements of this Section 9.5, which circumstances must include consideration of safety issues, liability issues, and various risk factors including without limitation the nature and duration of the proposed use and the proposed activities, the locations of the use and activities, and the risks generally associated with the activities. Under no circumstances may any decision to modify or waive a

requirement be based on any consideration of age, race, color, religion, gender, sexual orientation or preference, national origin, social or eco-nomic status, special ability, disability, or any other class or status.

9.6.

Changes Without Notice. The Park District Board of Commissioners may modify any or all of the requirements of this Section at any time, in the exercise of its discretion to reflect greater or lesser limits, in consideration of the factors set forth in Subsection 9.5 of this Section.

Section 10.

Storage of Equipment Belonging to Others. Any organization requesting the use of a Park Facility to store equipment must (a) sign a release of responsibility, indemnifying and holding harmless the Park District for any and all loss or damage to property from any cause during the time that the equipment is stored in a Park Facility and (b) provide certification of insurance for fire and theft on the

equipment during the entire period that the equipment is stored in a Park Facility, in the form required by Section 8 of these Rules and Regulations.

Section 11. Temporary Dismissal from Park Facilities

(a) Definition of Temporary Dismissal. "Temporary Dismissal" under this Section 11 means removal and exclusion from all Park Facilities for a 24- hour time period as provided in this Section 11.

(b) Persons Subject to Temporary Dismissal. Any person who violates

(i) any provision of these Rules and Regulations, (ii) any other existing Park District rule, regulation, code, ordinance, or policy, or (iii) any State of Illinois or Village of Oak Park statute, code, or ordinance while in any Park Facility is subject to Temporary Dismissal.

(c) Persons Authorized to Affect a Temporary Dismissal. The following persons may affect a Temporary Dismissal: Village of Oak Park police officers and the Park District's Deputy Director of Recreation, Superintendent of Properties and Planning, and all other Park District representatives authorized by the Executive Director of the Park District. A person authorized under this Subsection (c) is referred to as a "Dismissal Officer."

(d) Basis for Determination of Temporary Dismissal. The determination whether to temporarily dismiss a person rests in the sound exercise of discretion by the Dismissal Officer and may be based either on observations by the Dismissal Officer, or on any report that would ordinarily be relied upon by a law enforcement officer to determine probable cause, or both.

(e) Time Period of Dismissal. Each Temporary Dismissal is for a period of 24 hours after service of the Dismissal Notice under Subsection (f) of this Section.

(f) Dismissal Notice. A person who is temporarily dismissed under this Section 11 will receive a written Dismissal Notice from the Dismissal Officer that states (1) the date and time of issuance, (2) the general location at which the notice was issued, (3) a statement

that the individual may not enter any Park Facility for a specified time frame after receipt of the notice, and (4) a statement that violation of the terms of the notice may lead to arrest and prosecution for criminal trespass.

(g) Violation of Dismissal Notice. The violation of any Dismissal Notice is a violation of these Rules and Regulations. A person who violates a Dismissal Notice is subject to being excluded from Park Facilities under Section 12 of these Rules and Regulations and to arrest and prosecution for criminal trespass.

Section 12. Exclusion from Park Facilities.

(a) Definition of Exclusion. "Exclusion" under this Section 12 means removal and exclusion from all Park Facilities for a period of days as provided in this Section 12.

(b) Persons Subject to Exclusion. A person is subject to Exclusion if he or she has received three or more citations during any 60-day period for violation of (i) any provision of these Rules and Regulations, (ii) any other existing Park District rule, regulation, code, ordinance, or policy, or (iii) any State of Illinois or Village of Oak Park statute, code, or ordinance while in any Park Facility. A citation that has been dis-missed is not counted when determining whether a person is subject to Exclusion.

(c) Persons Authorized to Affect an Exclusion. The following persons may affect an Exclusion: Village of Oak Park police officers and the Park District's Deputy Director of Recreation, Superintendent of Properties and Planning, and all other Park District representatives authorized by the Executive Director of the Park District. A person authorized under this Subsection (c) is referred to as an "Exclusion Officer."

(d) Basis for Determination to Exclude. The determination whether to exclude a person is based on previously issued citations as provided in Subsection (b) of this Section 12, without regard to the pendency or disposition of any of those citations, and any current citation for violation of these Rules and Regulations or any other Park District code, ordinance, or regulation.

(e) Time Period of Exclusion. The time period of an Exclusion is based on the sound exercise of discretion by the Exclusion Officer and must fall within the following parameters:

(i) A person who has accumulated three citations or has been the subject of one Temporary Dismissal during the 60-day period preceding the issuance of the current citation, or who has ac-cumulated four citations in the 12-month period prior to issuance of the current citation, may be excluded for any period of days up to 60 days after receipt of the Exclusion Notice.

(ii) A person who has accumulated four citations or has been the subject of two or more Temporary Dismissals during the 60-day period preceding the issuance of the current citation, or who has accumulated five citations in the 12-month period prior to issuance of the current citation, may be excluded for any period of days up to 180 days after receipt of the Exclusion Notice.

(iii) A person who has accumulated five or more citations or has been the subject of three or more Temporary Dismissals during the 60-day period preceding the issuance of the current citation, or who has accumulated six citations in the 12-month period prior to issuance of the current citation, may be excluded for any period of days up to 365 days after receipt of the Exclusion Notice.

(iv) The determination of the Exclusion Officer not to exclude a person eligible for Exclusion under this Subsection (e) at one time does not preclude that Exclusion Officer or any other Exclusion Officer from excluding that person at any time that person remains, or again becomes, eligible for Exclusion.

(f) Exclusion Notice. A person who is excluded under this Section 12 will receive a written Exclusion Notice from the Exclusion Officer that states (i) the date of issuance, (ii) the general location at which the notice was issued, (iii) the time period of Exclusion, (iv) a statement that the individual may not enter any Park Facility during the period of Exclusion, (v) a statement that violation of the terms of the notice may lead to arrest and prosecution for criminal trespass, and (vi) a statement that the Exclusion Notice may be appealed under this Section 12. An Exclusion commences immediately after receipt of the Exclusion Notice.

(g) Appeal of Length of Exclusion. Any person who receives an Exclusion Notice for a time period longer than seven days may appeal the length of the Exclusion to the Executive Director of the Park District. A written request for appeal, signed by the appellant, must be received at the Park District's headquarters within five days after issuance of the Exclusion Notice. The request for appeal must state an address and one or more telephone numbers at which the appellant can be reached readily during a regular business day. The filing of an appeal does not postpone the immediate commencement of the Exclusion. If a request for an appeal is received, then the Executive Director or his or her designee must conduct a hearing on the appeal as follows:

(i) The Park District, within three working days after receipt of the request for appeal, must notify the appellant with the date, time, and place of the hearing, which hearing date may not be less than five business days after notice is given. The notice may be sent by U.S. Mail or provided by telephone.

(ii) If the appellant is unable to attend the hearing as scheduled, then the appellant must contact the Executive Director's office at least three business days before the hearing date and request that the hearing be rescheduled. The failure to contact the Executive Director is grounds for dismissal of the appeal.

(iii) The hearing will be conducted at the Park District's headquarters and does not need to be a public hearing. At the hearing, the appellant may give testimony in support of his or her appeal and present facts, circumstances, evidence, and witnesses to rebut the bases for the length of the Exclusion. The appellant also may ask questions of any witnesses who testify in support of the length of the Exclusion. Rules of evidence and procedure need not be strictly applied. The Executive Director or designee may examine witnesses, including the Exclusion Officer and may set the date of the hearing and continue the hearing to a date certain if necessary to accommodate the scheduling of witnesses including the Exclusion Officer.

(iv) If on the date set for hearing the appellant fails to appear and is not represented at the hearing by her or his attorney, then the Executive Director or designee nevertheless may proceed with the hearing, consider the facts, circumstances, and evidence relevant to the length of the Exclusion, and make her or his determination in the absence of the appellant and her or his attorney.

(v) Within five business days after the conclusion of the hearing, the Executive Director or designee must issue a written detemination on the appeal. The Executive Director or designee may reduce the time period of the Exclusion to any number of days not less than the number of days the appellant has been Excluded, or the Executive Director or designee may sustain the length of the Exclusion, or based on aggravating evidence presented at the hearing the Executive Director or designee may increase the length of the Exclusion. The determination of the Executive Director or designee is final.

(h) Violation of Exclusion Notice. The violation of any Exclusion Notice is a violation of this Chapter 2. A person who violates an Exclusion Notice is subject to further exclusion from Park Facilities under this Section 12 and to arrest and prosecution for criminal

trespass.

Section 13. Displays and Symbols in Parks.

Privately sponsored, unattended displays and symbols are never an appropriate use of Park District property, and such displays and symbols are not allowed on or within Park District property or eligible for a Use Permit.

Other activities of a speech or assembly nature not prohibited by this Section 13 are permitted on or within Park District property as pro-vided in these Rules and Regulations.

POL.A.06.01 - Naming of District Property

The Board of Commissioners of the Park District of Oak Park recognizes that the naming or renaming of a park or a building, or a portion of any of them,[1] is an important and sensitive undertaking. There are competing considerations and interests regarding how and what a Facility may be named including, among many others, topography, geography, natural features, location, and purpose. There also are competing considerations about the historical importance of a current name, the valuable contributions made by a particular person, group, or institution, and many other circumstances. Also, there are important practical considerations including, among others, that it would be impossible with the limited number of Park District Facilities to recognize even a small percentage of the many worthy events, persons, groups, and institutions through the naming of a Facility, particularly because all of the existing Park District Facilities have names, many of which are of historical or other importance.

The Board of Commissioners recognizes all of these competing and sensitive considerations and, with all of them in mind, the Board of Commissioners establishes this Facilities Naming Policy.

Naming Criteria
As noted in the Statement of Understanding and General Policy above, all existing Facilities have been named. The importance of an existing name shall be of principal concern to the Board of Commissioners in determining whether to rename a Facility or portion of a Facility. The following criteria shall apply to the naming of a new Facility and the renaming of an existing Facility. These criteria are listed in order of priority, beginning with Criterion A as the most important. A lower ranked criterion shall not be given priority over a preceding criterion except under extraordinary circumstances.

a. Particular Features or Purposes. The particular feature or features of the Facility or the area around it (such as topography, geography, natural features), or the purpose of the Facility or of the activities or events held at or in the Facility.

b. Name of the Area. The name of the area within which the Facility is located, such as the neighborhood or subdivision, provided that the area is not named for a person, group, company, institution, or organization.

c. Name of Major Adjacent Street. The name of a major street adjacent to the Facility.

d. Name of Major Donor or Person Designated by Major Donor. The name of a major donor of land, money, or services, or the name of a third party designated by that major donor; provided, however, that all of the following criteria shall be met:

1. The donation of land, cash, services, or personal property must be very substantial in terms of proportion, impact, or effect on the Facility for which the name is proposed.
2. The donation shall be entirely of a voluntary and charitable nature and shall not be made at the request of, or because of the application of any code, ordinance, or regulation of, the Park District or the Village of Oak Park.
3. The donation must be accepted by the Park District for the use for which it was intended.
4. The proposed name must be properly and legally available for use, and the proposed name must be approved as appropriate and honorable by an affirmative favorable vote of at least three members of the Board of Commissioners.

e. Name of Significant Contributor. The name of a person who has contributed very substantial service to the Oak Park community or who has been very closely and very significantly associated with a significant community event.

f. Additional Criteria Applicable to Renaming a Park after a Person. If the Board of Commissioners considers whether to name a new park after a particular person, group, company, institution, or organization, then that name shall satisfy all of the following criteria:

1. The person, group, company, institution, or organization must have contributed very substantially and very significantly to the improvement of the quality of life of residents of the Oak Park community or of the State of Illinois or the United States of America.
2. A park shall not be named after, and no decision shall be made to name a park after, a commissioner, trustee, or other official of the Park District or the Village of Oak Park until after that person has been retired from her or his office or

position for not less than five years. However, that condition may be waived by an affirmative favorable vote of at least three members of the Board of Commissioners.

3. The proposed name of the park shall be considered by the Board of Commissioners at a regular meeting of the Board first for tentative approval. The Board may decline to consider the proposed name further, or the Board may grant tentative approval of the proposed name. If the Board declines further consideration, then it shall state, in general, its reasons for declining. Tentative approval of a proposed name shall require an affirmative favorable vote of at least four members of the Board. If the Board tentatively approves the proposed name, then, not less than three months after the date of tentative approval, the Board may consider the proposed name for final approval. Final approval of a proposed name shall require two additional affirmative favorable votes, each of at least four members of the Board, at two regular meetings of the Board separated by not fewer than 28 days. Final approval of a proposed name shall not be considered on a consent agenda or by omnibus vote. Each vote on final approval of a proposed name shall be by a public call of the roll.

g. The Board may conduct a public contest for the naming of a new park. Any such contest shall be conducted in accordance with the provisions and intent of this Policy.

(1)"For purposes of this Policy, a reference to a “park” shall mean an outdoor open space; a reference to a “building” or “center” shall mean the building, or portions of the building, itself; and the term “Facilities” shall refer to parks and buildings and centers collectively."

POL.A.06.02 - Encroachment and Easements

No person may cause or permit physical encroachment upon Park District property including, but not limited to actions such as mowing of grasses, planting of trees or shrubbery, placement of personal property, debris, materials, buildings, sheds, other structures, or signs on Park District lands. Park and facility development and design should incorporate measures such as fencing, sidewalks, etc. in order to clearly identify property lines to defend against encroachment.

From time to time, the District receives requests for temporary easements. The following provisions govern granting of easement requests:

1. Granting of easement requests should not interfere with existing development plans of the park site in question.
2. Easement requests should not place undue restrictions on the park site during the construction phase, or once the ground is repaired and is available for public use.
3. Easement grantee should be expected to restore fully, at his/her expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better, as determined by the District.
4. The Administration Committee will review all requests and staff recommendation for granting or denying the easement. The recommendation of the Committee and staff will then be forwarded to the Board for final action. A security deposit or bond, proof of $1,000,000.00 insurance naming the District as additional insured, and a written statement from the requesting party that all damages to park property will be fully paid by said owner will be required in addition to any fees assessed.

Fees

a. Residential. Homeowners may seek temporary easements of access for construction of improvements to their property. In such instances, fees may be waived for residential homeowners.

b. Private Contractor/Developer. When a private contractor/developer requests to utilize District property for the purpose of generating revenues, the District will determine a reasonable and appropriate fee to the requesting party.

c. Utility Companies. Fees will be assessed as determined to be reasonable and appropriate by the District.

d. Governmental Bodies. Fees may be waived or assessed for governmental bodies depending upon the request and history of the mutual cooperative relationship between the two entities.

POL.A.06.03 - Memorial Program

The Memorial Tree/Bench Program is designed to help beautify the District's parks and allow community members to honor a special person or occasion. Persons wishing to commemorate a special event, such as a wedding anniversary, birth date, or memorial to a loved one or relative may do so by having a memorial plaque displayed near a tree or bench in any of the Park District's parks.

1. A one-time donation will allow the individual to adopt a tree or bench that is already existing in one of the District's parks.
2. Each adopted tree or bench an engraved plaque will be displayed near the base of the tree or bench with the individual's name.
3. Park District staff will take responsibility to maintain the tree and bench and will guarantee the replacement of the item within 15 years for benches, and 10 years for trees. However, the Board reserves the right to relocate the tree or bench at their discretion due to future changes in the design of the park.

POL.A.06.04 - Soccer Goal Safety & Education

The Park District of Oak Park adopted the Soccer Goal Safety and Education Policy pursuant to the Illinois Movable Soccer Goal Safety Act also known as Zach's Law, 430 ILCS 145/1 et.seq. The Act requires Park District of Oak Park to create a policy to outline how it will specially address the safety issues associated with movable soccer goals.

Moving and Securing Movable Soccer Goas; Warning Labels
Prior to the commencement of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property. Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only Authorized Personnel shall be permitted to re-secure it in accordance with the Safety Guidelines.

A warning label such as the following shall be posted on all Movable Soccer Goals:

ONLY AUTHORIZED PERSONNEL MAY MOVE AND ANCHOR THIS
GOAL. IF THIS GOAL IS NOT ANCHORED DOWN, DO NOT USE IT
AND CONTACT (708) 725-2050. SERIOUS INJURY INCLUDING
DEATH CAN OCCUR IF IT TIPS OVER.

Routine Inspections by District
The District shall routinely inspect all Movable Soccer Goals that the District has installed or placed onto its Property to verify that they are properly secured and document such inspection in writing.

Removal
At the conclusion of each soccer season, the District will either remove all Movable Soccer Goals that it has installed or otherwise placed on its Property and store such goals at a secure location or otherwise secure such goals on its Property by placing the goal frames face to face (front posts and crossbars facing toward each other) and securing them at each goalpost with a lock and chain; or locking and chaining the goals to a suitable fixed structure such as a permanent fence; or locking unused portable goals in a secure storage room after each use; or fully disassembling the goals for season storage.

Acquisition of Tip-Resistant Movable Soccer Goals
After the effective date of this Policy, the District will not purchase any Movable Soccer Goal unless it is tip resistant. A Movable Soccer Goal whose inside measurements are 6.5 to 8 feet high and 18 to 24 feet wide is not tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals or is otherwise equipped with another design feature approved by the U.S. Consumer Product Safety Commission. Notwithstanding the foregoing provisions, the District may continue to use its existing goals in a manner consistent with this Policy.

Applicability
If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy shall not create any new liability or increase any existing liability of the District, or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq. Nor shall this Policy alter, diminish, restrict, cancel, or waive any defense or immunity of the District or any of its officers, employees, or agents, which exists under any other law, including but not limited to the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 et seq.

Availability of Policy
All Park District employees who have responsibility for or contact with Movable Soccer Goals shall be advised of this Policy. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from the Deputy Director of Properties & Planning.

POL.A.06.05 - Enforcement of Park & Facility Rules

The effective management of Park District parks and facilities is a complex responsibility, due in part to the number and diversity of visitors and recreational opportunities present at these public spaces. While members of the Village of Oak Park Police Department are authorized to execute law enforcement functions, all Park District employees have an obligation to support these efforts by educating and informing the public of laws, rules, regulations, and policies, enforcing Park District rules and regulations, and deterring unlawful activities.

The following efforts increase the public's compliance with laws, rules, regulations, and policies and should be utilized by staff, when appropriate:

a. Staff Presence allows for the observation of activities, grounds, and facilities, while making employees more readily available to visitors.

b. Patron Interaction allows employees to inform and educate the public as to rules, as well as reasons for the rules.

c. Signage serves to make visitors aware of site rules and regulations.

d. Proper Maintenance & Cleanliness increases the likelihood that visitors will hold a greater appreciation for parks and facilities and will exercise a higher degree of care and respect for the rules.

e. Crime Prevention Through Environmental Design prevents negative behavior through physical design of parks and facilities incorporating four principles: natural access control, natural surveillance, territoriality, and maintenance.

POL.A.06.06 - Facility

Procedures for Facility Licenses, Permits, and Inspections

In order to ensure the safety of Park District facilities, regular licenses, permits, and inspections are required. The following procedures are to be followed regarding these requirements.

Facility Licenses, Permits, and Inspections

The Park District is responsible for ensuring that its facilities and operations are safely operated for the staff and patrons that use them. Staff are responsible for ensuring that all licenses, permits, and inspections are completed and records of these are kept on file as required by the Park District's Records Management Plan. The following list includes required licenses, permits, and inspections as of the writing of this procedure. However, as laws and other circumstances may change, it is the responsibility of the facility manager to ensure that all applicable statutes are followed.

License / Permit / Inspection	Facilities
Oak Park Health Department	Pools: Rehm Pool, Ridgeland Common Recreation Complex
Oak Park Health Department	Rehm Pool, Ridgeland Common Recreation Complex, Cheney Mansion, and Pleasant Home
Business License	218 Madison Street
Liquor Licenses	Special Rental Facilities: Cheney Mansion, Pleasant Home, Austin Gardens, Conservatory. 218 Madison Street.
State Fire Marshal Inspections	Andersen Center, Barrie Center, Carroll Center, Field Center, Fox Center, Longfellow Center, Austin Gardens EEC, Dole Center, and Carroll Center
Backflow Preventer Inspection	All Facilities
Boiler Inspections	Barrie Center, Cheney Mansion, Conservatory, Fox Center, Longfellow Center, Pleasant Home, Rehm Pool, Ridgeland Common Recreation Complex, Stevenson Center, Dole Center, Gymnastics and Recreation Center
Electrical Inspections	All Facilities
Elevator Inspections	Administration Building, Fox Center, Gymnastics & Recreation Center, Longfellow Center, Pleasant Home, Dole Center, Gymnastics and Recreation Center, and Community Recreation Center

License / Permit / Inspection	Facilities
Fire Alarm Inspections	All Facilities
Fire Suppression System	Administration Building, Gymnastics Recreation Center, Community Recreation Center, Ridgeland Common Recreation Complex, Dole Center, Field Center and Conservatory
Fire Extinguisher Inspections	All Facilities
Oak Park Fire Department Inspections	All Facilities
Park District Monthly Facility Inspection	All Facilities
Park District AED Inspections	All Facilities

POL.A.07.01 - Definition of User

Purpose

The purpose of the Definition of User Policy is to categorize guests of the Park District and assist with setting their fees and charges for Park District programs, services, memberships and facility use.

Definition of Users

a. Residents. Residents are defined as individuals or organizations that reside within Park District boundaries.

b. Nonresidents. Nonresidents are defined as individuals or organizations who do not reside within Park District boundaries.

c. Lifelong Learners. Lifelong Learners are defined as persons aged 50 and older.

d. Local Government Agencies. Local Government Agencies are defined as tax-supported organizations that reside within Park District boundaries. Local Government Employees are defined as individuals that are employed by the Local Government Agencies.

e. Non-Profit Organizations. Non-Profit Organizations are defined as nonprofit groups, as stated by the State of Illinois, and are dedicated to serving Park District residents.

f. Park Districts and Special Recreation Associations. Park Districts are defined as tax-supported agencies that do not reside in the Park District of Oak Park boundaries. Special Recreation Associations are defined as associations comprised of member park districts in the State of Illinois.

POL.A.07.02 - Fees and Charges Policy

Statement of Philosophy

The Park District of Oak Park uses multiple sources of revenue to supplement the revenue it receives from property taxes. A primary source of revenue beyond property taxes are fees and charges collected from participants of the Park District. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. The District will evaluate its fees and charges policy annually as part of its Budget Guidelines; receiving approval from the Board of Commissioners prior to implementation.

Fees and Charges
A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. With this in mind, the Park District has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

The Park District primarily provides recreation services in eleven different service categories. Those categories have been organized in order ranging from common good, to exclusive benefit. As a program moves from common good to exclusive benefit, its recommended subsidy allotment decreases.

A diagram of tax use and revenue strategy AI-generated content may be incorrect.

Service Categories

Service Categories are defined as:

1. **Open Access Activities**: Self-directed activity that does not include supervision or oversight by staff and/or volunteers. *Examples*: parks, playgrounds, splash pads, outdoor sports courts, walking paths
2. **Community Events**: Large-scale annual events that appeal to a large portion of the community regardless of age, skill/ability, family composition, etc. *Examples*: summer movies/concerts, Fall Fest
3. **Drop-in Activities**: Self-directed activities that do not require instruction but do require supervision or oversight by staff or volunteers. *Examples*: Cubhouse indoor playground, public skate, public swim, CRC walking track, fitness studio, open gymnasium, dog parks, historic home tours, Rehm trains
4. **Beginner/Introductory Activities**: Classes, clinics, workshops, beginner leagues, and instructor-led activities designed specifically to learn a skill. *Examples*: tennis, ice skating (Snowplow Sam – Basic 1), hockey (Mini/Mighty Cub 1-2), gymnastics (Gym Kids – Beginner 1), aquatics (Swim School), skateboarding, youth sports leagues, beginner martial arts, and performing

arts

5. **Enrichment/Education Activities**: Classes, workshops, and instructor-led activities focused on education and fostering healthy lifestyles and development. *Examples*: fitness, nature, arts, gardening, camps, early childhood and afterschool programs
6. **Special Events**: Events designed to appeal to a specific target market and/or interest. *Examples*: Egg Dash & Scramble, Frank Lloyd Wright Races, holiday-themed programs, special events at historic properties, Uncorked, Kids Fest, My Dolly & Me Skate, ice show, Nutcracker dance recital
7. **Intermediate/Advanced Activities**: Specialized classes and clinics led by an instructor designed to advance or master a skill. *Examples*: skating (Basic 2-6 – Freestyle 1-6); hockey (Mighty Cub 3-Power Skating), aquatics (Stroke School), gymnastics classes (all prerequisite classes), adult tennis, and ballet II classes for youth and adults
8. **Competitive Activities**: Leagues and teams where scores are kept, or performance is judged. *Examples*: adult softball/soccer/volleyball leagues; synchronized skating, Ice Bears, swim team, gymnastics team
9. **Private/Semi-private Activities**: Individual or small group classes, clinics, and workshops designed to meet unique and/or niche interests. *Examples*: skating, guitar, dance lessons, quick sketch garden design, book/esports clubs
10. **Permits & Rentals**: Space and facility reservations for private use by an individual or group. *Examples*: park permits, ice rink rentals, room and property rentals, birthday party rentals, sports field rentals
11. **Resales**: Consumable and non-consumable goods and services available for purchase. *Examples*: vending, skate sharpening, GRC Pro Shop, Conservatory Gift Shop items, Plants Market sales

POL.A.07.03 - Financial Assistance

The Park District of Oak Park recognizes that families and individuals residing within Oak Park may experience economic hardships. In keeping with the Park District's mission, the Board of Commissioners allocate funds to assist low income individuals and families so they may enjoy the many benefits of parks and recreation through a Scholarship program. Annually, the Board shall determine the level of funding to be contributed to the program as part of the budget process and shall also strive to boost funding by securing grants for the same purpose. Residents will need to qualify for a scholarship annually, through a formal application process administered by the Customer Service team.

Income Level	(% Scholarship) / (% Fees Required)	Max per person per year	Max per household per ye
Tier 1 (see FAS chart)	75%/25%	$300	N/A
Tier 2 (see FAS chart)	55%/45%	$300	N/A
Tier 3 (see FAS chart)	35%/65%	$300	N/A

Additionally, there is a Childcare Discount that can be applied to full-day day camp and after school care for families qualifying and enrolled in these PDOP programs.

	TIER 1 (Fees Covered)	TIER 2 (Fees Covered)	Tier 3 (Fees Covered
	Scholarship 75% / 25% Participant	Scholarship 55% /45% Participant	Scholarship 35% / 65% Participant
Household Size	Annual Income	Annual Income	Annual Income
1	20,748	29,526	38,280
2	28,132	40,034	51,936
3	35,516	50,542	65,568
4	42,900	61,050	79,200
5	50,284	71,558	92,832
6	57,668	82,066	106,464
7	65,052	92,574	120,096
8	72,436	103,082	133,728
Each additional family member add	+7,384	+10,508	+13,632

POL.A.07.04 - Non-Resident Fees

The Park District of Oak Park provides programs and facilities for its residents. However, non-residents are also welcome to participate in all activities offered by the Park District. Since residents pay property taxes in Oak Park to support the Park District's programs and facilities, the Park District will provide a reduction of fee known as the "Resident Discount".

The Park District's Board of Commissioners has determined that resident fees should be in most cases approximately 35 percent less than non-resident fees, but not to exceed $50.00. All program passes will not exceed twice the cost of the resident rate.

The Park District intends to apply the incremental difference collected from non-residents to programs and services that would not typically be funded through tax revenue. These funds will be applied as determined from time-to-time by the Park District's Board and Executive Director to such things as scholarships, programs, projects, transportation, and activities.

POL.A.07.05 - Refunds

Satisfaction Guarantee

The Park District Oak Park is constantly striving to provide high quality recreation programs and activities and is so confident that guests will enjoy the programs that the promise of quality is backed by a Satisfaction Guarantee. The Park District Oak Park guarantees that guests will be satisfied with recreation programs in which they participate. If a guest is not satisfied, input in the form of suggestions, comments or ideas for improvement, is always welcome. A participate who is not completely satisfied must call or stop by the guest service desk 48 hours before the second program (meetings and practices included) is over. The guest service staff will assist the participant in completing a Satisfaction Guarantee request form. If the guest wishes to discontinue the program, the Park District Oak Park will then do one of the following:

- Allow the guest to repeat the program at no charge.
- Issue a credit for fees paid toward another program (if available).
- Issue a refund.

The purpose of the Satisfaction Guarantee is to ensure that every guest has the opportunity to express a concern about a program in a timely manner and allow the Park District to have the opportunity to resolve the concern to the guest's satisfaction. It is not the intent of this policy to allow guests to participate in any variety of programs and receive a full refund. By detailing specific deadlines and requirements, guests and staff alike will have a clearer understanding of the purpose of the policy. The Satisfaction Guarantee policy demonstrates the Park District's commitment to the community. The Satisfaction Guarantee does not include adult athletic leagues, trips, preschool or playschool, and one-day events.

Medical Refund Requests

In the case of a medical refund request, a doctor's note stating a release must be provided before a pro-rated (cost of remaining program meetings) credit or refund will be granted.

Other Refund Requests

Unless otherwise noted, all other refunds must be requested before a program meets for the second time or no refund will be issued. These refunds will be pro-rated (cost of remaining program meetings).

Refund requests for special programs such as trips, non-summer camp camps and one-day programs must be received two weeks before the first program meeting to be eligible for a refund. Refunds within two weeks of the start date of these programs will be considered only if the vacated spot can be filled with another participant.

There is a $30 service fee for each summer camp cancellation/refund request for camp activity cost of $150 or more ($10 for camp activity cost under $150), and must be received three weeks before the first program meeting to be eligible. Cancellation/refund requests within three weeks will only be considered if the vacated spot can be filled with another participant. A $5 service fee for all other programs. Refund requests will be processed within 10 business days. Refund checks will be issued in the participant's name unless the refund will be issued to a minor and the parent or guardian requests a change at the time of the refund request. Refunds for program fees paid by credit cards will only be issued to the original credit card used. Deposits are non-refundable unless otherwise noted.

POL.A.07.06 - Recreation Program Philosophy

The Park District should provide a broad and diversified selection of recreation programs and services for various ages and interests. The District, in planning recreational programming and special events, shall take into consideration the participants' needs, geographic location, financial resources and safety.

POL.A.07.07 - Behavior Management

All park and facility users and program participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make District facilities and programs safe and enjoyable for all participants. The Park District insists that all participants and visitors comply with a basic behavior code. All participants and visitors shall:

1. Show respect to all participants, staff and volunteers. Participants should follow program rules and take directions from staff.

2. Refrain from using abusive or offensive foul language.

3. Refrain from threatening or causing bodily harm to self, other participants, staff or any other individuals.

4. Show respect for equipment, supplies and facilities.

5. Refrain from use or possession of drugs, alcohol, or any smoking devices or substance.

6. Not possess any weapons.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants and during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The agency reserves the right to immediately dismiss a participant whose behavior endangers his or her own safety or the safety of others.

POL.A.07.08 - Wireless Internet Access

The District has implemented wireless internet access for patrons who wish to use their own wireless electronic device when in certain parks and facilities of the Park District.

Guidelines

- All users are expected to use the wireless access in a legal and responsible manner, consistent with the values of the Park District and the recreational, educational and informational purposes for which it is provided. Misuse of Internet access will result in loss of the user's wireless access privileges and may result in suspension or termination of access to Park District property. It is not acceptable to use supplied wireless internet services to:

    a. Digitally reproduce and distribute copyrighted materials;
    b. Degrade or disrupt equipment or system performance;
    c. Vandalize the data of any other user;
    d. Gain unauthorized access to resources or entities;
    e. Invade the privacy of individuals;
    f. Violate federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing sexually related content; or
    g. Engage in any activity that is offensive or creates an intimidating or hostile environment.
- A patron's electronic device must be configured with virus protection using current virus definitions. Patrons are expected to know how to configure their own equipment for wireless use. The Park District does not offer wireless access support.
- Most Wi-Fi network cards will be compatible. However, the Park District can make no guarantees as to compatibility of patron's equipment with the network.
- The District's public wireless network has been configured and sized for interactive searches and knowledge gathering on the internet. The District's public wireless network is not sized for large downloads from the web. Therefore, the downloading of software, large images, music, etc. from the web onto a patron's electronic device is not permitted. Patrons will be asked to terminate any activity that adversely impacts the center's network performance.
- Printing access is not available via the wireless connection unless the printing is part of an organized Park District program.
- As with most public wireless "hot spots," this wireless connection is not secure. Another wireless user can potentially intercept any information being transmitted. Patrons should not transmit personal information such as credit card numbers, passwords or other sensitive information while using any wireless "hot spot." WiFi users assume all risks and responsibilities to provide anti-virus protection and appropriate security settings on their laptop and should take appropriate precautions when using this service.
- The Park District is not be responsible for any information (i.e. credit card numbers, passwords, etc.) that is compromised, or for any damage caused to patrons' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking.
- WiFi users should be certain that their laptops and other devices are secure at all times and should never be left unattended, even for brief periods of time. Theft of such devices is not the responsibility of the Park District.
- Use of Park District's wireless network is entirely at the risk of the user. The Park District disclaims all liability for loss of confidential information or damages resulting from that loss.

POL.A.8.01 - Inclusion

The Commissioners and Staff of the Park District of Oak Park believe that all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability. Many people with disabilities have great success in Park District activities with the assistance from WSSRA. WSSRA assistance may range from additional training for Park District staff to recommendations for adaptive equipment to WSSRA employed inclusion aids. The Park District and WSSRA adhere to the following basic principles when providing accommodations to allow for successful inclusion of individuals with disabilities.

Principles of Inclusion

1. The interests and needs of an individual participant will be addressed.
2. The concerns of the family will be taken into account.
3. The member agency staff will be given support by WSSRA.
4. Options and choices will be made available to individuals with disabilities.

Participation may be delayed or denied if program registration is not received in a reasonable amount of time to secure the assistance required. Participation in trips and one day activities is only possible if staff and space for both the participant and inclusion aid are available.

POL.A.8.02 - Diversity, Equity, and Inclusion Policy

Park District of Oak Park

Diversity, Equity, and Inclusion Policy

Introduction

Park District of Oak Park is committed to creating and promoting inclusion across all public spaces, places, facilities and programs that the Agency manages. Through the Diversity, Equity, and Inclusion Policy and supporting practices, we aim to ensure that everyone has access to the benefits of quality parks and recreation, including historically marginalized communities such as those with a physical or cognitive disability, the LGBTQ+ community, racial and ethnic minorities, women, new Americans, refugees and immigrants.

Park District of Oak Park defines inclusion as the process that all persons feel and that they have access to quality parks, programs and services regardless of their ability, race or ethnic origin, age, socioeconomic level, sexual orientation, gender identity or gender, religion, citizenship, or language.

Policy Goals

Diversity, Equity, and Inclusion Policy outlines Park District of Oak Park's approach to ensuring inclusive environments and equitable opportunities for all community members and staff in local parks and recreation.

This policy ensures that:

- Community members utilizing our facilities, programs and services have equitable and appropriate access to spaces, programs and services, regardless of ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin.*
- Park District staff, community partners and stakeholders engage in the support of all community members and promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- Park District of Oak Park establishes and maintains an organizational infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.
- Park District of Oak Park will continuously measure and improve inclusive practices.

**As pursuant to the Park District of Oak Park's Personnel Policy and Rules and Regulations.*

This policy applies to all community members, staff, parks and facilities in the Park District of Oak Park.

Park District of Oak Park and staff will put in place organizational supports that create a social environment (including positive relationships among staff, youth, families and community) that encourages all to be inclusive. This includes:

Staff

- Demonstrating an attitude of inclusion, including nondiscriminatory language and actions and pay equity;
- Attempting to assess and address any potential unintended outcomes of activities, programs or parks to ensure that they do not limit participation or cause worse outcomes based on ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin;
- Providing educational materials about inclusion to all constituents at community events; and
- Sharing and discussing practices during community meetings

Staff Training

Park District of Oak Park staff will regularly participate in trainings grounded in effective training models using evidence-based

content. Training will be comprehensive (covers multiple topics), based on credible research and delivered by qualified personnel. All new staff members will be quickly oriented to inclusive policies and practices.

Trainings to be provided by WSSRA, Thrive, Oak Park Township and others as identified.

Agency

- Developing an advisory group and/or community network of groups that support inclusive behaviors in the community; and
- Assessing agency hiring practices to ensure staff is representative of the diverse community and is an equal-opportunity employer.

Communications

Providing positive messages about diversity and inclusion through written and verbal messaging, posters, pictures and books.

Environmental Support

Park District of Oak Park will establish environmental supports and practices that promote inclusion for all community members. Examples of environmental supports include:

- Program adaptation for inclusion, depending on the individual needs and abilities of participants
- One-on-one trained staff support throughout the program
- Language interpretation, including but not limited to:
    - Sign language interpreters
    - Braille
    - Language translation services
    - Audio/visual support
    - Large-print signage
- Accessible transportation
- Built environment enhancements, including modified equipment and ramps
- Gender-neutral restrooms and changing rooms
- Culturally sensitive program hours (i.e., women-only pool hours);
- Signage and additional facility enhancements (artwork, murals, etc.) that promote diversity and inclusion

Continuous Measurement and Improvement

Park District of Oak Park will work to continuously improve our equity and inclusion efforts, measuring the effectiveness of this policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys; and monitoring economic and health indicators. Park District of Oak Park will establish a communications plan for reporting on progress on an annual basis to the Park Board.

Park District of Oak Park will monitor the following indicators to track progress of inclusive efforts:

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency's improvement plan include inclusive practices with action steps to support implementation?
- Is there adequate, regularly scheduled, ongoing planning time for agency staff to collaborate on inclusive programs and events?
- Does our agency engage the whole community by providing multiple opportunities and modes for participating?

- Are there professional development opportunities for staff regarding inclusive strategies and supports?
- Are community members from historically marginalized audiences engaged in programing, utilizing facilities and taking part in future planning conversations?

Long-term indicators:

- Are there improvements in health and wellness (physical, social, mental) outcomes across targeted populations?
- Is there an increase of diversity in our staff and programs?
- Are there more diverse users in our parks?

Policy Development

Park District of Oak Park developed this inclusive policy with the input, engagement and support of key community stakeholders and representatives, including:

- Members of the Park District Citizen Committee
- Park District of Oak Park Staff
- Members of the Park District of Oak Park Board
- Members of the Park District of Oak Park DEI Committee

Resources

Park District of Oak Park recognizes that this document is an ever-growing resource and aims to keep it updated on an annual basis. For more on inclusion and equity, we encourage staff and community members to visit pdop.org or the National Recreation and Park Association's Parks for Inclusion website, www.nrpa.org/ParksForInclusion.

Glossary

Park District of Oak Park provides these definitions for historically marginalized audiences, including those with physical or cognitive disabilities, the LGTBQ+ community, racial and ethnic minorities, and new Americans, refugees and immigrants.

- Hearing difficulty (e.g., deaf or having serious difficulty hearing [DEAR])
- Vision difficulty (e.g., blind or having serious difficulty seeing, even when wearing glasses [DEYE])
- Cognitive difficulty (e.g., because of a physical, mental or emotional problem, having difficulty remember, concentrating or making decisions [DREM])
- Ambulatory difficulty (e.g., having serious difficulty walking or climbing stairs [DPHY])
- Self-care difficulty (e.g., having difficulty bathing or dressing [DDRS])
- Independent living difficulty (e.g., because of a physical, mental or emotional problem, having difficulty doing errands alone, such as visiting a doctor's office or shopping [DOUT]
- New Americans include immigrants, refugees and/or noncitizens living in America
- LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer and others), defined as:
- Lesbian: A woman who is attracted to other women.
- Gay: A man who is attracted to other men.
- Bisexual: An individual who is attracted to both genders.
- Trans: An umbrella term that seeks to incorporate individuals whose gender identities do not match their sex assigned at birth, for example, someone who is sex assigned male at birth and identifies as a woman.

- Queer or Questioning: Individuals who experience fluidity in their experience of sexuality or gender and, therefore, do not identify strictly as LGB or T. The term ‘Queer’ can also include those who do not identify as either gender.

Racial/Ethnic communities, as defined by the U.S. Census Bureau, are composed of several different race categories — Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander, other, and two or more races. Latinx and Hispanics are also considered a minority, although Hispanic or Latino(a), is defined by the U.S. Census Bureau as an ethnicity rather than as a race. Other considerations include religious communities, such as Muslim, that practice cultural traditions based around gender.

POL.A.8.03 - Policy for Transgender Participation

The Park District of Oak Park believes that embodying inclusion demands no one is excluded or required to face additional rules or scrutiny to fully participate in park and recreation spaces, programs and services. It is a human right to be recognized as the gender with which you identify. Therefore, transgender youth who desire to participate in recreational sports in the gender with which they identify should 1)be allowed to fully participate without facing fear, discrimination, bullying or other consequences and 2) not be subject to additional requirements not demanded of cisgender youth participating in recreational sports programs.

For purpose of this policy the following definitions will be in place:

- Transgendered: a person whose gender identity doesn't match the sex assigned to him or her at birth.
- Intersex: a person who is born with a reproductive or sexual anatomy and / or chromosome pattern that doesn't seem to fit the typical definitions of female or male.
- Gender Identity: a person's deeply-felt internal sense of being male or female
- Gender Expression: A person's external characteristics and behaviors that are socially defined as either masculine or feminine (dress, speech, mannerisms, social interactions, etc.).

All discussions and documents included in all levels of the process shall be kept confidential unless specifically requested by the participant and family.

POL.A.8.04 - Code of Conduct

Park District of Oak Park

Code of Conduct

Purpose: To Establish behavioral guidelines for all individuals while participating, attending, spectating, working or volunteering in Park District programs, events, or activities or who are on the Park District of Oak Park owned or leased property and the actions, which may be taken to enforce this code of conduct.

The Park District of Oak Park offers its programs, activities, services and benefits to all individuals on an equal basis regardless of age, race, sex, creed, sexual orientation, national origin, disability or any other protected characteristic as established by law. The goal of the Park District of Oak Park is to provide positive recreational experience in which all individuals are welcome and treated with respect, sensitivity and fairness.

The Park District of Oak Park has established a code of conduct:

- Prohibited behaviors: foul language, obscene gestures, trash talking, taunting, or other actions that demean individuals.
- Park District facilities and parks are substance-free (drugs, alcohol, tobacco, vaping) are not allowed in any space.
- Show respect to all facility users, participants and staff.
- Show good citizenship by respecting equipment, supplies and the facility.
- Be responsible by exercising self-control and refrain from any verbal or physical confrontation with others.
- Adhere to all Park District of Oak Park policies.
- Park and facility users who do not conduct themselves in a proper manner or do not follow the Conduct Policy will be removed from the facility and grounds. Repeated improper conduct will result in loss of facility and park privileges.
- Additional guidelines exist for specific programs and facilities such as the CRC, RCRC, Day Camps, Youth Sports etc.

Responses to inappropriate Participant/Spectator Behavior

Staff will address each incident with the participant (and parent if the situation requires) in a positive and fair manner meant to help teach participants how to make better choices. In instances where re-direction and a reminder of the rules is not effective, staff will follow the following discipline procedures:

- 1st infraction: Verbal Warning
- 2nd infraction: Time-Out/loss of privilege, parent notification (if youth)
- 3rd infraction: Behavior Management Action Plan discussed with parents (if youth)
- 4th infraction: Suspension or dismissal from all Park District facilities

For programs involving youth:

*Behavior management plan may be discussed for the following: Fighting, teasing, or using inappropriate language toward other campers • Damaging property or equipment • Damaging property of other campers • Disrespecting or disobeying Camp or Park District Staff • Leaving designated group or grounds without permission • Stealing • Gang Association (participant will be dismissed from the program).

The Park District Supervisor will interpret these rules. A child may advance through the levels of the Discipline Procedures or may jump to a higher-level dependent upon the severity of the behavior. The Park District reserves the right to dismiss a participant whose behavior endangers the well-being of themselves, or the program and no refunds are issued in these circumstances.

Behavior Plans:

In certain situations, when deemed appropriate by the Park District staff, the camper and their parent will be asked to agree to a behavior management plan. This plan will clearly lay out our behavior expectations and guidelines in an effort to make our camps a positive experience for all of our participants.

Code of Conducts for facilities can be found on the Park District's webpage. In addition, code of conducts are distributed through parent manuals for childcare programs, shared at coaches' training as well as emailed to participants when appropriate.

PARK DISTRICT of OAK PARK

Memo



To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Paula Bickel, Director of Human Resources and Risk Management

CC: Jan Arnold, Executive Director

Date: November 25, 2026

Re: Personnel Policy Manual and Safety Policy Manual Review

Statement

The Park District of Oak Park believes that a comprehensive Personnel and Safety Policy Manuals is helpful to educating staff to both their rights and responsibilities. Every year the Park District reviews the Personnel Policy Manual and Safety Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Personnel Policy Manual and Safety Policy Manual must be reviewed on an annual basis. This year staff reviewed the policy manuals and have made non-substantive changes as well as legal language requirements as follows:

Personnel Policy Manual

POL.P.06.10 – Alcohol and Drug Abuse Testing Policy

- Updated language to include use of Oro Flow testing procedures by trained Park District staff members.

POL.P.06.21 Social Media Policy

- Expanded language regarding social media posts by approved partners and guidelines for such posts e.g. use of current information, identifying partner role, use of logo.

Safety Policy Manual

POL.S.05.01 – Emergency Action

- Reflects change to Ellis and Associates Community for First Aid, CPR/AED certification course.

POL.S.05.07 – Boundary Violations Policy

- Added PDRMA's recommended new policy language to monitor and report behavior that violates physical, emotional and behavioral boundaries of minors and vulnerable adult participants and volunteers.

Recommendation

Staff recommends that the Board approve the attached updated Personnel Policy Manual and Safety Policy Manual.

Attachment: Updated Personnel Policy Manual and Safety Policy Manual

PARK DISTRICT of OAK PARK

Personnel Policy Manual

Updated December 2026

Created on: 11/25/2026

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Personnel Policy Disclaimer

Welcome to the Park District of Oak Park (the "Park District"). This Employee Personnel Policy Manual ("Manual") contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide. Employees have access to this manual through the internal electronic communication tool - the Hub. The Hub is available to all staff who have access to internet enabled devices.

This Manual supersedes all previously issued versions of this Manual. The Park District Board of Park Commissioners may at any time revise, supplement, or discontinue any of the policies, guidelines, or benefits described in this Manual, without prior notice. All policies outlined in this Manual become effective immediately upon approval by the Board of Park Commissioners, unless specifically provided otherwise.

Where the context of this Manual permits, words in the masculine gender will include the feminine and neuter genders and words in the singular number will include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and will not affect the meaning or construction, nor be used in the interpretation of this Manual or any of its provisions.

At-Will Employment

All employment with the Park District is at the will of the Park District, unless noted otherwise in a Collective Bargaining Agreement ("CBA"). This means that employment is not for any specific period of time and may be terminated by the Park District at will, with or without cause and without prior notice. Also, employees may resign for any reason at any time.

Nothing contained in this Manual, or in any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual, is intended to create, nor will create, an employment contract, either express or implied, between you and the Park District. Nor does this Manual guarantee any fixed terms and conditions of employment. No supervisor, Department Head, Executive Director, or other representative of the Park District has the authority to enter into any agreement for employment for any specified period, or to make any agreement contrary to the above, except as specifically authorized in advance by the Board of Park Commissioners.

Employee Responsibility

Employees are expected to review these Policies and become familiar with their contents. Employees are required to sign, date, and submit the Employee Acknowledgement form. A copy of this Manual will be on file at all times with the Human Resources Office and will be made available to any current employee upon request and is available electronically via the Hub.

To the extent provisions in this Manual conflict with an applicable CBA, the CBA controls.

POL.P.01.01 - Equal Employment Opportunity Policy

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the District, which bases employment upon personal capabilities and qualifications without discrimination because of an individual’s actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the District's policy to provide equal employment opportunities to all qualified persons. The District makes and executes all personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, recruitment, appointment, training, retention, discipline, dismissal, and other terms and conditions of employment without regard to an individual’s actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other category protected by law.

The District makes reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job with or without the reasonable accommodations. The District encourages such individuals to discuss their need for a reasonable accommodation with the Human Resources Department (see the ADA Policy).

In accordance with federal, state and local laws, it is the policy of the District to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, recruitment, appointment, training, retention, discipline, discharge and other terms and conditions of employment are made and executed without regard to an individual’s actual or perceived race, color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other category protected by law. Such individuals are encouraged to discuss their need for a reasonable accommodation with the Human Resources Department.

Employees’ questions or concerns should be referred to the Human Resources Department. If the employee is uncomfortable reporting to the the Human Resources Department, the employee should report to his or her Department Head or Executive Director. (For the full complaint reporting procedure, see the District's Non-Discrimination and Anti-Harassment Policy)

POL.P.01.02 - Non-Discrimination and Anti-Harassment Policy

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

It is the responsibility of each and every employee, intern, officer, official, commissioner or Board member, agent, volunteer and vendor of the District, as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment.

The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The District intends the prohibition against harassment, discrimination and retaliation to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy and the District's EEO Policy, the District provides training on discrimination, harassment and retaliation to its employees at or near the time of hire and annually thereafter.

Definitions of Harassment

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

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

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

2. The District also strictly prohibits harassment on the basis of any other legally protected characteristic. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, or that of an individual's relatives, friends or associates, and results in any of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

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

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the District has assigned the individual to perform their job duties.

IMPORTANT: Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including dismissal from employment. The District will take appropriate remedial action against any other individual (e.g., board members, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation.

Retaliation Is Prohibited

The District prohibits retaliation against any individual, because the individual reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or files a charge of discrimination, harassment or retaliation. Retaliation against an individual for reporting harassment, discrimination or retaliation; participating in an investigation of a claim of harassment, discrimination or retaliation; or for filing a charge of discrimination, harassment or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal and/or other remedial action as warranted by the circumstances.

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

Complaint Reporting Procedure

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

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

If an employee experiences or witnesses harassment, discrimination or retaliation of any kind, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, Department Head and/or the Executive Director. The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, emails and telephone messages can strengthen documentation. Any employee, even when the discrimination, harassment or retaliation is not directed at them, can and should make a complaint.

- Directly Communicate with Offender. If there is harassing, discriminatory or retaliatory behavior in the workplace, and if the employee is comfortable doing so, the employee should directly and clearly express his/her objection to the offending person(s) regardless of whether the behavior is directed at the employee. If the employee is not comfortable, then the employee should follow the reporting procedures below.
- Report Conduct to Supervisor, Department Head, or Human Resources. Additionally, the employee should promptly report the offending behavior to his or her immediate supervisor, Department Head, or Human Resources.
- Report Conduct to Executive Director. Employees may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his/her designee will promptly investigate the

facts and take corrective action where appropriate. If an employee complaint alleges harassment by the Executive Director, then the employee should immediately report the matter in writing directly to the President of the Board of Park Commissioners.

- Complaint Against a Board Member. If someone makes a complaint about alleged discrimination, harassment or retaliation by an elected official of the District (such as a Board Commissioner), they should also report the allegations to the Human Resources Department, the President of the Board or any other board member not involved in the alleged discrimination, harassment or retaliation. If someone makes a complaint against an elected official of the District under this section, the District will refer the matter to its legal counsel. Human Resources Department (or its designee) or an independent attorney or consultant will document and thoroughly investigate the complaint. A committee made up of other board members who are not subjects of the allegations will review the findings.

While the Park Districts suggests that employees follow the above reporting procedures, employees can raise concerns relating to discrimination, harassment, or retaliation to any representative of the Park District (e.g., your Supervisor, Department Head, Human Resources) at any time. An employee may also submit any issue in writing to the Executive Director. When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment or retaliation to the Illinois Department of Human Rights (IDHR), which is the state agency responsible for enforcing the Illinois Human Rights Act, as described in the Conclusion section below. The IDHR maintains a hotline for confidential reports of sexual harassment at 877.236.7703,

Harassment Allegations Against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director (or designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The District will take reasonable efforts to protect the reporting/impacted employee(s) from further contact with such persons when warranted or will take other reasonable steps to remediate the situation, including (but not limited to) evaluating interim steps warranted while the District investigates the allegations.

Harassment Allegations Elected Officials Against Other Elected Officials

Elected officials can report alleged harassment by one elected official against another to the District's President of the Board. If the President of the Board reports the harassment or the allegation implicates the President of the Board, elected officials should report the allegation to any other District board member. If a complaint is made against an elected official of the District by another elected official of the District under this section, the District will refer the matter to the District's legal counsel. An independent review will thoroughly investigate the allegations of the complaint, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. If warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), the Distgrict will take reasonable remedial measures.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the District and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible Sexual or other harassment, discrimination, and/or retaliation of or by any individual must immediately advise the Director of Human Resources, who will arrange for a prompt investigation to take place and take prompt remedial action, if the investigation substantiates the allegations. In the event the allegations implicate the Executive Director, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and /or retaliation of or by any individual should immediately advise the President of the Board, and the District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

Under the Park District's policy, no Department Head, manager, or supervisor has any power to take any tangible action against or with respect to an employee, such as termination of employment, promotion, demotion, or undesirable reassignment, which is motivated by a desire to harass or to retaliate for reporting harassment or as a result of an employee's resistance to harassment or retaliation.

The District encourages all individuals to report incidents of harassment, discrimination and retaliation regardless of who the offender may be or whether the reporting employee is the intended victim.

Investigations

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee **absolute** confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. The District will deal with misconduct constituting a violation of this policy (such as engaging in harassment, discrimination or retaliation) appropriately. Appropriate remedial action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, the District considers complaints made in bad faith or otherwise false and frivolous

charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

Education and Training

As part of general orientation, each recently hired employee will be informed of the standards of acceptable behavior. All employees will participate periodically in seminars, as required by law, that describe workplace harassment and teach strategies for resisting and preventing sexual harassment, other types of harassment and discrimination.

Recourse

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 Randolph Street, Suite 10-100, Chicago, IL 60601, about filing a formal complaint. The IDHR also has a reporting hotline that includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: 877.236.7703. The IDHR will investigate your complaint, and if it determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

POL.P.01.03 - Americans With Disabilities Act

The Park District is committed to complying with the applicable provisions of the Americans with Disabilities Act (ADA). The Park District will not discriminate against any qualified employee or applicant with regard to the terms or conditions of employment because of such individual's disability or perceived disability (or association with a person with a disability) provided the employee can perform the essential functions of the job with or without a reasonable accommodation. Consistent with this policy of nondiscrimination, The Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who makes the Park District aware of the need for an accommodation and participates in the interactive process, if such accommodation does not constitute an undue hardship on the Park District or pose or create a direct threat to the safety of employees or the safety of others.

The Park District will base all decisions concerning recruitment, placement, selection, training, hiring, advancement, termination, or other terms, conditions, or privileges of employment on job-related qualifications and abilities.

Requests for Reasonable Accommodations - Interactive Process

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The District encourages individuals with disabilities to come forward and request reasonable accommodation when needed. If employees feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the District (usually the Human Resources Department or designee) will meet with the requesting employee as part of an interactive process. During this interactive process, the employee and the District will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the employee's position. The District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The District will determine the feasibility and reasonableness of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and the District's ability to provide its services to the public.

The District determines what is a reasonable accommodation on a case-by-case analysis. The ADA does not require the District to make the best possible accommodation, reallocate essential job functions, create new positions or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). However, when the District denies a particular request, it will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The District will inform the employee of its decision on the accommodation request. If the District denies accommodation requests, it wll advise the employee of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Human Resources Department or (if the denial came from the Human Resources Department) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

An employee or job applicant who has questions regarding this policy or believes they have been discriminated

against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Nondiscrimination and Antiharassment Policy apply to this ADA Policy in equal force.

Summary

In summary, employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for disabilities.

While the District hopes to resolve any complaints of discrimination within the District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

POL.P.01.04 - Pregnancy Non-Discrimination and Accommodation Policy

The District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. The District commits to making reasonable accommodations related to pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth. It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits and opportunities. No person or employee, no matter their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The District will not deny or remove an employee from a position, because the employee is pregnant, considering pregnancy or experiencing any pregnancy-related problems. It will base all decisions regarding a pregnant employee's placement in, or continuation in, a job on the same considerations that govern all employment decisions – the employee's ability to perform the essential functions of the job in question satisfactorily, with or without reasonable accommodation.

Requests for Reasonable Accommodations – Interactive Process

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The District encourages employees to come forward and request reasonable accommodation when needed for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. If employees feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the District (usually the Human Resources Department or designee) will meet with the requesting employee to begin an interactive process. During this interactive process, the employee and the District will discuss and identify the precise limitations or restrictions resulting from the pregnancy, childbirth or a related medical or common condition, and the potential accommodation(s) the District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the position. The District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The District will determine the feasibility and reasonableness of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties and the District's ability to provide its services to the public.

The District will determine what it considers a reasonable accommodation on a case-by-case analysis. When it denies a particular request, the District will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The District will inform the employee of its decision on the accommodation request. If the District denies accommodation requests, it will advise the employee of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Human Resources Department or (if the denial came from the Human Resources Department) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on their pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth should immediately follow the Complaint Reporting Procedure outlined in the District's Nondiscrimination and Antiharassment Policy. The District will treat all such inquiries or complaints as confidentially as possible. However, the District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the District's Nondiscrimination and Antiharassment Policy apply to this Pregnancy Discrimination Policy in equal force.

Summary

Employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for pregnancy, childbirth and/or related medical or common conditions.

While the District hopes to resolve any complaints of discrimination within the District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the HRC between the 365th and the 395th day.

POL.P.01.05 - Anti-Nepotism

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees.

It is the policy of the Park District not to employ any "relatives" of elected Park District officials in any capacity. In addition, two or more members of an immediate family shall not be employed where one such immediate family member occupies a position that has influence over the other's employment, including hire, promotion, supervision, compensation or other benefits.

For the purposes of this Policy, "relatives" includes the following relationships, whether established by blood, marriage, or other legal action, and it also includes step and generational relationships: mother, father, husband, wife, civil union partner, son, daughter, brother, sister, aunt, uncle, niece or nephew.

When a situation occurs which results in a violation of this Policy (whether because of the marriage of two employees or some other circumstance), one of the employees involved will be required to resign their current position or otherwise be terminated. If one of the employees is qualified for an available position in another department, the employee can request a transfer. Requesting a transfer under these circumstances does not guarantee that the employee will be selected for the available position. If no positions are available or the employees are not qualified or selected for an available position, the Park District will decide in its sole discretion who will remain employed.

POL.P.01.06 - Employment of Minors

The District complies with all applicable federal, state and local child labor laws regarding employment of minors. This policy does not seek to list all of those laws but to highlight key provisions generally.

All minors under age 16 must have an employment certificate before the District will allow them to work. The Regional or District Superintendent of Schools or a duly authorized agent issues employment certificates and must give the certificate to the District for employment purposes, so the District can produce the certificate upon request to the Illinois Department of Labor.

For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.

Federal and Illinois child labor laws mandate a minor under the age of 16 cannot work the following hours:

Permitted Working Hours for Minors

The act restricts the times of day and number of hours minors can work in each workweek and workday. Specifically, any of the following are **prohibited** for minors (Section 25):

- Working more than 18 hours a week when school is in session.
- Working more than 40 hours a week when school is not in session.
- Working more than eight hours in any single 24-hour period.
- Working more than three hours per day or more than eight hours total of work and school hours on days when school is in session.
- From Labor Day until June 1, working between 7pm and 7am.
- From June 1 until Labor Day, working between 9pm and 7am.

Exceptions for Weekends – An employer **may** allow a minor to work a maximum of eight hours per day on each Saturday and Sunday during the school year **if**: (1) the minor does not work more than six consecutive days in one week; **and** (2) the number of hours worked by the minor outside of school hours in any week does not exceed 24. (Section 30(a)).

Exceptions for Park Districts – Minors working at park districts or for nonprofit youth clubs continue to have some limited exceptions to standard working hour restrictions (Section 30(d)):

- From **Labor Day** to **June 1**, minors aged 14 and older can work until **9pm** on school days if they following all apply:

1. They work no more than three hours per day.
2. They work on no more than two school days in a week.
3. Their total weekly work hours do not exceed 24 outside school time.

- From **June 1** to **Labor Day**, minors can work until **10pm**.

The District will provide an unpaid meal period of at least 30 minutes to minors under the age of 16 no later than the fifth consecutive hour of work.

Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The District complies with all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

Work Restrictions

Minors working for the Park District are not permitted to supervise any part of the transportation of camp, field trips, or other Park District-sponsored program participants to or from Park District-sponsored activities. Those minors may resume their duties only after all participants and materials have been unloaded from the bus or other vehicle.

Employees Under the Age of Sixteen (16) May Not Engage in the Following Activities: Exposure to hazardous chemicals, ladder climbing, operation of heavy, powered machinery, use of any type of power tool, construction work, roofing or excavating operations, work on elevated services with or without equipment

Employees Under the Age of Eighteen (18) May Not Engage in the Following Activities: Driving on or off road vehicles, mowing, working on roofs, demolition work, operating heavy, powered machinery, and entering confined spaces

Employees Under the fifteen (15) must be supervised at all times by an employee twenty-one years old or older when working.

POL.P.01.07 - Employment of Certified and Professionally Trained Staff

Relevant education and professional certification are desirable elements of candidates for employment with the District. Selection of management employees should emphasize this policy. Employees should maintain professional certifications throughout employment.

POL.P.01.08 - Immigration Law Compliance

In compliance with the Immigration Reform and Control Act, all newly hired employees (including new hires previously employed by the Park District) must present documented proof of identity and eligibility to work in the United States. Employees will be required to furnish this information on the first day of work or within three (3) working days of your hire date. If the employee cannot verify his/her right to work in the United States within three (3) working days of hire, the Park District is required by law to terminate his/her employment. I-9 completion is required.

POL.P.01.09 - Employment Screening Policy

Post-Offer Examination

Applicants to whom a conditional offer of employment has been made may be required to submit to a post-offer, pre-employment drug screening (excluding cannabis except for positions requiring a Commercial Driver's License), conducted by a trained Park District of Oak Park staff member or clinic or physician arranged and paid for by the Park District. Applicants for positions in certain categories (e.g., labor intensive and/or safety sensitive positions) may be required to submit to a post-offer, pre-employment job-related medical exam to determine whether the applicant can perform the essential job duties of the position and do so safely, with or without an accommodation.

Criminal Background Check

All employees will be required to submit to a criminal background check prior to first day of employment. Employees will also be required to submit to periodic criminal background checks. Employees may be required to submit fingerprints and/or other identification if required by a government agency. Any employee who refuses to submit to a criminal background check under this Policy or refuses to sign a consent form will be subject to termination of employment.

State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the District will initiate a criminal background check on applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the District, and any conviction of offenses enumerated in subsection (d) of said statute, where the conviction sentence ended within the seven years prior to employment, will automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) will not automatically disqualify the applicant from consideration (or employee from continued employment), but the District will consider whether the convictions are substantially related to the employment sought or held or whether granting or continuing employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public, as discussed below.

Before making an employment decision based on a criminal conviction, the Park District will provide an opportunity to the individual to demonstrate that he/she should not be excluded from employment based on the criminal conviction and that the exclusion from employment based on the criminal conviction would not be job- related and consistent with business necessity. All offers of employment and re-employment are contingent upon passing the above mentioned criminal background check.

Sealed or Expunged Records

The District does not require applicants to disclose sealed or expunged records of corrections, nor will the District take adverse employment action based on same.

Consent

The District may require applicants to submit fingerprints and/or other identification information to facilitate a criminal conviction background check. All information concerning the record of convictions will be confidential and only transmitted to those persons necessary to the decision process, or as required by law.

Disqualifying Convictions

In some circumstances, the law may require the District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically. In all other instances, the District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

- "Substantial relationship" means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.

- Showing that a conviction record poses an "unreasonable risk" means that before making a decision to bar employment, the District will assess the risk the employee poses to the workplace in the particular position and determine whether the risk is unreasonable under the circumstances.
- The District will consider the following factors in determining whether a substantial relationship or unreasonable risk exists: (1) length of time since the conviction(s); (2) number of convictions; (3) nature and severity of the conviction(s) and its relationship to the safety and security of others; (4) facts or circumstances surrounding the conviction; (5) age of the applicant/employee at the time of conviction; and (6) evidence of rehabilitation efforts.

Notice of Pending Adverse Action and Interactive Process

The District gives notice to, and has an interactive process with, applicants/employees prior to making a final adverse employment decision based on any conviction record. In particular:

- If, after considering the listed factors, the District makes a preliminary decision the applicant's/ employee's conviction record may result in an adverse employment action, the District will notify the employee of the preliminary decision in writing that contains: (1) the potentially disqualifying conviction(s); (2) a copy of the conviction history report; and (3) an explanation of the employee's right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the accuracy of the conviction record or evidence of mitigation.
- The employee/applicant then receives at least five business days to respond before the District will make a final decision.
- The District will consider any documentation or information submitted by the applicant/employee.

Notice of Adverse Action or Hiring/Continued Employment

After engaging in this interactive process, the District will either notify the applicant/employee they can continue with hiring/employment or will give written notice to applicant/employee of a final adverse employment decision based on any conviction record. Any written notice of a final adverse employment decision based on a conviction record will contain: (1) notice of the disqualifying conviction(s) that is the basis for the final decision and the District's reasoning for the disqualification; (2) any existing procedure the District has for the applicant/employee to challenge the decision or request reconsideration (if any); and (3) the right to file a Charge of Discrimination with the IDHR.

Drug Screening

The District requires drug testing, in accordance with its Alcohol and Drug Abuse Policy, for applicants/employees in safety sensitive positions, including those that drive a Park District vehicle (car, truck, van, Zamboni or required to have a commercial drivers license [CDL], etc.) and/or operate any gas-powered or electric equipment or battery operated or machinery. Also, employees will be required to submit to random drug screening. Any employee who refuses to submit to a drug screen under this Policy or refuses to sign a consent form will be subject to immediate termination of employment. Drug screens may also be conducted at other times as set forth in other sections of this Manual. All offers of employment and re-employment are contingent upon passing the drug screen.

Driver's License Abstracts/Checks

Employees required to use a Park District vehicle in performing their job duties must pass a Motor Vehicle Record check with the Illinois Secretary of State before commencing employment and using any of the Park District vehicles. Thereafter, Motor Vehicle Record checks will be performed for these employees generally on an annual basis. An employee must notify the Supervisor, Department Head and Human Resources if the employee's driver's license has been suspended or revoked. However, if a restriction or suspension is a result of an applicant's/employee's disability or pregnancy, the applicant/employee will have all rights available under the District's ADA and Pregnancy Discrimination Policies, and the District will engage in the interactive process to determine what reasonable accommodations, if any, are available to the employee pursuant to the relevant policy. Employees should refer to Motor Vehicle Record Review.

All offers of employment and re-employment are contingent upon passing required employment screening.

POL.P.01.10 - Introductory Employment Period Policy

The Introductory Employment Period is intended to assist new employees in adjusting to the Park District and the new position with orientation and training. The Introductory Employment Period gives the employee's supervisor a reasonable amount of time to evaluate performance, including determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position.

The Introductory Employment Period for Full-time and Part-Time employees is a minimum of six months. The Introductory Employment Period for Seasonal employees is one month. Employees' immediate supervisors will use the introductory period to help employees adjust to their new positions and for orientation and training, if any. The employee may be discharged at any time during this period if the Park District concludes that his/her job performance is not satisfactory. Under appropriate circumstances, the introductory period may be extended at the Park District's sole discretion. Additionally, as is true at all times during employment with the District, employees' employment is not for any specific time, and the District may terminate it at will, with or without cause and without prior notice. A new introductory period is established for any job transfers, promotions, demotions and job additions.

During their Introductory Employment Periods, newly-hired employees will be paid for holidays recognized by the Park District that are applicable to their employment classification.

After two months of employment, a new employee will be allowed to use earned vacation, sick time and/or PTO (Paid Time Off) benefits with supervisory approval. Full-time employees may use eligible personal days immediately after date of hire. Additional time off, if any, will be unpaid. The employee's attendance may influence the Park District's decision whether to terminate employment during or at the end of the Introductory Employment Period.

Other employee benefits, such as group insurance, will be applied according to the Park District's agreement with its group insurance providers. Transferred or promoted employees will maintain their benefits, unless the new position provides for different benefits eligibility.

At the end of the Introductory Employment Period, the employee and his/her supervisor will discuss the employee's performance. If the Park District determines that the employee's job performance meets the expectations of the Park District, the employee will be retained as an at-will employee

Successful completion of the Introductory Employment Period does not guarantee continued employment for any specific period or otherwise create an employment contract between the employee and the Park District. Thus, subject to any governing CBA, employees remain at-will during and after their Introductory Employment Period, which means they can be discharged at any time, with or without cause and/or prior notice.

POL.P.01.11 - Orientation

Each employee, including transferred or promoted employees, are required to complete an orientation session prior to starting and training in the job hired in or within one week of hire. The orientation process may include training required by law and guidance from the Park District Risk Management Agency (PDRMA). The orientation will be assigned through Paycom, once the employee is approved for hire/rehire. Employees may be required to sign an Employee Orientation/Onboarding Checklist to confirm that they have received and understand the necessary material and training from their supervisor, department and the District.

POL.P.01.12 - Personnel Files

The District will create a personnel file for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other employment records. The District also has a Human Resources Information System that retains pertinent employment information. The District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The District will not release or disclose any information contained in personnel (and confidential medical or benefit) files without an employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government District requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such District.

Employees may review their personnel files in accordance with applicable law and established District procedures. If employees wish to review their personnel files, they should contact the Human Resources Department to submit the request.

It is to an employee's advantage to ensure all personnel records are accurate and up-to-date. Employees are responsible for and must promptly advise the District of any changes in their:

- Name and/or marital status.
- Address and/or telephone number
- Number of eligible dependents.
- W-4 deductions.
- Person(s) to contact in case of emergency.
- Other personal information the District needs to know to contact an employee or properly administer District benefits programs or general operational concerns.
- An employee's immigration status (if eligibility for employment in the United States is affected).

Employees make changes directly through Paycom Employee Self-Service Center (ESS).

POL.P.01.13 - Performance Reviews Policy

Purposes for Performance Reviews

The Park District has a formal performance review system for full-time, part-time and seasonal employees to provide a means of evaluating employees' performance and progress. Performance reviews assist the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, rehire and salary adjustments. Performance reviews are an essential part of an employee's personnel records.

Frequency of Reviews and Performance-Based Increases

All full-time and part-time, year-round employees and seasonal employees should receive an annual performance review. In addition, full-time and part-time employees generally will receive a mid-year performance review. A review may be conducted more frequently, if an employee's job responsibilities change substantially during the year. Formal evaluations for full-time and part-time staff are conducted by the immediate supervisor on a pre-determined annual schedule. Performance-based pay increases, if any, generally are processed to take effect on a pre- determined annual schedule. All new employees should be reviewed after the first six months of employment or at the end of the Introductory Employment Period. The timing of pay adjustments for new employees following the Introductory Employment Period, if any, should be factored in to the annual review schedule and agreed upon at the time of hire. A positive performance review does not guarantee an increase in rate of pay.

Short-term and Seasonal employees should receive a performance review at the end of each season. Performance- based increases, if any, should be considered at the start of the next year's season.

Informal Review of Employee Performance

In addition to scheduled performance reviews, the immediate supervisor, Department Head, or Executive Director, or all of them, may observe and informally evaluate employee performance on a daily basis. An employee will be notified about deficiencies in work performance or inappropriate conduct.

Unsuccessful Review

If an employee receives an unsuccessful performance review, that employee will be ineligible for a merit pay increase and, in addition, may be subject to disciplinary action up to and including termination of employment. Employees may be placed on a performance improvement plan.

Appeal of Formal Performance Review

If an employee disagrees with a formal performance review, that employee may request a meeting with the immediate supervisor to discuss the performance review. If that employee still disagrees with the review after the meeting, that employee may submit a written request for a meeting with the next higher level supervisor. The decision of the next higher level supervisor is final.

POL.P.01.14 - Employment in More Than One Position

Part-time employees are usually hired for a specific position in one department. An employee may work an additional part-time or short-term job with the Park District if the primary Park District job is not adversely affected in any manner. The Human Resources Director has to sign off on the additional position(s). The Supervisor of the primary position is required to manage all hours worked to ensure compliance with budgetary and staffing policies. Permission to work the second position may be revoked at any time if the Park District determines for any reason that the additional position interferes or is inconsistent with the primary position. Full-time employees are not permitted to work in a second position in the District.

POL.P.01.15 - Outside Employment

The primary work duty and responsibility of Park District employees is to the Park District. No full-time employee may: (a) engage at any time in any outside employment for salary, wages, or commissions; or (b) engage in any outside business interests, except if the employee's Department Head recommends approval for the outside activity in writing to the Executive Director and the Executive Director grants approval in writing.

A full-time employee seeking approval for other employment or outside business interests must furnish the Department Head with a written description of the outside employment or business interest. The employee must update and resubmit the written description annually. The written description must include the employer or business name and address, the nature of the work or activities to be performed, and the schedule and number of hours per week that the employee will work in the outside employment position. The Park District has the absolute right to deny, for any reason, the request of any full-time employee to engage in outside employment.

All Park District employees are prohibited from performing services or using Park District vehicles or equipment for any person or entity other than the Park District while on Park District time. In addition, employees are prohibited from using any Park District vehicle, equipment, or other property while they are not on Park District duty. Further, no employee may receive pay or any other compensation or benefit, other than Park District pay and benefits, for performing services while on Park District duty.

All Park District employees, including part-time employees, are expected to be available to work upon request by the Park District, regardless of whether the Park District employee works for another employer, and other employment should not interfere with employees' availability to work for the Park District.

POL.P.01.16 - Modified Duty Program

The purpose of the Modified Duty Program is to provide a temporary modified work assignment to assist employees who are unable to perform the essential functions of their job, with or without out an accommodation, due to a workplace injury, disability, or pregnancy-related accommodation.

Basic Program Requirements

a. Employees will not be assigned a Modified Duty if they are able to perform the essential functions of their job, with or without an accommodation.

b. Employees may be assigned to a temporary Modified Duty, which fulfills a job function(s) useful to the Park District and within the limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but, rather, will modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District. Modified Duty will not be offered where no productive work of value to the Park District is available to be offered.

c. A modified duty assignment will not be provided on an indefinite basis.

d. Hourly employees will be paid their regular hourly rate for all hours worked while on modified duty (or, one and one-half times their regular hourly rate for all hours worked over forty (40) hours in a workweek). The compensation of exempt, salaried employees will depend on the circumstances, but the Park District may reduce an employee's salary or pay the employee on an hourly basis, depending on the circumstances.

e. There should be regular communication among Human Resources, the employee's immediate supervisor, the employee's healthcare provider and PDRMA throughout the course of treatment and recovery.

f. Participants in the Modified Duty Program should report any problems with a Modified Duty assignment to an immediate supervisor or Human Resources, promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions, promptly provide all original copies of physician releases and reports and all medical records and forms to Human Resources, immediately notify the person who assigned a task about any problems performing the duties, inform the immediate supervisor about subsequent doctor visits for the same injury, and avoid disruption of Park District operations by scheduling doctor's appointments during non-work hours.

g. An employee who declines a Modified Duty position within the limitations determined by the employee's healthcare provider may be subject to disciplinary action and possible termination of employment. The employee may adversely impact workers' compensation benefits.

Procedure

h. The Department Head, Manager, Supervisor, or Human Resources will manage an employee on Modified Duty. Modified Duty assignments may be coordinated with other departments, Risk Management, Human Resources, and PDRMA. Each department is responsible for keeping a list of Modified Duty assignments up- to-date.

i. The attending healthcare provider will be asked to complete a Physician's Evaluation. This form may request an opinion about the Employee's ability to perform the essential functions of his or her job, request a list of the duties the employee is capable of performing, any restrictions the employee may have or accommodations that may be advisable, among other required information.

j. The employee may also be asked to be examined by a healthcare provider selected by the Park District at the District's expense for a similar opinion.

k. The employee must return the Physician's Evaluation to Human Resources, who will contact the employee's immediate supervisor. The immediate supervisor will work with the Department Head to assign modified duty to the employee, if possible.

l. All Modified Duty assignments are subject to continuing review of the existing medical restrictions of the employee and the operational needs of the Park District.

m. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all

parties.

Employees will be compensated at a pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick or personal time off. Employees who do not have any available time will be compensated only to the extent required by law.

POL.P.01.17 - Separation of Employment

Note: this section is subject to any applicable CBA.

Resignations

Any employee may resign at any time, with or without notice or cause. The Park District requests, however, that the employee give his/her immediate supervisor at least two (2) weeks' advance notice, to enable the Park District to minimize departmental hardship and to make provisions to fill the position. Failure to provide at least two (2) weeks' advance notice will result in a no-rehire status with the District. The District may accept your resignation and relieve you of your position immediately.

Retirement

Employees who want to retire should contact the Human Resources Department so they can complete the appropriate paperwork in a timely manner.

Lay-offs

The District may, in its sole discretion, reduce the number of employees in any given area at any time. It may lay off employees whenever there is a lack of work or funds, or a change in functions directly or indirectly creates a surplus of employees for the workload of the District. Although there is no obligation to do so, the District will make reasonable efforts to transfer employees to another department rather than laying them off. When this is impractical, the Department Head will consider the factors where qualifications, seniority, ability, attitude and performance factors are substantially the same, in determining whom to lay off.

Return of Park District Property

Before officially separating from the Park District's employment for any reason, an employee must return all Park District property, including without limitation vehicles, tools, cellular phones and mobile devices, keys, key fobs, uniforms, equipment, and identification, credit and insurance cards.

References

Employment references are not given by the Park District, except to confirm the employee's start date, end date, job title and job description at the time of separation.

Exit Interview; General Assistance

The Park District will send an exit interview after separation. The Park District also may assist the employee with completion of forms for insurance continuation, IMRF and other termination-related matters.

POL.P.01.18 - Identity Protection

The District adopted this Identity Protection Policy pursuant to the Illinois Identity Protection Act (the Act). The Act requires local and state government agencies to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft.

Definitions

The words below shall have the following meanings when used in this Policy.

- Act – Illinois Identity Protection Act.
- Board – Board of the District.
- District – Park District of Oak Park
- Person – Any individual in the employ of the District.
- Policy – This Identity Protection Policy.
- Publicly post or publicly display – To communicate intentionally or otherwise intentionally make available to the general public.
- Redact – To alter or truncate data so none of the digits of a SSN are accessible as part of personal information.
- SSN(s) – Any Social Security Number provided to an individual by the Social Security Administration.
- Statement of Purpose – Statement of the purpose or purposes for which the District is collecting and using an individual's SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. When necessary, the District will provide all persons with a Statement of Purpose for the District.

Statement of Purpose

The District will provide an individual with a Statement of Purpose anytime it asks an individual to provide the District with their SSN or if an individual requests it.

Prohibited Activities

Neither the District nor any person may:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the District.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials they mail to the individual through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery unless state or federal law requires the SSN to be on those documents. Notwithstanding the foregoing, SSNs may be on applications and forms sent by mail including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without opening the envelope.

Except as otherwise provided in this policy (as described below) or as otherwise provided in the Act, neither the District nor any

person may:

- Collect, use or disclose a SSN from an individual unless: (i) required to do so under state or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use their SSN to access an Internet website.
- Use the SSN for any purpose other than the purpose for which it was collected.

The prohibitions identified immediately above do not apply in the following circumstances:

- Disclosure of SSNs to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the contractor or subcontractor will meet the requirements imposed under this Act on a governmental entity to protect an individual's SSN.
- Disclosure of SSNs pursuant to a court order, warrant or subpoena.
- Collection, use or disclosure of SSNs to ensure the safety of: state and local government employees; wards of the state; and all persons working in or visiting a state or local government District facility.
- Collection, use or disclosure of SSNs for internal verification or administrative purposes.
- Disclosure of SSNs by a state District to the District for the collection of delinquent child support or of any state debt or to the District to assist with an investigation or the prevention of fraud.
- Collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting District under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act or to locate a missing person, lost relative or a person due a benefit, such as a pension benefit or an unclaimed property benefit.

Coordination with the Freedom of Information Act and Other Laws

The District will comply with the provisions of the Illinois Freedom of Information Act and any other applicable law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District will redact SSNs from the information or documents before allowing public inspection or copying of the information or documents.

When collecting SSNs, the District will request each SSN in a manner that makes the SSN easy to redact if the District must release it as part of a public records request.

Limited Employee Access to Social Security Numbers

Only employees required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs will first receive training on how to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

Neither the District nor any person shall encode or embed a SSN in or on a card or document including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology in place of removing the SSN as required by the Act and this policy.

Applicability

If any provision of this policy conflicts with any provision of the Act, the stricter of the two (2) provisions shall prevail.

This policy does not apply to either of the following:

- Collection, use or disclosure of a SSN as required by state or federal law, rule or regulation.
- Documents recorded with a county recorder or required to be open to the public under a state or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; however, the District shall redact the SSN from such documents if such law, rule or regulation permits.

Availability of Policy

The District has made this policy available to any employees required to use or handle information or documents that contain SSNs and each employee shall maintain it at all times. A copy of the policy is available to all other employees and any member of the public by requesting a copy from the Human Resources Department or pursuant to IL FOIA.

Amendments

The District may amend this policy at any time. If it amends the policy, the District will file a written copy of the policy, as amended, with the board and also advise all District employees of the existence of the amended policy. It will make available a copy of the amended policy to District employees and the public as set forth here.

Violation

Violation of this policy, intentionally or otherwise, shall be grounds for disciplinary action, up to and including dismissal from employment, and they may be found guilty of a Class B misdemeanor and/or such other penalties as now or hereafter provided for under the Act.

POL.P.01.19 - Restroom and Locker Room Policy

The District prohibits all forms of discrimination in the use of its facilities. The District acts in a manner that demonstrates the respect and dignity to all persons when addressing issues regarding our restrooms and locker rooms and does not discriminate based on gender identity, gender expression or sexual orientation.

Transgender individuals, whether they are employees, volunteers, patrons, guests, or contractors are permitted to use the restroom and locker room facility that corresponds with their self-identified gender. The District expects all users to exercise appropriate etiquette when using our restrooms and locker rooms.

The District is also committed to the safety of all persons. An individual who uses a restroom or locker room that corresponds with his/her self-identified gender does not pose a safety risk solely because of his/her gender identity. If an individual is concerned about his or her safety, other than the sole fact that a transgender person is using a restroom or locker room, then that individual should seek assistance from a District employee or by contacting the Oak Park Police.

POL.P.01.20 - Open Door Policy

The Park District is interested in all of its employees' success and happiness with The Park District and welcomes the opportunity to help employees whenever feasible. The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to discuss any problems with their immediate supervisor. Employees may put a problem or concern in writing or supervisors may ask that this is done. An investigation will be made, and the employee will get an answer as quickly as possible.

At any time, or if the supervisor cannot be of assistance, employees may contact their Department Head, Human Resources, and the Executive Director. Employees experiencing or witnessing discrimination, harassment, or retaliation should follow the reporting procedures contained in the Policy on Non-Discrimination and Anti- Harassment .

This procedure is not designed to discourage employees from talking to anyone in the Park District at any time. Rather, it is simply a way to ensure that concerns and problems are dealt with in a prompt, orderly and consistent fashion. The initial communication of an employee's problem or concern should be communicated to a Park District official within a reasonable time of the occurrence. Untimely complaints will be difficult to investigate, so employees are encouraged to make a complaint within a reasonable amount of time.

In addition to an employee's own problems and concerns, the Park District encourages employees to follow these procedures whenever they learn of a violation of Park District rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any negative consequences, no matter how their complaint or problem is resolved. Please be assured that the confidentiality of all such matters will be maintained to the fullest extent possible but cannot be guaranteed.

POL.P.01.21 - Whistleblower Protection Safe-T Act Policy

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

Improper Governmental Action

For purposes of this Policy, "improper governmental action" means any action by an employee of the Agency, an appointed member of a board, commission or committee, or an elected official of the Agency that:

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

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

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

Confidentiality

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

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

No Retaliation

The Agency will not retaliate against an employee or contractor who:

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

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

Reporting Procedures

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

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

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

Investigation Procedures

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

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

The Auditing Official may notify the Agency's corporate counsel and/or the General Counsel of the Park District Risk Management Agency of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.
The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

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

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

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

Other Duties Of The Auditing Official
The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment as well as any updates to it and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act. The Auditing Official shall also respond to questions from employees about this Policy.

POL.P.01.22 - Promotion

The purpose of the selection and hiring process is to ensure that the most qualified applicants who are the most likely to be successful and contributing members of the Park District of Oak Park team are selected for the position.

Selection of Current Employees for a Position at the Park District

Human Resources communicates all full-time positions to active employees through the email system. The active employees are generally given a timeframe, e.g. 7 days, to review, ask questions and formally apply through Paycom, the applicant tracking system. The factors that shall be considered will include, but not be limited to, current work performance, knowledge, training, education, ability, skill, efficiency, and length of continuous service from the last date of hire or promotion, performance evaluations and overall employment personnel record.

The hiring supervisor should obtain performance feedback from the active employee's current supervisor to help determine qualifications and fit for the promotional opportunity.

The District may decide to promote an active candidate after this review or invite the active employee to join an applicant pool of candidates to interview for the position.

The District's goal is to hire the most qualified applicants for each position regardless of whether they are an internal or external candidate.

POL.P.02.01 - Classifications, Definitions, and Status of Employees

a. Exempt employees are those employees who are not eligible for overtime compensation under federal and/or Illinois law.

b. Non-Exempt/Hourly employees are those employees who are eligible for overtime compensation under federal and/or Illinois law.

c. Full-Time employees are defined as employees who are designated as full-time by the Executive Director or the Board of Park Commissioners. Except for determining eligibility under the Park District's health insurance plan, full-time employees are regularly scheduled to work at least 40 hours per workweek. Full-time employees may be required to work additional hours as necessary. Short-term, part-time and seasonal employees are excluded from the full-time employee classification, regardless of the number of hours worked.

d. Part-Time employees are defined as employees who are designated as part-time by the Executive Director. Part-time employees are regularly scheduled to work less than thirty (30) hours per week. Part-time employees are eligible for employment benefits based on their classification when hired, except as otherwise required under the Patient Protection and Affordable Care Act of 2010 ("ACA"). The classifications are as follows:

- Part-Time IMRF Qualifying: Part-time employees are budgeted and approved to regularly scheduled to work at least 1,000 hours in a single position during the twelve (12) months following their date of hire and on an on-going calendar year are eligible for IMRF enrollment. See pto policy for time off eligibility.

- Part-Time Non-IMRF Qualifying: Part-time employees are budgeted and approved to regularly scheduled to work less than 1,000 hours in a single position during twelve (12) month period following their date of hire and on an on-going calendar year are not eligible for IMRF enrollment. See pto policy for time off eligibility.

e. Short-term and Seasonal employees are employed for a specific function or project, and work for a temporary and limited period, generally less than nine (9) months during a calendar year. Short-term and seasonal employees are excluded from the part-time employees' benefits eligibility, regardless of the number of hours worked, except as required by law. The District does not guarantee it will rehire short-term employees in a subsequent season or, if rehired, that it will rehire them for the same position.

POL.P.03.01 - Compensation

Salary Increases

Full-time and part-time employees may be considered for wage adjustments on an annual basis based on performance. Employees receiving an unsuccessful performance evaluation rating are not eligible for a wage increase for that year and may be subject to a performance improvement plan, disciplinary action, up to and including, termination.

Overtime Eligibility

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of forty (40) in a single workweek. The workweek for purposes of determining overtime is 12:00 a.m. Sunday to 11:59 p.m. Saturday. Paid time off such as vacation, holidays, etc., is not counted as "hours worked" for purposes of calculating overtime. "Hours worked" will also not include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay.

Overtime Obligations and Approval

Depending on Park District work needs, employees may be required to work overtime. Refusal to work overtime when requested may be cause for disciplinary action up to and including termination of employment. For all non- exempt employees, prior written approval of the employee's immediate supervisor is required before the non-exempt employee works overtime. Employees working overtime without prior approval will be paid, but may be subject to disciplinary action. The Park District's policy prohibits all non-exempt employees from working without pay (i.e., off-the-clock). No member of management is authorized to require an employee to work without pay. Therefore, you must report any instances of working without pay or a person requesting that you work without pay to your Department head or Human Resources. Employees should review their paycheck every pay-period to ensure that it accurately reflects the hours worked. Employees should contact their immediate supervisor, Department Head or Human Resources regarding any error in pay.

POL.P.03.02 - Payroll Periods and Paychecks

Park District employees are paid bi-weekly on Fridays. If the payday is a Park District-recognized holiday, employees are paid on the preceding business day. Employees are encouraged to sign-up for direct deposit. If an employee chooses to be paid with a paycheck, the employee is responsible for picking up his/her paycheck at the payroll department. Paychecks may not be given to anyone other than the employee without the employee's prior written consent. If employment is terminated in the middle of a pay period, the employee will be paid for all hours worked.

If a paycheck is lost, the payroll assistant must be notified in writing before a replacement check will be issued. The employee is responsible for paying any fees that the District is charged due to the lost paycheck.

POL.P.03.03 - Payroll Deductions

Automatic payroll deductions will be made from your paycheck for federal and state income tax purposes, IMRF pension contributions, union dues (if applicable), and social security and Medicare tax, and any other item ordered by a court or applicable law. Voluntary deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the Finance Department for information on payroll deductions or if you think there has been an error. Employees are responsible for reviewing their paystubs each pay-period to ensure the deductions are correct. All employees are required to approve their check via PayCom on the Monday before payroll is administered.

Except as required by law, court order such as child support payments and wage garnishments or the CBA, deductions will not be taken without your written authorization.

Salaried Exempt Employees

It is our policy to comply with the salary basis requirements of the law. Deductions from pay are permissible when a salaried exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for penalties imposed in good faith for infractions of safety rules of major significance. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

POL.P.03.04 - Work Schedules

Department work schedules are established by the immediate supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District, and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a twenty-four (24) hour basis. The Park District may change the work schedules at its discretion.

A change in work schedules or exchange of work periods among employees may need prior written approval of an immediate supervisor or may be required for you to obtain in advance of not meeting the scheduling obligations.

POL.P.03.05 - Recording of Hours Worked

Employees are required to maintain an accurate and legible record of their hours worked, by clocking in and out through Paycom. These time records, which must be approved by the immediate supervisor, are the basis for employee paycheck calculations. An employee with permission to leave during working hours must clock out and clock in upon return.

Employees may not clock or sign in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is against Park District policy and is grounds for disciplinary action up to and including termination of employment.

An employee must commence work immediately after clocking in. Failure to commence work immediately is deemed to be a falsification of timekeeping records. Employees are prohibited from performing any work before clocking in or after clocking out.

An employee who forgets to clock in or out must submit a punch change request or missed punch request. Employees who fail to punch in and out will be subject to disciplinary action up to and including termination. Punch change requests must include a reason for the missed punch. Employees are expected to punch in and out. Excessive use of punch change requests is grounds for discipline up to and including termination.

Supervisors are expected to review and approve timecards, punch change requests and missed punch requests weekly. Supervisors should not directly enter any work time in the system on behalf of the employee. Supervisors must thoroughly review each time card to ensure hours worked are accurate and reflective of employee's schedule and are assigned to the appropriate labor allocation and pay.

POL.P.03.06 - Meal and Rest Periods

Department Heads are authorized to establish and arrange meal break periods and up to two paid rest periods during each workday that are most consistent with departmental operation. Rest periods may not exceed ten minutes. The granting of rest periods is entirely at the discretion of the Department Head or Executive Director. Employees must take authorized rest breaks away from the designated work area, but they District does not permit employees to leave District premises during this period. The District compensates rest or break time as work time. Rest periods are compensated as hours worked for pay purposes. Employees who are required to work during their authorized rest periods may not leave work early. Drive time is included in break periods.

An employee who works at least 7.5 hours or more each day is entitled to at least a thirty (30) minute unpaid meal period break no later than five hours after the start of the work period. An employee may not waive a required meal break period, or choose to work during the meal break period in order to leave work early. Employees on rest or meal breaks must not interfere with employees who are working.

Nursing mothers will also receive reasonable paid breaks to express milk in a private location for one year after the child's birth. Mothers requiring a break to express milk should discuss with their immediate supervisor or the Human Resources Department the appropriate location.

POL.P.03.07 - Emergency Closings

The Park District may close for all or part of a normally scheduled workday because of inclement weather, national crisis, or other emergency. The Park District will attempt to notify employees of its closure through phone calls and emails. Certain essential personnel may be required to report to work during emergency closings. The selection of essential personnel will be determined using Park District critical-incident plans included in the safety manual. If a non-exempt employee does not work due to an emergency closure, the employee will not be paid for hours he/she was scheduled to work (but did not actually work).

POL.P.03.08 - Conference and Training Attendance

Non-exempt/hourly employees who are required to attend training that directly relates to the employee's job will be compensated for the time spent at the training, excluding meal break periods meeting or exceeding thirty (30) minutes. Voluntary attendance at training not directly related to the employee's job outside of regular working hours will not be compensated.

POL.P.03.09 - Extended Trip Wage Calculation

Non-exempt employees will be paid travel time for work-related trips away from the Park District, minus the normal commute time.

Non-exempt employees who are required to work on trips that are organized and run by the Park District will be compensated for the time spent working on the trip and certain travel time, excluding meal breaks lasting thirty (30) minutes or more and sleep time.

If the trip is more than twenty-four (24) hours in duration, up to eight (8) hours per day will be designated as unpaid sleeping time. Regardless of the organizer of the trip, the employee may be paid at a predetermined reduced hourly rate, which will not be less than minimum wage .

POL.P.04.01 - Holidays

The Park District observes the following holidays: New Year’s Day, Martin Luther King’s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving (Friday), Christmas Eve (half day), and Christmas Day. Holidays that fall on a weekend will be observed on either the preceding Friday or the following Monday as determined by the Executive Director.

Full-Time Employees

Full-time employees will be given a paid day off on the observed holiday. An employee must receive prior approval to work on an observed holiday. Full-time exempt employees required to work on an observed holiday will be granted paid time off on another day, subject to the Department Head's approval. Paid time off for working on a holiday should be scheduled within one week after the date of the holiday and must be used by the end of the year or it will be lost. If the holiday falls in the 4th quarter of the year (October 1 through December 31), the time off must be used by the end of the first quarter of the following year (by March 31) or it is forfeited without compensation. If an employee is on an approved vacation leave during which a holiday falls, the holiday will not count as a day of used vacation leave.

POL.P.04.02 - Vacation Leave

Accrual

Eligible full-time employees accrue vacation benefits per pay period. Any increases in accrued vacation benefits due to length of service will occur during the pay period in which the employee's anniversary date falls. There will be no accrual of vacation time during any unpaid leave of absence. Employees are required to take vacation in one (1) hour increments up to a full-day increment unless being used for FMLA leave.

The amount of accrued vacation benefits will be based on the employee's length of service in the full-time position as follows:

- From the date of hire through the completion of the second year of continuous service, the employee earns vacation time at the rate of 3.08 hours per pay period for a maximum of ten (10) days annually, however an employee is not permitted to use any vacation for the first two months of employment.

- From the start of the third year of service through the completion of the fifth year of service, the employee earns vacation time at the rate 4.62 hours per pay period days per month for a maximum of fifteen (15) days annually.

- From the start of the sixth year of service through the completion of the tenth year of service, the employee earns vacation time at the rate of 6.15 hours per pay period for a maximum of twenty (20) days annually.

- From the start of the eleventh year of service through the remaining years of service, the employee earns vacation time at the rate of 7.69 hours per pay period for a maximum of twenty (25) days annually.

Paid Time Off Benefits for Part-Time Employees Who Become Full Time

If an employee's status changes to full-time from part-time or seasonal, accumulated paid time off benefits will be converted into eligible paid time off benefits for full-time employees. For example, 10 hours of PTO would be rolled into the employee's vacation bank. Part-time service must have been continuous in order for this to apply.

Scheduling Vacation

Vacation leave must be scheduled in no less than 1-hour increments for both exempt and non-exempt/hourly employees, unless an employee is using the vacation for intermittent FMLA leave. Employees must request vacation leave using the time off request in Paycom. Requested vacation requests should be made at least two (2) calendar weeks before the planned leave. The immediate supervisor will approve or deny the dates requested, depending on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both employees off), the Department Head will decide who is allowed to take the time off. The immediate supervisor may require an employee to reschedule a vacation or PTO request, even after a request is approved based on business needs. The Park District generally does not approve unpaid vacation day requests.

If an employee fails to return to work at the end of an approved vacation leave, that employee may be considered to have voluntarily resigned his/her position with the Park District effective immediately.

Vacation Accumulation

Vacation time must be taken in the calendar year in which the employee earns it. Full-time employees are allowed to carry-over a maximum of five unused vacation days from one calendar year into the next. Any excess days not used by December 31 will be lost without compensation.

Vacation Pay upon Termination

When employment ends for any reason, the employee will be paid for any accrued, but unused vacation days. Payment for accrued, but unused vacation days at the time employment with the Park District ends is based on the employee's regular hourly rate of pay or rate of salary at the time employment ends.

Credit for Prior Service

For purposes of determining length of service under this policy, the Executive Director may give prior service credit of fifty percent (50%) of months served as a full-time employee at another park district or similar industry to new managerial employees hired from outside the organization.

POL.P.04.03 - Personal Leave (For Full-Time Employees Only)

Full-time employees receive five (5) paid personal days per calendar year. Employees receive personal days on January 1. The amount of personal days will be based on the employee's length of service as follows:

- First year of employment
    - Hired January through March employees receive 5 personal days
    - Hired April through June employees receive 4 personal days
    - Hired July through September employees receive 3 personal days.
    - Hired October - December employees receive 2 personal days.
- Second year of employment through the remaining years of service, employees receive 5 personal days as of January 1.

The District grants personal days to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District and emergencies. **Personal days cannot be taken in conjunction with vacation leave.** Personal days must be taken during the calendar year in which they are received, or they will be forfeited without compensation. Because personal days are used for personal reasons such as unforeseen emergencies, employees will not be paid for any earned, unused personal days in the event an employee's employment ends

Personal days must be taken in at least 1-hour increments, unless being used for intermittent FMLA Leave.

POL.P.04.04 - Sick Leave

Eligible full-time employees will earn one (1) sick day for each month (up to a maximum of twelve (12) sick days earned per calendar year) of employment from date of hire, up to a maximum of 240 sick days. Unless otherwise provided in another leave of absence policy, sick days may not be added to the beginning or end of vacation time, and abuse of sick days will result in discipline up to and including termination of employment. Sick days will not accrue while an employee is on any leave of absence. There is no advancement of sick leave.

Sick days will not accrue while an employee is on an unpaid leave of absence. An employee may use sick days for:

- Absences from work because of an employee's non-work-related illness or injury.
- Although the District encourages employees to make medical and dentist appointments during nonworking hours, employees may use paid sick days for their medical/dentist appointments.
- Injuries and illnesses of, or medical and dentist appointments for, an employee's covered family member
- Their covered family member's "personal care." Personal care includes activities to ensure meeting the covered family member's basic medical, hygiene, nutritional or safety needs or to provide transportation to medical appointments for a family member unable to meet their own needs. Personal care also means being physically present to provide emotional support to a family member with a serious health condition who is receiving inpatient or home care.

For purposes of this Policy, "covered family member" means an employee's spouse, civil union or domestic partner, child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or step-parent.

Sick days must be taken in at least 1-hour increments, unless being used for intermittent FMLA leave.

Whenever an employee will be absent or late to work (or must leave early from work), the employee or someone on their behalf must notify their immediate supervisor directly, or the supervisor at the succeeding level of authority in their department if they are unable to reach their immediate supervisor, no later than one hour before their scheduled starting time. If an employee is unable to make the call personally, a family member or a friend should contact the supervisor. The employee must contact their immediate supervisor, or the supervisor at the succeeding level of authority in their department if their immediate supervisor cannot be reached, each day of absence. If an employee fails to notify a supervisor, the District may consider the absence/tardiness as an absence without leave, which may result in loss of pay and/or disciplinary action, up to and including dismissal. The employee must later confirm notice of sick leave in writing as soon as practicable after the leave or when requested by an immediate supervisor. An employee who fails to notify their immediate supervisor for three consecutive workdays is considered to have voluntarily resigned their employment.

If an employee is away from work for three or more consecutive days because of illness or injury, or if their immediate supervisor becomes aware they have incurred an illness or injury likely to last more than three consecutive days, their immediate supervisor may require the employee to provide documentation from their treating health care provider confirming the illness or injury, the employee's fitness to return to work and/or their ability or inability to perform the essential functions of their position. If the District has reason to suspect abuse of this sick day policy, the District may require the employee to provide such documentation for time away from work of less than three consecutive days. If proof of illness is requested and not provided, an employee may be disciplined.

Failure to comply with this policy or abuse of this policy may result in disciplinary measures, up to and including dismissal.

Sick leave may not be used as vacation time.

Request For Health Care Provider Statement

The Park District may require a medical physical or statement from a health care provider if an employee experiences multiple or repeated illnesses of shorter periods, or requests sick leave on the day of, prior to, or after a holiday, scheduled vacation, or weekend.

Unused Sick Days Conversion

Upon resignation or non-disciplinary termination, full-time employees with unused sick leave who have worked full-time for five (5) consecutive years and are eligible to establish or contribute to a health savings account, may convert up to a maximum of thirty (30) days of accrued sick time to a health savings account at the employee's current rate of pay. If the employee is terminated as part of a disciplinary action, no unused sick time will be paid out. Notwithstanding the aforementioned, employees retiring with an IMRF pension may still use their unused sick leave for additional IMRF service credit to the extent permitted under IMRF, which in turn will reduce the amount of unused sick leave converted into a health savings account. Employees may accumulate a maximum of 240 sick days. Should the employee accumulate more than 240 sick days due to being governed by a grandfathered policy, the unused amount will be converted into a health savings account at a rate of 25% of the sick days in excess of the 240 maximum. This conversion will occur annually in December.

POL.P.04.05 - Bereavement Leave

All employees eligible for leave under the federal Family and Medical Leave Act (FMLA) are also eligible for bereavement leave in accordance with the Illinois Family Bereavement Leave Act (the Act).

Amount of Leave

Full-time and Class I part-time employees are allowed up to three (3) workdays with pay per calendar year to attend to matters relating to the death of a family member, or five (5) workdays if travel is necessary for more than 200 miles. Pay will be based on the number of hours the employee is regularly scheduled to work. In the unfortunate event that an FMLA-eligible employee suffers the death of a child, the employee will receive up to seven (7) additional days of unpaid leave to attend to personal matters. Generally, an employee will not be eligible for more than ten (10) days off of work for family bereavement leave .

In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six weeks of unpaid bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

Reasons for Leave

Bereavement leave is available under the Act for the following reasons: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of a covered family member; (3) grieve the death of a covered family member; or (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because another party contests it; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

"Covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

“Domestic partner,” used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

”Child” means an employee’s son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

Use Within a Reasonable Time

Employees must take leave under this policy consecutively within a reasonable time after the death of the covered family member or other triggering event (typically 60 days) and generally cannot postpone it.

Notification

The employee must notify their immediate supervisor and the Human Resources Department of the reason and length of the employee’s absence. An employee must provide notice at least 48 hours in advance, unless providing such notice is not reasonable and practicable.

Reasonable Documentation

The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government District. For leave resulting from an event listed under reason (4) above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason (4) above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason (4) above certifying the

employee, spouse or domestic partner has experienced an event listed under reason (4) above. The District does not require the employee identify which subcategory of event the leave pertains under reason (4) above as a condition of exercising rights under this Act.

When an employee suffers the loss of more than one family member in a calendar year, consideration will be given to extending a reasonable leave benefit at the discretion of the Executive Director. Proof of death and the relationship to the deceased may be required.

POL.P.04.06 - Civic Duty Leave

Jury Duty and/or Court Appearances

Employees called to serve on a jury or who receive a subpoena (to testify as a witness) will be granted paid time off for the duration of their civic service. In order to receive pay from the Park District, employees must submit proof that the employee attended jury duty. All employees must provide written notice, supported with appropriate documentation of civic duty (e.g., the jury duty summons or the subpoena), to their immediate supervisor before reporting for civic duty. They must also inform their immediate supervisor as to the expected duration of the civic duty leave and provide the Park District with appropriate documentation evidencing the length of their civic duty.

Voting

The Park District provides eligible employees two (2) hours of paid voting leave on election day, provided the employee requests the leave prior to election day. Employees eligible for this paid leave are those employees whose shifts begin less than two (2) hours after polls open and end less than two (2) hours before polls close. The Park District may specify the time that the employee may take the leave.

POL.P.04.07 - Family and Medical Leave

This policy summarizes the District's policies and procedures under the FMLA, and the District provides it for informational purposes. The FMLA statute and regulations contain more detailed rules about FMLA leave, requirements, limits and definitions that control to the extent this policy may not address a particular issue.

Eligible employees can take up to twelve (12) weeks of unpaid, job-protected leave in a rolling 12-month period for any one of the following reasons:

a. Bonding leave for the birth of a child or placement of a child for adoption or foster care (leave must be taken within one year of the child's birth or placement).

b. Care for the employee's spouse, child or parent who has a qualifying serious health condition. to care for the employee's child after birth, or placement for adoption or foster care (leave must be taken within one year of the child's birth or placement);

c. Employee's own qualifying serious health condition that makes the employee unable to perform their job.

d. Qualifying exigencies related to the deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees must use available accrued paid time off benefits concurrently while taking FMLA leave (unless the employee is receiving paid workers' compensation benefits, paid IMRF benefits or other paid short-term disability benefits).

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

Benefits and Protections

During FMLA leave, the District will continue health insurance coverage as if the employee was not on leave. Prior to taking leave, employees must arrange with the Human Resources Department to pay their share of the health insurance premiums during the leave. The District reserves the right that, if an employee's health insurance premium payments are more that 30 days late, the District will provide written notice to the employee that it has not received the payments and health insurance coverage will terminate in 15 days, if the employee does not pay the premiums.

Upon return from FMLA leave, the District must restore most employees to the same job or one nearly identical to it with equivalent pay, benefits and other employment terms and conditions. There are exceptions to this general rule, including, for example, where the District would have eliminated the employee's position or shift irrespective of the leave, the employee fraudulently obtained leave or the employee is unable to perform essential job functions, with or without an accommodation.

Employees do not ordinarily accrue paid time off or other benefits while on unpaid FMLA leave.

The District will not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for the District must meet three criteria to be eligible for FMLA leave. They:

- Have worked for the District for at least 12 months.
- Have worked at least 1,250 hours in the 12 months before taking leave.
- Currently work at a location where the District has at least 50 employees within 75 miles of the employee's worksite.

Requesting and Returning from FMLA Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, they must notify the Human Resources Department as soon as practicable.

Employees do not have to share a medical diagnosis but must provide enough information to the District, so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing the District the employee is or will be unable to perform their job functions, that a family member cannot perform daily activities or needs hospitalization or continuing medical treatment. Employees must inform the District if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The District ordinarily requires an initial medical certification and/or periodic recertifications supporting the need for leave. If the District determines the certification is incomplete, it will provide a written notice indicating what additional information or clarification it requires. The District also reserves the right to seek second and third medical opinions.

If continuous leave was due to an employee's own serious health condition, they must submit a fitness-for-duty certification from their health care provider in accordance with the District's normal policies and practices applicable to other leaves of absence, certifying the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). The District will give a list of the essential job functions or a job description with the medical certification form for compliance with this requirement prior to the District designating leave as FMLA leave. The District will require a fitness-for-duty certification following intermittent leave only where reasonably safety concerns exist about an employee' ability to perform their essential job duties.

Even when the District approves leave, employees must still provide their supervisors with advance notice of foreseeable absences (e.g., appointments) and comply with the District's call-off procedure for unforeseen absences, which requires them to make every reasonable effort to contact their immediate supervisor, Department Head or other supervisor personally and as soon as practicable. Employees calling off for intermittent leave must specifically tell the supervisor they are taking FMLA leave.

The District may consider an employee's failure either to return to work on the scheduled date of return or to apply in writing for an extension as soon practicable after they know they need additional leave as a voluntary resignation of employment effective as of the last date of the approved leave.

An employee who fraudulently obtains FMLA from the District is not protected by the FMLA's job restoration or maintenance of health benefits provisions. The District prohibits employees from working a second job while on leave. In addition, the District will take all available appropriate disciplinary action against such employee due to such fraud, up to and including dismissal.

District Responsibilities

Once the District becomes aware an employee's need for leave is for a reason that may qualify under the FMLA, the District will notify the employee if they are eligible for FMLA leave and, if eligible, will also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the District will provide a reason for ineligibility.

The District will notify its employees if it will designate the leave as FMLA and, if so, how much leave it will designate as FMLA.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against the District.

Compliance with Other Laws

The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. Depending on the circumstances, the District may grant additional leave or other accommodations to employees under the Americans with Disabilities Act or Illinois Human Rights Act on a case-by-case basis.

The Genetic Information Nondiscrimination Act (GINA) prohibits employers from requesting or requiring genetic information of an employee or family member of the employee, except as specifically allowed by this law. To comply with this law, the District asks employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA includes an individual's family medical history,

results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

https://dhr.illinois.gov/content/dam/soi/en/web/dhr/publications/documents/pregnancy-posting-lgl-eng14.pdf

http://www2.illinois.gov/dhr/Publications/Documents/Pregnancy_Posting-lgl-ENG14.pdf

FMLA Poster.pdf

POL.P.04.08 - Personal Leave of Absence (Non-FMLA Leave)

Eligible full-time and part-time employees may be granted a non-FMLA, unpaid personal medical leave of absence for a period generally not to exceed ninety (90) consecutive calendar days within any twenty-four (24) consecutive month period. Employees who are eligible for this medical non-FMLA leave of absence must substitute any accrued paid vacation days, personal days, and sick days (if they otherwise qualify) for unpaid leave under this Policy, and any such paid time off must be taken concurrently with leave under this Policy. Normally, a personal leave of absence will not be granted during the first year of employment.

All requests for personal leave must be made in writing and must be submitted to Human Resources stating the reason for and the beginning and ending dates of the proposed leave. The leave request must be approved by the Executive Director or his/her designee. Each request will be reviewed on a case-by-case basis.

If the leave request is for a medical reason and it is foreseeable, the Park District asks that employees submit such requests at least thirty (30) days before the requested start date of the leave of absence. If emergency circumstances exist, leave of absence requests under this Policy should be submitted as soon as practicable. In deciding whether to grant a personal leave of absence, the Park District will consider the reason for the leave and its impact on the Park District's operations.

Employees requesting personal leave for medical reasons will be required to submit a statement from their doctor verifying their medical condition and the length of time they will be unable to work. In addition, employees requesting personal leave for medical reasons agree that the Park District will have the right to verify the employee's medical condition on a periodic basis during the leave of absence. Furthermore, the Park District may require an employee returning from a medical leave of absence for medical reasons to provide proof that he or she is able to perform the essential functions of the position for which he or she is qualified, with or without reasonable accommodation, before he or she is permitted to return to work.

While a full-time employee is on an approved personal non-FMLA leave, the employee will be eligible to continue the group health insurance coverage (medical, Life, vision and dental insurance) in existence for that employee at the start of the leave under the Park District's group plan for the duration of the leave. The employee will be responsible for paying the employee portion of the premium contribution while on leave.

Any planned salary increase for an employee returning from an unpaid leave of absence will be deferred by the length of the leave, and the length of the leave will extend the normal performance review date.

An employee will not return from a personal leave before the end of leave time as granted, without the prior authorization of the Park District. Except as otherwise provided by applicable law (e.g., a reasonable accommodation under the ADA or the Illinois Human Rights Act), the District does not guarantee that the position of a person who has been on a personal leave will be held open for that person, but the Park District will endeavor to place a person in the same or a similar position when the individual is available to return to work. Refusal of an individual to accept a position offered to him or her by the Park District will be considered a voluntary resignation.

Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired generally will be considered to have resigned from the Park District. However, extensions of the personal leave may be granted or denied at the sole discretion of the Park District. The Park District complies with the Americans With Disabilities Act, the Illinois Human Rights Act and all other relevant laws, and will consider providing a personal leave of absence as a reasonable accommodation for qualified employees with disabilities.

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

POL.P.04.09 - Military Leave

Employees who have need for leave due to voluntary or involuntary service in the military should contact the Park District's Human Resources Department as soon as the employee receives military orders. Workdays under the Service Member Employment & Reemployment Rights act are defined abased on shifts. In the event a shift extends beyond 24-hours, it counts as an additional workday. Absences to work as a military technical (aka federal dual status technician) are no longer condiered "active serve" under the act. Employee cannot be forced to use vacation or other leave during active service, but may do so if she or he wishes.

Concurrent Compensation

- During periods for annual training, employees will continue to receive full compensation for up to 30 days per calendar year.

Differential Compensation

- If an employee's leave is for more than thirty (30) days, an employee may be eligible for differential compensation. Employees may be eligible for differential compensation during periods of leave for active service employees will receive the difference between the employee's average daily rate of military pay and the average daily rate of pay the employee would have received had the employee remained working. The Park District will calculate an employee's average daily rate of military pay by taking the employee's monthly military rate of pay and dividing it by the number of days in the month. The Park District will calculate the employee's daily rate of pay from the Park District by determining the number of shifts the employee would have worked per pay period had the employee not been on military leave and dividing the number of shifts per pay period by what the employee would have normally been paid that pay period. After an employee is absent from employment for a consecutive period of 3 years (rather than 365 days), the employee's entitlement to differential compensation shall be terminated. Upon return to work with her or his employer, the public employee's right to differential pay shall be reinstated.

- Typically, an employee will only be eligible for differential pay for a period of sixty (60) work days in a calendar year. Depending on the type of military service the employee is performing this period of differential pay may be extended.

Performance Evaluations

- During the period of military leave, the Park District will be credited with the average of performance evaluations that the employee received for the three (3) years immediately before the military leave. Additionally, the employee will not receive a lower rating that the employee received for the period immediately prior to the commencement of the military leave.

Maintenance of Health Benefits

- Park District health plan benefits will continue, except that the Park District will pay the full premium and administrative costs during time an employee is on active duty.

Reinstatement

- Employees are required to inform the Park District regarding any changes to the employee's military orders. Upon the end of an employee's military leave, the employee will be reinstated to the employee's prior position with no loss of seniority.

POL.P.04.10 - Illinois Family Military Leave

This section briefly summarizes rights and regulations under the Illinois Family Military Leave Act (IFMLA), if you have any questions please contact Human Resources.

The IFMLA provides eligible employees with up to thirty (30) days of unpaid leave if the employee is the spouse, domestic partner, civil union partner, parent, child, or grandparent of a person called to active military service lasting longer than thirty (30) days with the State of Illinois or the United States pursuant to the orders of the Governor or the President of the United States. During this leave, an eligible employee is entitled to continued group health plan coverage at his/her expense. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position. The leave must be taken during the period the military deployment orders are in effect.

Eligibility

An Eligible employee is any employee who has worked for the Park District for at least twelve (12) months, and for at least 1,250 hours during the twelve (12) month period immediately preceding the start of the leave. An employee may not take leave as provided under this Policy unless he or she has exhausted all accrued vacation leave, personal leave, and any other leave that may be granted to the employee, except sick leave and disability leave.

Length Of Time

Employees qualifying for leave under the IFMLA may take up to a maximum of thirty (30) days of unpaid family military leave during the time federal or State deployment orders are in effect.

Requesting Leave

The employee will give at least fourteen (14) days' notice of the intended date upon which the family military leave will commence if leave will consist of five (5) or more consecutive workdays. Where possible, the employee will consult with the Park District to schedule the leave so as to not unduly disrupt the operations of the Park District. Employees taking family military leave for less than five (5) consecutive days will give the Park District as much advanced notice as is practicable. The Park District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Intermittent Or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee's usual number of hours per workweek or hours per workday. The Park District is not required to grant intermittent or reduced work schedule leave, however this type of leave may be granted if the employee's requested leave does not unduly disrupt the Park District's operations.

Benefit Continuation

While a full-time employee is on IFMLA leave, the Park District will make it possible for the employee to maintain group health insurance coverage at the employee's expense. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs and may be paid pursuant to a system voluntarily agreed to by the Park District and the employee. Benefits such as vacation days, sick days, or personal days, will not accrue while an employee is on IFMLA leave. Employees on IFMLA leave, however, will not forfeit any benefits that accrued before the start of IFMLA leave by virtue of taking IFMLA leave.

Certification

The Park District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Return From Leave

Upon returning from IFMLA leave, the employee will be entitled to be restored to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

Employees are entitled to reinstatement only if they would have continued to be employed had IFMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force or other reason, the employee would not be employed at the time job restoration is sought.

Failure To Return To Work Following IFMLA Leave

An employee who fails to return to the available position on the first scheduled workday after the leave of absence has expired will be considered to have voluntarily resigned his/her employment.

The Park District will not interfere with, restrain, or deny the exercise or the attempt to exercise any right provided under this Policy or terminate, fine, suspend, expel, discipline or in any other manner discriminate against any employee that exercises any right provided under this Policy.

Honor Guard

Honor guard members are eligible to receive 8 hours' paid leave/month for honor guard detail for a verteran's funeral. This paid leave is capped at 40 hours per year.

POL.P.04.11 - Victim's Economic Security and Safety Leave

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act (VESSA).

VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of actual or threatened domestic, gender, sexual violence, or any other crimes of violence, to themselves or their family or household member who is a victim.

Basis of Leave

The District will provide up to 12 weeks of unpaid leave from work on an intermittent, reduced or continuous work-schedule basis to an employee who is a victim of actual or threatened domestic, gender, sexual violence, or any other crimes of violence, (or who has a family or household member who is a victim of such violence) to address the violence if the employee is pursuing any of the following actions:

- **Seeking medical attention** for, or recovering from, physical or psychological injuries caused by actual or threatened domestic, gender or sexual violence, or by any other crimes of violence, to the employee or the employee's family or household member.
- **Obtaining services from a victim services organization** for the employee or the employee's family or household member.
- **Obtaining psychological or other counseling** for the employee or the employee's family or household member.
- **Participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future actual or threatened domestic, gender, sexual violence, or any other crimes of violence, or ensure economic security.
- **Seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from actual or threatened domestic, gender, or sexual violence, or from any other crimes of violence.

"Family or household member" means a spouse, civil union partner, grandparent, child, grandchild, sibling, any other person related by blood or by present or prior marriage or civil union, any other person who shares a relationship through a child or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee and persons jointly residing in the same household.

"Crime of violence" means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to conduct proscribed by Articles of the Criminal Code of 2012 referenced in other definitions in the Illinois Victims' Economic Security and Safety Act.

Period of Leave

The District allows employees a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under the unpaid leave time permitted by the federal FMLA.)

Existing Leave

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) as substitution for any period of such leave for an equivalent period of leave.

Notice

The employee must provide the District with at least 48 hours' advance notice of their intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days), provides certification as shown under the next section.

Certification

The District may require the employee to provide certification to the District that:

- Employee or the employee's family or household member is a victim of actual or threatened domestic, gender or sexual violence or any other crimes of violence.
- Leave is for one of the purposes enumerated in the above "Basis of Leave" paragraph.

The employee shall provide such certification to the District's Human Resources Department within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing the District a signed and dated statement of the employee and, upon obtaining such documents, the employee will (if the employee has possession of such document) provide one of the following to the District:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical/professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, gender or sexual violence, or any other crimes of violence, and the effects of the violence.
- Police or court record.
- Other corroborating evidence.

The employee will choose which document to submit, and the District will not request or require more than one document. The District will not request or require more than one certifying document during the same 12-month period that the employee requests or takes leave if the reason for leave is related to the same incident or incidents of violence or the same perpetrator or perpetrators of the violence.

Confidentiality

All information provided to the District, including a statement of the employee or any other documentation, record or corroborating evidence, and the fact the employee has requested or obtained leave pursuant to this policy, will be retained in the strictest confidence by the District, except to the extent that disclosure is one of the following:

- Requested or consented to in writing by the employee.
- Otherwise required by applicable federal or state law.

Restoration to Position

In general, VESSA entitles an employee who takes leave under this policy to one of the following upon returning from such leave:

- Restoration to the position of employment held when the leave commenced.
- Restoration to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Loss of Benefits

The taking of leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to either:

- Accrual of any seniority or employment benefits during any period of unpaid leave.
- Any right, benefit or position of employment other than any right, benefit or position to which the employee would have been entitled had they not taken the leave.

Reporting to the District

The District may require an employee on leave under this policy to report periodically to the District on the status and intention of the employee to return to work.

Maintenance of Health Benefits

Except as provided under the "Loss of Benefits" paragraph, during any period an employee takes leave under this policy, the District will maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Failure to Return from Leave

The District may recover the premium it paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if the situation meets all of the following conditions:

- Employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired.
- Employee fails to return to work for a reason other than: (a) the continuation, recurrence or onset of actual or threatened domestic, gender or sexual violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.

The District may require an employee who claims they are unable to return to work because of a reason above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement in this sub-section by providing the District any one of the following (at the employee's sole election):

- Sworn statement of the employee.
- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy or a medical/professional from whom the employee has sought assistance in addressing actual or threatened domestic, gender, sexual violence, or any other crimes of violence, and the effects of that violence.
- Police or court record.
- Other corroborating evidence.

The District will not:

- Fail to hire, refuse to hire, discharge or constructively discharge, dismiss from employment or harass any individual for exercising their rights under this policy.
- Otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions or privileges of employment of the individual.
- Retaliate against an individual in any form or manner for exercising their rights under this policy. Including but not limited too; retaliate against employees that use employer-issued equipment to record domestic violence, sexual violence, gender

violence, or other crime of violence committeed against the employee or a member of their houeshold. If an employee used employer-issued equipment in this manner, the employer guarantees that employees future access to any photographs, voice/video recordings, sound recordings, or any other digital documents or communications stored on the device(s). Nothing in this Public Act prohibits an employer from complying with an investigation, court order, or subpoena for a device, information, data, or documents.

Reasonable Accommodations

In response to an actual or perceived threat of domestic, sexual or gender violence, or any other crimes of violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence (or any other crimes of violence) that occur at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the District.

POL.P.04.12 - School Visitation Leave

Employees who have worked for the Park District at least six (6) months for an average of at least twenty (20) hours per week, may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences, behavioral meetings, academic meetings, or classroom activities related to their child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this Policy, “school” means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four (4) hours of leave may be taken in any one-day. Leave will not be granted until the employee has used all available vacation leave and personal days.

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

School visitation leave will be unpaid. The employee may choose to make up the time taken for school visitation leave on a different day or shift if the Park District may reasonably accommodate such request. The District will make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken or the employee opts not to make up the time taken, the district will not pay the employee for the time (but the District may require a salaried exempt employee to make up the leave hours within the same pay period.) If the employee does not choose to make up the time taken, or a reasonable arrangement cannot be made, the employee will not be compensated for the leave taken.

Upon completion of a school visitation, documentation of the visit from the school administrator may be required to be submitted to the Park District. Failure to submit the documentation upon request to the Park District within two (2) working days of the school visit may subject the employee to disciplinary action up to and including termination of employment.

The District will not dismiss an employee for an absence from work, if the absence is due solely to the employee's attendance at a school conference, behavioral meeting or academic meeting, as provided in this policy. Please contact the Human Resources Department for further information regarding school visitation leave.

POL.P.04.13 - Blood Donation Leave

Any full-time and part-time employee who has been employed by the Park District for (6) six months or more may, upon request, use up to one hour with pay every 56 days to donate blood.

A participating employee will submit a request for leave to his/her supervisor before donating or attempting to donate blood. The request must include medical documentation of the appointment to donate. The medical documentation may consist of a written statement from the employee's doctor or a blood bank indicating that the participating employee has an appointment to donate or attempt to donate. In the case of a blood drive, documentation of the time and location of the drive will be acceptable medical documentation.

A participating employee must provide a written statement from a doctor or the blood bank confirming that the employee kept the donation appointment.

A participating employee will not be required to use vacation or other paid time off for the period used to donate or attempt to donate blood.

POL.P.04.14 - Nursing Mothers

The Park District is committed to provide nursing employees with reasonable paid break periods to express breast milk for an infant child, unless the break time unduly disrupts Park District operations. The break time will run, if possible, concurrently with any break time already provided to the employee. Additionally, the Park District will make reasonable efforts to provide nursing employees a private room or other location, in close proximity to the work area, to express milk privately. The private room will not be a toilet stall. Employees with any questions concerning this Policy should contact Human Resources.

POL.P.04.15 - Absence Without Leave

Absence without leave is any absence from work, including a single day or any portion of a day, which has not been granted or approved in accordance with established policy and procedure. In any such case, pay may be denied and the employee may be subject to disciplinary action up to and including termination of employment.

If an employee is absent without leave for three (3) consecutive working days, without calling in or providing notice to his/her supervisor, the Park District will consider the employee to have voluntarily resigned from the Park District.

POL.P.04.16 - Advancement of Time Off Benefits

In order to allow employees flexibility in planning to use vacation benefits, the Park District may allow regular full- time employees to take advancements in their vacation time up to their yearly allocation. The advance payment of time off benefits is provided with the understanding that if employment with the Park District ends for any reason before the total amount of advanced time is accrued the employee is responsible for repaying the difference to the Park District . Introductory Employees are not eligible for the advancement of time off benefits until after completing two months of employment (based on policy) or unless the time off is agreed to at the time of hiring.

POL.P.04.17 - Personal Crisis Leave Donation

The Park District recognizes that an employee may have a family emergency or a personal crisis that necessitates time off in excess of available paid time off benefits. To address this need, all eligible employees will be permitted to donate personal, sick or vacation time accrued but not yet used or scheduled to their co-workers in crisis in accordance with this policy.

Eligibility

Only full-time employees of the Park District in good standing.

Guidelines

Employees who would like to make a request personal crisis time from their co-workers must have a situation that meets the following criteria:

a. Family Health Related Emergency. A critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. "Immediate family member" is defined as spouse, domestic partner, civil union partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

b. Other Personal Crisis. This may include, but is not limited to, a natural disaster such as a fire, flood or severe storm impacting the employee's primary residence.

If the recipient employee has accrued, unused, time-off benefits, those benefits must be exhausted prior to receiving any donated time under this Policy. Human Resources must approve any request for donation leave in advance of the donation. Donated time that exceeds the time off needed to address a personal crisis will be held for the recipient's bank for use only pertaining to the personal crisis. The Executive Director has sole discretion if donated time not used may be carried over, into a new calendar year. All leave requests are subject to the following:

- Employees who request personal crisis time may receive no more than sixty (60) days (twelve (12) weeks) within a rolling twelve (12) month period.
- All time off must be approved by the recipient employee's supervisor in thirty (30) day increments.
- Personal Crisis Time will run concurrent with any FMLA leave request or Personal leave request.

Employees seeking to donate time must have sufficient time in their balance and will not be permitted to exhaust their balances. This limitation is in order to provide for unforeseen needs of personal time off. In no event may an employee borrow against future time to donate. In addition, an employee who is currently on an approved leave of absence may not donate time.

Employees who donate time from their unused balance are limited to the following:

- minimum donation - half (½) day; or
- maximum donation - five (5) days.

Procedure

An employee seeking to receive personal crisis time previously authorized by the supervisor must provide a written request to Human Resources. The form should be returned promptly to Human Resources for approval. The request should specify the total number of days requested, up to sixty (60) business days. Human Resources will approve up to thirty (30) business days of the leave request and, at the expiration of those thirty (30) days, reconsider the initial request if additional time has been requested and sufficient hours are donated. If Human Resources approves the request, Human Resources and the employee's Department Head will solicit donations of leave from qualifying employees of the District for the sole purpose of addressing the crisis. The solicitation will identify the amount of leave requested; state whether the request is for a Family Health Related Emergency or Other Personal Crisis, and impose a deadline for making a donation.

Employees who wish to donate time to a co-worker in need must provide a written request to Human Resources indicating amount of time and type of time donated by a specified date. All written requests should be returned to Human Resources, who will calculate the total number of days donated and communicate the days of available personal crisis leave to the requesting employee. If the leave donation is insufficient to cover the approved leave request, the employee will convert to unpaid leave for the duration of the approved leave of absence.

POL.P.04.18 - Paid Time Off (PTO) for Part-Time/Seasonal Staff

Eligible part-time and seasonal employees earn Paid Time Off (PTO) based on the following classifications.

IMRF Employees

Are eligible to earn a maximum of twelve (12) days (seventy-two (72) hours) paid time off (PTO) annually upon hire. Employees are required to take paid time off (PTO) in a minimum of one (1) hour increments, not to exceed 8 hours in a day. Paid time off (PTO) cannot be used until (60) days after the employee's start date. There is no accrual of vacation time during any unpaid leave. There is no advancement of paid time off (PTO). Paid time off (PTO) should be taken in the calendar year in which the employee earns it. IMRF employees are eligible to carry-over a maximum of 30 hours from one calendar year into the next. Any excess days not used by December 31 will be lost without compensation.

Any PT Non-IMRF employee that becomes IMRF, their existing bank rolls over to the new PTO code.

Non-IMRF Employees

Are eligible to earn one (1) hour of paid time off (PTO) for every 40 hours of worktime, not to exceed 25 hours. Employees are required to take paid time off (PTO) in a minimum of one (1) hour increments, not to exceed 8 hours in a day. Paid time off (PTO) cannot be used until (60) days after the employee's start date. There is no accrual of vacation time during any unpaid leave. There is no advancement of paid time off (PTO). Paid time off (PTO) should be taken in the calendar year in which the employee earns it. Non-IMRF employees are eligible to carry-over a maximum of 15 hours from one calendar year into the next. Any excess hours not used by December 31 will be lost without compensation.

General

Paid time off (PTO) pay upon termination when employment ends for any reason, the employee will be paid for any accrued/earned, but unused paid time off (PTO). Payment for accrued, but unused paid time off (PTO) days at the time employment with the Park District ends is based on the employee's regular hourly rate of pay or rate of salary at the time employment ends.

Employees must request paid time off (PTO) leave using the time off request function in Paycom. Requested time off requests should be made at least one (1) week/7 days before the planned leave, whenever practical. The immediate supervisor will approve or deny the dates requested, depending on the workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to let both employees off), the Department Head will decide who is allowed to take the time off. The immediate supervisor may require an employee to reschedule a paid time off (PTO) request, even after a request is approved based on business needs. The Park District generally does not approve unpaid time off requests.

POL.P.04.19 - Family Neonatal Intensive Care Leave Act

The Family Neonatal Intensive Care Leave Act (NICLA) provides unpaid, job-protected leave for employees whose child is in a Neonatal Intensive Care Unit (NICU). The leave is unpaid and can be taken continously or intermittently. Employees are entitled up to 20 days of unpaid neonatal intensive care leave while a child of the employee is a patient in a neonatal intensive care unit. The minimum leave increment is 1 hour. This leave provides that, upon the conclusion of leave taken under the Act, and employee shall be reinstated to his or her former position or a sustantatially equivalent one with no loss of benefits held or accrued prior to taking leave.

Under this act, a "child" means an employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

Employees should contact human resources for assistance with applying for this leave.

Benefits Disclaimer

Employee Benefits Disclaimer

The Park District has established a variety of employee benefit programs designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness, injury and disability, and to help plan for retirement. This portion of the Employee Manual contains a very general description of the benefits to which employees may be entitled. Please understand that this general explanation is not intended to, and does not, provide all the details of these benefits. This Manual does not change or otherwise interpret the terms of the official benefit plan documents. The Employee's rights in that regard can be determined only by referring to the full text of the official plan documents, which are available for examination from Human Resources Department. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described here will be held or construed to create a promise of employment or future benefits, or a binding contract between the Park District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees will remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

The Park District reserves the right, in its sole discretion, to amend, modify or terminate, in whole or in part, any of the provisions of the benefit plans described here, including any health benefits that may be extended to retirees and their dependents. Further, the Park District reserves the right to administer, apply and interpret the benefit plans described here and to decide all matters arising in connection with the administration of such plans.

Benefits under the plans described here will be paid only if the plan administrator determines in its discretion that the applicant is entitled to them.

For more complete information about any Park District benefit programs, please refer to the plan documents, which can be obtained from Human Resources or found on the PDRMA website if applicable.

POL.P.05.01 - Illinois Municipal Retirement Fund (IMRF) Pension Plan

Employees who work in Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. For more information on IMRF benefits, or to confirm IMRF provisions or rules, or to see the latest updates, employees should visit the IMRF website at www.imrf.org.

Contribution

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deductions. Contributions are tax deferred and not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The Park District also contributes to IMRF as a percentage of total contributions.

POL.P.05.02 - Social Security and Medicare

As required by law, a fixed percentage of earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, the Park District contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and account status is available from your local Social Security Administration office.

The Social Security Administration recommends periodically verifying personal earnings and benefits. Information on requesting an account balance is available from the local Social Security Administration.

POL.P.05.03 - Domestic Partner Program

Definitions

When used in these policies, the following terms have the following meanings:

Affidavit of Domestic Partnership: A form, provided by Human Resources, in which two people agree to be jointly responsible for the necessities of life incurred during the domestic partnership and state under oath that all qualifications for domestic partnership as set forth in this Policy are met when the Affidavit is signed.

The form will set forth all the requirements for a domestic partnership as defined herein. The fraudulent misrepresentation of information set forth therein by the Park District employee executing it will be considered cause for termination of the employee's employment with the Park District. Further, the persons executing such affidavit may be held civilly liable for the misstatement of any information set forth therein and such affidavit may further be construed by a court of law as creating enforceable, legal obligations between the persons executing the affidavit.

Dependent: One who lives with a domestic partner and is a biological, adopted or stepchild of a domestic partner, a dependent of a domestic partner as defined by the Internal Revenue Service regulations, or a ward of a domestic partner as determined under the laws of guardianship or agency.

Domestic Partner: Each adult in a domestic partnership.

Domestic Partnership: Two unrelated adults of the same sex, one of whom is an employee of the Park District who is otherwise eligible for employee benefits, who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, who also:

- share the same primary, regular and permanent residence and have lived together for the previous twelve (12) months;
- agree to be jointly obligated and responsible for the necessities of life for each other;
- are not married to anyone;
- are each eighteen (18) years of age or older;
- are competent to enter into a contract;
- are and have been each other's sole domestic partner for at least twelve (12) months prior to execution of the Affidavit of Domestic Partnership required under this Policy;
- agree to file a Termination of Domestic Partnership within thirty (30) days if any of the above facts change;
- have filed the required notice of termination of any prior Domestic Partnership acknowledged under the provisions of this Policy in the manner required herein and no less than twelve (12) months prior to the execution of the current Affidavit of Domestic Partnership; and
- execute an Affidavit of Domestic Partnership, indicating compliance of the persons executing such affidavit with all the requirements for a Domestic Partnership set forth in this Policy.

Live Together: Two people claiming Domestic Partnership status share the same primary, regular and permanent residence. It is not necessary that both Domestic Partners have the legal right to possess the residence.

Necessities of Life: Basic food, shelter, clothing, medical care and the costs associated therewith. The Domestic Partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible and obligated for the cost.

Termination of Domestic Partnership: Any change in the Domestic Partnership, which causes the partnership not to satisfy any one of the requirements for a Domestic Partnership set forth herein.

Affidavit Of Domestic Partnership; Execution And Accompanying Documentation

Both parties seeking recognition by the Park District of a Domestic Partnership must sign an Affidavit of Domestic Partnership, under oath.

The signatures of both persons must be witnessed and notarized. The parties will also be required to indicate that they thoroughly understand the content of the affidavit at the time of execution. The Director of Human Resources, or his/her designee, will receive executed Affidavits of Domestic Partnership and may require reasonable documentation verifying the truth and accuracy of any statements contained in the affidavit, including verification of the primary, regular and permanent residence address of the persons seeking recognition of a Domestic Partnership.

Once the affidavit has been properly executed by both individuals seeking recognition of a Domestic Partnership by the Park District and presented to the Director of Human Resources along with all requested supporting documentation and the Director of Human Resources is satisfied that the individuals seeking recognition of a Domestic Partnership have met all requirements for recognition, the Human Resource Director will provide those individuals with a letter, recognizing the Domestic Partnership, identifying the parties to same and identifying the benefits to which the Domestic Partners are then entitled. The letter will further indicate that the Domestic Partners must comply with the provisions of the Domestic Partnership policy and notify the Director of Human Resources of the termination of the Domestic Partnership within thirty (30) days of the termination, and the possible consequences for the failure to do so.

Employment Benefits

The Park District will provide the same family sick leave, bereavement leave, health insurance, or any other benefits available to any Park District employee, and the spouse , Domestic Partner and dependents of any Park District employee, to any Park District employee and any other person with whom the employee has formed a Domestic Partnership and the dependents of such Domestic Partnership as defined herein to the best of the Park District's ability. If the Park District is not able to offer health insurance benefits for an employee's Domestic Partner or the dependents of the Domestic Partnership because of contractual restraints dictated by the insurance carrier, the employee will be provided with a monthly cash payment in the same amount that the District would be obligated to pay if the coverage would be allowed to be provided to offset the cost of individual insurance. However, the Park District will not extend health insurance benefits or cash payments to a Domestic Partner, or the Domestic Partner's dependents, if the Domestic Partner who is not a Park District employee is otherwise eligible for health insurance benefits through his/her employer.

Termination Of Domestic Partnership; Notice Required

Any employee of the Park District who is receiving employment benefits as a member of a Domestic Partnership and whose Domestic Partnership terminates as defined herein, will notify the Director of Human Resources within 30 days of such termination.

Fraudulent Misrepresentation

If any employee fraudulently misrepresents information in the Affidavit of Domestic Partnership executed by such employee, or fails to inform the Park District of the termination of his/her Domestic Partnership, the Park District reserves its right to repayment of any expenditures made by the Park District in reliance on such misrepresentations or for expenditures made due to the employee's failure to notify the Park District of the termination of a Domestic Partnership, including by way of affect against future benefits of the employee and/or his/her dependents. Such fraudulent misrepresentation will also constitute cause for the termination of the employee's employment with the Park District.

POL.P.05.04 - Insurance & Flexible Spending Account Plan

Eligible employees may enroll in certain group insurance plans based on the terms of those plans by timely completing the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the Park District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their first day of employment if they meet all plan requirements.

Employee Insurance Plans

The following group insurance plans generally are limited to eligible full-time employees and their dependents (as defined by the insurance providers who are eligible under the terms of the plans):

a. Medical. Group medical and hospitalization are available to all eligible full-time employees. Employees are expected to pay a portion of the cost. The cost is on a pre-tax basis.

b. Dental. The Park District offers optional dental insurance to eligible full-time employees and their dependents. The employee must pay a portion of the cost. Payment is made through payroll deductions. The cost is on a pre-tax basis.

c. Life and AD&D Insurance. The Park District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance. This insurance is currently provided at no cost to the employee. A description of this benefit is available from the Human Resources Department.

d. Supplemental Life Insurance. The Park District offers supplemental life and AD&D policies to eligible full- time employees. The employee must pay the entire premium. Payment is made through payroll deduction. The cost is on an after-tax basis.

e. Vision. The Park District offers optional vision insurance to eligible full-time employees and their dependents. The employee must pay a portion of the cost. Payment is made through payroll deductions. The cost is on an after-tax basis

f. Voluntary Insurance plan through AFLAC. Eligible full-time employees and their dependents may sign up directly with AFLAC for plans such as accident/illness/cancer. Employees contact vendor directly to inquire and enroll then inform the District. The employee must pay the entire premium. Payment is made through payroll deduction.

g. Voluntary Retirement Plans through ICMA. This plan is available for full-time and part-time employees. Additional information is available from the Human Resources Department.

Employee Flexible Spending & Dependent Care Account Plans

The following group Flexible Spending Account options are limited to full-time employees and their dependents (as defined by the providers) who are eligible under the terms of the plans and the cost is on a pre-tax basis:

a. Flexible Spending Account. This account allows employees to plan ahead and set aside tax-free dollars through bi-monthly payroll deductions (up to the IRS legal limit) for un-reimbursed medical expenses.

b. Dependent Care Account. This account allows employees to plan ahead and set aside tax-free dollars for child or elder care expenses through bi-monthly payroll deduction. Employees can set aside up to $5,000 per year in this account. Employees cannot receive more than their current balance at any time.

Human Resources will assist employees in making the necessary arrangements for enrollment in any of the above plans.

Opt-Out Program

Some employees may have “excess” coverage or be “over-insured” where, for example, the employee is covered by the Park District health plan and his/her spouse’s or domestic partner's employer's plan.

To ensure all employees are able to benefit from the Park District’s health insurance program, the Park District will provide an incentive for employees who have declined Park District coverage. This incentive plan will take the form of a payment into the employee’s paycheck, minus taxes. Notwithstanding the preceding, pursuant to the Medicare Secondary Payer rules, individuals who are eligible for Medicare must demonstrate enrollment in other primary coverage (other than Medicare) in order to be eligible for a benefit under this Opt-Out Program.

This program only applies to the Park District’s health insurance coverage. Dental and Life Insurance are not included in this incentive opt-out program. This option may be renewable each year under the current configuration under which health insurance is provided to employees; however, no one knows how future federal mandates or other variables may affect these types of programs.

Employees wishing to participate in the insurance opt out program must provide evidence (such as a copy of their health insurance card) that they have primary health coverage other than through Medicare (e.g., through their spouse's or domestic partner's employer or an individual policy) and sign the authorization form. Employees may convert back to the District’s coverage at the annual open or special enrollment or any time there is a change in status event as defined in the District’s IRS Section 125 Plan including loss of coverage by a spouse or domestic partner. The opt-out incentive stops immediately at the time of termination (voluntary or involuntary) or when a qualified life event occurs that employee needs to enroll in the health insurance plan.

POL.P.05.05 - Deferred Compensation Plan

The Park District has established two voluntary deferred compensation plans in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. The plans allow employees to put money aside for retirement on a tax-deferred basis or a post-tax basis through payroll deductions. The Park District offers the plans as a voluntary service; employees should consider their financial needs to determine if a deferred compensation plan is in their best interest.

POL.P.05.06 - Indemnification and Liability Insurance

The Park District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the Board of Commissioners. Such indemnification and protection will extend to employees of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees for “punitive” damages.

Employees may be covered by the Park District's liability insurance to defend any civil action that may be brought against them or the Park District, its agents, or any other employee for damages arising out of the lawful performance of duties.

POL.P.05.07 - Workers' Compensation

The Illinois Workers' Compensation Act provides for medical care and replacement of wages if an injury is sustained during the course of employment with the Park District. Non-job-related illnesses or injuries are not covered under the Act. All employees must adhere to the following procedures:

Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must be reported immediately and directly to the employee's supervisor or Department Head, upon discovery/onset of the injury or illness, no matter how minor. Failure to report an injury or illness immediately upon discovery/onset may jeopardize the employee's eligibility for workers' compensation benefits and can result in discipline.

The employee will be instructed to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the Park District's physician network referral service if additional treatment is necessary.

No employee will be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the Park District. The Park District has the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations.

POL.P.05.08 - Education, Training, and Professional Participation

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of the Park District.

In the best interest of the Park District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Department Head and/or Executive Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the public.

Employees are encouraged to discuss advancement and professional development opportunities with their immediate supervisor. When possible, authorization may be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to the position within the Park District.

Attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations must be approved in advance. Employees should check with their immediate supervisor for applicable policies, procedures and approvals.

Conference Attendance

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties. Reimbursement for attendance expenses will be 100% of approved expenses. It is the expectation of the Park District that attendees participate in all facets of a conference they are given the opportunity to attend.

Employees who attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District, may be required to submit a written report to their immediate supervisor within five (5) days of attendance, which summarizes the ideas or methods discussed at the meeting.

Education

At the discretion of the Park District, employees may be given the opportunity to take educational courses related to their position within the Park District. Interested employees should consult with their immediate supervisor. Park District resources are limited and the employee’s immediate supervisor and Human Resources will evaluate individual requests.

Professional Organizations

Employees may, but are not required to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to their job responsibilities. However, employee participation in such associations must not conflict with the Park District’s interests. Depending upon the benefits derived from membership by the Park District, the Park District may pay all or part of the membership fees.

Participation in association activities during normal working hours must be approved in advance by the employee’s immediate supervisor, and approval is contingent upon the employee’s ability to meet his/her work responsibilities.

POL.P.05.09 - Tuition Reimbursement

Full-time employees are eligible for consideration and may participate in the Park District's tuition reimbursement program. Employee should request during budgetary process if interest in applying for tuition reimbursement.

The Park District will partially reimburse an employee for tuition for a course that the Park District determines is job-related in accordance with the requirements of this Policy. Eligible courses must be directly and substantially related to improving an employee's productivity in his/her current job. Employees will not receive any reimbursement for a grade lower than a "B". Reimbursement will not exceed an annual amount of $1,500, unless approved in advance by the Executive Director.

The Executive Director may authorize the full reimbursement of tuition for the completion of an advanced degree for executive level management staff, subject to approval by the Board of Commissioners.

An employee must apply for and obtain written approval for tuition reimbursement before the course begins. The employee must take the following steps:

- Discuss courses with Department Head. The Department Head must confirm that funds are in the budget specifically in tuition reimbursement prior to approval.
- Complete a tuition reimbursement form.
- If the request is approved, return the signed form to Human Resources.
- Sign a tuition reimbursement agreement with Human Resources.
- Pay the course tuition and fees.
- After the class ends and the employee has received a grade of B or better, attach the tuition bill and the final grade to a copy of the initial tuition reimbursement form and send the form to Human Resources.

The employee will receive a reimbursement within thirty (30) days after properly completing all steps.

No employee may take a course when the class or class-related activities must be performed during business hours, except with the prior written approval of a Department Head.

If an employee resigns or is involuntarily terminated before completing a course and receiving a final grade, the employee will not be reimbursed for tuition expenses. If an employee resigns or is involuntarily terminated within twelve (12) months after receiving reimbursement, the Park District will require the employee to repay the Park District in full for such reimbursement in accordance with the law. An employee will be required to complete cash advance agreement at the time of the advance.

Items ineligible for tuition reimbursement include: meals, transportation, lodging, books, classroom supplies, and application and other associated registration fees.

Employees will not be eligible to earn or receive tuition reimbursement unless they enter into a tuition reimbursement agreement with the Park District.

POL.P.05.10 - Employee Assistance Program

Personal and work-related problems can affect an employee's job performance, health, family, and emotions. To help with these pressures, the Park District has contracted with an independent firm to provide confidential employee assistance (EAP) services. The services are available to full-time employees and their dependents. Please contact Human Resources for further information about the EAP.

Ulliance - 800-448-8326

POL.P.05.11 - Credit Union

The Park District has established a voluntary credit union program. The plan allows employees to become a member of Access Credit Union. All funds contributed, and the income earnings on the funds, are available for distribution to the employee at any time according to credit union rules. The Park District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest.

POL.P.05.12 - Use of Recreational Facilities

Pool/Rink Passes

Active working full-time employees and active year-round part-time employees are eligible to receive free skating and swimming passes. Employees receiving such passes free of charge must endeavor to use the facilities at non-peak hours, or when their use would prevent a paying resident from using the facilities. The passes issued to full-time and eligible part-time employees will be limited to the employee and immediate family members (spouse, domestic partner, civil union partner, and dependent children under eighteen (18) living at home). All full-time and year-round part-time employees, and their family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Fitness Center Passes

Actively working full-time and actively working year-round part-time employees are eligible to receive a free fitness center pass. Employees receiving such passes free of charge must endeavor to use the facilities at non-peak hours, or when their use would prevent a paying resident from using the facilities. The passes issued to full-time and eligible part-time employees will be limited to the employee only. All full-time and year-round part-time employees, must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

Recreation Programs and Group Lessons

Actively working full-time employees and actively working year round part-time employees and their immediate family members (spouse, domestic partner, civil union partner, and dependent children under eighteen (18) living at home) will be allowed to enroll in recreation programs (excluding leagues or private lessons) at a reduced rate of eighty percent (80%) of the resident rate.

Employee participation in any recreational program cannot conflict with normal working hours.

Facility Rental

Actively working full-time employees will be allowed to rent all Park District facilities (except Cheney Mansion, Oak Park Conservatory, and Pleasant Home) at a reduced rate of eighty percent (80%) of the resident rental rate for private family events, including birthday parties. There is no discount for additional children. Part-time employees do not receive a discount on facility rentals, including birthday parties. Since registration systems may not distinguish between full-time and part-time employees, if a party is booked online it is the responsibility of the program supervisor to check the status of the employee. If a part-time employee is found to have rented a facility or birthday party at a reduced discounted rate, the employee must repay the difference to the Park District and is subject to disciplinary action up to and including termination. The rentals may not be used for any commercial purpose, and the employee must attend the event.

All discounted passes and discounts given to a benefits-eligible employee or qualifying dependent will expire immediately upon termination of employment with the Park District. Complimentary passes and discounts cannot be transferred. Unauthorized use of any discounted pass may result in revocation of all pass privileges and disciplinary action up to and including termination of employment.

POL.P.05.13 - Expense Reimbursement

This policy assists employees in reporting and receiving reimbursement for reasonable expenses incurred while conducting business for or on behalf of the District.

The District expects employees to act responsibly and professionally when incurring business expenses. It will reimburse employees for reasonable expenses incurred on behalf of the District and preapproved in writing by the immediate supervisor, Department Head or Executive Director. This includes, for example, travel, mileage, tools, uniforms, airfare, accommodations, meals, use of mobile devices for work and purchases made on behalf of the District. Employees must exercise care to avoid impropriety or the appearance of impropriety. The District allows reimbursement only when employees have not, and will not, receive reimbursement from other sources.

Employees must adhere to the following general guidelines to qualify for reimbursement for any expenses:

- Submit original receipts, mobile telephone bills and/or other documents evidencing charges. If the employee cannot provide original documents, they must submit a signed statement explaining the missing receipts.
- Submit all requests for reimbursements and supporting documentation to the Business Operations Department within 30 days of incurring the expense. The District may not reimburse expenses submitted beyond the 30 days.
- The District must preapprove all reimbursable expenses.
- Employees must return any reimbursement that exceeds the actual cost incurred to the District within 30 days.

When submitting business meal expenses for reimbursement, please include the following:

- Business purpose.
- Names and affiliations of participants or other information establishing a business relationship with the individual(s) incurring the expense.

If an employee does not comply with the above guidelines, or the District has not preapproved an expense in writing, it may deny the employee reimbursement. If an employee incurs an expense due to their own negligence or misconduct, the District may not reimburse such an expense. Falsification of any expense reimbursement, supporting documentation or other misrepresentations in connection with a request for expense reimbursement is subject to discipline up to and including dismissal, no matter when the District discovers it. The District requires employees to repay the District for reimbursements improperly obtained by the employee and reserves the right to pursue any additional avenues of applicable relief (e.g., civil proceedings, criminal charges, etc.).

It is the intention of the District for this policy to serve as an “accountable plan” (as described by the Internal Revenue Service) to allow employees to exclude such reimbursements from taxable income; employees should consult their own tax advisor to determine how any such reimbursements will affect them personally in that regard.

POL.P.05.14 - Employee Awards

The Park District Employee Awards Program has been established to recognize length of service or outstanding performance. Full-time employees may be so honored based on the recommendation of the Department Head or Executive Director and approval of the Executive Director. The length of service or outstanding performance award is not a guarantee of employment for any specified length of time.

POL.S.05.15 - Wellness Policy

The Park District of Oak Park recognizes its employees as one of its most important assets. The district encourages, supports, and provides health and wellness related opportunities for all employees. The district will assist employees in achieving physical, mental, and emotional well-being, resulting in improving the overall health for employees. The district believes that employee health and well-being is a vital part of the overall success of the Park District of Oak Park.

- As part of its commitment to encouraging a healthy lifestyle for all employees, the district offers the following:
- A Wellness Committee, which consists of employees from departments, offers employees opportunities to participate in seminars, programs and services to improve their health and wellness.
- The health and safety of all employees is maximized by being an Alcohol and Drug-Free Workplace and by the implementation of a district wide alcohol and drug testing program.
- Eligible employees are offered free passes for use of recreation facilities including rink/pool passes.
- Fitness classes are available to employees at a discounted rate.
- A wide range of recreation programs are available to employees at a discounted rate.
- Full-time and part-time employees are offered a free membership at our fitness center.

POL.P.06.01 - Abuse of Authority Policy/Conflict of Interest, Statement of Economic Interest and Outside Activities

Statement of Policy

It is the policy of the Park District that employees should exercise their judgment and perform job duties according to the highest ethical standards of conduct and for the sole benefit of the citizens of Oak Park. To this end, employees should avoid accepting or retaining any economic benefits or opportunities, which could impair or present an actual threat to the exercise of independent judgment. It is further the policy of the Park District that all appearances of impropriety should be avoided. The Board of Park Commissioners hereby determines that a policy setting forth ethical principles and regulations applicable to public officials and employees is in the best interest of the Park District and will contribute to the public confidence in the integrity, ability and performance of said persons.

The Park District recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Park District may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse, domestic partner, civil union partner or significant other, children, parents, siblings) because of the Park District's business dealings.

It is the responsibility of every Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Park District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the Park District. Such disclosure must be made in writing by the employee and forwarded to the Executive Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources Department or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Certain employees are required to file a Statement of Economic Interest as required by Illinois law. Please see the Executive Director for additional details. As a general matter, the following groups of employees (in addition to the District's elected officials) must file a Statement of Economic Interest at the time of initial hire/appointment and annually by May 1 thereafter pursuant to the Illinois Governmental Ethics Act, 5 ILCS 420/4A-101, et seq.:

- Those who serve as head of a department or other administrative unit or who exercise similar authority.
- Those who have direct responsibility over the formulation, negotiation, issuance or execution of contracts in the amount of $1,000 or more.
- Those who have nonministerial authority to approve licenses and permits.
- Those who adjudicate, arbitrate, decide or review any judicial or administrative proceeding.
- Those who issue or promulgate rules and regulations.
- Those who have supervisory authority for 20 or more employees.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate dismissal from employment.

Persons Affected

1. This Policy applies to the Executive Director, Department Heads and Management Team

2. The Sections entitled "Standards of Conduct," "Ruling," "Complaints," and "Procedures," applies to all employees of the Park District.

Disclosure of Real Estate

The Executive Director, Department Heads and Management Team will file, with Cook County, a statement disclosing direct or indirect ownership of any real property located within the corporate limits of the Village of Oak Park, owned by the person required to file or by the spouse, domestic partner or minor children of such person. Property in which the Executive Director or Department Head or Management Team resides is exempt from this provision, unless said property contains more than three (3) residential units. Such statement will include the legal description and common address of the real estate and will indicate the ownership held in such real estate. For purpose of this section, the ownership of beneficial interest in each estate held in land trust, real property being purchased by contract or real property held by a corporation, an investment group or partnership in which the person filing will own more than a five percent (5%) interest, will be considered real property.

Disclosure of Business Interests

The Executive Director, Department Heads and Management Team will file with Cook County, a statement disclosing an ownership interest of greater than five percent (5%), either direct or indirect, of a business, firm or corporation doing business with the Park District.

Filing and Disclosure

All disclosure statements referenced in the Policy will be filed with Cook County on or before May 1 of each calendar year, except as hereinafter set forth. Persons already obligated to file disclosure statements by laws of the State of Illinois may file copies of said statements with the Director of Business Operations in satisfaction of the requirements of this Policy, except that any information required by this Policy and not contained on other filed statements must be separately filed herein.

The Park District will keep the disclosure statements described in this Policy herein for five (5) years from the date of filing. Said records will be considered public and accessible to citizens of Oak Park for the purpose of viewing and copying as indicated in the Freedom of Information Act.

Standards of Conduct

1. No employee of the Park District will have any interest directly or indirectly in any contract work or business of the Park District. Any financial or other personal interest, direct or indirect, which tends to affect the independent judgment of said official or employee, will be publicly disclosed.

2. No person subject to this Policy will use or permit the use of Park District funds, services, property, equipment, or materials except as provided by law or in accordance with the Administrative Directive as ordained by established Park District policy.

3. Officers and employees of the District who are involved in the investment process will refrain from any personal business activity that could conflict with the execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose to the Park District Board of Park Commissioners any material financial interests in financial institutions that conduct business with the District, and they will further disclose any large personal, financial or investment positions that could be related to the performance of the District's portfolio.

Employee and officers will subordinate their personal investment transactions to those of the District particularly with regard to the timing of purchases and sales.

Indemnification

Investment officers and employees of the District acting in accordance with this investment policy and written procedures as have been or may be established and exercising due diligence will be relieved of personal liability for an individual's security credit risk or market changes.

Reporting

The Director of Finance will submit to the Park Board a monthly report on the investment program and activity. The report will include a review of the performance. This report will be reviewed as part of the monthly review of the District's financial records.

Administrative Help

The District will provide and pay for professional and administrative help, staff and equipment necessary to carry out the duties and

responsibility contained in this investment policy and the procedures established for operations of the program.

Amendment

This policy will be reviewed from time to time, at least once annually, and revisions will be presented to the Park Board for approval.

Conflict

All District Ordinances and parts of Ordinances and all Resolutions and Policy statements or parts thereof in conflict with this policy or any parts thereof are hereby repealed. In the event of any conflict between this policy and the Illinois Complied Statutes or case decisions of the State of Illinois, the then Statues and case law decisions will control.

Ruling

Any person who questions a particular situation may ask in writing for a ruling from the Executive Director.

Complaints

Complaints that a person covered by this Policy has violated its provisions should be made in writing and filed with the Executive Director.

Procedures

If the Executive Director determines that a complaint is valid, appropriate remedial action will be taken. Remedial action may consist of a reprimand, suspension without pay or termination of employment. The Executive Director may also refer the matter to the prosecuting attorney for action under the general penalty provisions of the Illinois Municipal Code or refer the matter to the States Attorney's office for prosecution.

The District does not allow employees to pursue outside work activities when one or more of the following occurs; they:

- Prevent employees from fully performing work for which they are employed at the District, including overtime assignments.
- Involve organizations that are doing or seek to do business with the District, including actual or potential vendors;
- Violate provisions of law or the District's policies or rules.

From time to time, the District may require employees to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the District have priority. In the case of full-time employees, the District hires them to continue in the Agency's employ with the understanding the District is their primary employer. In all cases, other employment or commercial involvement in conflict with the business interests of the District is strictly prohibited.

Employees also must not perform work on behalf of outside entities or enter into any contracts with an individual or company to perform services on behalf of outside entities while on duty with the District or while using the District's vehicles, equipment or other property. No employee shall receive pay other than District pay for performing services while on duty.

POL.P.06.02 - Attendance, Punctuality and Dependability Policy

Employees must report to work regularly, promptly, and ready to perform assigned duties at the beginning of the workday. Absenteeism and tardiness will have an adverse impact an employee's performance review and chances for advancement, and will result in disciplinary action up to and including termination of employment.

Each employee who will be late or absent for any reason, or someone on his/her behalf, must contact the employee's immediate supervisor at least thirty (30) minutes before the scheduled start time. It is the employee's personal responsibility to ensure that proper notification is given. Reporting an absence or late arrival via e-mail or text message to a co-worker is unacceptable.

If an employee must leave work early because of an illness or personal emergency, he or she must make every reasonable effort to promptly advise his or her immediate supervisor.

Employees are required to present a doctor's note or other documentation substantiating the length of and reasons for the absence lasting three (3) days or longer.

Notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to give proper notice may subject the employee to disciplinary action.

Continued irregular attendance, a pattern of tardiness and absenteeism or excessive absenteeism or tardiness constitutes unsatisfactory work performance and will subject the employee to disciplinary action up to and including termination of employment.

POL.P.06.03 - Proper Dress and Appearance Policy

Employees' attire on the job should be professional in nature and in good taste, clean, neat, and appropriate for the duties performed at work, including footwear. Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are unacceptable. We respect the right of every employee to share any view or belief that they feel is appropriate concerning any personal or social issue including politics, religion, views about issues of civil unrest and civil rights, etc. However, we need to ensure that personal views are not shared or communicated with others during working time or in working areas in a way that could be offensive or disrespectful to others who may not share your same views or beliefs.

Safety equipment and clothing may be required for certain jobs, and must be worn when assigned.

Employees should avoid extremes in dress and appearance. Hair must be neat, clean, trimmed, and present a groomed appearance, including mustaches and beards. For safety purposes, all employees working with maintenance equipment must either keep their hair in back no longer than one inch below the ear, or firmly secured away from the face.

Exposed tattoos may not be offensive in nature, including but not limited to those using profanity, vulgarity, or otherwise offensive symbols.

Any employee requiring an accommodation of this Policy because of disability, religious belief, national origin, or other legally protected basis should file a written request for an accommodation with Human Resources or the Executive Director.

Uniforms, nametags, and other Park District property remain the property of the Park District, and must be returned upon termination. Employees may be responsible for the cost of replacing any damaged or lost Park District property.

Uniforms, nametags, and other items with a Park District logo may not to be worn when an employee is not on duty.

POL.P.06.04 - Park District Property Policy

No employee, contractor, elected official or member of the public may use Park District property for personal use without the prior written consent of the Executive Director. The Executive Director may approve the personal use of Park District equipment under certain circumstances, if a benefit to the Park District is established. The Park District's equipment, such as telephones, cellular phones, mobile devices, postage, facsimile and copier machines, is intended for primary business purposes. Working time includes the time during which an employee is scheduled to work, but does not include scheduled rest periods, meal breaks, and other specified times when employees are not expected to be working such as before or after an employee's scheduled shift. Personal usage, in an emergency, of equipment that results in a charge to the Park District should be reported immediately to your immediate supervisor so that reimbursement can be made.

Except in the ordinary course of performing duties for the Park District, or as otherwise permitted, Park District property may not be removed from the work premises. For the purpose of this section, Park District property is defined as vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, data, records, recreation and rental equipment and all other property owned, leased, or in the possession and control of the Park District. Before an employee leaves the Park District, the employee must return to the Park District all related Park District information and property the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disk, supplies, uniforms, equipment, office supplies, identification cards, cellular phone or mobile device, keys or key fobs.

Employees should understand that while certain Park District-owned property, such as desks, lockers, and vehicles are available for their use, these items remain the property of the Park District, and are subject to inspection, with or without notice and with or without consent. Employees are not permitted to store wrongfully obtained, illegal, or prohibited items or substances in or on Park District property or otherwise misuse Park District property.

Searches and Inspections

Whenever necessary or appropriate, and at the Park District's sole discretion, the Park District may monitor and search anywhere on and within Park District property, including without limitation any employee work area, such as desks, file cabinets, lockers, computers, cell phones and vehicles parked on Park District property. Any monitoring or searching may be conducted without specific cause and without notice. All employees are required to cooperate with any search, and an employee may be subject to disciplinary action up to and including termination of employment for failure or refusal to cooperate. Therefore, employees should have no expectation of privacy in any Park District-owned property that they use.

Any property belonging to the Park District is subject to search to ensure compliance with the Park District's policies, or if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

In addition, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District premises by all persons, including employees.

Loss, damages, or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline up to and including termination of employment. The Park District is not responsible for the loss of personal property.

POL.P.06.05 - Credit Card, Procurement Card or Charge Account Usage Policy

Employees are fully responsible for all: charges to cards issued under their name; Park District cards temporarily assigned to them; and charge account purchases initiated by them. Any misuse or unauthorized use of credit cards, procurement cards or charge accounts may result in the withdrawal of these privileges and possible discipline, up to and including termination of employment.

These forms of payment may be used only for approved Park District business transactions and may not be used for personal expenses under any circumstances.

Employees may not use the credit cards or procurement cards to withdraw cash unless specifically authorized by the Executive Director.

Regardless of payment method, purchases must be authorized according to the Park District Procurement Policy. Employees are responsible for saving and providing documentation supporting all purchases and use of cards and accounts and receipts must be turned in promptly after each use of these payment methods.

Misuse of these payment methods, or failure to report purchases in the required timeframe, may cause the Park District to recover the funds through payroll deductions or other means for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

Employees must report lost or stolen credit or procurement cards to the Business Operations Department immediately upon discovering that the card is missing.

When an employee's employment ends, he/she must return any credit or procurement cards to his or her immediate supervisor with a final reconciliation of all expenditures prior to departure. Discharged employees must return credit or procurement cards immediately, and will provide a final reconciliation of all expenditures within two (2) business days. Failure to comply with this requirement will result in the discharged employee being personally responsible for all charges on the account at the time of discharge, or until the account is closed, whichever is later.

POL.P.06.06 - Travel and Vehicle Use Policy

Vehicles Operated On Park District Business

- An employee's immediate supervisor must authorize the use of any vehicle for Park District business.
- Employees operating any vehicle for Park District business must have a valid driver's license with the proper classification for the type of vehicle being operated, show proof of such license upon request, and notify the immediate supervisor if the status of the drivers license changes.
- Employees must obey all driving and traffic regulations, including without limitation the use of seat belts at all times and headlights when the windshield wipers are on.
- Employees must report all accidents immediately to the immediate supervisor with a copy of the police report, if applicable. Employees who are in an accident or are injured while on Park District business may be sent for a post-accident/injury drug and alcohol test if it is reasonable to believe the employee's injury/accident was caused by the employee's impairment.
- No employee may be under the influence of alcohol, illegal substances, or legal drugs that affect an employee's ability to perform the functions of the job while operating any vehicle (regardless of the reason for operation) for Park District business. Employees must comply with the Drug & Alcohol policy at all times.
- Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving on Park District business and/or operating a Park District vehicle. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or while safely parked on the shoulder of a roadway. Employees cannot wear head phones or "ear buds" while operating a Park District vehicle.

Park District-Owned Vehicles

- Park District-owned vehicles may be taken home only when authorized by the Executive Director, or when the employee is subject to emergency calls during off-duty hours.
- No idling except for extreme weather days.
- Employees operating Park District vehicles must be eighteen (18) years old or older.
- Park District vehicles may not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency and the employee is 21 years old or older.
- Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing.
- Employees are responsible for the care and conservation of Park District vehicles and must promptly report any accident, breakdown, or malfunction of any vehicle so that necessary repairs may be made.
- No employee may smoke any product while inside a Park District vehicle.
- Park District vehicles belong to the Park District and employees have no expectation of privacy in or associated with a Park District vehicle. The Park District has the right to search any Park District vehicle at any time with or without consent.

Personal Vehicles

- An employee using a personal vehicle for Park District business must have liability insurance on the vehicle in accordance

with applicable law and may be asked to provide proof of the insurance. The Park District's liability insurance is secondary to the employee's own coverage.

- No employee may use his/her personal vehicle at any time to transport participants in any Park District programs.
- Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or for trips of 100 or fewer miles each way at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs. For trips longer than 100 miles each way, the Park District will endeavor to provide the employee with a Park District vehicle. If a Park District vehicle is not available, then the employee will be reimbursed only for the actual expense incurred. See the Expense Reimbursement Policy for further details, including the 30-day deadline for submitting reimbursement requests.

POL.P.06.07 - Security and Keys Policy

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, key fobs, safe combinations or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys and key fobs may not be transferred from one employee to another without the prior written authorization by the appropriate Facility Manager. Employees must reimburse the Park District $20.00 for each lost key.

POL.P.06.08 - Work Areas Policy

Work areas will be kept clean and orderly at all times. Apparel such as boots, coats and umbrellas will be stored in designated areas. Before the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether a non-work item is permissible.

POL.P.06.09 - Retention of Lost Property Policy

Retention and Disposal of Lost Property Policy

The following procedure is to be followed when lost property is found on Park District of Oak Park property:

Items under $100

Items could include shoes, clothing, and equipment.

Reporting Lost Items

1. **Items Found by Staff in the Parks:** When staff find a lost item(s) in the parks, a reasonable effort should be made to identify or contact the owner if possible. If unsuccessful, they should give them to the Parks and Planning assistant at 218 Madison Street.

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1. **Items Found by Staff in Facilities:** When staff discover lost item(s) in facilities or as part of a program, they should give the item(s) to their supervisor or manager of the center. If possible, identify and reach the owner of the lost item(s). If the supervisor/manager can identify the owner, they should coordinate the return/pick up of item(s).

Items for Immediate Disposal

1. All water bottles and lunchboxes should be emptied of food and liquid. No food or liquid should be retained.
2. No socks or undergarments should be retained
3. No soiled items should be retained

Storage

If unsuccessful in locating the owner, the parks and planning assistant, supervisor, or manager of the facility should add the item(s) to the lost and found location at each facility. The lost and found location are:

1. **Admin** – There is a box located just outside of the superintendent of Parks and Planning's office. For large items, there is a crate near the staff lockers.
2. **CRC**– Locker beneath the main staircase
3. **Park Community Centers**
    1. If associated with a specific program (Preschool, afterschool, camp, etc) – Staff will hold items in a bin or bag clearly labelled with the program title. Staff will make reasonable attempts to return items to their owners. If, after a month of holding the items or at the conclusion of the program, the items remain unclaimed, staff will add the program items to the center's general lost and found in the office or kitchen.
    2. If unassociated with a specific program - There is a lost and found located either in an office or kitchen._
4. **RCRC** – There is a lost and found bin in the skate shop. During the summer months, there is a lost and found crate outside the guard office.
5. **Rehm** – There is a lost and found crate on the raised walkway against the bathhouse exterior wall.

6. **GRC** – There is a lost and found bin near the lobby
7. **Conservatory** – There is a lost and found bin located in the reception office
8. **Pleasant Home and Cheney Mansion** – Lost and found items are kept in the offices of both Cheney Mansion and Pleasant Home

Disposal

1. Items are collected for one calendar month and bagged up and labelled with that month's name on the first of the following month.
2. Once the items are retained for an additional month, the item(s) should be disposed.
    1. For example, during the month of March, items are collected in the designated storage area. On April first, all items in the storage area are bagged and the bag labelled "March". On May first, all items in the "March" bag are disposed of.
3. The staff managing disposal (see below) should make a reasonable decision on whether they should throw the items away or take them to Goodwill. Disposal is managed by the following staff:
    1. **Admin/Community Centers/CRC –** Building Specialist
    2. **RCRC and Rehm** – Operations Supervisor and Aquatic Supervisor
    3. **GRC** – Gymnastics Manager
    4. **Conservatory** – Director of Horticulture and Conservatory Operations Manager
    5. **Pleasant Home and Cheney** – Cheney and Pleasant Home Operations and Special Events Manager

Items over $100

Items that appear to exceed $100 in value may include bikes, cell phones, keys, jewelry, credit cards, ipads, etc. OR if the item contains personal information, including drivers licenses and passports.

Reporting Lost Items

When items are found, the procedures for reporting items under $100 should first be followed.

Storage

If unsuccessful in locating the owner, the parks and planning assistant, supervisor, or manager of the facility should complete an incident report and give it to the risk manager by the end of the business day. Until the risk manager connects with the park and planning assistant, supervisor, or manager of the facility, the items should be stored in a secure location. The secure locations are:

1. **Admin** – There is a locked drawer in the Parks and Planning office for small items. Bikes are held in the crate by the staff lockers.
2. **CRC** – Staff keep items in the safe with the bank bags located in the office
3. **Park Community Centers –** Staff keep items in a locked office.
4. **RCRC** – Staff keep items in the safe with the bank bags located in the safe room.
5. **Rehm –** Staff keep items in the safe with the bank bags.
6. **GRC** – There is a drawer with a combination lock at the front desk
7. **Conservatory** – There is a safe located in the office of the director of Conservatory operations
8. **Pleasant Home and Cheney Mansion** – There is a safe at Cheney and a locked room at Pleasant Home

Transferring Items to Police/Township

1. After receiving an incident report, the risk manager will call the non-emergency number of Oak Park Police at 708-386-3800 for an officer to facilitate the pickup of the item(s). For bikes, the Police will check the bikes for registration.

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1. If the Oak Park Police Department does not have the bike registered, the risk manager will coordinate a donation to the Oak Park Township.

POL.P.06.10 - Alcohol and Drug Abuse and Testing Policy

PURPOSE

The Park District has implemented an Alcohol and Drug Abuse Policy (the “Policy”) in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Because Park District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to maximize the health and safety of its patrons and employees.

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

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

This Policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver’s License (CDL). Agency employees who operate Park District commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees that follows). Both the Park District and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures and practices, including, without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other Park District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on Park District property, during any on-call period or while acting on behalf of the Park District.

DEFINITIONS

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.

2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, et seq.), which provisions are specifically incorporated in this Policy by reference.

3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.

4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.

5. "Director" is the Executive Director of the Park District.

6. "Agency Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot or other area owned,

leased, managed, used or controlled by the Park District. Agency Property also includes property used by Park District patrons while on Park District-sponsored events or field trips or property of others when presence thereon by the Park District employee is related to employment with the Park District.

7. "Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.

8. "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.

9. “On Call” means the employee is scheduled with at least 24 hours’ notice by the Park District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the Park District’s premises or other previously designated location by his or her employer or supervisor to perform a work-related task.

10. "Policy" means this Alcohol and Drug Abuse Policy.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar area.

12. "Prescription/OTC Drugs" mean prescription drugs (including medical marijuana) and over-the-counter (“OTC”) drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.

13. "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive Park District vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.

14. "Under the Influence" or “impaired” means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. In lieu of, or in addition to a scientifically valid test, this determination may be made following the reasonable suspicion testing procedure. This determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee’s job position, including: symptoms of the employee’s speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct, or performance standards. The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem as long as the employee is not in violation of the Park District’s drug and alcohol policy or other policies, rules of conduct, and standards. Seeking such assistance will not be a defense for violating the Park District’s Alcohol and Drug Abuse policy, nor will it excuse or limit the employee’s obligation to meet the Park District’s policies, rules of conduct and standards. These standards include, but are not limited to, those regarding attendance, job performance and safe and sober behavior on the job. The Park District encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with Park District management and/or the Park District’s Employee Assistance Program (“EAP”) and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources Manager for details. Agency management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

SCREENING AND TESTING

Pre-employment Testing. The Park District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. Pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state, or local law requiring the Park District to do so.

Reasonable Suspicion Testing. The Park District will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the Park District.

Random Testing. The Park District may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or engage in any other Public Safety Responsibility.

Post-accident or Post-incident Testing. The Park District may require the screening or testing of any employee following a workplace accident or injury that results in property damage to Park District or third-party property, personal injury to another employee or third-party, or any personal injury to the employee where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the Park District will require all employees who may have contributed to the accident or injury to submit to post-accident or post-incident testing, not just the employee injured (unless the employee was the only person who contributed to the accident or injury).

Post-rehabilitation Program Testing. The Park District may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

The Testing Process. A Park District employee trained to administer the Ora Flo drug test will conduct such test for all non-CDL employees unless that employee is injured or that testing staff member is unavailable. Drug and alcohol testing for all injured employees and all CDL employees will be at a 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, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Opportunity to Contest. After the Park District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the Park District's determination. However, the Park District will make a final decision at its sole and exclusive discretion.

Consent Forms Required . The Park District requires each employee to sign a consent form, a copy of which is included with this Policy. The Park District will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The Park District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

TREATMENT

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

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

USE OF PRESCRIPTION/OTC DRUGS

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the Park District will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The Park District will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

NOTICE OF CONVICTIONS

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

DISCIPLINE/PENALTIES FOR VIOLATION

1. The Park District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.

2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on Park District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the Park District and by a federal, state, or local health law enforcement or other appropriate Park District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.

3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District; (2) if the employee tampers in any way with the specimen given for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

INSPECTIONS

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which the Park District permits an employee to use during employment are and remain the property of the Park District at all times, and employees have no reasonable expectation of privacy regarding such property. The Park District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.

2. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.

3. The Park District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

RECORDS

The Park District will maintain medical records relating to alcohol or drug abuse, diagnosis and treatment confidential and in a medical file separate from the regular personnel files. The Park District will limit access to those who need to know. The Park District will not disclose these records to persons outside the Park District without the employee's consent, unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

Alcohol and Drug Procedures for CDL Employees

INTRODUCTION

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

ADVERSE EFFECTS OF ALCOHOL AND DRUG USE

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) to suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

The Park District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the HR Director. In addition, full-time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the Park District's EAP through the employees' immediate supervisor or HR Director.

AFFECTED EMPLOYEES

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Park District. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

EMPLOYEE REQUIREMENTS (382.201 TO .215)

To meet DOT regulations, the Park District places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.

- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected

employee that the substance does not adversely affect his/her ability to safely perform his/her job).

- Affected employees will not possess any product containing alcohol or controlled substances while on duty.

- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.

- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.

- Affected employees must agree to release testing results to the Park District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the Park District.

- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or seventy-two (72) hours for a controlled substance test.

TESTS PERFORMED

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

Alcohol Test

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.

- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.

- If test results are negative the employee returns to work. Results will be reported to the Director.

- If test results are positive, another test will be performed after a fifteen (15) minute wait but before twenty (20) minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.

- If retest results are negative, test is reported to the Director as negative.

- If retest results are positive, the test results are immediately reported to the Director.

Controlled Substances Test:

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.

- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to twenty-four (24) oz. in two (2) hours) and attempt again.

- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.

- Sample is sent to lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Director.

- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO If negative, the MRO reports a negative result to the Director.

- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he will contact the Director and ask the Director to tell the employee to contact the MRO. If the employee does not contact the MRO within seventy-two (72) hours, the MRO will determine the test results as positive. The MRO reports to the Director test results as positive or negative.

- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has seventy-two (72) hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

SIX CIRCUMSTANCES UNDER WHICH TESTING WILL BE PERFORMED

1. Pre-employment Testing (382.301, 413)

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below a detectible level and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two (2) years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

2. Random Testing (382.305)

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent (10%) per year for alcohol and 50 percent (50%) per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)

When a supervisor has reason to believe an employee has alcohol or controlled substances in her system, he contacts another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For twenty-four (24) hours or until a negative test result whichever comes first.)

The employee will be informed of her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/ Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight (8) hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after thirty-two (32) hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

4. Post-accident Testing (382.303)

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident or damage to district property or third party property, will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until thirty-two (32) hours have passed or earlier, if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two (2) hours but no testing after eight hours and controlled substance testing within thirty-two (32) hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309)

Alcohol and controlled substances testing will be performed with negative test results (less than 0.00 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or

- Have not been in a random testing pool for more than thirty (30) days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311,.605)

Any affected employee who has refused to test or who has tested positive for controlled substances or who has any alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

The Director will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five years.

At a minimum, six (6) unannounced tests will be required within the first twelve (12) months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required.

Employee is responsible for all costs associated with follow-up testing.

CONSEQUENCES OF FAILED OR REFUSED TESTS (382.605)

An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects a SAP. The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided the employee. However, the employee is free to choose any certified SAP.

The employee signs a release allowing the Park District to release the test results to the SAP and signs a release for the SAP to report back to the Director.

The SAP will report back to the Director that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.

- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.

- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

When the SAP reports to the Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

- Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).

- Continue with any rehabilitation therapy if prescribed by the SAP.

- Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

REQUIRED TRAINING

- All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.

- All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.

- All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.

- All employees will sign a receipt that they attended the training. The receipt will be kept in Park District records.

Employees are required to complete and sign the consent form below.

Drug Alcohol Consent Form 1.pdf

POL.P.06.11 - Smoking Policy

Use of any tobacco product, recreational drugs, such as marijuana, illegal drugs or electronic smoking device (vaping) is prohibited in or on any Park District building, facility, property, equipment, and vehicle. In addition, use of any tobacco product, recreational drugs such as marijuana, illegal drugs, or electronic smoking device is prohibited within fifteen (15) feet of any entrance or exit to a Park District facility. Park District employees working outside are not permitted to use any tobacco product, recreational drugs such as marijuana, illegal drugs, or electronic smoking device while on duty. This Policy applies equally to all employees, patrons, and visitors.

Electronic smoking device, i.e. e-cigarettes, means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

POL.P.06.12 - Weapons Policy

The Park District strictly prohibits weapons at any Park District facility, on any Park District property, in any Park District vehicle, or at any Park District-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, including but not limited to an employee, manager, or supervisor, visitor, patron or participant.

Note: Employees who are licensed to carry a concealed firearm in the State of Illinois:

- will be permitted to carry a concealed firearm on or about their person within their personal vehicle while driving into or out of a Park District parking area;

- may store a firearm or ammunition concealed in a case within their locked personal vehicle or locked container out of plain view within the personal vehicle in a Park District parking area; and

- may carry a concealed firearm in the immediate area surrounding his/her personal vehicle within a Park District parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

Employees who violate this Policy may be subject to disciplinary action, up to and including termination of employment.

Procedure For Reporting Seeing a Weapon

If an employee is aware of any person possessing a weapon on Park District property or while on Park District business, he/she is required to report it his/her immediate supervisor. If the employee feels uncomfortable doing so, or if the employee's supervisor is the source of, condones, or ignores the problem, the employee must report to the supervisor's supervisor, Human Resources, the Executive Director, or the police (if necessary).

POL.P.06.13 - Violence in the Workplace Policy

Violence in the Workplace Policy

The Park District strongly believes that all employees should be treated with dignity and respect. Acts or threats of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or the Department Head. All complaints will be investigated.

The Park District will promptly respond to any incident or suggestion of violence. Violation of this Policy will result in disciplinary action, up to and including immediate termination of employment.

In furtherance of this Policy, employees should warn their supervisors, Human Resources, or the Executive Director of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, Park Board Commissioners, patrons, vendors, or visitors and that appear problematic. This includes, for example, threats of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this Policy will be held in confidence to the extent possible. The Park District will not tolerate any form of retaliation against any employee for making a report under this Policy.

POL.P.06.14 - Dating or Sexual Relationships Policy

The Park District strongly discourages dating and sexual relationships between co-workers. In addition, the Park District prohibits dating and/or sexual relationships between a manager/supervisor and any employee who reports directly to that manager/supervisor. The Park District also prohibits dating and/or sexual relationships between a manager/supervisor and any employee over whom the manager/supervisor has any input with regard to terms and conditions of employment, including but not limited to hiring, discipline, promotion, evaluation, compensation, expense reimbursement or duty assignment.

If a dating or sexual relationship between a supervisor or manager and an employee develops, then the supervisor or manager must disclose the existence of the relationship promptly to his/her Department Head so that the Park District can address any potential conflict of interest and take appropriate action.

By incorporating this Policy, the Park District does not intend to inhibit social interaction (such as lunches, dinners, or attendance at entertainment events) that may be part of or an extension of the working environment.

POL.P.06.15 - Children in the Workplace Policy

It is inappropriate for employees to bring children in their care to the workplace during the workday. Bringing children to the workplace should be avoided except in extraordinary emergencies and only with prior authorization from a supervisor. This Policy is intended to minimize disruptions and distractions in job duties of the employee and co-workers, to reduce property and general liability, and to maintain the Park District's professional work environment.

A child brought to the workplace in an unavoidable emergency will be the sole responsibility of the employee caregiver and must be under the direct supervision of the employee caregiver at all times. Excessive need to bring a child to the workplace may result in discipline, up to and including termination of employment.

POL.P.06.16 - Political Activity Policy

Park District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the Park District.

Park District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the Park District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above. For purposes of this paragraph “while on duty” includes those hours you are scheduled to work and are working for the Park District but does not include, breaks, lunches, or other duty-free periods of time.

Employees are also prohibited from interrupting or disturbing other employees who are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a Park District employee. Employees of the Park District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

POL.P.06.17 - Solicitation and Distribution of Literature Policy

Policy

Employees may not solicit any other employee during working time, nor may employees distribute literature where employees perform their assigned work tasks, during working time. Working time includes the time during which an employee is scheduled to work, but does not include scheduled rest periods, meal breaks, and their specified times when employees are not expected to be working such as before or after an employee's scheduled shift. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Bulletin Boards

Bulletin boards maintained by the Park District are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning Park District business, and
- Announcements of a business nature that are equally applicable and of interest to employees.

All posted material must have prior authorization from Human Resources, Director of Marketing & Community Engagement or the Executive Director. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

POL.P.06.18 - Staff Acceptance of Gifts Policy

Employees may not solicit or accept any gift, gratuity or other reward from any person, business, or entity doing business with the Park District or attempting to secure business from the Park District. Further, employees may not solicit, accept, or expect people who use Park District programs or facilities to give gifts, gratuities, other rewards, or favors for performing a job. This Policy does not apply to nominal non-cash tokens such as a cup of coffee, a soft drink, or a sandwich. Retention of any gift will be conditioned on approval of the Executive Director after consultation with the appropriate Department Head. Failure to report a gift, gratuity, or other reward properly may result in disciplinary action up to and including termination of employment.

POL.P.06.19 - Electronic Communication Policy

All Park District owned or provided computer equipment, voicemail, and online mobile access devices, including information transmitted, received or contained therein, are the property and assets of the Park District. The use of computer equipment, telephones, cell phones, tablets, and electronic communication devices issued by the Park District are for primary business purposes. Employees are only permitted to use Park District equipment for personal use during non-working time in an emergency. Working time does not include meal periods, breaks or time before or after an employee is working.

Employees should have no expectation of privacy in anything they create, store, send or receive using the Park District's computer equipment, e-mail system, telephones, cellular phones or mobile devices.

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

System Security and Configuration Guidelines for Computers

All computer equipment provided by the Park District is pre-configured with the appropriate hardware and software for Park District business use. No employee may install, change, or remove system hardware or software. For the purposes of this Policy, "systems" means the Park District's electronic systems, including but not limited to its computer system, e-mail network, and phone and voicemail systems.

A user may be responsible for replacement or repair costs up to the Park District's insurance deductible for lost, stolen, damaged, unsecured, or unprotected equipment.

No Expectation of Privacy

No user has any reasonable expectation of privacy or other rights at any time with respect to any use of Park District property, including without limitation electronic and communications systems and equipment. The Park District has the right to monitor all on-line activity, including communications, to ensure that appropriate business and lawful purposes are being pursued to ensure compliance with the Park District's policies, and to limit communications solely to business-related reasons. The Park District's systems may not be used for political, or commercial purposes unless specifically authorized in advance by the Park District. The Park District may search all computers, cell phones, other equipment, and information at any time.

Any electronic communication may be considered a "public record" and thus may be subject to inspection and copying under the Illinois Freedom of Information Act. No message should be created on the Park District's systems that casts the Park District in false light or that creates unfair or undue discomfort or embarrassment.

Illegal and Inappropriate Use

The Park District specifically prohibits the use of its systems and computer equipment for any illegal or inappropriate purpose at any time, whether in the course of business or otherwise. All users are prohibited from gaining unauthorized access to, or intentionally damaging, other computer systems, networks, or the information contained within them; committing theft, fraud, or other criminal or dishonest acts of any kind; distributing or obtaining illegally copied software, graphics, sounds, text, or other material; or sending material that violates our Anti-Harassment, Anti-Discrimination or Workplace Violence policies.

User Name/Password

A user name and password is assigned to each employee for their use only; it is not to be shared with other employees. However, the use of passwords for security and confidentiality cannot be guaranteed, and the Park District has the right to remove or change passwords.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the Park District's entire network. As such, all Park District employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The scope of this Policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Park District facility, has access to the Park District network, or stores any non-public Park District information.

User passwords should be changed every 90 days at a minimum. Passwords must not be inserted in email messages or other forms of electronic communication. Employees will not share Park District passwords with anyone. All passwords are to be treated as sensitive, confidential Park District information. All Park District passwords are required to be a minimum of six alphanumeric characters long, include at least one upper case and one lower case character and include at least one number. Employees will not use the same password for Park District accounts as they do for their personal accounts and where possible, will not use the same password for various Park District access needs.

Employees will not use the "Remember Password" feature of applications (e.g., Outlook, Yahoo Mail) or write passwords down or store them anywhere in Park District facilities. Passwords should not be stored in a file on ANY computer system (including handheld/mobile devices) without encryption. If an account or password is suspected to have been compromised, employees should report the incident to IT and change all passwords. Password cracking or guessing may be performed on a periodic or random basis by IT or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it. If someone demands a password, employees should refer them to this Policy or have them contact the IT Manager.

Downloading or Saving Information

To protect systems from computer viruses, no user may download or install any executable programs, screen savers, or other similar items without the prior approval of the IT Manager.

To protect the Park District from infringement actions due to copyright or trademark violations, no user may send, download, or save any material from any online source, however retrieved, unless the material is legally permitted to be downloaded without violation of copyright or trademark laws.

E-mail and Text Messages on Park District Issued Devices

E-mail messages and text messages are business communications and an appropriate business tone should be used in every message. E-mail messages and text messages should not contain any material that would violate any of the Park District's policies.

Prohibited Activities

This is not intended to be an exhaustive list. The following activities are strictly prohibited on the Park District's systems:

- Posting of confidential information on the Internet related to the Park District's patrons or guests;
- Subscription to news groups or mailing lists without prior approval;
- Completion of the final terms of any contract electronically;
- Removing electronic equipment of any kind from Park District premises without prior approval;
- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending or soliciting sexually oriented or harassing statements, messages, images or language that violates the Park District's Anti-Harassment policy.

Internet

The Internet is a useful research and communication resource that is primarily provided to Park District employees for uses related to Park District business. Employees accessing the Internet for work are representing the Park District. Employees are responsible for seeing that the Internet is used in an effective, and lawful manner. Use of the Internet must not disrupt the operation of the Park District network or the networks of other users. It must not interfere with the user's job performance productivity.

Employees may not use the Internet to:

- Transmit, retrieve or store communications of a discriminatory or harassing nature or materials that are obscene, pornographic or violent including gambling sites or any illegal activities;
- Download unauthorized software; or

- Access other materials that may violate the Park District's Non-Discrimination and Anti-Harassment Policy.

Disclaimer of Liability for Use of Internet

The Park District is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many Internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous searches may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive conduct. Employees accessing the Internet should notify the IT Manager immediately if this occurs.

Confidentiality

Electronic messages may be monitored by service providers and authorized Park District officials, and may be compromised by unauthorized or unintended distribution. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access. Consequently, all electronic messages will be limited to non-confidential matters, except for communications with Park District Legal Counsel.

Information Sensitivity

Users are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters, unless otherwise specifically authorized by the Board of Park Commissioners or Executive Director.

Cellular Phones and Mobile Devices

The Park District may issue cellular phones or mobile devices to certain employees. Cellular phones and mobile devices will be provided only when they are required for the employee to perform essential functions of his/her job. Incidental and infrequent personal use of cell phones and mobile devices issued by the Park District is permissible. In certain circumstances, a Department Head may authorize an employee to use a personal cell phone or mobile device for Park District business. Authorized use of personal cell phones or mobile devices to conduct business is a reimbursable expense subject to the Expense Reimbursement Policy, including the 30-day deadline for submitting reimbursement requests. In any case, the Department Head is responsible for the continued justification of providing or authorizing the use of a cell phone or mobile device on the job.

Each employee who is issued a cellular phone or mobile device by the Park District should keep costs low by using land lines whenever possible, by giving the cellular phone/mobile device number only to those who need it for matters related to the essential functions of the employee's job, and when traveling for business.

All equipment, and all information transmitted, received, or contained in the equipment, is the property of the Park District and may be subject to a Freedom of Information Act request. All relevant Park District policies and procedures will apply to the use of cellular phones and mobile devices. Employees are required to "sign-out" PDOP owned equipment such as cell phones, hot spots, tablets, lap tops, etc. Employees are responsible for the proper care and maintenance of the cellular phone equipment issued, any other equipment issued and employees will be required to pay for the repair or replacement costs of equipment that is damaged or lost due to negligence. Employees must return equipment in good working condition upon request.

Failure to abide by these rules is grounds for discipline up to and including termination of employment.

Reimbursement for Personal Cell Phone Calls

Park District-provided cellular phones and mobile devices not be used for personal business. Employees who have excessive usage for personal calls during work hours will be subject to disciplinary action. Alternatively, if an employee is authorized to use a personal cell phone or mobile device to conduct business, then the Park District will reimburse the employee at a predetermined monthly cellular phone/mobile device usage allowance. In either event, the employee will be required to sign an agreement acknowledging the terms and conditions of the Cell Phone/Mobile Device Policy and reimbursement rate. Reimbursements remain subject to the Expense Reimbursement Policy, including the 30-day deadline for submitting reimbursement requests, including any requests to receive a monthly allowance or to increase a predetermined monthly allowance.

POL.P.06.20 - Audio Recording Policy

It is a violation of Park District policy to record conversations, take videos with a phone or other recording device unless prior approval is received from your Department Head or all parties to the conversation give their consent.

The purpose of this Policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this Policy will result in disciplinary action, up to and including immediate termination.

POL.P.06.21 - Social Media Policy

The Park District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, employees' use of social media can pose risks to the Park District's confidential information, and can potentially jeopardize the Park District's compliance with the law. To minimize these legal risks and assist employees in making responsible decisions about their use of social media, the Park District has established these guidelines for appropriate use of social media.

Guidelines

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's blog, journal , personal website, social networking or affinity website (such as Facebook, LinkedIn, Twitter or Pinterest), or a chat room, whether or not associated or affiliated with the Park District, as well as any other form of electronic communication.

Employees may not use social media in a manner which violates the Park District's Policies. Postings that violate a Park District policy will not be tolerated and may subject the employee to disciplinary action, up to and including termination of employment.

Employees are permitted to share posts from any PDOP managed social media account to their personal account. e.g. job postings, promotions.

Employees must also comply with copyright, fair use and financial disclosure laws. Employees may not cite or reference the Park District's members, guests, customers or vendors or without their approval.

Participation in social networking activities that can be characterized as non-work related and are carried out during a time that an employee is scheduled to be working can certainly interfere with work duties and/or responsibilities and can be grounds for appropriate disciplinary action, up to and including termination of employment.

Employees must respect the Park District's confidential information. Do not post, discuss or divulge the Park District's confidential information or record or post any video or photo of the Park District's facilities that will divulge such information. For purposes of this Policy, the Park District's "confidential information" includes confidential customer, member and guest information, or other copyrighted materials. Employees with questions about the appropriateness of publishing or disclosing the Park District's confidential information online should consult the Director of Human Resources and Risk Management . Do not create a link from your blog, website or other social networking site to a Park District website.

When expressing a personal opinion, employees should make it clear that your views are their own and do not represent those of the Park District. To help reduce the potential for confusion, we suggest that you put the following notice - or something similar - in a reasonable prominent place on your site or post (e.g., at the bottom of an "about me" page): "The views expressed on this website are mine alone and do not necessarily reflect the views of my employer."

Employees must not use their Park District e-mail address to register on social networks, blogs or other online tools utilized for personal use.

If you are required to use social media as part of your job duties (if you are not sure, ask Human Resources), for the Park District's marketing, public relations, recruitment, communications or other business purposes, you should carefully review this Policy. Only authorized employees can create the Park District's social media sites, pages or similar entries or categories on Facebook, Twitter or any existing, new or future social media network. Also, only authorized employees can prepare, post and modify content on the Park District's social media sites, pages or similar social media entries.

If an employee's job duties require him or her to speak on behalf of the Park District in a social media environment, the employee must obtain approval for such communication in advance from Human Resources. Likewise, if an employee is contacted to provide an official comment on behalf of the Park District for publication or posting on any social media, the employee must direct the inquiry to the Director of Marketing and Community Engagement, and is not to provide an official comment on behalf of the Park District without prior approval from the Director of Marketing and Community Engagement.

Employees with any questions about this Policy should contact the Director of Human Resources and Risk Management.

Violations of this Policy may result in discipline, up to and including termination of employment.

Partners are encouraged to share Park District of Oak Park posts and approved promotional materials for programs they provide. Partners may identify their role in providing the program but may not use the Park District logo or imply endorsement of other services without written permission. all posts must use current, approved program information and direct participants to the Park District's registration page. Partners may not photograph, record, identify, or use participant information for their own marketing without separate written authorization. The Park District may require inaccurate or unauthorized content to be corrected or removed.

Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to the Park District If you're about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, employees are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.

POL.P.06.22 - Video Surveillance Footage Viewing

Purpose:

The Park District of Oak Park (the "District") leverages the use of digital video surveillance("surveillance") devices such as video or photography still cameras for the purpose of monitoring and recording areas within the organization's various facilities. The District will use surveillance devices in accordance with District policies and procedures and in accordance with all other local, state, and federal laws, rules, and regulations.

II. Surveillance Device Placement/Guidelines:

- Surveillance cameras will be used in various areas on District property, including but not limited to indoor and recreation spaces, non-recreational service areas, parking lots, entrances, service desks, areas that are prone to theft or misconduct, and areas where money is stored or handled.

- Cameras will not be installed in areas of the District where individuals have a reasonable expectation of privacy, such as restrooms, shower areas, locker and changing rooms, and private offices.

- Cameras may be installed at District-owned swimming facilities to monitor access to and from the area. Cameras will not be installed or used to monitor the water or lifeguarding staff.

- Signs will be posted at public entrances stating that security cameras are in use.

- Audio recordings are prohibited. (See POL.P.06.20 Audio Recording Policy)

- Any person who tampers with or destroys surveillance equipment will be subject to criminal prosecution and fines imposed by the District in accordance with its policies and ordinances.

III. Use of and Access to Security Camera Recording:

- District staff may determine the procedure of when and how to monitor surveillance feeds on a case-by-case basis and exercise discretion to balance monitoring any video feeds with other assigned duties in the interests of time, safety, and efficiency. While the District maintains discretion concerning when to use and monitor video feeds, the surveillance system is not used or intended to be used for 24/7 live time monitoring. The recordings are recorded over based on space limit due to activity.

- Information obtained through surveillance monitoring may be used for, but not limited to, safety, security, compliance with District policies, procedures or for law enforcement purposes.

- An investigation may be initiated should monitoring reveal activity that violates any District policy, ordinances or violates any other local, state, or federal law.

- Monitoring of individuals based on characteristics of race, gender, sexual orientation, disability, or other protected class is prohibited.

- Surveillance records are considered confidential and are secured in a controlled area and/or password protected. Access to live feeds and recordings is available to authorized personnel only.

- Requests for surveillance recordings will be made through the District Freedom of Information Act Policy or for the purposes of law enforcement review or by court order or subpoena.

- If a release is warranted under the laws of FOIA, District personnel shall make the video footage available to the requester in the manner determined solely by the District, which may or may not require software to be downloaded to view the footage. The District shall not be required to provide viewing assistance, beyond basic instructions, to the requestor.

- District personnel are prohibited from using or disseminating information acquired from District security cameras, except for official District purposes. All information and/or observations made in the use of security cameras are considered confidential and can only be used for official District and law enforcement purposes unless otherwise required by law.

IV. Storage and Retention of Security Camera Recordings:

- The District will store all surveillance records in a secure location, such as the network, with access by authorized personnel only. No attempt shall be made to alter any part of any surveillance recording.

- Surveillance records will be retained subject to applicable maintenance and space limit due to activity.

POL.P.07.01 - Disciplinary Actions Policy

The Park District may take corrective action other than immediate termination of employment under the appropriate circumstances to address work performance and behavioral issues. The intent of corrective action is to document problems formally while providing the employee with a reasonable time in which to improve performance.

Notwithstanding the Park District's option to take corrective action in a particular situation, the Park District may apply any appropriate discipline at any time, including without limitation termination for a first violation or offense, foregoing lesser forms of discipline.

Appropriate disciplinary action may range from an oral warning, written warning, suspension, or termination of employment.

- **Oral Warnings.** Oral warnings may be issued to express disapproval of conduct or poor work performance or attendance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the conduct or failure to improve work performance or attendance may result in more severe discipline including termination of employment.
- **Written Warnings.** Written warnings may include a conference between the employee and the supervisor imposing the warning, and will include a written statement expressing disapproval of conduct, poor work performance, or attendance and a warning that repetition of the conduct or failure to improve may result in more severe discipline, including termination of employment.

The employee will be asked to sign the written warning to acknowledge receipt and understanding of the reasons. A refusal to sign should be witnessed by more than one supervisor.

- **Suspensions.** A suspension is a temporary relieving of an employee from duty. Depending on the circumstances, a suspension may be with or without pay.
- Administrative Review Suspension. Employees may be suspended or reassigned from performing their normal duties during the investigation of an accident, incident, or accusation.
- Disciplinary Suspension. Employees may be suspended for disciplinary reasons. The supervisor imposing a disciplinary suspension will meet with the employee and issue a written statement outlining the details of the suspension, including without limitation the reasons for and duration of the suspension. During the meeting, the employee will be given an opportunity to respond to the reason for the suspension.

The employee is required to sign the written notice of suspension to acknowledge receipt and be given an opportunity to provide written comments on the notice. A refusal to sign should be witnessed by more than one supervisor.

- **Termination of Employment.** An employee's employment may be terminated at any time at the will of the Park District, with or without cause (subject to any applicable CBA).

Generally, an employee will be issued a written notice of the reasons for the termination including the effective date and time of termination. Under ordinary circumstances, a supervisor or designee will meet with the employee, explain the reasons for the termination, and offer the employee an opportunity to respond. The employee will be asked to sign the written notice of termination to acknowledge receipt. If the employee refuses to sign, another supervisor may be asked to witness the refusal.

Examples of Reasons for Disciplinary Action

Reasons for disciplinary action include but are not limited to:

- Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts

relating to the use of leave;

- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times;
- Leaving the job during working hours without permission;
- Failure to obey any lawful official rule, regulation, or order;
- Insubordinate attitude toward a supervisor and/or failure to follow supervisor's directions or requests;
- Willful or reckless destruction of Park District supplies, materials, vehicles, equipment, tools, or other property;
- Failure to wear uniform or safety equipment as directed, such as safety shoes, glasses, goggles, or a face shield;
- Endangering one's safety or the safety of others by failing to act properly in the performance of job duties;
- Failing to report an accident or known hazardous conditions to an immediate supervisor;
- Gambling while on duty;
- Fighting;
- Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required;
- Theft, misappropriation, or the careless, negligent, or improper use of funds or property belonging to the Park District, Park District employees, or the public;
- Incompetence, inefficiency, negligence, or other failure to perform duties properly;
- Failure to maintain a valid driver's license or other license or certification required for a Park District position;
- Smoking in or on Park District property;
- Violation of Weapons Policy;
- Violating the Park District's Equal Employment Opportunity Policy (anti-discrimination policy), Non- Discrimination and Anti-Harassment Policy, Violence in the Workplace Policy, or Conflict of Interest and Ethics Policy;
- Dishonesty, lying to Park District personnel, or falsifying or providing misleading information on forms, records, or reports provided to or on behalf of the Park District;
- Time card or time-keeping violations; such as not punching in and out, not providing reason(s) for submitting punch request;
- Unauthorized possession, use, or copying of any document that is the property of the Park District;
- Sleeping on duty;
- Excessive use of personal cellular telephones or similar devices;
- Any violation of policies or procedures regarding the privacy of individually identifiable health information.
- Failure to report misconduct;
- Not reporting observed violation of Park District Policies and Procedures.

Union Contract April 1, 2024 - March 31, 2028

Union Contract 4.1.24 to 3.31.28.pdf

PARK DISTRICT of OAK PARK

Safety Policy Manual

Updated December 2026

Created on: 11/25/2026

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Safety Statement

Playing it safe is everyone's business. The Park District of Oak Park Safety and Risk Management Program is designed to give all employees valuable information needed to do their job safety. Safety is a number one priority. Your attitude about safety could someday save your life or the life of a co-worker. Remember, you are responsible for your own safety.

When it comes to safety, things are never stagnant. Work environments are constantly changing. New procedures are being implemented, new materials and chemicals that require special safety procedures are routinely being introduced into the work area, and new people are coming into the department. Just when you think you have safety down, you may have an accident. Always take precautions and be aware of your environment and what is going on around you; accidents can be prevented.

The Park District of Oak Park Safety and Risk Management Program provides you with policies and procedures that pertain to safety. You will learn what to do on a day-to-day basis, what to do in an emergency, how to respond to a hazard, and how to avoid taking risks. You will be expected to hold safety as a high priority.

Staff at all levels are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. Staff are to ensure that work is done in a safe manner, inspections are conducted on a regular and timely basis, hazards are identified and addressed, and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Jan Arnold — Paula A. Bickel

Executive Director — Director of HR and Risk Management

Purpose

Safety Policy Introduction/Statement

1. Create and maintain an active interest in safety.
2. Communicate health and safety information to employees and the general public.
3. Inspect and recommend methods for elimination of hazards.
4. Provide information on the improvement of safety.

Safety Manual Introduction

This manual is issued to:

1. Inform employees about the policies that are the basis for the Park District's safety and loss prevention program.
2. Establish uniform safety procedures for tasks that are performed in more than one operating unit.
3. Establish uniform safety procedures for the more specific activities of individual departments.

Although careful consideration was paid to ensure comprehensiveness, this manual will not and cannot identify and cover every task performed and encountered by all departments. Conversely, there will be material that is not applicable to certain departmental activities. If you are responsible for performing a task in which you are unsure how to safely perform it and the procedure is not outlined in this manual, contact your immediate supervisor/manager before proceeding with the task. Employees should be on constant alert for potential hazards which are not referred to in any written practices but which may result in injuries or property damage. Where potential hazards are thought to exist, employees should use all known precautionary measures and when in doubt as to the procedure to follow, consult with the immediate supervisor/manager.

Managers and supervisors have been directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. **As a condition of employment, every employee is expected to concern themselves with their own safety, the safety of fellow workers, and the safety of the general public affected by park and recreation activities.** This entails willing acceptance and active support of approved safety rules and procedures.

Accidents often occur when we overlook safety to concentrate on a mechanical skill or problem, when we fail to recognize a hazard, or when we hurry to get the job done and take unnecessary risks. Accidents are costly to the employee and the employer. Accidents can cause physical pain, possible disability, and potential loss of income or future earning power.

Safe operating procedures are essential in performing any job skill. Safe performance is an efficient performance. Shortcuts that ignore safety usually take more time rather than save time. Most accidents can be avoided by identifying and attending to safety hazards and performing tasks in a safe manner. When someone fails to do something he or she should have done or when a hazard was not recognized, an accident can happen.

Concept

Within all recreational activity, there may be exposure to personal injury or property damage that may be unintentionally hidden. Safety reviews of facilities and operations should include consideration of problems and/or errors which could occur, as it relates to recreation programs, equipment, job procedures, and personnel. Accidents are unplanned events. Proper planning can minimize accidents and/or their impact. Most accidents are caused and can be prevented. Loss prevention initiates such pre-planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.

Continued emphasis on safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption. **Every employee** is charged with the responsibility of supporting and cooperating with the safety and loss prevention team. All employees are expected, **as a condition of employment**, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Compliance with safety policies and procedures will be considered an important component of supervisory and employee performance evaluations.

The Park District of Oak Park is committed to making the Safety and Loss Prevention Program a success and expects all employees to assist in the safety effort by following all established rules and procedures

Park District Risk Management Agency (PDRMA)

The Park District is a member of PDRMA, which is an organization of Illinois pubic park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and workers' compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services. All employees are expected to cooperate fully with PDRMA staff.

POL.S.01.01 - Responsibility for Risk Management & Safety

Staff, contractors, volunteers, and any other persons acting on behalf of the Park District will make safety a matter of continuing concern and of equal importance with all other operational considerations. Additionally, these persons have a duty to provide a safe environment for and protect fellow staff, contractors, volunteers, and members of the public. Staff are to ensure that work is done in a safe manner, inspections are conducted on a regular and timely basis, hazards are identified and addressed, and accidents are investigated.

The Executive Director is accountable and responsible for the overall execution of the Park District's goals and objectives and development of operational procedures related to risk management and safety. The Executive Director may delegate the responsibility for implementation and coordination of risk management and safety procedures and initiatives to the Risk Manager.

A Safety Action Committee has been established, chaired by the Risk Manager, to facilitate the exchange of ideas between employees while enhancing the identification of potential risks and promotion of safety and loss prevention practices.

POL.S.01.02 - Park District of Oak Park Executive Director

The Executive Director is accountable and responsible for the **overall execution** of the Park District's goals and objectives, as well as the health and welfare of each employee. To achieve these goals and objectives safely, the Executive Director has created the **Safety Action Committee** and the position of **Risk Manager** who serves as the Chairperson of this committee reporting on a day-to-day basis to the Director of Human Resources and Risk Management.

POL.S.01.03 - Safety Action Committee

The Park District Safety Action Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Action Committee is comprised of one or more employees from each facility, department or area. The Safety Action Committee makes safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held at least six times a year, and visitors are encouraged to attend. Employees should speak with their immediate supervisors if they would like to attend a meeting.

The most effective accident prevention measures are those that have been formulated at each level of the Park District, thoroughly discussed and coordinated by all concerned, and supported by senior management. The organization of the Safety Action Committee facilitates the maximum exchange of ideas between employees while enhancing the immediate definition of the problem areas and the promotion of safety and loss prevention practices.

The Safety Action Committee will be composed of designated representatives from various departments or areas. Employees apply, request or are assigned to serve on the Safety Action Committee for a two-year term. The responsibilities and goals of the committee members include, but are not limited to:

1. Identify safety and/or unsafe situations/issues in their area.
2. Make recommendations and/or assist in the development and implementation of processes to address safety or unsafe situations/issues.
3. Monitor and report on safety and/or unsafe situations/issues.
4. Facilitate and maximize the communication of safety ideas, programs, and processes between employees and management.
5. Promote and support safety and loss prevention practices.
6. Attend bi-monthly Safety Action Committee meetings.
7. Organize and conduct employee-training sessions.
8. Attend training classes provided by the Park District Risk Management Agency (PDRMA), such as the Risk Management Institute.

POL.S.01.04 - Risk Manager

The Risk Manager will be the individual with primary responsibilities for developing, implementing, and coordinating the District's risk management and loss control programs.

The Risk Manager's major responsibilities include, but are not limited to:

- Formulate, direct, and support all safety activities throughout the Park District with the support of Park District senior management.
- Recommend and implement safety-related ideas, improvements, and efficiency measures. Assist in developing safety goals and objectives.
- Review and develop safety-related statistics and reports. Prepare cost analyses and reports for safety- related projects.
- Function as Chairperson of the District's Safety Action Committee.
- Facilitate action plans from the Safety Action Committee's recommendations and concerns.
- Maintain Accident/Incident report files and log. Process and submit accident/incident reports to PDRMA, when appropriate.
- Update the Safety Manual as necessary.
- Recommend and facilitate the safety training of supervisors and employees including general safety and health programs such as Cardiopulmonary Resuscitation (CPR), AED, first aid, etc.
- Recommend safety policy changes and apprise the Executive Director of particular safety issues as well as the overall condition of the Park District.
- Receive and review all safety-related departmental or staff memos, minutes, and training rosters and maintains files on loss control and safety program components.
- Review and analyze accident/incident reports, departmental correspondence, and PDRMA LRN Alerts regarding the safety conditions of District facilities and to facilitate action plans, if required.
- Review and investigate accidents and to recommend ways of eliminating such occurrences.
- Establish an incident/accident reporting and investigation procedure.
- Ensure that the Safety Action Committee meeting notes are prepared, distributed, and maintained in a timely manner.
- Develop safety responsibilities for all staff members.
- Establish emergency response procedure for the Administrative building and all Park District facilities.
- Schedule, conduct, and/or participate in safety inspections and evaluations with findings and recommendations reported to the supervisor/manager, the Executive Director, and the Safety Action Committee.
- Coordinate and schedule the PDRMA Loss Control Program Evaluation meeting along with facilitating the meeting.
- Attend Risk Management Institutes and other educational sessions sponsored by PDRMA.
- Distributes PDRMA correspondence to staff and Safety Action Committee, including newsletters, LRN Alerts and meeting registration flyers.
- Monitor compliance with agency and PDRMA claims reporting policies.
- Promote and support Safety and Risk Management programs throughout the Park District of Oak Park and the community.
- Stay abreast of ILOSHA, NIOSH, IDOL, DOT etc. or other safety agency updates and implement as needed these important updates.

POL.S.01.05 - Supervisors/Managers

A supervisor may be defined as a Department Head, Manager, Supervisor or any individual that controls the actions of others. Supervisory level staff members have the primary responsibility for carrying out the District's safety and loss prevention policies, including those contained in all District's safety manuals as well as those enacted by the District's Administration and/or Board. Supervisors have a dual responsibility to both management and employees. For both groups, the supervisor must coordinate safety efforts, encourage and coordinate safety actions, and respond to suggestions and complaints about safety practices. Supervisors/managers major responsibilities include, but are not limited to:

1. Instructs personnel in safe practices to be observed at work.
2. Enforce safety standards and requirements.
3. Set the example of good safety practices in all work endeavors.
4. Act positively to eliminate any potential hazards within the activities under their jurisdiction.
5. Complete or delegate the completion of accident/incident reports in their department(s).
6. Complete accident/incident, property damage, vehicle reports and turn into the Risk Manager within 24 hours of the accident.
7. Train employees on the proper method of completing accident/incident reports.
8. Conduct thorough investigations of all accidents and take the necessary steps to prevent recurrence.
9. Conduct regular safety checks to ensure that equipment is maintained properly.
10. Give full support to all safety procedures, activities, and programs.
11. Communicate to their employees the importance of safety hazard identification and awareness.
12. Correct employees if they observe an activity or task being performed in an unsafe manner.

POL.S.01.06 - Employees

Each employee, as part of the safety and comprehensive loss prevention program, is expected to place safe work practices and identification of unsafe conditions as the highest priority while performing other daily tasks. Failure to comply and follow will result in disciplinary action up to and including termination. In addition, employees have the duty to protect the public who patronize our facilities and services. An employee's safety responsibilities include, but not limited to:

1. Using the safety equipment provided in performing daily work assignments.
2. Wearing the prescribed uniform and safety equipment.
3. Operating equipment only after receiving the proper orientation and/or training.
4. Reporting defective equipment or other unsafe conditions to supervisors and co-workers.
5. Report all accidents, injuries and unsafe acts and conditions to your supervisor immediately. Cooperate with and assist in the investigation of accidents. Failure to do so may result in disciplinary action up to and including termination. Completing appropriate form for all injuries regardless of severity.
6. Providing protection for unsafe conditions resulting from work that could present a hazard to the public.
7. Not abusing departmental tools and equipment.
8. Restricting use of equipment and facilities.
9. Designated employees will conduct facility inspections, AED reports, and playground inspections.
10. Submit suggestions related to safety methods, conditions or activities.
11. Preserve potential evidence found or left behind at the scene for the proper authorities. This includes, but not limited to: cordon off the scene to stop evidence from being touched, misplaced, moved, mishandled or damaged. Notify proper authorities of the location of evidence and transfer authority of the investigation and evidence gathering to the proper authorities. Notify your supervisor of the event.
12. Report all property damage to your supervisor immediately. Failure to do so may result in disciplinary action up to and including termination.
13. Take all necessary steps to ensure public safety (signage, restricted areas, advance public notice when possible).

POL.S.01.07 - Employee Right-to-Know

The Park District of Oak Park commits to protecting employees against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things the District does to keep employees safe. In addition, the Illinois Occupational Safety and Health Administration (IL OSHA) states that employees have a right to know what hazards they face on the job and how they can protect themselves against them. This is an employee's **Right to Know**.

Chemical manufacturers must determine the physical and health hazards of each product they make and let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

The Agency must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Creates an inventory of hazardous chemical products and collects SDS in the workplace.
- Labels hazardous material containers.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and SDS sheets and the correct safety procedures for working with hazardous substances.

IMPORTANT: Employees have to read labels and SDS sheets, and they have to follow the District's safety procedures for storing, handling and using hazardous materials.

What Information Is on the Label?

Although labels differ from employer to employer, all labels must contain an appropriate group of written, printed or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical affixed to, printed on or attached to the container that holds the hazardous chemical or to the outside packaging.

What Labels Tell Employees

The Agency's policy is not to release any container of hazardous chemicals for use without its label containing the following information:

- **Product identifier** – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
- **Signal word** – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" designates more severe hazards, while "warning" indicates less severe hazards.
- **Pictogram** – Composition that may include a symbol plus other graphic elements, such as a border, background pattern or color intended to convey specific information about the hazards of a chemical. The Hazcom standard designates eight pictograms for application to a hazard category.
- **Hazard statement** – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- **Precautionary statement(s)** – Phrase that describes recommended measures to take to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- **Contact information** – Name, address and phone number of the chemical manufacturer, distributor or importer.

While employees can find a lot of valuable information on the label, they should refer to the SDS if they do not find all the information needed. Employees also should review the SDS prior to using hazardous chemicals.

The SDS is the primary document by which the manufacturer provides health and safety information to the distributor and, ultimately, to the employee using the product. The SDS may be in any format and may vary greatly in length but will contain the following information:

Section 1: Identification

Identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party and an emergency phone number; recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

Section 2: Hazard(s) Identification

Identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

Section 3: Composition/Information on Ingredients

Identifies the ingredient(s) contained in the product indicated on the SDS including impurities and stabilizing additives. It also includes information on substances, mixtures and all chemicals where a trade secret is claimed.

Section 4: First-aid Measures

Describes the initial care for untrained responders to give to an individual who exposed to the chemical.

Section 5: Fire-fighting Measures

Provides recommendations for fighting a fire caused by the chemical.

Section 6: Accidental Release Measures

Provides recommendations on the appropriate response to spills, leaks or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

Section 7: Handling and Storage

Provides guidance on the safe handling practices and conditions for safe storage of chemicals.

Section 8: Exposure Controls/Personal Protection

Indicates the exposure limits, engineering controls and personal protective measures to minimize employee exposure.

Section 9: Physical and Chemical Properties

Identifies physical and chemical properties associated with the substance or mixture.

Section 10: Stability and Reactivity

Describes the reactivity hazards and chemical stability information. This section contains three parts: reactivity, chemical stability and other.

Section 11: Toxicological Information

Identifies toxicological and health effects information or indicates such data is not available.

Section 12: Ecological Information (nonmandatory)

Provides information to evaluate the environmental impact of the chemical(s) if released in the environment.

Section 13: Disposal Considerations (nonmandatory)

Provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container and safe handling practices. To minimize exposure, this section should also refer the reader to **Section 8 – Exposure Controls/Personal Protection** of the SDS.

Section 14: Transport Information (nonmandatory)

Provides guidance on classification information for shipping and transporting hazardous chemical(s) by road, air, rail or sea.

Section 15: Regulatory Information (nonmandatory)

Identifies the specific safety, health and environmental regulations for the product not indicated anywhere else on the SDS.

Section 16: Other Information

Indicates when the SDS was prepared or when the last known revision was made.

For the Hazard Communication Standard to be effective, employees must:

- Respect all warnings and precautions – do not take any chances!
- Read all substance labels and SDS sheets.
- Follow warning and instructions.
- Use the correct personal protective equipment when handling hazardous substances.
- Know in advance what could go wrong and what to do about it.
- Practice sensible, safe work habits.
- Ask their immediate supervisor, when in doubt.

IMPORTANT: When employees work safely and smart, they make the workplace safer for everyone.

POL.S.02.01 - Introduction of General Safety Rules

The Park District of Oak Park reaffirms its continued policy that the safety and health of its employees is its first consideration in the operation of its facilities. Working conditions will meet the accepted standards for the protection, safety, and health of our employees, and will be maintained at a level so as to encourage efficient operations. The safety rules as described will be strictly enforced by all employed by the Park District of Oak Park. Employee's full participation and cooperation in preventing accidents is a necessity.

POL.S.02.02 - General Safety Rules

On-the-job safety is the responsibility of every Park District employee. Employees are expected to be alert for safety hazards that may exist and could affect the public or employees of the Park District. Employees are also responsible for reporting any unsafe equipment or condition to their supervisor immediately upon discovery of such a condition. All employees must adhere to the following rules. Failure to do so with result in disciplinary action up to and including termination.

- Work at a safe speed (Pace yourself)
- Avoid horseplay such as throwing of any material at another employee, distracting another employee at any time, or creating action that may mislead another employee into an unsafe act or condition. Horseplay and fighting will not be tolerated in the work place.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs is prohibited in the work place.
- Employees are responsible for informing an immediate supervisor if required to take medication during work hours that may cause drowsiness or alter judgment, perception or reaction time. They may need to provide written medical evidence that their legal drugs will not adversely affect their decision-making or physical ability.
- Employees must notify an immediate supervisor of any permanent or temporary impairment that reduces their ability to perform their job in a safe manner, or that prevents or hinders their performance of the essential functions of their position.
- Equipment must be operated only by trained and authorized personnel.
- Read and obey all warning signs and tags. They are posted to point our hazards and are there for your protection.
- Use the personal protective equipment required on the job being done, such as hard hats, goggles, safety shoes, gloves, etc.
- Use personal protective equipment when they cannot eliminate potential hazards, as well as when required by applicable laws, policies or directors of the District.
- If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended and make arrangements for someone else to correct it, if you are unable to do so.
- Provide and use guards and barricades when required. If they are removed for any reason, they should be replaced as soon as possible.
- Conduct periodic inspections of workstations to identify and correct potential hazards and ensure equipment or vehicles are in safe operating condition.
- Know the location of the first aid kits and AED and know how to use these materials.
- Any potentially unsafe conditions or acts must be reported promptly to the immediate supervisor.
- Note all exits in case of evacuations.
- Do not block access to emergency devices such as fire hydrants, fire extinguishers, first aid kits, AED's, control valves, electrical switch boxes, emergency doors.
- Know the location of the fire extinguisher nearest your work area and learn how to operate it.
- If there is any doubt about the safety of a work method, the immediate supervisor should be consulted before beginning work.
- All accidents, injuries, near misses, and property damage must be reported immediately to the immediate supervisor, regardless of the severity of the damage.
- Injuries must be reported as soon as they are discovered.
- Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including

termination of employment.

- All employees must follow recommended work procedures outlined for their job, department, and facility.
- Employees are responsible for maintaining an orderly workspace. All tools and equipment must be stored in a designated place. Scrap and waste material must be discarded in a designated refuse container.
- Any smoke, fire, or unusual odors must be reported promptly to your immediate supervisor (and call 911 in case of a suspected emergency).
- All potential slip or trip hazards must be corrected immediately or marked clearly before being left unattended.
- Safety and restraint belts must be fastened before operating any motorized, electric or battery operated vehicle and equipment.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, markers, and all applicable laws.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate and must report revocation or suspension of a driver's license to a supervisor immediately.
- All employees must know departmental rules regarding accident reporting, evacuation routes, and fire department notification.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.
- Approach all electrical repairs with extreme caution. Treat every electric wire as "live."

POL.S.02.03 - Statement of Admission

All employees are expected to conduct themselves at all times in the best interest of the Park District. When an accident or incident occurs, no matter how severe or how insignificant, an employee must never presume or admit guilt or fault of any kind of their own or of any other person. An employee should never speculate on the cause of an accident or incident or an injury. An employee should cooperate with investigating authorities and with any investigation conducted by or on behalf of the Park District. Any questions relating to an accident or incident involving Park District property and/or personnel should be promptly directed to a Department Head, Risk Manager or the Executive Director.

POL.S.02.04 - Ergonomics Policy

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for District staff. It is the policy of the District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

Working conditions with park and recreation departments are varied and unique and include multiple risk factors that may cause stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves, leading to injury. Whether performing parks maintenance activities, working on computer video display terminals, or working hands on with patrons, the degree of risk depends on the intensity, frequency, and duration of exposure to risk factors. This policy establishes uniform requirements to ensure that ergonomic controls and procedures within the organization are implemented, evaluated, and that the proper hazard information is transmitted to all affected workers.

Through employee education and by implementing some simple and practical ergonomic principles, employees can reduce or eliminate ergonomic-related injuries, decrease costs and improve the health & morale of employees, both on and off the job. The Risk Manager is responsible for all facets of this program, including making recommendations to ensure success of the program and identify any operation of the organization where there is danger of serious personal injury.

Employees who are assigned to work with computers will:

1. Participate in ergonomic training.
2. Notify management of their reasonable needs to improve their workstations.
3. Be responsible for correct use of the equipment.
4. Cooperate with Management to identify ergonomically related concerns and report these for correctional action.

POL.S.02.05 - Use of Park District Property

- Unless it is specifically assigned or authorized as part of employment/duties or is generally available to the public, no employee or elected official may use Park District property for personal use at any time.
- For the purposes of this policy, property is defined as, but not limited to, buildings, vehicles, facilities, grounds, tools, building materials, electronic equipment, recreational and rental equipment and/or related personnel services. Because safety and liability is of chief concern, it is expected that the property which is assigned, authorized or permitted, will be used or operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use are available. In addition, property use requires the use of permits, waivers and releases, which conforms with regular service to the public.
- Loss, damage or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination. Vehicles and equipment, trailers, etc. must be locked and secured.
- Property may not be used over and above The Park District's regular operations. Use of agency property in violation of this policy may result in punitive measures such as disciplinary procedures including termination or revocation of privileges.
- If this section is violated, the Park District will not be liable for any claims, costs or damages arising out of or resulting from the use, operation or possession of said Park District property.

POL.S.02.06 - Office Safety

Office work is more dangerous than it is commonly supposed and many accidents occur during ordinary office routine. Here are some "safety tips" for the office:

- Every employee will be responsible to see that his or her own desk and work area are clean and orderly. Pick up items such as pencils or paper clips and wipe up any spilled liquids. Good housekeeping is the key to a safe office environment.
- Watch out for loose or rough floor covering. Report to your manager/supervisor if found.
- Be extra cautious when approaching a door that can be pushed open toward you. Take it easy when pushing a door open; slow down when walking to a blind corner.
- Watch out for electrical cords and keep them out of walkways and aisles.
- All file, desk and table drawers will be kept closed when not in use. As soon as you leave them, close them. Never open more than one file drawer at a time.
- Overloading the top drawer of unsecured file cabinets has caused many an injury or damage. If you are unfamiliar with the file cabinet, test the drawers and be careful not to pull them out too far if there is no locking device on them.
- Furniture, such as tables, desks, and chairs, must be maintained in good condition and free from sharp corners, projecting edges, wobbly legs, etc.
- Overuse injuries and/or pain can result from desk equipment (office chair, keyboard, monitor, etc.) that is not ergonomically suited to an employee. Contact your supervisor or Risk Manager for an ergonomic assessment of work area.
- Chairs can be a hazard when improperly used and care should be taken to assure that they are in good condition. Learn the limits. Be sure your chair is behind you before you sit down. Do not tilt chairs when sitting on them.
- Never use chairs, desks or other office furniture as a "make-shift" ladder. Use a stepladder. Do not over reach and lose your balance.
- Keep blades of paper cutters closed when not in use.
- Pencils and pens are safest when carried point down in pockets.
- Scissors, paper cutters, glass, and razor blades can cause painful injuries. If such injuries occur, take the appropriate first aid actions as soon as possible to protect yourself from infection. Report all incidents on the appropriate forms as soon as possible and report it to your supervisor immediately.
- Be sure equipment is grounded and that the electrical cord is in good condition. If a machine gives you a shock or starts smoking … **UNPLUG IT** and report it.
- If a space heater is in use, make sure to turn it off when you leave the room, plug it directly into the wall. Refrain from plugging it into a power strip.

POL.S.02.07 - Cyber Liability

The internet – the technological wonder of worldwide communication – has spun a whole new web of liability risks. Loss of confidential customer and / or employee data is not acceptable at the District. A breach is defined as the actual release or disclosure of information to an unauthorized individual / entity that exposes a person's:

- Personally Identifiable Information (PII).
- Protected Health Information (PHI).
- Financial / Reputational information that may cause a person or a company inconvenience or harm.
- Customer (current / former), applicant or employee data.
- Corporate information or intellectual property.

All potential or actual security breaches must be reported to your supervisor immediately. A thorough investigation will be conducted to determine the scope and cause of the breach. Any individuals affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530) will receive notification of such breach.

POL.S.02.08 - Safety Purchasing

Managers and supervisors are to make sure that equipment, commodities, and services that are purchased for use by Park District employees conform to industry standards as well as Federal, State and local codes and manufacturing requirements.

A great deal of responsibility can be transferred to the manufacturers and distributors of supplies and equipment. For this reason, the following general statement may be used in the standard purchasing documents for all purchases made under contract. "The equipment you would supply to the Park District of Oak Park must comply with all requirements and standards as specified by the federal government's Occupational Safety and Health Act of 1971. All guard and protectors as well as appropriate markings will be placed before delivery. Items not meeting OSHA specifications will be refused. Suppliers may be required at their expense to provide training to Park District employees in the use, operation, and maintenance of the supplied items."

Specialized equipment usually is constructed with components that are designed, built or tested to standards prepared by Underwriters Laboratories (UL), American Society for Testing and Materials (ASTM), American Society of Mechanical Engineers (ASME), or American National Standards Institute (ANSI) to name a few. It should be determined if certification is present. By doing so, the manager/supervisor making the purchase reaffirms the commitment to safety of the employees and demonstrates a concern for the effective and efficient use of budgeted funds.

In the case of a pandemic, special cleaning products and equipment will be used to help reduce, slow down and/or stop the spread of germs and viruses. When purchasing products staff will ensure the products meet the sanitizing requirements set by the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH) and Federal, State and Local Agencies.

POL.S.02.09 - Safety Training

Each department has responsibility for providing on-the-job training to each employee about how to do their jobs safely and efficiently. Training will include:

1. Orientation to departmental and overall District safety and health rules.
2. Procedures for reporting on the job injuries, processing hospital/medical bills related to job related injuries and Worker's Compensation claims.
3. Accident Report forms and procedures including accident investigation.
4. Requirements for the use of vehicles.
5. Reporting of unsafe conditions.
6. Safety Manual and all safety policies.
7. Review of the Park Districts Personnel Policy Manual.

In addition, specialized training should be offered in other areas as it relates to specific job activities. OSHA and IDOL have training and operational guidelines that in some cases **must** be followed. Training must also be offered in the use of tools and equipment in order to maximize the capabilities of the equipment as well as prolong its usable life and to prevent accidents. All employees are expected to request instruction in those tasks or for any equipment with which they are not familiar.

POL.S.03.01 - General Statement Severe Weather

This should serve as a guideline for assessing if non-vital services should be performed during periods of hazardous or severe weather. Emergency Action Plans are available at each facility and posted on the hub. Employees are expected to review them regularly to ensure employees are familiar with what to do in various severe weather situations. Employee may contact their immediate manager/supervisor or Risk Manager for additional direction regarding specific situations. While this information may not be relevant to all Park District departments, the data provides good personal information and should be shared with employees for their use.

The Park District has created a Staff Communication Channel that is updated quarterly via text message. The method is used to communicate with key staff members for both weather and safety matters.

POL.S.03.02 - Lightning Hazards

- The Weather Bureau will broadcast a “Thunderstorm Warning” when thunderstorms are imminent. Get ***inside*** a building.
- Avoid using a landline telephone ***except*** in emergencies.
- If no structure is available, ***do not*** stand under a natural lightning rod such as a tall, isolated tree in an open field.
- ***Do not*** touch water.
- If you are caught in an open field and feel your hair “stand on end” (a signal that lightning is about to strike), drop to your knees and bend forward, putting your head on your knees. ***Do not lie flat***.
- If you sight a funnel cloud, move at a 90-degree angle away from it.
- Stay away from wire fences, golf clubs, bicycles, motorcycles, scooters, golf carts, metal equipment, metal pipes and other metallic paths.
- In the forest, seek shelter in a ***low area populated by many trees***.
- In an open area, ***seek low places***.

The Park District installed lightning detectors (Perry Weather) at both swimming pools to alert staff and patrons. The system is activated on Memorial Day and deactivated after Labor Day each year. The system is managed by the Risk Manager.

POL.S.03.03 - Severe Cold Weather

Wind chill factors were developed by the military to determine the effects of combining wind and temperature as they affect exposed skin surfaces. “Wind chill” effect does not cause liquids to freeze when the air temperature is above the freezing point. However, when the air temperature is below freezing, wind effect will speed up the process. There are going to be situations where no condition of weather will force work to be stopped. Bear in mind, however, those non-essential services should be considered for curtailment during extreme temperature or wind chill periods. The procedure for evaluation of particular jobs will be as follows:

- Discuss with your immediate supervisor/manager the necessity of performing the particular task at that time.
- Assuming the task must be done, determine if the employees are properly dressed and protected from the elements.
- Determine what method the employee will have available to get warm periodically while the task is being performed.
- The general policy for non-life threatening safety tasks will be that cold weather considerations will be implemented anytime the reported “Wind Chill” factor falls below minus 25 degrees.

POL.S.03.04 - Severe Hot Weather

Severe hot weather can be a killer. According to the U.S. Center for Disease Control and Prevention, an average of 300 people die of heat related causes each year. Many more incidents result in permanent brain damage. The primary killer is known as **HEAT STROKE** (Sunstroke).

"Heatstroke" occurs when the body's thermostat rises wildly, reaching around 106 degrees in about ten minutes. As the body temperature climbs, cells are destroyed and the brain and other vital organs begin to fail. Normally the body keeps itself cool by sweating. It uses sweat evaporation to cool the blood just below the skin surface, lowering body temperature. But, when people suffer heatstroke, they stop sweating. If there is no way for the body to cool off, the body temperature will rise at a rate of two degrees Fahrenheit per hour until death.

If the outside temperature matches the bodies inside temperature, the heat stays inside the body. If the outside humidity rises to equal the moisture in the body's system, sweat cannot cool the body by evaporating. That is why the "Heat Index" is so important. A "Heat Index" of 100 degrees + is **DANGEROUS**. Other factors that add to the risk by hindering the body's ability to regulate temperature include old age, obesity, fever, dehydration, heart disease, poor circulation, sunburn, and drug or alcohol use.

Common sense is the best preventive measure. Avoid strenuous exertion, and insulating clothing while in a very hot and humid environment (100 degrees + Heat Index). Ensure that fluid (preferably water) intake is high and constant.

Recognizing and treating heat illnesses:

Heat Cramps
How it starts: Onset is sudden during vigorous activity. First signs are severe including incapacitating pain in the extremities and abdomen.

Skin: Usually sweating heavily and pale.

Pulse: Generally rapid. Normal or raised.

Body Temperature: Normal.

Treatment: Move patient to a cool environment. Have them lie down if they feel faint. If the patient is not nauseated give them one or two glasses of a salt-containing solution, example such as Gatorade.

Heat Exhaustion
How it starts: Fatigue, faintness and dizziness are usually the first signs of heat exhaustion. Insufficient water and intake are primary causes.

Skin: Usually cold and clammy, with profuse sweating.

Pulse: Normal or raised.

Body Temperature: Usually low or normal.

Treatment: Have the person lie down in a cool, shady place and give them cool liquids (water or juice). Consult a doctor for advice.

Heat Stroke
How it starts: Heat exhaustion, if untreated, can develop into heatstroke as heat builds up in the body. People who are not treated can die quickly.

Skin: Hot, dry and red. Perspiration usually stop completely.

Pulse: Rapid and strong.

Body: Usually 102 degrees of higher.

Temperature: At 107 degrees, it's usually fatal.

Treatment: Emergency help is needed immediately. Wrap the person in a wet sheet and use a fan to help cool the skin. The patient should be taken to a hospital as soon as possible after the emergency methods have been instituted for further management.

POL.S.03.05 - Tornado Safety Tips

Learn these Tornado Danger Signs:

- *Severe thunderstorms*-frequent lightning, heavy rain and strong winds.
- *Hail*-bullets of ice from a dark cloudy sky.
- *Roaring noise*-like jet planes or a hundred railroad trains.
- *Funnel*-type dark spinning "rope" or column from the sky to the ground.

Listen to radio and television broadcasts to determine the situation.

A **Tornado Watch** *means* that conditions are right for a tornado to develop.

A **Tornado Warning** *means* a tornado has been sighted.

During a Tornado:

- Stay out of cars, mobile homes and trailers. If in a vehicle, get out and take cover by lying flat in the nearest ditch, ravine or depression.
- If walking outside, find the nearest ditch and lie flat in it.
- In the home, move to a basement or lowest level. Try to locate yourself in a windowless room. If possible get under a table or workbench.
- In the workplace, go to the interior hallways in the lowest floor of a building or seek a sheltered area.
- In schools, follow instruction of school authorities. Move to interior walls away from wide spanning roofs.

POL.S.04.01 - General Preventative Measures

Park District employees are responsible for monitoring parks and facilities to help deter criminal activity and emergencies and to report all suspicious activity to local law enforcement agencies. Staff will:

- Actively patrol parks and facilities and provide customer service to patrons by advising them of regulations and answering questions
- Post signage regarding rules and risks where appropriate
- Ensure trails, paths and open areas are clear and passable
- Include lighting in park and facility inspections to ensure areas are well-lit at night
- Conduct regular inspections for safety and security items, including fire extinguishers
- Ensure all buildings and bathrooms are vacant prior to locking
- Close and secure facilities, bathrooms, gates, etc. and set alarms according to operation schedules and procedures.
- Work with law enforcement to document and clean-up graffiti as quickly as possible to avoid the encouragement of additional tagging
- Report any problems to appropriate staff for corrective action
- Participate in training regarding basic law enforcement procedures
- Contact law enforcement for when suspicious activity is observed
- File reports with Risk Management as required

POL.S.04.02 - Enforcement of Rules, Regulations, Ordinances, and Laws

Park District staff members have the authority and duty to advise patrons of the Rules and Regulations that govern the use of our facilities. Violations of laws or park ordinances are enforced by certified law enforcement officers. Park District staff members are to call local law enforcement for violations if addressing the problem verbally does not rectify behavior or actions of patrons.

All responsibilities for the enforcement of laws are routed to and handled by the appropriate local law enforcement agency. The primary law enforcement agency within the Village of Oak Park is the Oak Park Police Department, which has jurisdiction over all property located within the boundaries of the Village of Oak Park. The Board of Commissioners has authorized the Oak Park Police Department to patrol and protect Park District of Oak Park parks and facilities as well as the patrons visiting the parks and facilities.

In case of suspicious criminal behavior, employees are to immediately call 911 to notify the appropriate law enforcement agency for follow up action. Staff is required to complete and file an incident report by the next business day to document illegal activities, vandalism or any other activity requiring local law enforcement assistance.

If police, fire or ambulance are called to a District Facility staff must immediately call, at a minimum, their direct supervisor who will then contact the Department Head, Executive Director and Risk Manager.

POL.S.04.03 - Violence Prevention Policy

The safety and well-being of the Park District of Oak Park employees and patrons are a priority. Threats of physical violence, verbal intimidation, harassment, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Park District property will not be tolerated. Violations of this policy will lead to disciplinary action that may include dismissal, arrest and prosecution.

Any person, who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Park District property, will be removed from the premises pending the outcome of an investigation. The Park District will initiate an appropriate response, including, but not limited to suspension, reassignment of duties, termination of employment, recreational privileges, or business relationship, and/or criminal prosecution of the person (s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All Park District personnel are responsible for notifying their immediate manager/supervisor of any threats that they have witnessed received, or have been told that another person has witnessed or received. Even without an actual threat, Park District personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on/at a Park District site. Employees are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and person(s) receiving the threat, including domestic or patron problems, which they fear, may result in a violent act against them, a co-worker, or a patron.

All individuals who apply for or obtain a protective or restraining order which lists the Park District locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted, to their immediate manager/supervisor.

Workplace violence is defined as physical assault, threatening behavior or verbal abuse in the work setting. As noted, there are three types of violent behavior:

- Emotional.
- Verbal: some behaviors may start with verbal abuse. This may also include verbal threats of physical violence.
- Physical Assaults or Sexual Abuse.

Warning signs of potential workplace violence include:

- Increased use of alcohol and/or drug abuse.
- Unexplained increase in absenteeism.
- Noticeable decrease in attention to appearance and hygiene.
- Depression and withdrawal.
- Explosive outbursts of anger or rage without provocation.
- Threats or verbal abuse directed at co-workers and supervisors.
- Repeated comments that indicate suicidal tendencies.
- Frequent vague physical complaints.
- Noticeable unstable emotional responses.
- Suspect paranoid behaviors.
- Preoccupation with previous incidents of violence.
- Increased mood swings.
- Has a plan to “solve all problems.”
- Resistance to, and, an overreaction to changes within the organization.

- Increased and unsolicited comments about firearms and other dangerous weapons.
- Empathy with individuals committing violence.
- Escalation of home/domestic problems.
- Withdrawing from relationships with co-workers.
- Externalizing or blaming others for their own actions and/or recently undergoing a personal loss such as a divorce, separation, loss of status, or humiliation at work.

Appropriate ways to address workplace violence:

- The Park District of Oak Park has an Employee Assistance Program (EAP). If the employee is experiencing personal problems, they are urged to seek assistance. Contact Human Resources for further information about EAP.
- There is a grievance procedure outlined in the Personnel Policies and/or the Collective Bargaining Agreement. If an employee has a problem with a supervisor or work related issue, the grievance procedure may help to resolve it.
- Report all threats, verbal or emotional confrontational incidents to the respective supervisor immediately.
- The Park District of Oak Park prohibits weapons to be carried on Park District properties unless the carrying of such weapons is the official requirement of one's position (police, military, etc.). If an employee observes either another employee or person(s) unknown carrying or brandishing a weapon on Park District properties, that employee must notify the police (call 911) as soon as possible.
- Be aware of surroundings at all times. Do not open the facility door to a stranger before or after regular business hours. At the first sign of any trouble, call "911" immediately. Get help on the way!
- The Park District trains staff following ALICE Training's approach which is Alert, Lockdown, Inform, Counter and Evacuate. The training and response to active shooter intruder is not sequential. Staff are trained to be empowered to make the best decision for their survival and safety based on the information they know at the time.

If an incident should occur outside of the facility while you are inside the facility:

- Call "911" immediately. Give your name and the details of the situation.
- Stay within the facility.
- Secure the facility (lock doors and windows). Watch for emergency response vehicles.
- Move to inner hallways and away from windows.
- If there are children present, notify the parents as soon as the situation allows, and assure them of the child's safety and welfare.

If an incident occurs in the park:

- If you are in charge of an activity, maintain control over the participants and know where they are at all times.
- Be aware of the sudden arrival of person(s) unknown.
- Always know where a working and accessible telephone is located.
- Call "911" as soon as possible.

POL.S.04.04 - Behavior Management Policy

BEHAVIOR:

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make all programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The Park District of Oak Park insists that all participants comply with a basic behavior code. All participants will:

1. Show respect to all participants, staff, volunteers, and program instructors.
2. Follow program rules and take direction from staff.
3. Refrain from using abusive or foul language.
4. Show respect for equipment, supplies and facilities.
5. Not bring any weapons to Park District parks, facilities, or programs.

DISCIPLINE:

A positive approach will be used regarding discipline. Park District staff will periodically review rules with participants and volunteers during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Park District of Oak Park reserves the right to dismiss a program participant or volunteer whose behavior endangers his or the safety of others.

PROCEDURES:

If a participant or volunteer exhibits inappropriate actions, the following guidelines should be followed:

1. The staff should determine the severity of the action and immediately take the appropriate steps to correct it.
2. If the action requires contacting a guardian or parent, then a conduct report should be completed by the program staff leader and given to their immediate manager/supervisor for action.
3. Upon receiving a conduct report, the manager/supervisor will contact the parent/guardian and address the issue.
4. If the actions are of a serious and violent nature the staff should notify the Oak Park Police Department immediately.

POL.S.04.05 - Facility Access

Locking Key Systems

A system of locks, both physical and electronic, are used to secure access to Park District facilities, as well as spaces within those facilities such as rooms, offices, and storage areas. Preventative maintenance is performed at least semi-annually to all facility locks, including inspecting the latch, strike plate, and wood or metal surrounding the lock for excessive wear before lubricating the keyhole with WD-40 or a graphite substance, followed by opening and closing the lock several times with a key to ensure that it is working properly. When a lock needs repair or replacement, whether it is damaged, or to update the key for that facility, the Parks & Facilities Manager in Properties & Planning is responsible for assigning an employee to perform the task or coordinating with a locksmith to complete the task.

Staff may be assigned keys or key fobs as required by their role. Keys and key fobs should be assigned individually and must not be shared with other staff. The Park District uses "Key Management" software to document which keys are able to open up which locations, track personnel key assignments, and generate key assignment acknowledgment forms, which is managed by the Properties & Planning Staff. Assignment of key fobs at facilities with electronic locks are handled by the individual facility manager through the use of software. If Park District keys or key fobs are lost or stolen, it must be reported immediately to the employee's direct supervisor. Copies of keys may only be made by a designated personnel member as determined by the Executive Director

Alarm Systems

The Park District uses an alarm service to monitor our facilities. Only staff essential to the opening and closing of these facilities are granted access to alarm codes. Alarm codes should be assigned individually and must not be shared with other staff. Other staff to these facilities requires the presence of an authorized staff member. The Director of Parks & Facilities will provide the alarm service with a current list of employees to contact for each facility in the event the alarm is activated. Upon activation of the alarm system, the alarm service will contact the employee charged with responsibility for the facility, or depending on the circumstances of the situation the Oak Park Police Department.

POL.S.04.06 - Facility Security

Communication

Each facility has at a minimum, a phone line which can be used to report emergencies. When construction or other situations make the phone line unavailable to staff, a cell phone and charger will serve as a temporary alternative, along with staff training to ensure that the phone remains charged and secured. Depending on the facility size and features, the following additional communication tools may be used to communicate security and emergency information to staff and patrons:

- cell phones
- radios
- loudspeakers
- intercoms
- emergency alarm systems

Security Cameras

Security cameras have been installed in high-traffic areas or those with a history of increased security-related incidents. Current facilities with cameras include Community Recreation Center, Ridgeland Common Recreation Complex, Gymnastics & Recreation Center, Rehm Pool, Dole Center, Longfellow Center, and Stevenson Center, all Community Centers, Conservatory, Austin Gardens Environmental Center, 947 Ridgeland, and Administration Center. Access to view some live camera feeds is given to appropriate supervisory staff in order to aid in supervision of the facilities off-site.

If video is needed by the Park District or the Oak Park Police Department because of a possible security incident, the Director of Human Resources or designee is responsible for accessing and downloading the video during the timeframe of the suspected events. Refer to Video Surveillance Footage Viewing Policy for additional information.

Fire Alarm & Fire Suppression Systems

All Park District facilities are alarmed for fire emergencies using the Firelite system. Alarm Security, Inc. (ASI) monitors and maintains the annual inspection of the units. Ridgeland Common, Gymnastics Recreation Center, John Hedges Administration Center, Field Center, Dole Center and the Conservatory facilities are also equipped with fire suppression (sprinkler) systems.

Fire extinguishers are included in monthly facility inspections in order to ensure that extinguishers are available and function in the case of emergency. Missing extinguishers or ones that are not charged or has signs of use or damage should be replaced immediately. The Risk Manager facilitates training an/or shares resources for staff on proper fire extinguisher use.

Fire escape routes are posted in each facility showing the quickest, safest route out of the building. Properties & Planning Department staff, with assistance from facility staff, are responsible for ensuring that there are no obstacles on the fire escape route, that all fire exits can be opened quickly and easily, e.g., not chained up, and that emergency lighting is operational.

POL.S.04.07 - Traffic, Parking, and Crowd Control

At Park District Facilities

The Park District currently has three facilities with small parking lots for patrons. Signage is used to communicate traffic direction, proper parking locations, and other pertinent information. Care should be taken to ensure that traffic moves in a safe fashion during high-use times by enforcing parking rules or providing extra safety measures (such as cones or signage during summer camp participant drop-off). Staff may also have to take extra measures to re-direct traffic during emergencies such as traffic accidents, fires, or adverse weather conditions. If law enforcement or emergency personnel are at the scene, staff will take direction from them as the situation warrants.

At Park District Special Events

Special care should be taken with special events expecting large attendance or Park District special event plans that will require the closing of streets. For any large event, staff should communicate parking options to participants and also advice participants to follow all parking restrictions. Additionally, plans should include emergency vehicle access and responsibility for escorting emergency vehicles safely to the area needs.

When the special event includes street closures, the Park District of Oak Park maintains full responsibility for coordinating and providing for the safety and security of event participants. Traffic plans are developed by Park District staff with involvement with law enforcement. At a minimum, staff will:

- Set up barricades, cones, and directional signage to instruct patrons and the public where to go as well as help enforce traffic and parking plans
- Coordinate with the Village of Oak Park to secure any necessary permits and coordinate all public street closures
- Coordinate with the Oak Park Police Department to share traffic plans and secure police presence for the event (if necessary)
- Develop a map to communicate traffic flow as well as locations where traffic enforcement will be located whether through the use of barriers, staff, volunteers, or police.
- Provide safety training and resources for event staff and volunteers responsible for traffic direction and enforcement, including guidelines explaining when staff or volunteers should contact law enforcement to report traffic incidents and violations as well as safety vests or reflective gear
- Notify affected residents and businesses on those streets in advance

Traffic Accidents and Reports

Local law enforcement is responsible for the enforcement of all local and state traffic laws and will be contacted to investigate all traffic accidents. Staff will provide necessary information to law enforcement personnel. Incidents will be reporting using required forms (depending on what type of damage and injuries occurred) and communicated to Risk Management.

POL.S.04.08 - Hazardous Materials

Some facilities at the Park District may contain hazardous chemicals, including pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers. A "hazardous chemical" is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified.

Hazardous chemicals will be stored according to Occupational and Safety Health Administration standards and access to areas where these chemicals are stored is to be limited to trained staff.

The Park District has developed a comprehensive Hazard Communication (HAZCOM) Program to ensure that information about the hazards of chemicals used in Park District operations is communicated to employees. The Park District of Oak Park HAZCOM Program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical-spill emergencies. The HAZCOM program consists of five basic elements:

- Written HAZCOM program
- Inventory of hazardous chemical products
- Inventory of Safety Data Sheets
- Labeling procedure for hazardous material containers
- HAZCOM employee training program

A copy of the HAZCOM Plan can be found at each facility inside the SDS Binder. In case of a suspected chemical leak or spill, the Chemical Leak Emergency Action Plan is included in the Emergency Action Plans Procedures on the Hub. Hazardous chemical products can be also found at https://pdop.sds.center/.

POL.S.04.09 - Responding to Scene of a Crime

If Park District staff are witness to a crime in progress, employees are encouraged to remain calm and if possible, without endangering themselves, remove any patrons or co-workers from the scene. Safety of staff and patrons is the primary concern. As soon as it is safe to do so, silent alarms should be activated or 911 should be called to report the nature of the crime. Keep anyone else present at the crime scene until law enforcement arrives and can interview potential witnesses. Staff should administer any First Aid if necessary and contact the facility manager, Risk Management, and the Executive Director.

Handling of Evidence

Park District staff who witness an incident or crime, or come upon the scene of an incident or crime, are responsible for preserving the scene and/or any evidence until law enforcement arrives and authority is turned over to them. Staff should document what happened on appropriate form. Park District staff should safely secure the scene (ensuring no unauthorized Park District staff or any members of the public), so that no potential evidence is moved or disturbed.

In instances where the scene absolutely cannot be secured, evidentiary items may need to be collected by staff for safekeeping. If a camera is available to staff, photos should be taken of the scene before anything is moved or cleaned up. Photos should document the location of evidentiary items as well as any damage, such as broken windows.

Evidentiary items must be secured until law enforcement arrives to process the items in a locked safe, drawer, or office area. At no time shall items be kept with a staff person.

Drugs or Narcotics

Contact police to show up and remove drugs. If drugs or narcotics are located and absolutely must be handled by staff, personal protective equipment shall be used.

Weapons

In weapons are located, staff shall close that area of the park or facility. Weapons can be part of a crime scene and must be evaluated by law enforcement. Staff members are not to handle guns in any way. Staff should tape off the area and remain inside the area or have additional staff respond to keep the area closed until cleared by local law enforcement.

Addressing Vandalism

Vandalism is a time-sensitive issue that should be dealt with immediately. Park District staff who discover vandalism in a facility or park should notify their supervisor and work with the facility manager and/or Risk Management to complete an incident report and possibly also a police report if warranted. After reports are completed and any necessary photos or other documentation completed, staff should work with facility and Parks & Planning Department staff to address the damage, including graffiti, right away.

POL.S.04.10 - PDOP Staff's Relationship with Law Enforcement

In Service Training regarding PDOP Staff's role within the Public Safety and Law Enforcement Relationships.

Purpose: To understand where PDOP staff's authority ends and when an incident should be referred to Law Enforcement.

Goal: To assure Staff are fully prepared to respond to Law Enforcement incidents.

What are examples of Law Enforcement incidents?

- Suspicious individuals
- Child(ren) situations (missing, abandoned and mandated reporter issues)
- Armed Robbery
- Burglary (in process)
- Crimes against Persons (fights, assaults in process etc.)

When to call? What's the litmus test?

If you feel you need it! Threatened, unsure, unsafe for you and/or participants or guests.

911 for emergency situations, threat to life and limb.

(708) 383-3800 for non-emergency calls, something doesn't feel right, no immediate threat.

In the meantime, while you're in the moment, stay calm and be patient. Depending on the type of call, emergency or non emergency, it may take the OPPD a few moments to arrive.

Try to remember as much information as possible and write down facts if possible.

- Name(s) and/or descriptions of involved?
- Exact location?
- Situation?
- Vehicle descriptions?
- Property damage?
- Injured?
- Anything else that might be relevant to the investigation?
- *IMPORTANT* In a stressful situation, the adrenaline in your body shuts down your "Rational/Thinking" part of your brain because of the Fight or Flight response you just entered. Details will be forgotten easily due to dissociative amnesia, a coping mechanism. You must intentionally tell your self to remember details. Write them down as soon as possible to keep the details fresh.
- Also, any information gathered from victims/witnesses?

Upon arrival of the OPPD, transfer of authority from PDOP to the OPPD is immediate.

- Their first objective will be to assess and secure the situation (mediate and resolve confrontations).

- Follow instructions.
- Assist OPPD in any way possible-situational information, etc…
- Notify supervisors/managers of the situation.

In general, always be aware of your surroundings and who or what are in it, especially if something seems out of place.

Don't be surprised by events that happen, if you do, serious harm, damage and loss of information can result.

Play mental exercise games, who's around me, what's going on, if this happened what would I do?

Don't forget your PDRMA forms and to hand them in within 24 hours of the events!

POL.S.05.01 - Emergency Action

Employees must be familiar with the location of telephones, first aid kits, emergency exits, emergency evacuation procedures, and AEDs. The manager/supervisor will orient employees to the location of equipment and emergency action procedures at particular job sites. Employees trained in first aid and CPR should provide assistance in emergency situations. Specifics on how to handle emergencies are covered in the Ellis and Associates Community CPR/AED and First Aid course. Once an emergency has been recognized, remain calm and follow these emergency action steps:

CHECK

- Check the scene for safety (yours and the victim(s)).
- Check the victim for consciousness and an airway.

CALL

- Call 911 if the situation is unsafe, the victim is unconscious or in the case of a life-threatening condition. (Once the police or paramedics arrive they will take charge of the scene.)

CARE

- Attend to the victim's needs (first aid and/or CPR) until the Emergency Medical Services (EMS) arrives.

POL.S.05.02 - Notification of Authorities

Notification of the Oak Park Police or Fire Department may be made in the following ways:

- **Emergency Response Calls-911**

These calls should be limited to those situations requiring immediate Police or Fire Department intervention to protect life or property. Examples are:

- Active Shooter
- Armed Robbery
- Burglary (in process)
- Fire
- Hazardous Chemical Release / Spill
- Crimes against Persons (fights, assaults in process etc.)
- Medical emergencies (requiring life support or ambulance)

When making a call to the Police or Fire Departments, employees should be prepared to give the following information:

- Caller's Name
- Description of incident or information of what happened
- Specific location of incident
- Caller's location and/or facility's name and address
- Vehicle description, license number etc.
- Suspect's description
- Vehicle/Suspect's direction of travel
- Details of the medical emergency

Things NOT to do:

- Employees should NOT attempt to intervene when a criminal act is suspected.
- Employees should NOT attempt to separate adult combatants or minors who are the same size or larger than the employee.
- Employees should NOT pursue a fleeing suspect.
- Employees should NOT enter a facility that appears to have been burglarized.

POL.S.05.03 - First Aid Kits

First aid kits are carried in all vehicles and distributed to key staff. The Administrative Center, Historical Houses, Swimming Pools, Gymnastic Center, Conservatory, Community Recreation Center, Community Centers and recreation programs will maintain first aid kits. (All PDOP Facilities)

First aid kits will be issued by the Risk Manager or designee. When requesting a first aid kit, email the required materials/amount to the Risk Manager. Please allow at least 48 hours to fill your request.

POL.S.05.04 - Major Injury Treatment

Treatment for major injuries should be given by paramedics. To reach the Fire Department paramedics, call **911.** Secure the accident site and do what you can to calm the injured. Also complete an Accident/Incident report and submit it to the Risk Manager or the Director of Human Resources within 24 hours or the next regular work day if the accident/incident occurred on a holiday or weekend.

Email or call the Executive Director, Director of Human Resources, Risk Manager and Department Head for any ambulance call or present on District property.

POL.S.05.05 - Animal Bites

All animal bites must be reported to your immediate supervisor/manager and to the Oak Park Police Department. Because of the possibility of rabies, animal bites should receive prompt medical attention by a doctor. If someone is bitten, get him or her away from the animal without putting yourself in danger**. DO NOT TRY** to stop, hold, or catch the animal. **DO TRY** to remember a complete description of the animal, the area and the direction the animal was going. Give this information to the police and/or Animal Control unit. Also complete an Accident/Incident Report and forward to the Risk Manager.

Email or call the Executive Director, Director of Human Resources & Risk Management, Risk Manager and Department Head for any calls to the Police or Police at our facilities.

POL.S.05.06 - Eye Injuries

All eye injuries should be taken care of at a medical facility. In the event of a chemical contamination, call 911 immediately. Flush the affected eye with copious amounts of water or eye rinse if available. Do this for 15 to 20 minutes or until the EMS arrives. If object is penetrating the eye do not remove object. Also complete an Accident/Incident Report for patron injuries and Employee Injury report for Employee injuries and forward it to the Risk Manager.

POL.S.05.07 - Physicians Immediate Care (Occupational Health)

The Park District of Oak Park uses Physicians Immediate Care to provide routine services such as:

- Pre-employment exams and/or drug screens;
- Fitness for duty exams;
- On duty post-accident/injury care; and
- Reasonable suspicion, and/or post-accident and injury drug & alcohol screens

Supervisors should send employees who do not otherwise require emergency transport to the Physicians Immediate Care at 2201 South Oak Park Ave in Berwyn (312-324-0222). This Physicians Immediate Care location is open M-F 8am-8pm and Sat-Sun 8am-4pm.

Additionally, a secondary location for medical treatment is available during off hour needs (when Physicians Immediate Care is closed). The Emergency Room at Rush Oak Park is located at 520 S Maple Ave, Oak Park (708.660.4636). This facility is only to be used when Physicians Immediate Care is not open during the published hours. Supervisors must contact the Risk Manager 708-240-0699 to arrange a trained staff member or Fastest Labs technician to meet the employee at the Emergency Room to perform the appropriate drug and alcohol testing.

If no medical treatment is needed, call the Risk Manager to meet you at the District location to perform post-accident/incident testing.

POL.S.06.01 - General Reporting Introduction

While emphasis is placed on the prevention of accidents and injuries, they do occur and first aid may be required. Prompt knowledgeable treatment of wounds or other physical results of accidents will, in many cases, prevent minor injuries from becoming major ones, and sometimes save lives. The prompt reporting of accidents/incidents helps to gather data about trends and identifies hazardous areas or activities so that preventive measures may be taken. In all instances, an Accident/Incident Report should be completed and sent to the Risk Manager or Director of Human Resources **ASAP** (within twenty-four (24) hours of the discovery of the incident).

POL.S.06.02 - Documentation

The Risk Manager will be responsible for keeping a master file for all safety-related documents. Supervisors are responsible for sending all safety-related information to the Risk Manager for documentation purposes. The safety-related documentation will include, but is not limited to the following:

- Training agendas and rosters
- Accident/incident reports and investigations
- Follow up forms for accident/incident
- Safety Action Committee minutes and agendas
- Safety inspection forms and results
- Hazard Communication/MSDS/SDS files
- Safety reference information
- Safety related legal information

Forms Summary – The District currently uses various different forms to report injuries, illnesses, property damage, complaint, behavior problems, and near misses. The following will explain the use of these forms. All of these activities must be reported. Some situations may require multiple forms, such as an injury and property damage involved in the event. If you are ever unsure as to which form to use, report it on something. The following provide examples of situations and which forms to use:

Employee Injury or Illness

Description: Injury or illness where first aid or other medical attention is needed.

Forms: Employee Injury Report – Completed by supervisor. An employee can never complete their own employee injury report.

Patron or Participant Injury or Illness

Description: Injury where first aid or other medical attention is needed. Illness where assistance was rendered.

Form: Accident/Incident Report

District Vehicle Accident

Description: Any damage to a District vehicle or by a District vehicle.

Forms: Vehicle Accident Report, Police Report, Accident/Incident Report Form and / or Employee Injury Report.

Patron Vehicle Accident / Damage

Description: Any damage to a patron vehicle by a district vehicle, or employee vehicle in the course of their job.

Forms: Accident/Incident Report; Employee Injury Report

District Property Damaged, Stolen or Vandalized

Description: Property owned by the District that is damaged, missing or vandalized by a known or unknown party.

Form: Property Loss Report

Patron, Participant or Property Stolen or Damaged

Description: Missing or damaged property not owned by the District but damage caused by a District employee / event or occurring on District property

Form: Accident/Incident Report and suggest that a Police report be made for their own record.

Patron or Participant Behavior Problem

Description: Parents need to be contacted in person or via note / report. If problems are frequent, all behavior problems for the individual should be reported.

Form: Accident/Incident Report

Patron or Participant Request or Complaint

Description: If a request or complaint is made and follow-up is needed.

Form: Accident/Incident Report

Near Miss

Description: An event occurs where someone could have gotten hurt or property could have been damaged, but didn't; or staff feel event should be documented. This would include such things as a bomb threat, equipment failed / malfunctioned; find a weapon in the park, called police for assistance, etc.

Form: Accident/Incident Report

Missing Child

Description: A participant or non-participant was reported missing and staff assisted in the search. Police may or may not have been called for assistance.

Form: Accident/Incident Report, Police Report if their assistance was rendered.

POL.S.06.03 - Waivers

PDRMA has developed a comprehensive program regarding the use of waivers for District activities. Waivers can be an effective defense for the District if appropriate standards are maintained. The use of waivers is recommended so that the District has a defense against claims for which its actions were not the direct cause. Some guidelines for the use of waivers for both adults and minors, include:

Use of Waivers for programs – Waivers should be used for all recreational programs where there is significant risk of physical injury and the District requires waivers for all programs.

Using and Signing Waivers - For adults, PDRMA requires that all members use waivers for hazardous adult recreational activities. The program participant must sign the waiver. The signature of a friend, parent, neighbor or coach/team manager is not enforceable and should not be accepted. For minors, PDRMA recommends that waivers be used when they are participating in hazardous recreational activities. Their parent or guardian should sign for the following reasons:

1. By signing the waiver, the parent/guardian acknowledges the program risks and gives permission for the minor to participate. This is important since immunity is provided to governmental agencies under some circumstances as long as the participant or his or her legal guardian was given information about the risks involved in participating in the program.
2. Although the parent/guardian cannot waive the ability of a minor to bring a claim or suit, that parent/guardian can waive his or her own ability to make a claim for damages if the participant was injured. This includes such items as medical bills and loss of the participant's service.

Using Waivers for Adults or Children with Disabilities - The waiver form can be used as long as it is signed by the participant's parents/guardian. The signature acknowledges the risks involved in the program and gives permission for the individual to participate. As previously stated, the parent/guardian waives his or her own ability to make a claim for damages if the participant was injured. This would generally include payment of medical bills and loss of the participant's services.

Waiver Frequency, Filing, Excluding Participants and Types of Waivers – It should be obtained each time a participant registers for a program, generally at the beginning of each program session. All membership and registration waivers need to be filed and kept until the expiration of the membership and the completion of the program. PDRMA has determined that participation can be refused for failing to sign a waiver, and has adopted a policy to defend a member against a suit filed for refusing to allow participation. The wording must be specific to the program for which the participant is registering, and cover appropriate legal principles.

POL.S.06.04 - Accident/Incident Reports

If a private citizen is injured in the course of participating in a Park District program or while in one our facilities or parks, the employee on duty who witnessed the event must complete an **Accident/Incident Report Form 01.** This is a 2 page form used to document accidents and incidents. When completing this report it is important to be as detailed as possible and state the **facts** only. Do not speculate or give opinions. Be specific regarding the nature of the injury and the injury site (right leg, left arm etc.). In all cases the report must then be submitted to the Risk Manager or in some cases, the report will be forwarded to PDRMA for evaluation and follow-up actions as appropriate.

POL.S.06.05 - Employee Injury Reports

If a Park District employee is injured while on the job, a PDRMA Employee Injury Report Form 04 is to be completed and submitted to the Risk Manager within twenty-four (24) hours of the accident. The Employee Injury Report is to be completed by the employee's immediate supervisor with the input of the affected employee. If the employee is transported to the hospital via ambulance, the employee's medical condition needs to be entered as soon as possible on the Employee Injury Report. If the accident is serious, the report should contain photos, witness statements (including their contact information) and any additional relevant information. All employee's requiring medical attention will also be required take a post-accident / injury drug & alcohol test, including if it is reasonable to believe the accident/injury was caused by the employee's impairment. Any refusal to take a drug & alcohol test will results in immediate dismissal. We have a zero tolerance policy regarding drugs & alcohol. All accidents, injuries, damage to any property whether the district or a third-party will be required to take a post-accident / injury drug & alcohol test.

POL.S.06.06 - Abused and Neglected Child Reporting Act / Mandated Reporter

It is the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act ("Act") codified in 325 ILCS 5/1 *et seq*. Under the Act, "recreational program or facility personnel" are mandated reporters. Mandated Reporters are required to report any suspected cases of abuse or neglect. Employees who make good faith reports have immunity from liability under law. Simply reporting your suspicions to your manager or supervisor or others does not satisfy the legal requirements. Employees are legally required to call 1-800-252-2873 and report the incident. As such, the Park District will make every reasonable effort and precaution to prevent, detect and handle cases of suspected child abuse and neglect for children who participate and use Park District programs, areas and facilities and will ensure that any such cases get reported to the Illinois Department of Children and Family Services ("DCFS") in accordance with the Act.

Definitions

"Abused child" means a child whose parent or immediate family member or any person responsible for the child's welfare or any individual residing in the same home as the child or a paramour of the child's parent:

- Inflicts, causes to be inflicted or allows to be inflicted upon such child physical injury by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health or loss or impairment of any bodily function;
- Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code of 1961 as amended and extending those definitions of sex offenses to include children under eighteen (18) years of age;
- Commits or allows to be committed an act or acts of torture upon such child;
- Inflicts excessive corporal punishment;
- Commits or allows to be committed the offense of female genital mutilation, as defined in Section 12-34 of the Criminal Code of 1961 against the child; or
- Causes to be sold, transferred, distributed, or given to such child under eighteen (18) years of age, a controlled substance as defined in Section 102 of the Illinois Controlled Substances Act in violation of Article IV of the Illinois Controlled Substances Act, except for controlled substances that are prescribed in accordance with Article III of the Illinois Controlled Substances Act and are dispensed to such child in a manner that substantially complies with the prescription.

A child will not be considered abused for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act (325 ILCS 2/1 *et seq.*).

"Neglected child" means any child who is not receiving the proper or necessary nourishment or medically indicated treatment including food or care not provided solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise is not receiving the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare without a proper plan of care; or who is a newborn infant whose blood, urine, or meconium contains any amount of a controlled substance as defined in subsection (f) of Section 102 of the Illinois Controlled Substances Act or a metabolite thereof, with the exception of a controlled substance or metabolite thereof whose presence in the newborn infant is the result of medical treatment administered to the mother or the newborn infant. A child will not be considered neglected for the sole reason that such child's parent or other person responsible for his or her welfare has left the child in the care of an adult relative for any period of time. A child will not be considered neglected for the sole reason that the child has been relinquished in accordance with the Abandoned Newborn Infant Protection Act. A child will not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of disease or remedial care as provided under Section 4 of this Act. A child will not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Section 26 of The School Code, as amended (105

ILCS 5/26-1 *et seq.*).

When Should You Report Suspected Child Abuse?

If you believe a child has been abused or neglected, Immediately contact the full-time facility, site, or program manager in charge to discuss the situation confidentially. He or she will help you determine if a report should be made to the Child Abuse Hotline or with local police and help you gather appropriate information. Please remember to respect the child's privacy and dignity involved in the matter. All reports and notes should be sent to the office of the Director of Human Resources for safe keeping. Some examples of reasons to call the Child Abuse Hotline (1-800-25ABUSE):

- If you see someone hitting a child with an object.
- If you see marks on a child's body that does not appear to have been caused by accident.
- If a child tells you that he or she has been harmed by someone.
- If a child appears to be undernourished, is dressed inappropriately for the weather or is young and has been left alone.

If a report is made, staff involved in reporting the matter will be responsible for completing a written incident report within 24 hours.

Handling Allegations of Abuse

If a child advises Park District staff that someone has molested or otherwise abused the child, staff should be prepared to help the child. See the Crisis Management & Communication Plan.

- District staff working with the child will:
- Remain calm and reassuring. If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he or she is speaking is in control of the situation and will reassure him or her that everything will be okay.
- Encourage the child to tell the Executive Director or the appropriate supervisor what happened. Tell the child no one should ask him or her to keep a secret about what happened and that it is okay to talk to the Executive Director about it. Make sure the child feels that he or she is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be very stressful for the child.
- Don't criticize the child, question the child's story, or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgment.
- Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the child's situation only with the Executive Director or with the appropriate DCFS and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off District premises. The child and his or her family or other persons involved should not have to pay the price of a person's indiscretion. Disclosing the information to other persons is in violation of the child's privacy rights and the privacy rights of other persons involved.
- The Executive Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Head should be notified.
- The Executive Director and staff person reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" or in person or by telephone through the nearest DCFS office at 1-800-25ABUSE (1-800-252-2873). Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will in turn begin to investigate the matter.
- The report should include, if known: (1) the name and address of the child and his or her parents or other persons responsible

for the child's welfare; (2) the name and address of the school that the child attends or the school that the child last attended, if the report is written during the summer when school is not in session, and the name of the school district in which the school is located, if applicable; (3) the child's age, sex and race; (4) the nature of the child's abuse or neglect, including any evidence of previous injuries, abuse or neglect of the child or his or her siblings; (5) the names of the persons apparently responsible for the abuse or neglect; (6) family composition, including names, ages, sexes, and races of other children in the home; (7) the name of the person making the report, his or her occupation, and where he or she can be reached; (8) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and (9) any other information that the person making the report believes might be helpful in the furtherance of the purposes of this Act.

- The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report.
- The Executive Director will notify the President of the Park Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

What Should You Report?

Hotline staff are trained to determine what constitutes child abuse/neglect under Illinois law. Details are very important. Ideally, you should be able to tell the Hotline worker the following information, if known:

- The child's name, address, and age;
- The nature and extent of the suspected abuse or neglect, including when and where it occurred and any evidence of previous abuse;
- The names of the suspected perpetrator(s) and their relationship to the child.
- Explanation given for the suspected abuse; and
- Any other information you think may be helpful in establishing cause of the abuse and identity of the abuser .

What Happens When the Hotline is Called?

When the Hotline is called, a Hotline worker will listen to your report. The worker will then ask questions to help gather enough information to determine whether to make a formal report. If there is not enough information to take a report, the worker will tell you so and answer any questions you may have. If a formal report is taken, a child protection investigator will begin the investigation within 24 hours or sooner; if the child is considered in immediate risk or harm.

Remember: If you suspect abuse or neglect, contact your supervisor immediately. If you are the manager/supervisor, determine all pertinent information as outlined above and call 1-800-252-2873.

Details of the report will not be discussed with other staff or participants.

All Park District of Oak Park employees who interact or have contact with children (eighteen (18) years old or younger), during the performance of their work duties are considered to be mandated reporters under Illinois State law. Mandated Reporters are required to report any suspected cases of abuse or neglect. Employees who make good faith reports have immunity from liability under law. Simply reporting your suspicions to your manager or supervisor or others does not satisfy the legal requirements. Employees are legally required to call 1-800-252-2873 and report the incident.

Mandated reporters must complete the mandated reporter training within 3 months of hire and at least every three years thereafter. Employees must take this free training through DCFS website to satisfy this requirement.

What is Child Abuse?

Child abuse is defined as the mistreatment of a child under the age of eighteen (18) years by a care-taker, someone living in the child's home, parent or someone who works with or around children. Child abuse can be physical (such as burns or broken bones), sexual (such as fondling or incest) or emotional in nature.

What is Neglect?

"Neglect" is defined as instances when a parent or caregiver fails to provide adequate supervision, food, clothing, shelter, or other basics

POL.S.06.07- Boundary Violation Policy

The Park District of Oak Park (the "District") is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional, and behavioral boundaries of minor and vulnerable adult participants and volunteers. The behaviors outlined in this policy are a nonexhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action, and possible termination of employment or ending of a volunteer opportunity at the District.

Application

This policy applies to all employees and volunteers of the District. While this policy is intended to regulate the behavior of District employees and volunteers toward minor children and vulnerable adult participants in District programs or facilities as well as minor child- and vulnerable-adult volunteers of the District, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the District. Nothing in this policy restricts the District's right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment, or retaliation in the workplace.

Reporting Procedure

If an employee or volunteer of the District suspects a minor child under the age of 18 (a "minor") is being sexually abused or neglected, they must contact their full-time supervisor, who can assist in reporting their concerns to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE. If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the District and DCFS.

If an employee or volunteer of the District suspects an adult with disabilities above the age of 18 (a "vulnerable adult") is being sexually abused or neglected, they must contact their full-time supervisor, who can assist in reporting their concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409. If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the District and IAPS.

Employees and volunteers can find more information on mandated reporting in the District's policy number POL.S.06.06 - Abused and Neglected Child Reporting Act / Mandated Reporter. However, this Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the District prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations below – even if they do not have a reasonable belief that sexual abuse is actually happening – they still should report that conduct to the appropriate individuals within the District, so the District can investigate and take remedial action when warranted regarding the boundary violation.

The individuals within the District to report boundary violation-related concerns to include all full-time supervisor level staff, all full-time manager level staff, all members of the leadership team, and the executive director.

Prohibited Conduct

The conduct prohibited under this policy includes, but is not limited to:

Physical boundary violations (absent exigent circumstances).

- Shoulder, neck, feet or other types of massages, whether from adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult).
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of

time.

- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., gymnastics or figure skating coach positioning an arm, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if still needed, keeping the touch professional, witnessed, and to the minimum length needed to complete the task.
- Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.
- Taking minors or vulnerable adults to remote areas 1:1 or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with District protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with special needs for disabilities may need the assistance of one-on-one aides and such assistance may involve certain physical interaction such as for bathroom assistance, feeding or other accommodations. However, please be sure other District employees or volunteers are aware of the scope of the one-on-one aide's roles, responsibilities and location while working with participants one-on-one. Additionally, the District should maintain activities and staffing levels to eliminate altogether or minimize one-on-one activities, or so a second staff member or District volunteer can still witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation.

Emotional boundary violations

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the District's Procedure on Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.
- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral boundary violations

- Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g., giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.

- Sexually explicit conversations or humor with minors or vulnerable adults.
- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.
- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (e.g., sexual- or adult-themed magazines, cards, videos, films, clothing, etc.).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the District's Electronic Communication with Minors and Vulnerable Adults Procedure or other policies/procedures of the District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

Vehicle boundary violations

- Employees with ***no*** transportation duties for the District (i.e., non-drivers) and all volunteers of the District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of District programs, whether in District vehicles or personal vehicles.
- Employees ***with*** transportation duties of patrons for the District (i.e., District drivers) should only use District vehicles (not personal vehicles) to transport participants and must endeavor to have a second District employee or volunteer in the vehicle when transporting minors or vulnerable adults at all times. **NOTE**: All minors and vulnerable adults being transported as part of District programs should have a Transportation Waiver on file with the District.
- Employees and volunteers of the District are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of District programs (such as in personal vehicles to/from District programs) unless those minors or vulnerable adults are family members. If an employee or volunteer of the District does give rides to minor/vulnerable adult participants or volunteers outside of program, the parents/guardians of that minor or vulnerable adult need to give written permission to the District regarding the private transportation arrangement. **NOTE**: The District should inform all parties in writing that such rides are not part of the District program and are at the parents'/guardians' sole discretion.
- Employees and volunteers of the District must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the District's Travel and Vehicle Use Policy.

Discipline

The District will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this Policy may lead to intervention, corrective action and/or discipline up to and including termination of employment or revocation of volunteering opportunities pursuant to the District's Disciplinary Actions Policy or other applicable policies. The steps available may vary depending on whether the individual engaging in the prohibited conduct is an employee or volunteer, and the District reserves the right to exercise its discretion within this and other applicable District policies.

POL.S.07.01 - Motor Vehicle General Introduction

Park District of Oak Park vehicles are easily identified as such and thus constitute a traveling advertisement seen by many citizens. With courteous, considerate driving, we can build good public relations with the community. We must apply the principles of “defensive driving” to avoid accidents.

POL.S.07.02 - Driver Qualification Guidelines

Due to the nature of the duties performed by Park District employees, many employees must drive as a condition of employment. As a result, it is necessary to pre-qualify drivers and ensure that they can safely drive the vehicle assigned to them.

Driver Pre-Qualifications

- Driving Record Background Check. An applicant's driving record is checked by Human Resources using the Driver's License Verification form. The following could result in an applicant no longer being considered for employment:
- a "revoked" or "suspended" license within the past two years,
- one or more Type A violations in the preceding thirty-six (36) months, or
- two or more Type B violations in the preceding thirty-six (36) months

If one of these circumstances is found, at a minimum a more thorough background check should be completed prior to hiring. Additionally, the applicant, if hired, should be made to understand the importance of maintaining a good driving record especially during the probationary period.

- Pre-placement Physical and Drug Screen. If the position the applicant is applying for requires the transporting of participants in Park District programs, a pre-placement drug screen is required. Failure to pass the "drug screen" disqualifies an applicant for employment.
- Driver Training & Orientation. All new drivers are to be oriented to the vehicle they will be primarily driving, by a supervisor/manager/risk manager. All new drivers should receive a "Road Check" in the vehicle they will be driving, prior to driving the vehicle on Park District business. This is particularly important for drivers of vehicles that require skills beyond those needed for the operations of a passenger car or pick-up truck.

Human Resources will review driving records on an annual basis for all drivers and follow-up appropriately on any changes to a driving record. Drivers must report all moving violations to Human Resources immediately.

Changes in Driver's License Status

- All drivers must immediately report any changes in their status with regard to their driver's license and/or ability to operate vehicles.
- All drivers are subject to disciplinary actions if they drive without a valid driver's license appropriate for the type of vehicle operated. Failure to report an accident, failure to report a change in their driver's license status, inability to operate a vehicle, or failure to drive responsibly may lead to disciplinary action up to and including termination.
- All drivers must follow the procedures outlined in this manual including the wearing of seat belts, following the procedures in case of an accident and regular vehicle inspections. All vehicle accidents or incidents will be reviewed by the Risk Manager and/or Director of Human Resources.

POL.S.07.03 - Vehicle Safety Check Rides, Defensive Driving Training & the Driver's Challenge

All employees who are required to drive a Park District vehicle will be **required** to demonstrate driving skills and knowledge. These supervised check rides are to be documented using the **Park District of Oak Park Road Check Form** and/or by participating in the Driver's Challenge held annually.

Employees who fail to demonstrate safe, defensive and effective driving skills may be terminated.

POL.S.07.04 - Rules for Drivers

Failure to follow these rules will results in disciplinary action up to and including termination.

1. Make all adjustments for safe driving before putting the vehicle into gear, such as the seat and inside and outside mirrors.
2. Drivers of Park District vehicles must possess a valid driver's license and they must be thoroughly familiar with the state and local regulations governing motor vehicle operations.
3. All "slow-moving" equipment operated in public right of ways should be equipped with triangular shaped reflecting signs in accordance with Illinois Motor Vehicle Code.
4. Load Security: Supplies transported in motor vehicles should be secured in such a manner that they will not be dislodged or fall forward during transit or sudden stops. Drawers or cabinets in trucks should always be secured before the trucks are driven. All tower equipment (ladder trucks, aerial buckets, etc.) should be checked and/or secured before the movement of the vehicle. Only materials and equipment necessary to carry on Park District work should be transported in or on Park District vehicles.
5. **DO NOT TAKE "NUMBING" PRESCRIPTION DRUGS OR MEDICATION BEFORE OPERATING A VEHICLE. DRUGS, ILLNESS OR EXTREME FATIGUE MAY AFFECT YOUR ABILITY TO JUDGE DISTANCES, SPEED AND/OR DRIVING CONDITIONS.**
6. All persons who **drive or ride** in Park District vehicles will wear the installed seat belts, according to state law.
7. Park District vehicles should not be used to transport hitchhikers or other non-Park District employees or patrons.
8. All motor vehicle laws should be adhered to at all times. Driver is financially responsible tor moving and Parking violations.
9. When backing a vehicle, be sure the way is clear. Get out of the vehicle when necessary and inspect the area to be backed into. Back up slowly. Sound the horn while backing when necessary. If there is another employee along, have that person get out and direct the backing.
10. **Never** leave a vehicle with the engine running.
11. **Never** use a cell phone while driving. If you must use a cell phone, pull over to the shoulder put your flashers on and then proceed with the call.
12. Drivers must be particularly alert while near children. While working in areas such as schools, parks, playgrounds, swimming pools or community centers, drivers must be especially watchful for children.
13. Stay within posted speed limits. Reduce speed when conditions warrant.
14. Do not assume the "right of way." Practice **DEFENSIVE DRIVING** techniques.
15. Keep a distance equal to two or more seconds behind other vehicles to avoid tailgating. Do not allow others to tailgate. When necessary, slow down, pull over to the side and let tailgaters pass.
16. Signal intentions at least 100 feet in advance, including change in lanes and actual change in directions. Avoid sudden braking.
17. Parking lights designate a vehicle is parked. Never drive with only parking lights on.
18. Lock all doors when you exit the vehicle.
19. Remove all frost, snow, ice or other sign obstructions from windows before operating vehicles.
20. Report all vehicle defects to your supervisor immediately. A vehicle inspection form must be filled out prior to driving a vehicle.
21. Keep the passenger compartments of Park District vehicles clean and free of loose articles lying on the dashes, seats, window ledges and floors.

22. During a pandemic if there are two (2) or more employee's in the vehicle, a face covering must be worn.

Filling the fuel tanks:

- Shut off the motor of the equipment.
- Do not smoke near gasoline pumps.
- Keep the hose nozzle against the edge of the pipe.
- Do not fill a tank too quickly. Under fill rather than overfill.
- Use a funnel when necessary.

If you are involved in an accident with a Park District vehicle, utilize the Vehicle Emergency Kit to assist in taking the following actions:

- Stop the vehicle in a safe place and shut off the engine. Turn on the hazard flashers.
- Extinguish fires and do not smoke or allow smoking in the area.
- Get assistance quickly and warn oncoming traffic with flares, flags, reflectors, etc.
- Administer emergency care to the injured (within the limitations of your training).
- Call the Police or "911." Then call your supervisor/manager.
- Complete the "Vehicle Accident Report," including name, addresses, telephone numbers, and notes and take pictures.
- Be courteous. Willingly show your driver's license and advise that "…this vehicle is owned by a governmental agency and that vehicle insurance coverage is provided by the Park District Management Agency (PDRMA)."
- Do not argue about the accident and **never** admit or discuss guilt, however make note of any admission of guilt by occupants(s) of the other vehicle(s).
- In addition to the above, if the accident involves an unattended vehicle, call the Police or "911". You may leave a note for the owner. List your name, The Park District of Oak Park at 218 Madison Street, Oak Park, IL 60302, 708-725-2000 and your supervisor's name. Complete the Vehicle Accident Report and report the accident to your supervisor immediately and the authorities. Obtain the police officer's information and report number as indicated on the Vehicle Accident Report.
- You must contact your supervisor and fleet point of contact immediately for any accident/incident with the vehicles.

POL.S.07.05 - Vehicle Safety Inspection Check List

All employees are to complete a vehicle safety check each day before driving the vehicle, utilizing the **Vehicle Safety Inspection Check List**. It should be completed every time you drive the vehicle.

The **Vehicle Safety Inspection Check List** is intended to facilitate vehicle safety inspections. It is to be used on a "daily" basis by the driver before the driver begins to drive the vehicle. It is intended to help the driver feel more comfortable driving the vehicle and to ensure that the vehicle is safe to operate. It also provides management with data needed to schedule maintenance, replacements and determine insurance requirements. Each item on the checklist is to be identified as either an "X", if the item is operating safely and does not present a serious safety hazard, or an "O", indicating that there is a problem to be addressed. The checklist has spaces for the following data and evaluations:

- If you are not the first driver of that vehicle for the day, complete the multiple drivers form
- List all new discrepancies (damage, etc.) on designated sheet that were not already listed on the 1st of the month description.

- Vehicle log month/year
- Vehicle number
- Year/make/model
- Days of the month are listed 1 through 31
- Driver's full name (write vertically)
- Mileage (odometer reading when you enter the vehicle, write vertically)
- Steering/handling
- Brakes
- Instrument gauges
- Safety seat belts
- Lights (headlights, backup lights, turning lights, taillights, hazard lights, panel lights etc.)
- Tires (check for defects and pressure, also check spare tire)
- Exterior body damage
- Mirrors
- Windshield, windshield wipers and fluid
- Horn
- Fluid levels (gas and oil, if less than ¼ filled, refill)
- Vehicle interior (condition and cleanliness)
- Emergency Road Kit (first aid kit, fire extinguisher, reflective warning triangle)
- Accident Reporting Kit
- Windows
- Have new months inspection sheets ready prior to the beginning of the next month

POL.S.07.06 - Auto/Truck Accident Reporting

The **Vehicle Accident Report Form 02** is to be used to report ALL accidents involving vehicles (Zamboni, Utility Vehicles and other mobile equipment) owned by the Park District of Oak Park. This form is to be filled out in addition to the **State of IL Motorist Report Form**. It is important to be as detailed as possible and to have pictures if possible. The police and the department manager/supervisor are to be immediately notified. The report should be **completed by the department manager/supervisor** and sent to the Risk Manager within the business day or within 24 hours, whichever is practical. You must inform your supervisor and fleet point of contact immediately of the accident/incident. These forms will be reviewed by the Risk Manager, Director of Human Resources, the Executive Director and PDRMA for evaluation and follow-up action as appropriate. Refer to the Crisis Management & Communication Plan in the case of a severe injury.

Illinois Motorist Report.pdf

POL.S.07.07 - Motor Vehicle Record Review

The Park District conducts an annual review of State Motor Vehicle records for employees who have driving responsibilities in their job description or are required to possess a current driver's license as a job qualification. A record check is intended to disclose Type A violations of a serious nature that will result in state mandated license penalties or Type B moving violations that generally result in a fine.

Type A violations include without limitation:

- DWI, DUI or operating while impaired
- Chemical test refusal
- Reckless/careless driving
- Fleeing police
- Leaving the scene of an accident

Type B violations include without limitation:

- Speeding (more than 15mph over the limit)
- Improper/illegal lane change or turn
- Following too close
- Traffic signal offense
- Failure to signal
- Failure to yield

An employee is required to disclose to a supervisor all Type A violations immediately upon a conviction. Any employee who is subject to a record review may incur discipline up to and including termination of employment for convictions. When an employee driving record shows one or more Type A violations in the preceding 36 months, or two or more Type B violations in the preceding 36 months, the Park District may at its discretion take the following actions:

- Suspend the employee from driving Park District-owned vehicles;
- Require the employee to attend driver safety training;
- Impose periodic check rides and other driver monitoring on the employee;
- Revoke an employment offer; and/or
- Terminate the employee's employment.

POL.S.08.01 - Personal Protection General Introduction

In recognition of the Park District of Oak Park's continued commitment to safety and risk management and to further minimize the risk of injury to our employees, the use of P**ersonal** P**rotective Equipment (PPE)** is recommended and in some individual circumstances, mandatory. The availability and use of PPE compliments other known risk management and safety measures under the category of "job design" and "safety training". PPE may on occasion represent a "last line of defense" against harmful agents. In this context, the use of PPE should be considered a necessary tool in the protection of employees.

PPE will be recommended on the basis of the inherent hazards for individual jobs/tasks. As a safety program feature, workers will be notified of inherent hazards and then supplied with PPE. Supervisors will train workers to appreciate the inherent risks, proper selection, implementation and care of the equipment. Supervisors will also enforce the use of PPE as well as any associated safety rules pertaining to the work activities taking place. Further, failure to use PPE can result in disciplinary action up to and including termination.

As it relates to this section, training and care of PPE, all current technical standards will be followed. Examples include the Occupational Health & Safety Administration (OSHA), American Standards for Testing Materials (ASTM), American National Standards Institute (ANSI), individual manufacturer's specifications, organizational guidelines (i.e., American Gymnastic Federation) and the like.

Employees should be made to understand at the outset that their safety may depend upon the use of the equipment required by the Park District of Oak Park. Users should be aware that the equipment does not eliminate the hazard; it helps to protect against the associated hazards as long as the PPE does not fail due to misuse, improper fit or defective materials.

Examples of Personal Protective Equipment which may be required is listed below (this list is not all-inclusive):

Area of the Body	**Work PPE**	**Sample Activity**
Head	Hard Hat	Construction
Eyes & Face	Face Shield	Grinding
Ears	Ear Plugs	Mowing (gang mowers)
Respiratory	SCBA	Confined Space Entry
Torso	Fluorescent Vest	Nighttime Activities
Arm, Hand, & Fingers	Neoprene Gloves	Pesticide Mixing
Foot	Steel-toe Shoes	Lifting Tables
Internal (Disease Avoidance)	Microshield & Gloves	First Aid & CPR

General Clothing & Personal Effects

To further "personal protection" on the job, employees must understand that they share in the responsibility for reducing the risk associated with their own clothing, grooming or personal effects in conjunction with their job activities. Hence, he or she may be asked at the outset of the job to remove or eliminate any personal effects, which represent a hazard in completing the job. Unless otherwise instructed, employees should assume that these types of directives will stand during the course of their employment with the Park District.

Public Safety Awareness Campaign

Workers should remember that their close attention and practice of the above guidelines for the use of PPE would have an added benefit as well; the Park District of Oak Park has a standing goal of setting an example for the supporting public in terms of this safety policy. This would include using safe practices and PPE where and when it is indicated.

POL.S.08.02 - Specific Protective Equipment

The variety of work operations performed by Park District employees involves many industrial hazards. Research has been done to develop measures to protect employees from accidental injury. Most often, this is accomplished by providing guards for various types of machinery.

When it is impractical or impossible to place a guard over the source of a hazard, it is necessary to place the guard on the worker. This is done by wearing protective equipment such as bump caps, hard hats, goggles, traffic vests, toe guards, etc. Supervisors will ensure that all of their employees are properly protected. Each employee is expected to know and follow these regulations where applicable. The following safety procedures are established:

Machine Guards

1. All machine guards will be kept in place while machinery is operating.
2. Tampering with machine guards is strictly prohibited.
3. All guards are to be properly replaced after machinery repairs have been completed.
4. When it's necessary to work on electrically powered machinery, the disconnect switch for controlling the machine will be secured in the "open" or "off" position by the worker or workers performing the job by means of "lock-out, tag-out" devices.
5. The "lock-out, tag-out" device should not be removed until the work has been completed and the area has been cleared. The "lock-out, tag-out" device should be removed only by the person who put it on.

General Clothing

1. The wearing of loose, flowing or ragged clothing on or near moving machinery or equipment is prohibited.
2. Long sleeves, buttoned at the wrist, should be worn for all work other than machinery operation.
3. Pant legs should be cut to ankle length and cuffs sewn up. Rolled up cuffs collect dirt and are likely to come down and cause you to fall. Torn pants or those with holes in them should not be worn.
4. Steel-toe shoes should be worn in all jobs involving heavy equipment or machinery.
5. The "safe" worker does not wear rings, medals, identification bracelets or jewelry when working with heavy machinery or power equipment. Jewelry increases the danger of electric shock and can cause fingers to be badly injured.
6. Protective smocks, coveralls or aprons should be worn, where necessary, to keep work clothes clean.
7. For outdoor work in winter weather, it is best to wear loose, warm, fairly lightweight clothing. Wear layers of clothing so that they can be peeled off for inside work and cut back on when going outdoors.
8. Oil soaked clothes are a serious fire hazard. Keep your clothing free from oil and petroleum based products.

Personal Protective Equipment for employees of Conservatory Operations, Parks & Planning, and Special Facilities is discussed in the Operations & Safety Manuals for those departments.

POL.S.08.03 - Blood Borne Pathogens and Infectious Diseases

OSHA requires employers to perform an exposure determination to identify employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to personal protective equipment (employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to identify all job classifications in which all employees in such classification may incur occupational exposure, regardless of frequency. At the Park District of Oak Park, the following job classifications are in this category:

1. Administration Center Managers & Staff
2. Aquatics Lifeguards
3. Aquatics Staff Supervisors
4. Parks & Planning Managers & Staff
5. Coaches for Contact Sports
6. Community Center Staff
7. Conservatory Operations Managers & Staff
8. Day Camp Supervisors & Counselors
9. Fitness Instructors
10. Good Samaritan First Aid Responders
11. Gymnastic Center Supervisors & Staff
12. Historic Facilities Supervisor & Staff
13. Licensed Preschool Workers and Non-Licensed staff
14. Playground Supervisors & Staff
15. Recreation Program Supervisors
16. Risk Manger

OSHA also requires that a detailed plan and process be established for the protection of employees. The plan includes:

In work areas where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present. After removal of protective gloves, employees will wash their hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas will be washed or flushed with water as soon as feasible following contact. Proper procedures will be conducted while disposing of needles, sharps, drugs, and blood.

Mouth pipetting or suctioning of blood or other potentially infectious material is prohibited.

All procedures will be conducted in a manner which will minimize splashing, spraying, spattering, and generation of droplets of blood or other potentially infectious materials.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with: (1) a description of the employee's job duties as they relate to the exposure incident; (2) documentation of the route(s) of exposure and the circumstances under which exposure occurred; (3) results of the source material or individual's blood testing, if available; and (4) all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are the Park District responsibility to maintain.

The Park District will obtain and provide to the employee, within 15 days of its completion, a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation.

Education and Training

In order to minimize workplace exposure to, and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to the Park District's implementation of preventative measures, the Park District will strive to educate and train Park District personnel on relevant safety guidelines.

In particular, the Park District's training program will endeavor to include:

1. a general explanation of the spread, prevention and symptoms of blood borne diseases;
2. information on the modes of transmission of blood borne pathogens;
3. information on the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
4. information on the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment;
5. information on the Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered to its employees free of charge;
6. information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
7. information on the post-exposure evaluation and follow-up that the Park District will provide for the employee, if he or she comes into contact with blood or other possibly infectious materials.

All staff and volunteers who are potentially at risk for exposure should be provided in-service training with respect to the precautionary procedures, and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign a compliance statement indicating their understanding of the procedures and agreement to comply with them.

Personal Protective Equipment

The Park District recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.

The Park District will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.

The Park District has identified the following employee/positions, which may have a need for PPE:

1. Administration Center Managers & Staff
2. Aquatics Lifeguards
3. Aquatics Staff Supervisors
4. Parks & Planning Managers & Staff
5. Coaches for Contact Sports
6. Community Center Staff
7. Conservatory Operations Managers & Staff
8. Day Camp Supervisors & Counselors
9. Fitness Instructors
10. Good Samaritan First Aid Responders
11. Gymnastic Center Supervisors & Staff

12. Historic Facilities Supervisor & Staff
13. Licensed Preschool Workers and Non-Licensed staff
14. Playground Supervisors & Staff
15. Recreation Program Supervisors
16. Risk Manger

Method of Compliance

The standard also requires the practice of "universal precautions" or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. Employers must provide facilities and insure that employees use them following exposure to blood.

Employers must provide, a no cost, and requires employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces and resuscitation bags and must clean, repair, and replace these when necessary. The standard requires a written schedule for cleaning, identifying the method of decontamination to be used in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

Precautions and Procedures

Because other infections in addition to the HIV virus, the Hepatitis B virus and AIDS can be present in blood or non-intact skin, exposed body tissue or excrement or other body fluids, the following routine procedures are required when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely. Failure to follow appropriate procedure may result in disciplinary action up to and including discharge.

The following: procedures should be followed and enforced routinely:

- Hand washing is the most important technique for preventing the spread of disease. Staff, volunteers, and participants should wash their hands frequently. In addition, hand washing is required before and after food preparation, after toileting, after contact with any body fluids, etc. The Park District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic toilettes or hand wipes may be used, followed as soon as possible by washing with soap and water.
- Non-sterile gloves that are puncture-resistant and impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is more predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
- Soiled surfaces and recreation materials of any king (including van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1 part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities of bodily waste or fluids should be cleaned up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
- Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and

disposed of in plastic bags rather than unlined containers.

- When wiping up, emptying regular trash or washroom waste or sanitary napkin containers or clean sharp objects (e.g. broken glass), employees must wear non-sterile, puncture-resistant gloves.
- Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture resistant gloves should be worn when emptying trash or garbage receptacles.
- All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, Band-Aids, bandages, etc. should be worn by all staff, volunteers or participants and are provided by the Park District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
- Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items (e.g., cups and utensils) should be provided or brought in yourself and not shared by others.
- Disinfectant should be stored in a safe area that is inaccessible to participants. (Note: Safety Data Sheets should be maintained for each disinfectant).
- Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.

Incident Records
The Park District will keep records of incidents of employee contact with blood or other potentially infectious materials, and compliance with these guidelines. A failure to follow recommended precautions may result in disciplinary action.

Communicable Diseases-Bloodborne

Hepatitis means inflammation of the liver. Most people have heard of different types of hepatitis that are caused by viruses, such has hepatitis A, B, or C. However, hepatitis has many other causes, including certain medicals, long term alcohol use, and exposure to certain industrial chemicals.

Hepatitis A

Hepatitis A is one of several forms of viral hepatitis. It is one of the month widely reported diseases that is preventable by receiving a vaccine. Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). Your doctor can diagnose hepatitis A infection by doing a blood test. In month cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

Hepatitis B

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during delivery (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

Short-term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 203 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long-term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infections should be vaccinated. Currently 42 states require childhood immunization against HBV.

Hepatitus B Virus Vaccination Series

Pre-Exposure

The Park District shall make available the Hepatitis B vaccine series to any employee who must handle blood or is expected to render first aid on a routine and regular basis in the course of his/her employment. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he or she must sign a Hepatitis B Vaccination Declination form, which the Park District will retain as part of that employee's record.

Employees whose primary job assignment(s) do not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the Hepatitis B vaccine series as a post-exposure provision. Again, this series will be provided at no cost to the employee.

Post-Exposure

If any employee actually is exposed to blood or other potentially infectious materials, the Park District willl provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-ups will be provided, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

1. Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
2. Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
3. Prompt testing of the source material, (with the employee's consent) with the results being communicated in confidence to the exposed employee;
4. Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV;
5. Post-exposure preventive measures, as recommended by the U.S. Public Health Service;
6. Counseling; and
7. Evaluation of reported illnesses.

Hepatitis C

Although there is no vaccine to prevent with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by vaccine against the original strain. This complicates efforts to create and effective vaccine.

People often don't know they have hepatitis Ca until they try to donate blood. All donated blood is screened for hepatitis C and other blood-borne diseases. Donors who blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: interferon and Ribavirin. However this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection.

Human Immunodeficiency Virus (HIV)

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers. HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis include: fever, sore throat, headache, muscle aches, enlarged lymph nodes, skin rash, nausea, and diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams are tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need to improve your chances of staying healthy longer.

Treatment of HIV infection focuses on: Slowing the rate at which the virus makes copies of itself (replicates) in the body; preventing or controlling opportunistic diseases; and maintaining good overall health by eating well, reducing stress, and staying physically active.

Acquired Immunodeficiency Syndrome (AIDS)

AIDS is the last of several states of HIV infection. Aids is diagnosed when you: Have a CD4+cell count below 200 cells per micro liter of blood; develop and opportunistic disease or cancer. More than half of the adults with HIV who do not received treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death more often occurs within eighteen18 to twenty-four 24 months or sooner in rapid progressors and young children.

Coronavirus Disease (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

The best way to prevent and slow down transmission is to be well informed about the COVID-19 virus, the disease it causes and how it spreads. Protect yourself and others from infection by washing your hands or using an alcohol based rub frequently and not touching your face.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow). During the COVID-19 pandemic workers and patrons are to wear cloth face coverings at The Park District of Oak Park to help reduce the spread of COVID-19.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills

Cough

Shortness of breath or difficulty breathing

Fatigue

Muscle or body aches

Headache

New loss of taste or smell

Sore throat

Congestion or runny nose

Nausea or vomiting

Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

Trouble breathing

Persistent pain or pressure in the chest

New confusion

Inability to wake or stay awake

Bluish lips or face

Privacy Considerations

A. The infected person's right to privacy will be respected, including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with the Park District of Oak Park (PDOP) who know the identity of the infected person will be kept to a minimum. Only the members of the review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person. Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or PDOP personnel other than personnel specifically designated by the Director of the PDOP. The legal ramifications to the employee involved and the PDOP

of a breach of confidentiality should be clearly explained to employees.

B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the PDOP may not advise the public or program participants or their parents of the participation in its programs or the employment by the PDOP of a person infected with the HIV or HBV virus, or AIDS. However, if the above noted permission is given and depending on the circumstances, the PDOP may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS. The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances the PDOP may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with PDOP's legal counsel.

C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with HIV, HBV, or AIDS in PDOP programs should be directed to a single spokesperson, such as the Director of the PDOP. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the HIV, HBV, or AIDS, other than to point out that the PDOP believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the PDOP has received and is receiving expert medical and legal advice on this matter.

PARK DISTRICT of OAK PARK

Memo

To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Ann Marie Buczek, Director of Marketing & Communication
Cc: Jan Arnold, Executive Director

Date: November 24, 2026

Re: Crisis Management Plan Review



Statement

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

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Crisis Management & Communication Plan must be reviewed on an annual basis. This manual has been reviewed by staff and updates to staff job titles as well as contact information for PDRMA have been made. No material changes were made from the previous year when the Crisis Communication Plan was last reviewed.

Recommendation

Staff recommends that the Board approve the attached Crisis Management & Communication Plan.

Attachment: Crisis Management & Communication Plan November 2026



Crisis Management & Communication Plan



PARK DISTRICT of OAK PARK

Reviewed 11/25/26

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Park District of Oak Park

Crisis Management and Communication Plan

Definition of Crisis

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

Chain of Responsibility – Crisis Team Leader

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

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

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

The following is the Crisis Team Leader Chain of Command:

1. Crisis Team Leader (Executive Director)
2. Director of Marketing & Community Engagement
3. Director of Human Resources & Risk Management
4. Deputy Director of Recreation
5. Superintendent of Properties & Planning
6. Director of Business Operations

Chain of Responsibility – Park District Spokesperson

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

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

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

1. Crisis Team Leader (Executive Director)
2. Director of Marketing & Community Engagement
3. Deputy Director of Recreation
4. Director of Human Resources & Risk Management

Legal Representation in times of Crisis

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

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

Protecting an Investigation

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

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

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

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

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

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

Emergency Response Steps

1. Begin Emergency Response

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

2. Notify Crisis Team Leader / Assemble Crisis Team

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

3. Contact General Counsel and PDRMA

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

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

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

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

4. Prepare a Preliminary Accident/Incident Report

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

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

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

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

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

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

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

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

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

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

General Action Steps to Consider When a Crisis Occurs

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

1. When a serious incident occurs, the first responsibility of the Crisis Team is to take all necessary and appropriate actions to minimize further injury and risk to persons and to minimize further loss. The health and safety needs of a person is always the top priority.

2. The Crisis Team should obtain, compile, monitor, and verify the accuracy of incoming information. It is very important to document all incoming events and information in chronological order to assess and address the crisis accurately. The team must verify and review new and incoming information against past and known information. The team needs the available information to be compiled accurately in order to make well-informed decisions.

3. Because Park District staff will feel the emotional and physical impact of a serious incident, the Crisis Team should be reassuring to the staff so the process of information gathering can begin. Staff members exhibiting signs of unusual stress or an inability to attend to their duties effectively should be relieved of their duties and directed to a designated area for relief. Staff members directly involved in the incident should remain on duty until the decision is made as to whether to conduct post-incident interviews under the direction of the General Counsel or PDRMA legal staff.

4. The Crisis Team should consider moving staff members directly involved in the incident to a more private location if the environment is stressful or media is present. The team should provide transportation for staff members to a secure facility for evaluation of their physical and emotional well-being and debriefing and interviewing.

5. The Crisis Team Leader should notify parents of minor staff members immediately as to the location of their children. As parents arrive, they should be given immediate access to their children and be told they may remain with their children at all times regardless of interviews, investigations, or any other circumstances.

6. The Crisis Team should meet in a secure facility. From this location the team should consolidate fact finding, coordination, and communications with emergency response agencies, PDRMA, General Counsel, EMS, local police, key staff, and the media.

7. The Crisis Team should communicate to all Park District staff that a crisis exists and that all relevant information should be communicated immediately to the team. The Crisis Team Leader should identify the Spokesperson and reinforce with staff to direct all media inquiries to the Spokesperson.

8. The Crisis Team Leader and legal counsel should direct staff actions, coordinate information gathering, coordinate with outside groups, interface with emergency responders, communicate with staff and the public, and provide direction on needed resources.

9. The Crisis Team Leader or Spokesperson should inform the Park District Board President about the situation and then notify all other board members. Board members should be reminded not to make any public comments regarding the incident.

10. The Crisis Team should Identify all staff directly involved in the incident as soon as possible so that legal counsel and the Crisis Team Leader can interview them.

11. The Crisis Team Leader should assign staff to monitor (and record if possible) television news reports, social media sites, local blogs, radio stations, and other media outlets to determine what information about the crisis is available to the public.

12. The Crisis Team Leader should assign a staff member to verify the accuracy of information as it becomes known. Legal counsel and the team will rely on this information to respond to the crisis, prepare a media relations plan, address public concerns, determine the scope and nature of investigative action, and attend to the needs of victims, staff, relatives, and other affected parties.

13. The Crisis Team Leader should assign one or more staff members as a communications team to answer and document all incoming telephone calls, e-mail, and other

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

14. The Crisis Team should develop a crisis communications strategy working with legal counsel, including the following steps:

    a. Obtain legal counsel approval of all public communications.

    b. Identify the newsworthiness of the incident and how the media is reporting it.

    c. Communicate with staff informing them of the crisis and that all statements shall come from the agency spokesperson.

    d. Reassure the community and manage public relations.

    e. Verify the accuracy and availability of information.

    f. Limit initial contact with the media to a written press release.

    g. Debrief and prepare the Spokesperson.

    h. Determine the manner and means of addressing the media (*i.e.* off-camera or on-camera).

    i. Limit on-camera responses to the Spokesperson reading a written statement. The Spokesperson should never admit or address fault or liability, so it is critical to coordinate all media response with legal counsel.

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

Crisis Information Gathering – Questions to Consider

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

1. Is the emergency response portion of the crisis complete or ongoing?

2. Has the Park District notified its General Counsel and PDRMA?

3. Have all families of the victims and other affected person been notified? (Have these communications been coordinated with the police?)

4. Have all proper authorities been notified including police, fire, poison control, EPA, public health officials, utility companies, among others?

5. Have all Crisis Team members been notified and gathered? Does the team need to establish a crisis center? If so, where?

6. Has the Crisis Team notified The Board President and Board members?

7. What is the status of the internal investigation process?

8. Is there an investigation being conducted by a third party, such as police, fire, EPA, OSHA, a private investigator, a aquatic certification entity, or others?

9. Has the Crisis Team been provided contact information for all potential staff and non-staff witnesses?

10. Has the immediate threat of harm to persons or loss of property been eliminated? Has the Crisis Team assured the public of this?

11. Has the Spokesperson contacted media to tell them the Park District will provide information once facts have been gathered and verified? Have onsite media been made reasonably comfortable and provided with electrical power, computer access, and administrative support services?

12. Is a formal written press statement appropriate or necessary?

13. Has the Park District fully expressed its concern, its continuing efforts, and its compassion for victims and other affected persons?

14. Has the Spokesperson been updated with current information and thoroughly prepared?

15. Have any false, misleading, or inaccurate statements been made or reported by the media that should be corrected or balanced by facts?

16. Are there any visual images (of any kind from any source) of the incident or post-incident damages or losses?

17. Should the Employee Assistant Program ("EAP") or other support services be made available to Park District Board and staff members? Should Park District staff be provided a group EAP meeting in addition to individual counseling?

Members of the Crisis Team and Their Roles

1. Executive Director Duties (Crisis Team Leader)

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

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

2. Director of Marketing & Community Engagement

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

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

3. Deputy Director of Recreation

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

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

4. Superintendent of Properties & Planning

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

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

5. Management Staff Duties

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

- Provide specific information about a program or facility.

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

6. Director of Human Resources and Risk Management Duties

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

7. Customer Service Staff Duties

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

- Telephone number.
- E-mail address.
- Reporter's deadline if applicable.
- Nature of the inquiry.

- If a reporter, photographer, attorney, investigator, or victim's family appears in person at the administrative office or another location, obtain the above information and immediately contact the Crisis Team Leader and Spokesperson.
- Limit all responses to inquiries to the official information pre-approved by the Crisis Team for distribution. If possible, use a script.

8. Spokesperson Duties

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

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

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

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

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

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

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

In addition, the Spokesperson should never:

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

Role of Board Members

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

Role of Employees in Dealing with the News Media

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

Staff members must know and understand the following guideline:

1. They are not required to give an interview and are not authorized to give an interview, If they are asked to give an interview, they should direct the person to the Spokesperson. They can say: "I'm sorry. I'm not the best person to answer that question. You should contact our Executive Director, who can assist you."

2. It is acceptable to not know the answer to a question. Simply say, "I don't know," and direct the person to the Spokesperson.

3. Never say "No comment." Instead say "Please understand that I am not the best person to discuss this event. I would not want to provide inaccurate or incomplete information unintentionally. You should direct your inquiry to our Executive Director." Provide reporters with the Executive Director's name and telephone number.

4. Never make an "off-the-record" statement.

Media Relations Plan

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

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

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

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

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

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

Continuing Operations Considerations

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

Appendix A - Sample Initial Press Release

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

(briefly describe crisis)

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

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

Appendix B – Emergency Phone List

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

Jan Arnold, Executive Director
Time Called: _____

Office: 708.725.2020
Cell Phone:
Email: jan.arnold@pdop.org

Caitlyn R. Culbertson, General Counsel
Time Called: _____

Office: 312.528.5206
Cell Phone:
Email: Caitlyn.Culbertson@ElrodFriedman.com

PDRMA
Time Called: _____

Office: 630.769.0332
Fax: 630.769.0449
PDRMA After Hours – Includes instructions on how to reach PDRMA staff after hours.

Ann Marie Buczek, Director of Marketing and Community Engagement
Time Called: _____

Office: 708.725.2121
Cell Phone:
Email: annmarie.buczek@pdop.org

Paula Bickel, Director of Human Resources & Risk Management
Time Called: _____

Office: 708.725.2028
Cell Phone:
Email: paula.bickel@pdop.org

Risk Manager
Time Called: _____

Phone: 708.240.0699

Maureen McCarthy, Deputy Director of Recreation
Time Called: _____

Office: 708.725.2021
Cell Phone:
Email: maureen.mccarthy@pdop.org

Bill Hamilton, Superintendent of Parks & Facilities
Time Called: _____

Office: 708.725.2052
Home:
Cell Phone:
Email: bill.hamilton@pdop.org

Nelson Acededo, Director of Parks & Facilities
Time Called: _____

Office: 708.725.2053
Cell Phone:
Email: nelson.acevedo@pdop.org

Mike Baiardo, Superintendent of Special Facilities
Time Called: _____

Office: 708.725.2315
Cell Phone:
Email: mike.baiardo@pdop.org

Mitch Bowlin, Director of Business Operations
Time Called: _____

Office: 708.725.2015
Cell Phone:
Email: mitch.bowlin@pdop.org

Christopher Wollmuth, Park Board Commissioner
Time Called: _____

Cell Phone:
Email: chris.wollmuth@pdop.org

Jake Worley-Hood, Park Board Commissioner
Time Called: _____

Cell Phone:
Email: jake.worley-hood@pdop.org

Kathleen Porreca, Park Board Commissioner
Time Called: _____

Home:
Cell Phone:
Email: kassie.porreca@pdop.org

Ade Onayemi, Park Board Commissioner
Time Called: _____

Cell Phone:
Email: ade.onayemi@pdop.org

Sandy Lentz, Park Board Commissioner
Time Called: _____

Home:
Cell Phone:
Email: sandy.lentz@pdop.org

Appendix C - Statements of Admission and Social Media

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

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

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

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

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

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

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

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

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

Appendix D - Sample Chain of Custody Document

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

(Provide a brief title of the incident (for example: Rehm Pool swimming incident June 19, 2024)

By: _____Title: _____Date: _____, 2024

(Insert steps to acquire and securely store an object, device, or other evidence.) [For example:**:** John Doe gave me a screwdriver at Rehm Pool at approximately 11:00 a.m. on June 19, 2024. I gave the screwdriver to PDRMA attorney Sara Yager, the Director of Claims and Legal Services, at the PDRMA office at approximately 12:30 p.m. on the same day. The screwdriver was yellow, with a straight blade, about 6 inches long, and showed heavy use with scratches and a faded handle.]

_____Date: June 19, 2024.
Sara Yager, PDRMA

On June 19, 2024, at approximately 1:15 p.m. Sara Yager provided the screwdriver to Erika Koty, PDRMA Claims Supervisor, who removed the screwdriver from its storage container for the purpose of photographing it and placing an identifying sticker on it. The screwdriver was returned to its original container and securely stored at the PDRMA office.

_____Date: _____, 2024
Erika Koty, PDRMA

Appendix E - Crisis Management Plan

Acknowledgment of Receipt Form

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

_____

Signature of employee:

Date: _____, 20___