



Board of Commissioners
Regular Business Meeting
910 N Gary Ave
Premier Room

May 13, 2024
6:00pm

- 1. Call To Order**
- 2. Roll Call – Pledge of Allegiance**
- 3. Listening Post**

Guidelines for Listening Post are provided in the pamphlet near the sign in sheet. Anyone wishing to address the Board should sign in. The Board President will invite you to speak; you will be asked to state your name and place of residence for the record. The Board asks you to limit your comments to three minutes. If a question is raised, a response will be provided in 48 hours.
- 4. Changes or Additions to the Agenda**
- 5. Consent Agenda**

All items listed are included in the Consent agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

 - A. Approval: Special Meeting Minutes: April 19, 2024
 - B. Approval: Regular Minutes: April 22, 2024
 - C. Ratify: April 2024 Bills
- 6. Annual Board Officers**
 - A. Nominate and Elect President Pro Tem
 - B. Elect and Appoint Board Officers
 - C. Standing Committee Assignments
- 7. Discussion Items**
 - A. Introduction of Open Board Position Candidates
 - B. Performance Against Organizational Goals - First Quarter
 - C. Capital Improvement Plan - First Quarter 2024
 - D. Weekly Happenings
- 8. Action Items**
 - A. Approval: Re-Plastering Pools – Change Order #1 – Replacing Tiles
 - B. Adopt Personnel Policy Manual
- 9. Closed Session**
- 10. Action pertaining to closed session**
- 11. Adjournment**



**Board of Commissioners
Special Meeting
Opening Day at McCaslin Park
April 19, 2024
6:00pm**

1. Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.
2. Roll Call	Present: Commissioners Jeffery, Bird, Gramann, Sokolowski, and Witteck. Staff: Executive Director Rini, Directors Bachewicz and Scumaci, Superintendent Adamson, Division Managers Kenny and Waghorne, and multiple recreation staff.
3Welcome	Executive Director Rini welcomed all who attended this event. Erin Fischer sang the National Anthem.
Adjournment	The meeting was adjourned at 6:10 pm.

President
Jacqueline Jeffery

Secretary
Sue Rini

May 13, 2024
Date



Board of Commissioners
Regular Meeting
April 22, 2024
6:00pm

1.	Call to Order	Commissioner Jeffery called the meeting to order at 6:00 pm.						
2.	Roll Call/Pledge of Allegiance	Present: Commissioners Sokolowski, Gramann, Jeffery, Bird, and Witteck. Commissioner Powers attended via teleconference. Staff: Executive Director Rini, Directors Bachewicz, Hamilton, Scumaci, and Quinn, Superintendent Adamson, and Executive Assistant Greninger.						
3.	Listening Post	None						
4.	Changes to the Agenda	None						
5.	Consent Agenda	<p>Commissioner Sokolowski made a motion to accept the consent agenda as read. Seconded by Commissioner Gramann.</p> <ul style="list-style-type: none"> A. Approval: Regular Minutes: April 8, 2024 B. Ratify: First Quarter Treasurers Report C. Resolution Honoring Anthony Del Preto <p>Voice Vote. All in favor. None Opposed. Motion Passes. Commissioner Witteck made a motion to approve the consent agenda as read. Seconded by Commissioner Bird.</p> <p>Roll Call Vote:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Commissioner Bird: Aye</td> <td style="width: 50%;">Commissioner Powers: Aye</td> </tr> <tr> <td>Commissioner Gramann: Aye</td> <td>Commissioner Sokolowski: Aye</td> </tr> <tr> <td>Commissioner Jeffery: Aye</td> <td>Commissioner Witteck: Aye</td> </tr> </table> <p>Motion Passes 6-0-0</p>	Commissioner Bird: Aye	Commissioner Powers: Aye	Commissioner Gramann: Aye	Commissioner Sokolowski: Aye	Commissioner Jeffery: Aye	Commissioner Witteck: Aye
Commissioner Bird: Aye	Commissioner Powers: Aye							
Commissioner Gramann: Aye	Commissioner Sokolowski: Aye							
Commissioner Jeffery: Aye	Commissioner Witteck: Aye							
6.	Discussion Items	<p>A. Board of Commissioner Policy - Conflict of Interest Parameters Executive Director Rini reviewed portions of the Board of Commissioner Policy manual which addresses guidance to avoid conflicts of interest, priority over outside influences, action based on special interests, and when a Commissioner should recuse themselves from discussion and abstain from voting on those items. Commissioner Sokolowski suggested the Board of Commissioners Policy be included in the new Commissioner Orientation packet. All Commissioners agreed the policy is sufficient; we need to follow and enforce it. Commissioner Gramann added that if a Commissioner is making staff uncomfortable, or putting them in an awkward position, it should be brought to the attention of the Park Board.</p>						

		<p>A. Weekly Happenings</p> <ul style="list-style-type: none"> • Commissioner Jeffery said staff put together a list of volunteers who could be potential candidates for the Board vacancy. Executive Director Rini added there were two individuals who called to express interest in the vacancy. After some discussion, the Board decided to send a letter those who contacted us first. • Commissioner Sokolowski attended the Foundation Meeting on April 18. The fundraiser to replace our bus will be a big project for them. Commissioner Jeffery added the Foundation received a donation in the amount of \$3,350 from Trustee McCarthy's bags fundraiser. • Commissioner Sokolowski also talked about the Rotary Food Drive. Commissioner Witteck added it broke a record with the quantity of food donated. Commissioner Gramann loved that Jewel made it easy to donate by having bags and a list. Commissioner Witteck said Caputo's offered that as well. • Commissioner Bird discussed plans to have food collection boxes at FVRC and SRC permanently. DuPage County Board Member Schwarze had great suggestions on where to donate the food. Director Bachewicz added staff will spearhead contests to get program participants involved. • Commissioner Gramann complemented staff on the McCaslin Opening Day celebration. She suggested we could get a color guard next year. • Commissioner Witteck noted that summer camp is full already. How many participants? Director Bachewicz said there are 170 participants per week. • Commissioner Witteck loves the new Coyote Crossing banner.
7.	Action Items	<p>A. Approval: Indoor Pool Re-plastering Contract Award</p> <p>The pools at Fountain View Recreation Center are over 10 years old and increased maintenance costs indicate re-plastering is needed. The work will be completed during the annual maintenance closure at the end of summer to minimize the impact to our customers. The contractor will have crews work around the clock to get it done in time. The bid only includes re-plastering. A change order will be submitted at the next Board Meeting for the tile work in both pools.</p> <p>Commissioner Bird made a motion to approve a contract for \$124,000 with One Stop Pool Care, Lincolnshire, IL, for re-plastering the 8-lane lap pool and the therapy pool at Fountain View Recreation Center. Seconded by Commissioner Gramann. Voice Vote. All in favor, none opposed. Motion passes.</p>
8.	Closed Session	<p>Commissioner Sokolowski made a motion to enter Closed Session at 6:48 pm to discuss Pending Litigation, Section 2(c)(11) and Purchase or Lease of Real</p>



		Property, Section 2(c)(5). Seconded by Commissioner Witteck. Arose from Closed Session at 7:06pm
9.	Action Pertaining to Closed Session	None
10	Adjournment	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Gramann. Voice Vote taken. Motion passed 6-0-0. Meeting adjourned at 7:07 pm.

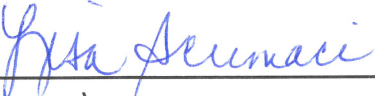
President
Jacqueline Jeffery

Secretary
Sue Rini

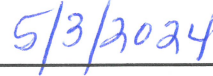
May 13, 2024
Date

Motion:

Make a motion to ratify bills as presented in the Accounts Payable Voucher List for April 2024.



(Treasurer)



(Date)

Carol Stream Park District
Accounts Payable Voucher List
April 2024

Presented to the
Board of Commissioners
May 13, 2024

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	---- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---

01-000044	PDRMA											
		24-45735	INV	0424070	4/30/24	4/30/24	N	12,922.63	12,922.63-	001605	4/26/24	0.00
							** TOTALS **	12,922.63	12,922.63-			0.00
01-000049	FLEXIBLE BENEFIT SRV CRP											
		24-45674	INV	918797399162	4/05/24	4/19/24	N	50.00	50.00-	001594	4/19/24	0.00
		24-45932	INV	Flex Claims 3/24	4/01/24	4/05/24	N	771.54	771.54-	001585	4/05/24	0.00
							** TOTALS **	821.54	821.54-			0.00
01-000078	BENJAMIN SCHOOL DIST. 25											
		24-45663	INV	IGA 4/24	4/01/24	4/12/24	N	795.00	795.00-	108617	4/12/24	0.00
							** TOTALS **	795.00	795.00-			0.00
01-000086	BLOOMINGDALE PARK DIST.											
		24-45991	INV	2024 STATE TSHIRTS	4/24/24	4/26/24	N	195.00	195.00-	108672	4/26/24	0.00
							** TOTALS **	195.00	195.00-			0.00
01-000100	BRONZE MEMORIAL CO.											
		24-45998	INV	709184	4/04/24	4/26/24	N	50.00	50.00-	108673	4/26/24	0.00
							** TOTALS **	50.00	50.00-			0.00
01-000169	CONSERV FS, INC.											
		24-45922	INV	6430497	3/19/24	4/12/24	N	9,960.00	9,960.00-	108619	4/12/24	0.00
		24-45922	INV	6430816	4/03/24	4/12/24	N	1,350.00	1,350.00-	108619	4/12/24	0.00
							** TOTALS **	11,310.00	11,310.00-			0.00
01-000201	DIAMOND TOURS, INC.											
		24-45955	INV	2056569	4/08/24	4/12/24	N	40,600.00	40,600.00-	108621	4/12/24	0.00
							** TOTALS **	40,600.00	40,600.00-			0.00
01-000226	DUPAGE COUNTY HEALTH DEPT											
		24-45963	INV	69616	4/01/24	4/26/24	N	1,222.75	1,222.75-	001602	4/26/24	0.00
		24-45963	INV	69893	4/01/24	4/26/24	N	1,625.75	1,625.75-	001603	4/26/24	0.00
		24-45941	INV	IN0066309	3/19/24	4/12/24	N	648.75	648.75-	001590	4/12/24	0.00
		24-45941	INV	IN0068615	3/19/24	4/12/24	N	289.75	289.75-	001591	4/12/24	0.00
		24-45941	INV	IN0068725	3/19/24	4/12/24	N	578.75	578.75-	001592	4/12/24	0.00
							** TOTALS **	4,365.75	4,365.75-			0.00
01-000243	JEFF ELLIS MANAGEMENT, LLC											
		24-45702	INV	2011525	4/01/24	4/05/24	Y	35,166.85	35,166.85-	001586	4/05/24	0.00
		24-45713	INV	2011526	4/01/24	4/05/24	Y	3,852.89	3,852.89-	001586	4/05/24	0.00
		24-45973	INV	2011530	3/31/24	4/19/24	Y	160.00	160.00-	108646	4/19/24	0.00
							** TOTALS **	39,179.74	39,179.74-			0.00
01-000370	CITI CARDS											
		24-46001	INV	10833-4/18/24	4/18/24	4/30/24	N	28.68	28.68-	001611	4/30/24	0.00
		24-46001	INV	10834-4/18/24	4/18/24	4/30/24	N	38.98	38.98-	001611	4/30/24	0.00
		24-46001	INV	11101-4/22/24	4/22/24	4/30/24	N	64.30	64.30-	001611	4/30/24	0.00
							** TOTALS **	131.96	131.96-			0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	---- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-000382	IPDGC	24-45983	INV	2024 STATE QUAL	4/22/24	4/26/24	N	1,272.00	1,272.00-	108681	4/26/24	0.00
							** TOTALS **	1,272.00	1,272.00-			0.00
01-000522	MITY-LITE, INC.	24-45619	INV	172473	3/18/24	4/19/24	N	890.98	890.98-	108648	4/19/24	0.00
		24-45619	INV	173396	4/04/24	4/19/24	N	3,158.10	3,158.10-	108648	4/19/24	0.00
							** TOTALS **	4,049.08	4,049.08-			0.00
01-000536	NAMEPLATE & PANEL TECH	24-45981	INV	293475	4/11/24	4/26/24	N	28.50	28.50-	108686	4/26/24	0.00
							** TOTALS **	28.50	28.50-			0.00
01-000594	PIONEER MANUFACTURING CO.	24-46000	INV	923266	4/16/24	4/26/24	N	1,398.94	1,398.94-	108688	4/26/24	0.00
							** TOTALS **	1,398.94	1,398.94-			0.00
01-000771	U. S. POSTAL SERVICE	24-45956	INV	BULK MAIL #21	4/08/24	4/12/24	N	3,000.00	3,000.00-	108630	4/12/24	0.00
							** TOTALS **	3,000.00	3,000.00-			0.00
01-000789	VILLAGE OF CAROL STREAM	24-45931	INV	Dog License 3/24	4/01/24	4/05/24	N	39.00	39.00-	108600	4/05/24	0.00
							** TOTALS **	39.00	39.00-			0.00
01-000790	VILLAGE OF CAROL STREAM	24-45936	INV	02121615	4/01/24	4/19/24	N	20.25	20.25-	001597	4/19/24	0.00
		24-45936	INV	02122430	4/01/24	4/19/24	N	260.12	260.12-	001597	4/19/24	0.00
		24-45936	INV	02127024	4/01/24	4/19/24	N	1,885.34	1,885.34-	001597	4/19/24	0.00
							** TOTALS **	2,165.71	2,165.71-			0.00
01-000874	LANDSCAPE MATERIAL	24-45980	INV	46588	4/13/24	4/26/24	N	372.00	372.00-	108682	4/26/24	0.00
							** TOTALS **	372.00	372.00-			0.00
01-001085	ILL DEPT OF REVENUE	24-45962	INV	ST-1 MARCH 2024	4/12/24	4/19/24	N	943.00	943.00-	001595	4/19/24	0.00
							** TOTALS **	943.00	943.00-			0.00
01-001252	LOWE'S	24-45992	CM	987811-4/17/24	4/17/24	4/26/24	N	9.76-	9.76	001604	4/26/24	0.00
		24-45992	INV	901156-4/15/24	4/15/24	4/26/24	N	9.76	9.76-	001604	4/26/24	0.00
		24-45992	INV	901408-4/18/24	4/18/24	4/26/24	N	33.71	33.71-	001604	4/26/24	0.00
		24-45992	INV	901495-4/8/24	4/08/24	4/26/24	N	19.16	19.16-	001604	4/26/24	0.00
		24-45992	INV	901499-4/19/24	4/19/24	4/26/24	N	18.04	18.04-	001604	4/26/24	0.00
		24-45992	INV	901589-4/9/24	4/09/24	4/26/24	N	101.10	101.10-	001604	4/26/24	0.00
		24-45992	INV	901883-4/1/24	4/01/24	4/26/24	N	25.60	25.60-	001604	4/26/24	0.00
		24-45992	INV	901993-4/2/24	4/02/24	4/26/24	N	14.71	14.71-	001604	4/26/24	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-001252	LOWE'S ** CONTINUED **										
	24-45992	INV	987816-4/17/24	4/17/24	4/26/24	N	33.71	33.71-	001604	4/26/24	0.00
				** TOTALS **			246.03	246.03-			0.00
01-001268	JAMES JAY BITTER										
		INV	OFFICIAL 4/12	4/12/24	4/26/24	Y	240.00	240.00-	108671	4/26/24	0.00
		INV	OFFICIAL 4/15-4/20	4/20/24	4/26/24	Y	390.00	390.00-	108671	4/26/24	0.00
		INV	OFFICIAL 4/6	4/06/24	4/12/24	Y	180.00	180.00-	108618	4/12/24	0.00
				** TOTALS **			810.00	810.00-			0.00
01-001425	JOSHUA J. SANEW										
	24-45988	INV	2024 EVAL	4/23/24	4/26/24	Y	105.00	105.00-	108689	4/26/24	0.00
				** TOTALS **			105.00	105.00-			0.00
01-001563	ELIZABETH A. GRAY										
	24-45940	INV	4/7 JUDGE FEE	4/03/24	4/05/24	Y	150.00	150.00-	108594	4/05/24	0.00
				** TOTALS **			150.00	150.00-			0.00
01-001603	MAGIC OF GARY KANTOR										
	24-45990	INV	042324 MAGIC	4/23/24	4/26/24	Y	30.80	30.80-	108685	4/26/24	0.00
				** TOTALS **			30.80	30.80-			0.00
01-001918	LRS, LLC										
	24-45965	INV	PS5938010	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS5938011	4/04/24	4/19/24	Y	4.86	4.86-	108649	4/19/24	0.00
	24-45965	INV	PS5938012	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS5938013	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS5938014	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS5938015	4/04/24	4/19/24	Y	48.59	48.59-	108649	4/19/24	0.00
	24-45965	INV	PS5938017	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS5938018	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS5938019	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593803	4/04/24	4/19/24	Y	33.14	33.14-	108649	4/19/24	0.00
	24-45965	INV	PS593804	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593805	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593806	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593807	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593808	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593809	4/04/24	4/19/24	Y	24.29	24.29-	108649	4/19/24	0.00
	24-45965	INV	PS593811	4/04/24	4/19/24	Y	19.43	19.43-	108649	4/19/24	0.00
				** TOTALS **			421.79	421.79-			0.00
01-002689	ACCESS ONE INC.										
	24-45935	INV	6129968	4/01/24	4/26/24	N	1,250.00	1,250.00-	001601	4/26/24	0.00
				** TOTALS **			1,250.00	1,250.00-			0.00
01-003095	EILEEN HERNANDEZ										
	24-45959	INV	31224	3/12/24	4/12/24	Y	200.00	200.00-	108633	4/12/24	0.00
	24-45996	INV	4112027	4/11/24	4/26/24	Y	100.00	100.00-	108690	4/26/24	0.00
				** TOTALS **			300.00	300.00-			0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	---- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-003163	WHEATON PARK DISTRICT	24-45950	INV	2024-026	4/03/24	4/12/24	N	348.00	348.00-	108632	4/12/24	0.00
							** TOTALS **	348.00	348.00-			0.00
01-003184	WEST CHICAGO PARK DIST.	24-45961	INV	041124	4/11/24	4/19/24	N	160.00	160.00-	108651	4/19/24	0.00
		24-45964	INV	041324	4/13/24	4/19/24	N	105.00	105.00-	108651	4/19/24	0.00
							** TOTALS **	265.00	265.00-			0.00
01-003211	UNIVAR USA INC.	24-45954	INV	51987963	4/03/24	4/12/24	N	926.69	926.69-	108631	4/12/24	0.00
							** TOTALS **	926.69	926.69-			0.00
01-003580	NCSI	24-45944	INV	42777	3/01/24	4/12/24	N	228.00	228.00-	108627	4/12/24	0.00
		24-45944	INV	43776	3/01/24	4/12/24	N	997.50	997.50-	108627	4/12/24	0.00
		24-45945	INV	43777	4/01/24	4/12/24	N	57.00	57.00-	108627	4/12/24	0.00
							** TOTALS **	1,282.50	1,282.50-			0.00
01-003767	EVP ACADEMIES, LLC	24-45923	INV	2553	3/27/24	4/05/24	N	554.40	554.40-	108592	4/05/24	0.00
							** TOTALS **	554.40	554.40-			0.00
01-003924	AWARDS NETWORK	24-45857	INV	117193	3/06/24	4/26/24	N	25.00	25.00-	108670	4/26/24	0.00
		24-45977	INV	135305	4/10/24	4/26/24	N	100.00	100.00-	108670	4/26/24	0.00
							** TOTALS **	125.00	125.00-			0.00
01-003932	STERLING NETWORK INTEGRATI	24-45924	INV	02282409	4/01/24	4/12/24	N	1,139.30	1,139.30-	108629	4/12/24	0.00
		24-45925	INV	03212401	3/21/24	4/12/24	N	1,155.00	1,155.00-	108629	4/12/24	0.00
							** TOTALS **	2,294.30	2,294.30-			0.00
01-003941	EDNA B. LUNDEEN	24-45938	INV	4/7 JUDGE FEES	4/03/24	4/05/24	Y	150.00	150.00-	108597	4/05/24	0.00
							** TOTALS **	150.00	150.00-			0.00
01-003955	CAROL STREAM PARKS FOUNDAT	24-45930	INV	Donations 3/24	4/01/24	4/05/24	N	43.89	43.89-	108590	4/05/24	0.00
							** TOTALS **	43.89	43.89-			0.00
01-003979	LEAH MORGAN	24-45939	INV	4/7 JUDGE FEES	4/03/24	4/05/24	Y	150.00	150.00-	108599	4/05/24	0.00
							** TOTALS **	150.00	150.00-			0.00
01-004031	OFFICIAL FINDERS, LLC	24-45993	INV	23919	4/15/24	4/26/24	Y	500.00	500.00-	108687	4/26/24	0.00
		24-45993	INV	23995	4/21/24	4/26/24	Y	375.00	375.00-	108687	4/26/24	0.00

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VENDOR	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004031	OFFICIAL FINDERS, LLC ** CONTINUED **										
	24-45993	INV	24100	4/21/24	4/26/24	Y	505.00	505.00-	108687	4/26/24	0.00
	24-45993	INV	24109	4/21/24	4/26/24	Y	225.00	225.00-	108687	4/26/24	0.00
				** TOTALS **			1,605.00	1,605.00-			0.00
01-004101	BEVERLY R. BUCHINGER										
	24-45984	INV	061	4/21/24	4/26/24	Y	300.00	300.00-	108674	4/26/24	0.00
				** TOTALS **			300.00	300.00-			0.00
01-004143	DIVERZIFY LLC										
	24-45815	INV	CD99021809	3/19/24	4/19/24	Y	3,249.00	3,249.00-	108638	4/19/24	0.00
				** TOTALS **			3,249.00	3,249.00-			0.00
01-004153	WEX BANK										
	24-45933	INV	96122268	3/31/24	4/26/24	N	1,691.81	1,691.81-	001609	4/26/24	0.00
				** TOTALS **			1,691.81	1,691.81-			0.00
01-004159	WIGHT & COMPANY										
	22-43270	INV	220056-024	3/31/24	4/19/24	N	5,500.00	5,500.00-	108652	4/19/24	0.00
	23-44806	INV	230113-008	3/31/24	4/19/24	N	1,531.05	1,531.05-	108652	4/19/24	0.00
				** TOTALS **			7,031.05	7,031.05-			0.00
01-004165	KONICA MINOLTA										
	24-45934	INV	9009853980	3/25/24	4/13/24	N	1,055.60	1,055.60-	108625	4/12/24	0.00
				** TOTALS **			1,055.60	1,055.60-			0.00
01-004191	LORI IWANISZYN										
	24-45971	INV	SG03012024	3/19/24	4/19/24	Y	160.00	160.00-	108645	4/19/24	0.00
				** TOTALS **			160.00	160.00-			0.00
01-004290	PEPSI-COLA										
	24-45974	INV	31853315	4/17/24	4/26/24	N	1,040.59	1,040.59-	001606	4/26/24	0.00
				** TOTALS **			1,040.59	1,040.59-			0.00
01-004365	GEORGIA LOCHRIDGE										
	24-45929	INV	03282024	4/01/24	4/05/24	Y	80.00	80.00-	108596	4/05/24	0.00
	24-45985	INV	04192024	4/19/24	4/26/24	Y	90.00	90.00-	108684	4/26/24	0.00
				** TOTALS **			170.00	170.00-			0.00
01-004403	TOWN & COUNTRY DISTRIBUTOR										
	24-45972	INV	101118	4/16/24	4/26/24	N	1,168.00	1,168.00-	001608	4/26/24	0.00
				** TOTALS **			1,168.00	1,168.00-			0.00
01-004418	ZIONS BANK										
	24-45880	INV	5/1/24 Bond Pmts	4/01/24	4/26/24	N	639,350.00	639,350.00-	001610	4/26/24	0.00
				** TOTALS **			639,350.00	639,350.00-			0.00
01-004423	PERFORMANCE FOODSERVICE										
	24-45968	INV	5540100	4/16/24	4/19/24	N	2,258.16	2,258.16-	001596	4/19/24	0.00

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VENDOR	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-004423	PERFORMANCE FOODSERVICE ** CONTINUED **										
	24-45986	INV	5546469	4/23/24	4/26/24	N	1,179.68	1,179.68-	001607	4/26/24	0.00
						** TOTALS **	3,437.84	3,437.84-			0.00
01-004448	D & J AUDIO VIDEO, INC										
	23-45471	INV	3359	3/15/24	4/12/24	N	9,700.00	9,700.00-	108620	4/12/24	0.00
						** TOTALS **	9,700.00	9,700.00-			0.00
01-004496	DEBBIE GRENINGER										
	24-45978	INV	DG-AMZ2040244	4/06/24	4/26/24	N	60.22	60.22-	108680	4/26/24	0.00
						** TOTALS **	60.22	60.22-			0.00
01-004543	AUDIOQUIP, INC.										
	24-45917	INV	69537	3/21/24	4/05/24	N	2,340.00	2,340.00-	108589	4/05/24	0.00
						** TOTALS **	2,340.00	2,340.00-			0.00
01-004573	HITEK MECHANICAL LLC										
	24-45949	INV	20871	3/25/24	4/12/24	Y	512.50	512.50-	108623	4/12/24	0.00
	24-45960	INV	20910	4/04/24	4/19/24	Y	1,390.66	1,390.66-	108642	4/19/24	0.00
						** TOTALS **	1,903.16	1,903.16-			0.00
01-004660	DYNEGY ENERGY SERVICES, LL										
	24-45928	INV	438349224031	3/28/24	4/12/24	N	23,344.70	23,344.70-	001593	4/12/24	0.00
						** TOTALS **	23,344.70	23,344.70-			0.00
01-004702	PCARD - FIFTH THIRD BANK										
	CM		0401242 RET	4/01/24	4/30/24	N	105.00-	105.00	001612	4/30/24	0.00
	CM		11200030052-34370R	4/02/24	4/30/24	N	99.99-	99.99	001612	4/30/24	0.00
	CM		11489723658633839R	4/18/24	4/30/24	N	229.19-	229.19	001612	4/30/24	0.00
	CM		AMZ3030631 RET	4/22/24	4/30/24	N	15.18-	15.18	001612	4/30/24	0.00
	CM		AMZN 1 OF 2 REF	4/01/24	4/30/24	N	26.99-	26.99	001612	4/30/24	0.00
	CM		AMZN 2 OF 2 REF	4/22/24	4/30/24	N	26.99-	26.99	001612	4/30/24	0.00
	CM		AMZN 2369821 R	4/03/24	4/30/24	N	8.08-	8.08	001612	4/30/24	0.00
	CM		AMZN 3200203R	4/15/24	4/30/24	N	249.99-	249.99	001612	4/30/24	0.00
	CM		AMZN FRYER FANR	4/02/24	4/30/24	N	229.99-	229.99	001612	4/30/24	0.00
	CM		BAS 600409850 R	4/26/24	4/30/24	N	13.27-	13.27	001612	4/30/24	0.00
	CM		BAS 600410002 R	4/03/24	4/30/24	N	8.79-	8.79	001612	4/30/24	0.00
	CM		FAST SIGNS 4/1 R	4/25/24	4/30/24	N	117.50-	117.50	001612	4/30/24	0.00
	CM		HD 345376 REF	4/02/24	4/30/24	N	42.80-	42.80	001612	4/30/24	0.00
	CM		MIDWEST 847732 REF	4/03/24	4/30/24	N	31.50-	31.50	001612	4/30/24	0.00
	CM		WAL9NKDY3	4/01/24	4/30/24	N	21.98-	21.98	001612	4/30/24	0.00
	INV		000398	4/04/24	4/30/24	N	400.00	400.00-	001612	4/30/24	0.00
	INV		015674	4/26/24	4/30/24	N	9.00	9.00-	001612	4/30/24	0.00
	INV		040124	4/02/24	4/30/24	N	523.25	523.25-	001612	4/30/24	0.00
	INV		044275	4/04/24	4/30/24	N	307.91	307.91-	001612	4/30/24	0.00
	INV		0569295	4/05/24	4/30/24	N	132.00	132.00-	001612	4/30/24	0.00
	INV		0760255	4/12/24	4/30/24	N	64.76	64.76-	001612	4/30/24	0.00
	INV		088530	4/22/24	4/30/24	N	93.00	93.00-	001612	4/30/24	0.00
	INV		107061539176842	4/25/24	4/30/24	N	454.00	454.00-	001612	4/30/24	0.00

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VENDOR	---- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004702 PCARD - FIFTH THIRD BANK ** CONTINUED **												
			INV	1107783062	4/26/24	4/30/24	N	681.39	681.39-	001612	4/30/24	0.00
			INV	1108309936	4/29/24	4/30/24	N	73.77	73.77-	001612	4/30/24	0.00
			INV	11205630871053823	4/24/24	4/30/24	N	117.31	117.31-	001612	4/30/24	0.00
			INV	11226393910630622	4/17/24	4/30/24	N	46.84	46.84-	001612	4/30/24	0.00
			INV	11229426096051432	4/09/24	4/30/24	N	83.94	83.94-	001612	4/30/24	0.00
			INV	11288216218333042	4/11/24	4/30/24	N	29.88	29.88-	001612	4/30/24	0.00
			INV	11299764156182632	4/11/24	4/30/24	N	62.80	62.80-	001612	4/30/24	0.00
			INV	11311999643149014	4/30/24	4/30/24	N	42.00	42.00-	001612	4/30/24	0.00
			INV	11313362665165006	4/01/24	4/30/24	N	15.09	15.09-	001612	4/30/24	0.00
			INV	11313432875765057	4/23/24	4/30/24	N	343.13	343.13-	001612	4/30/24	0.00
			INV	11318704682802656	4/01/24	4/30/24	N	101.99	101.99-	001612	4/30/24	0.00
			INV	11322304375183436	4/03/24	4/30/24	N	31.87	31.87-	001612	4/30/24	0.00
			INV	11331134255747467	4/08/24	4/30/24	N	11.69	11.69-	001612	4/30/24	0.00
			INV	11357545689065037	4/08/24	4/30/24	N	33.89	33.89-	001612	4/30/24	0.00
			INV	11371836053093058	4/30/24	4/30/24	N	52.31	52.31-	001612	4/30/24	0.00
			INV	11382042843850629	4/04/24	4/30/24	N	23.99	23.99-	001612	4/30/24	0.00
			INV	11387028933209820	4/11/24	4/30/24	N	13.98	13.98-	001612	4/30/24	0.00
			INV	114-4584090-504980	4/29/24	4/30/24	N	86.99	86.99-	001612	4/30/24	0.00
			INV	11416103335923405	4/11/24	4/30/24	N	15.99	15.99-	001612	4/30/24	0.00
			INV	11418372956642601R	4/08/24	4/30/24	N	187.88	187.88-	001612	4/30/24	0.00
			INV	11439625628682603	4/11/24	4/30/24	N	9.99	9.99-	001612	4/30/24	0.00
			INV	11489723658633839	4/11/24	4/30/24	N	565.90	565.90-	001612	4/30/24	0.00
			INV	1933159047	4/17/24	4/30/24	N	742.05	742.05-	001612	4/30/24	0.00
			INV	20240065	4/01/24	4/30/24	N	1,014.50	1,014.50-	001612	4/30/24	0.00
			INV	20240073	4/05/24	4/30/24	N	810.00	810.00-	001612	4/30/24	0.00
			INV	20240074	4/09/24	4/30/24	N	1,612.75	1,612.75-	001612	4/30/24	0.00
			INV	20240077	4/11/24	4/30/24	N	721.50	721.50-	001612	4/30/24	0.00
			INV	20240079	4/12/24	4/30/24	N	185.25	185.25-	001612	4/30/24	0.00
			INV	20240080	4/15/24	4/30/24	N	523.00	523.00-	001612	4/30/24	0.00
			INV	20240081	4/15/24	4/30/24	N	3,343.65	3,343.65-	001612	4/30/24	0.00
			INV	20240086	4/23/24	4/30/24	N	794.50	794.50-	001612	4/30/24	0.00
			INV	20240087	4/23/24	4/30/24	N	911.25	911.25-	001612	4/30/24	0.00
			INV	20240088	4/23/24	4/30/24	N	1,184.00	1,184.00-	001612	4/30/24	0.00
			INV	20240089	4/23/24	4/30/24	N	24.00	24.00-	001612	4/30/24	0.00
			INV	20240091	4/29/24	4/30/24	N	93.00	93.00-	001612	4/30/24	0.00
			INV	20240092	4/29/24	4/30/24	N	12.00	12.00-	001612	4/30/24	0.00
			INV	20240093	4/29/24	4/30/24	N	188.40	188.40-	001612	4/30/24	0.00
			INV	20240094	4/29/24	4/30/24	N	2,704.25	2,704.25-	001612	4/30/24	0.00
			INV	20240095	4/29/24	4/30/24	N	29.00	29.00-	001612	4/30/24	0.00
			INV	20240096	4/29/24	4/30/24	N	31.50	31.50-	001612	4/30/24	0.00
			INV	20240097	4/29/24	4/30/24	N	41.00	41.00-	001612	4/30/24	0.00
			INV	241413	4/23/24	4/30/24	N	307.91	307.91-	001612	4/30/24	0.00
			INV	2536619	4/01/24	4/30/24	N	200.00	200.00-	001612	4/30/24	0.00
			INV	2558	4/09/24	4/30/24	N	540.00	540.00-	001612	4/30/24	0.00
			INV	2569	4/23/24	4/30/24	N	540.00	540.00-	001612	4/30/24	0.00
			INV	25880485477498881	4/08/24	4/30/24	N	56.74	56.74-	001612	4/30/24	0.00
			INV	267 9744 104	4/02/24	4/30/24	N	50.00	50.00-	001612	4/30/24	0.00
			INV	27039268	4/17/24	4/30/24	N	573.96	573.96-	001612	4/30/24	0.00

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VENDOR	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004702	PCARD - FIFTH THIRD BANK										** CONTINUED **
		INV	3155411	4/12/24	4/30/24	N	675.00	675.00-	001612	4/30/24	0.00
		INV	32327885	4/10/24	4/30/24	N	1,050.00	1,050.00-	001612	4/30/24	0.00
		INV	3236260	4/12/24	4/30/24	N	18.49	18.49-	001612	4/30/24	0.00
		INV	3777	4/24/24	4/30/24	N	247.45	247.45-	001612	4/30/24	0.00
		INV	39942671	4/02/24	4/30/24	N	252.00	252.00-	001612	4/30/24	0.00
		INV	39942672	4/02/24	4/30/24	N	252.00	252.00-	001612	4/30/24	0.00
		INV	4/24 GOOGLE	4/02/24	4/30/24	N	39.75	39.75-	001612	4/30/24	0.00
		INV	41024	4/01/24	4/30/24	N	852.72	852.72-	001612	4/30/24	0.00
		INV	4106	4/23/24	4/30/24	N	10.00	10.00-	001612	4/30/24	0.00
		INV	454559492290	4/01/24	4/30/24	N	5.98	5.98-	001612	4/30/24	0.00
		INV	4797061	4/12/24	4/30/24	N	19.99	19.99-	001612	4/30/24	0.00
		INV	5375005	4/24/24	4/30/24	N	10.00	10.00-	001612	4/30/24	0.00
		INV	5996-5	4/17/24	4/30/24	N	138.88	138.88-	001612	4/30/24	0.00
		INV	6029058	4/19/24	4/30/24	N	13.99	13.99-	001612	4/30/24	0.00
		INV	6304-1	4/17/24	4/30/24	N	69.44	69.44-	001612	4/30/24	0.00
		INV	651267	4/16/24	4/30/24	N	175.00	175.00-	001612	4/30/24	0.00
		INV	651298	4/19/24	4/30/24	N	150.00	150.00-	001612	4/30/24	0.00
		INV	6847802	4/19/24	4/30/24	N	25.99	25.99-	001612	4/30/24	0.00
		INV	710369+710341	4/19/24	4/30/24	N	1,946.00	1,946.00-	001612	4/30/24	0.00
		INV	716782	4/24/24	4/30/24	N	5.00	5.00-	001612	4/30/24	0.00
		INV	73629	4/25/24	4/30/24	N	36.96	36.96-	001612	4/30/24	0.00
		INV	7492240	4/09/24	4/30/24	N	35.99	35.99-	001612	4/30/24	0.00
		INV	755476913	4/26/24	4/30/24	N	134.16	134.16-	001612	4/30/24	0.00
		INV	79928	4/15/24	4/30/24	N	79.98	79.98-	001612	4/30/24	0.00
		INV	81170	4/01/24	4/30/24	N	19.90	19.90-	001612	4/30/24	0.00
		INV	944095181	4/18/24	4/30/24	N	5.67	5.67-	001612	4/30/24	0.00
		INV	ADOBE CC 4/24	4/08/24	4/30/24	N	179.98	179.98-	001612	4/30/24	0.00
		INV	ALK 4/25/24	4/26/24	4/30/24	N	72.00	72.00-	001612	4/30/24	0.00
		INV	AMAZON APRIL 5	4/09/24	4/30/24	N	247.74	247.74-	001612	4/30/24	0.00
		INV	AMZ 0250605	4/10/24	4/30/24	N	7.99	7.99-	001612	4/30/24	0.00
		INV	AMZ 04677691632200	4/17/24	4/30/24	N	14.82	14.82-	001612	4/30/24	0.00
		INV	AMZ 0968225	4/25/24	4/30/24	N	74.89	74.89-	001612	4/30/24	0.00
		INV	AMZ 1058615	4/02/24	4/30/24	N	7.99	7.99-	001612	4/30/24	0.00
		INV	AMZ 1059401	4/05/24	4/30/24	N	129.52	129.52-	001612	4/30/24	0.00
		INV	AMZ 1081002	4/18/24	4/30/24	N	19.95	19.95-	001612	4/30/24	0.00
		INV	AMZ 1149006	4/12/24	4/30/24	N	41.58	41.58-	001612	4/30/24	0.00
		INV	AMZ 1536241	4/24/24	4/30/24	N	38.54	38.54-	001612	4/30/24	0.00
		INV	AMZ 17439305257056	4/22/24	4/30/24	N	22.13	22.13-	001612	4/30/24	0.00
		INV	AMZ 1829810	4/02/24	4/30/24	N	7.58	7.58-	001612	4/30/24	0.00
		INV	AMZ 2279462	4/23/24	4/30/24	N	10.63	10.63-	001612	4/30/24	0.00
		INV	AMZ 27746361874616	4/05/24	4/30/24	N	59.99	59.99-	001612	4/30/24	0.00
		INV	AMZ 2821040	4/18/24	4/30/24	N	56.98	56.98-	001612	4/30/24	0.00
		INV	AMZ 2889055	4/24/24	4/30/24	N	15.08	15.08-	001612	4/30/24	0.00
		INV	AMZ 2990616	4/15/24	4/30/24	N	52.97	52.97-	001612	4/30/24	0.00
		INV	AMZ 3030631	4/25/24	4/30/24	N	15.18	15.18-	001612	4/30/24	0.00
		INV	AMZ 3081863	4/18/24	4/30/24	N	179.08	179.08-	001612	4/30/24	0.00
		INV	AMZ 3397012	4/12/24	4/30/24	N	7.96	7.96-	001612	4/30/24	0.00
		INV	AMZ 3580247	4/24/24	4/30/24	N	21.99	21.99-	001612	4/30/24	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	---- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004702 PCARD - FIFTH THIRD BANK ** CONTINUED **												
			INV	AMZ 4057043	4/15/24	4/30/24	N	30.38	30.38-	001612	4/30/24	0.00
			INV	AMZ 4501851	4/15/24	4/30/24	N	423.87	423.87-	001612	4/30/24	0.00
			INV	AMZ 4621860	4/24/24	4/30/24	N	8.99	8.99-	001612	4/30/24	0.00
			INV	AMZ 4712255	4/25/24	4/30/24	N	54.81	54.81-	001612	4/30/24	0.00
			INV	AMZ 5353837	4/23/24	4/30/24	N	56.96	56.96-	001612	4/30/24	0.00
			INV	AMZ 62587417497064	4/15/24	4/30/24	N	147.99	147.99-	001612	4/30/24	0.00
			INV	AMZ 6459444	4/25/24	4/30/24	N	46.95	46.95-	001612	4/30/24	0.00
			INV	AMZ 7464251	4/18/24	4/30/24	N	7.99	7.99-	001612	4/30/24	0.00
			INV	AMZ 8128213	4/18/24	4/30/24	N	17.99	17.99-	001612	4/30/24	0.00
			INV	AMZ 8409040	4/05/24	4/30/24	N	9.99	9.99-	001612	4/30/24	0.00
			INV	AMZ 8573030	4/18/24	4/30/24	N	23.99	23.99-	001612	4/30/24	0.00
			INV	AMZ 9389742-886744	4/25/24	4/30/24	N	84.90	84.90-	001612	4/30/24	0.00
			INV	AMZ 9905046	4/10/24	4/30/24	N	71.03	71.03-	001612	4/30/24	0.00
			INV	AMZ- 7866643	4/24/24	4/30/24	N	23.98	23.98-	001612	4/30/24	0.00
			INV	AMZ-3240261	4/18/24	4/30/24	N	46.54	46.54-	001612	4/30/24	0.00
			INV	AMZ-9293845	4/26/24	4/30/24	N	58.97	58.97-	001612	4/30/24	0.00
			INV	AMZ00030052-34370R	4/29/24	4/30/24	N	99.99	99.99-	001612	4/30/24	0.00
			INV	AMZ03535927845067	4/18/24	4/30/24	N	63.87	63.87-	001612	4/30/24	0.00
			INV	AMZ23225036869837	4/12/24	4/30/24	N	238.42	238.42-	001612	4/30/24	0.00
			INV	AMZ25930807851406	4/01/24	4/30/24	N	39.96	39.96-	001612	4/30/24	0.00
			INV	AMZ4702628	4/02/24	4/30/24	N	21.89	21.89-	001612	4/30/24	0.00
			INV	AMZ55218530908252	4/08/24	4/30/24	N	19.61	19.61-	001612	4/30/24	0.00
			INV	AMZ66042996517050	4/02/24	4/30/24	N	14.36	14.36-	001612	4/30/24	0.00
			INV	AMZ89946697731467	4/18/24	4/30/24	N	66.57	66.57-	001612	4/30/24	0.00
			INV	AMZN 0035426	4/23/24	4/30/24	N	14.99	14.99-	001612	4/30/24	0.00
			INV	AMZN 0233038	4/15/24	4/30/24	N	101.64	101.64-	001612	4/30/24	0.00
			INV	AMZN 0545055	4/25/24	4/30/24	N	22.99	22.99-	001612	4/30/24	0.00
			INV	AMZN 1029014	4/02/24	4/30/24	N	9.99	9.99-	001612	4/30/24	0.00
			INV	AMZN 1411469	4/17/24	4/30/24	N	28.99	28.99-	001612	4/30/24	0.00
			INV	AMZN 1452253	4/17/24	4/30/24	N	9.99	9.99-	001612	4/30/24	0.00
			INV	AMZN 1673026	4/22/24	4/30/24	N	139.99	139.99-	001612	4/30/24	0.00
			INV	AMZN 2298638	4/22/24	4/30/24	N	19.02	19.02-	001612	4/30/24	0.00
			INV	AMZN 2369821	4/02/24	4/30/24	N	8.08	8.08-	001612	4/30/24	0.00
			INV	AMZN 2911451	4/17/24	4/30/24	N	26.99	26.99-	001612	4/30/24	0.00
			INV	AMZN 3453036	4/18/24	4/30/24	N	147.98	147.98-	001612	4/30/24	0.00
			INV	AMZN 3582601	4/08/24	4/30/24	N	39.99	39.99-	001612	4/30/24	0.00
			INV	AMZN 3778624	4/01/24	4/30/24	N	17.97	17.97-	001612	4/30/24	0.00
			INV	AMZN 4055413	4/24/24	4/30/24	N	69.98	69.98-	001612	4/30/24	0.00
			INV	AMZN 4261832	4/22/24	4/30/24	N	81.64	81.64-	001612	4/30/24	0.00
			INV	AMZN 4495445	4/24/24	4/30/24	N	41.54	41.54-	001612	4/30/24	0.00
			INV	AMZN 4708214	4/18/24	4/30/24	N	13.99	13.99-	001612	4/30/24	0.00
			INV	AMZN 6195443	4/01/24	4/30/24	N	20.89	20.89-	001612	4/30/24	0.00
			INV	AMZN 6279425	4/22/24	4/30/24	N	9.99	9.99-	001612	4/30/24	0.00
			INV	AMZN 6718663	4/18/24	4/30/24	N	27.94	27.94-	001612	4/30/24	0.00
			INV	AMZN 6901047	4/10/24	4/30/24	N	179.97	179.97-	001612	4/30/24	0.00
			INV	AMZN 7068243	4/01/24	4/30/24	N	25.99	25.99-	001612	4/30/24	0.00
			INV	AMZN 7618669	4/23/24	4/30/24	N	159.60	159.60-	001612	4/30/24	0.00
			INV	AMZN 8140253	4/08/24	4/30/24	N	45.88	45.88-	001612	4/30/24	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

VENDOR	---- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004702 PCARD - FIFTH THIRD BANK ** CONTINUED **												
				INV AMZN 8149834	4/04/24	4/30/24	N	119.98	119.98-	001612	4/30/24	0.00
				INV AMZN 8357015	4/23/24	4/30/24	N	47.76	47.76-	001612	4/30/24	0.00
				INV AMZN 8392226	4/17/24	4/30/24	N	60.30	60.30-	001612	4/30/24	0.00
				INV AMZN 9699444	4/02/24	4/30/24	N	239.94	239.94-	001612	4/30/24	0.00
				INV AMZN 9821061	4/03/24	4/30/24	N	12.32	12.32-	001612	4/30/24	0.00
				INV APE 4/26/24	4/29/24	4/30/24	N	35.99	35.99-	001612	4/30/24	0.00
				INV APE 4888 C40402	4/15/24	4/30/24	N	20.74	20.74-	001612	4/30/24	0.00
				INV APPLE-NO NUMBER	4/11/24	4/30/24	N	16.99	16.99-	001612	4/30/24	0.00
				INV ATT 7213608803	4/04/24	4/30/24	N	1,309.50	1,309.50-	001612	4/30/24	0.00
				INV ATT 7800637801	4/04/24	4/30/24	N	544.47	544.47-	001612	4/30/24	0.00
				INV ATT0459487809	4/08/24	4/30/24	N	2,378.13	2,378.13-	001612	4/30/24	0.00
				INV ATT24 3/16-4/15	4/12/24	4/30/24	N	35.90	35.90-	001612	4/30/24	0.00
				INV ATT2707428808	4/04/24	4/30/24	N	933.76	933.76-	001612	4/30/24	0.00
				INV AUGUSTINOS 4/3/24	4/05/24	4/30/24	N	34.99	34.99-	001612	4/30/24	0.00
				INV BAS 600424689	4/26/24	4/30/24	N	44.58	44.58-	001612	4/30/24	0.00
				INV BAS 600424689TAX	4/26/24	4/30/24	N	3.57	3.57-	001612	4/30/24	0.00
				INV BRACING 442498-1	4/08/24	4/30/24	N	170.00	170.00-	001612	4/30/24	0.00
				INV CC 1713943207	4/25/24	4/30/24	N	26.00	26.00-	001612	4/30/24	0.00
				INV COMCAST 031724	4/15/24	4/30/24	N	256.85	256.85-	001612	4/30/24	0.00
				INV COMCAST 031824	4/15/24	4/30/24	N	10.50	10.50-	001612	4/30/24	0.00
				INV COMCAST 031924	4/16/24	4/30/24	N	895.32	895.32-	001612	4/30/24	0.00
				INV COMCAST 040224	4/29/24	4/30/24	N	91.82	91.82-	001612	4/30/24	0.00
				INV CONC 1015452797	4/04/24	4/30/24	N	93.00	93.00-	001612	4/30/24	0.00
				INV CONC 1015481977	4/18/24	4/30/24	N	93.00	93.00-	001612	4/30/24	0.00
				INV CULL240721-033124	4/17/24	4/30/24	N	60.00	60.00-	001612	4/30/24	0.00
				INV DERO 584170202	4/29/24	4/30/24	N	2,192.00	2,192.00-	001612	4/30/24	0.00
				INV DICKS009966	4/23/24	4/30/24	N	14.99	14.99-	001612	4/30/24	0.00
				INV DISH - APRIL 24	4/18/24	4/30/24	N	5.11	5.11-	001612	4/30/24	0.00
				INV DLLRGEN-9636221	4/08/24	4/30/24	N	4.86	4.86-	001612	4/30/24	0.00
				INV DLLRTREE-2465444	4/03/24	4/30/24	N	13.75	13.75-	001612	4/30/24	0.00
				INV DLLRTREE-26505298	4/04/24	4/30/24	N	20.01	20.01-	001612	4/30/24	0.00
				INV DN 184894	4/30/24	4/30/24	N	305.00	305.00-	001612	4/30/24	0.00
				INV DN 184895	4/30/24	4/30/24	N	1,120.00	1,120.00-	001612	4/30/24	0.00
				INV DOL 27812574	4/03/24	4/30/24	N	5.00	5.00-	001612	4/30/24	0.00
				INV DS 42973 3/27/24	4/01/24	4/30/24	N	1,087.00	1,087.00-	001612	4/30/24	0.00
				INV DUNKIN-9408	4/08/24	4/30/24	N	58.29	58.29-	001612	4/30/24	0.00
				INV EB 9298448699	4/03/24	4/30/24	N	17.00	17.00-	001612	4/30/24	0.00
				INV ELITE 3912 4/4/24	4/05/24	4/30/24	N	269.25	269.25-	001612	4/30/24	0.00
				INV ER2 ORD 168443	4/23/24	4/30/24	N	643.53	643.53-	001612	4/30/24	0.00
				INV FACEBK CYVSK4UL22	4/08/24	4/30/24	N	35.00	35.00-	001612	4/30/24	0.00
				INV FB7104481022995305	4/22/24	4/30/24	N	20.41	20.41-	001612	4/30/24	0.00
				INV FB7390171	4/17/24	4/30/24	N	547.77	547.77-	001612	4/30/24	0.00
				INV FB7390632	4/17/24	4/30/24	N	1,052.69	1,052.69-	001612	4/30/24	0.00
				INV FB7391602	4/17/24	4/30/24	N	678.96	678.96-	001612	4/30/24	0.00
				INV FB7393441	4/17/24	4/30/24	N	700.49	700.49-	001612	4/30/24	0.00
				INV FB7400313	4/17/24	4/30/24	N	180.26	180.26-	001612	4/30/24	0.00
				INV FRESH-SILK 4/3/24	4/05/24	4/30/24	N	75.95	75.95-	001612	4/30/24	0.00
				INV FS 0074-10590	4/05/24	4/30/24	N	1,175.00	1,175.00-	001612	4/30/24	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
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VENDOR	----- VENDOR NAME -----	PO	TYPE INV NO#	INV DT	POST DT 1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-004702	PCARD - FIFTH THIRD BANK		** CONTINUED **							
			INV FS 74-10619	4/22/24	4/30/24 N	470.00	470.00-	001612	4/30/24	0.00
			INV GLDSTAR-20240070	4/05/24	4/30/24 N	205.25	205.25-	001612	4/30/24	0.00
			INV GLDSTAR-20240090	4/23/24	4/30/24 N	1,888.00	1,888.00-	001612	4/30/24	0.00
			INV GO DAD 3053423064	4/29/24	4/30/24 N	44.34	44.34-	001612	4/30/24	0.00
			INV GOLDSTAR 20240071	4/05/24	4/30/24 N	1,164.00	1,164.00-	001612	4/30/24	0.00
			INV GP 28473846	4/01/24	4/30/24 N	233.72	233.72-	001612	4/30/24	0.00
			INV GP 28520058	4/16/24	4/30/24 N	98.76	98.76-	001612	4/30/24	0.00
			INV GP 28534679	4/22/24	4/30/24 N	39.24	39.24-	001612	4/30/24	0.00
			INV GP 28543566	4/24/24	4/30/24 N	108.90	108.90-	001612	4/30/24	0.00
			INV HD 1943 4/23	4/25/24	4/30/24 N	58.58	58.58-	001612	4/30/24	0.00
			INV HD 19430126995 4/1	4/03/24	4/30/24 N	37.58	37.58-	001612	4/30/24	0.00
			INV HD 245376 DEPOSIT	4/03/24	4/30/24 N	75.00	75.00-	001612	4/30/24	0.00
			INV HOBLOB-031611	4/05/24	4/30/24 N	5.48	5.48-	001612	4/30/24	0.00
			INV HOBLOB-092160	4/08/24	4/30/24 N	3.99	3.99-	001612	4/30/24	0.00
			INV HOBLOB-3301042	4/01/24	4/30/24 N	11.98	11.98-	001612	4/30/24	0.00
			INV HOBLOB0418243	4/22/24	4/30/24 N	41.31	41.31-	001612	4/30/24	0.00
			INV INV006980	4/08/24	4/30/24 N	460.00	460.00-	001612	4/30/24	0.00
			INV INV007046	4/26/24	4/30/24 N	460.00	460.00-	001612	4/30/24	0.00
			INV IPASS 4/10/24	4/12/24	4/30/24 N	20.00	20.00-	001612	4/30/24	0.00
			INV IPASS 4/19/24	4/22/24	4/30/24 N	20.00	20.00-	001612	4/30/24	0.00
			INV IPASS 4/24/24	4/26/24	4/30/24 N	20.00	20.00-	001612	4/30/24	0.00
			INV IPASS 4/4/24	4/08/24	4/30/24 N	20.00	20.00-	001612	4/30/24	0.00
			INV JEWEL 4/12/24	4/15/24	4/30/24 N	53.47	53.47-	001612	4/30/24	0.00
			INV JEWEL 4/18/24	4/22/24	4/30/24 N	25.00	25.00-	001612	4/30/24	0.00
			INV JEWEL-070743	4/09/24	4/30/24 N	93.95	93.95-	001612	4/30/24	0.00
			INV JEWEL-16433980	4/08/24	4/30/24 N	25.42	25.42-	001612	4/30/24	0.00
			INV JEWEL071216	4/09/24	4/30/24 N	7.47	7.47-	001612	4/30/24	0.00
			INV JEWEL61324	4/08/24	4/30/24 N	4.98	4.98-	001612	4/30/24	0.00
			INV JIMMYJOHNS-	4/08/24	4/30/24 N	126.93	126.93-	001612	4/30/24	0.00
			INV JIMMYJOHNS-36	4/08/24	4/30/24 N	93.11	93.11-	001612	4/30/24	0.00
			INV JIMMYJOHNS-65	4/08/24	4/30/24 N	19.95	19.95-	001612	4/30/24	0.00
			INV JONES-2082744	4/26/24	4/30/24 N	117.40	117.40-	001612	4/30/24	0.00
			INV JWLO40321120823463	4/05/24	4/30/24 N	18.94	18.94-	001612	4/30/24	0.00
			INV KAMMES 144282	4/25/24	4/30/24 N	3,983.16	3,983.16-	001612	4/30/24	0.00
			INV KAMMES 144290 4/16	4/23/24	4/30/24 N	64.58	64.58-	001612	4/30/24	0.00
			INV KAMMES 4/14/24	4/18/24	4/30/24 N	2,953.89	2,953.89-	001612	4/30/24	0.00
			INV KAMMES 4/9/24	4/10/24	4/30/24 N	1,202.07	1,202.07-	001612	4/30/24	0.00
			INV LOW 165196271 4/29	4/30/24	4/30/24 N	64.62	64.62-	001612	4/30/24	0.00
			INV LOW 304141673 4/5	4/08/24	4/30/24 N	2.98	2.98-	001612	4/30/24	0.00
			INV LOW 646147516 4/17	4/18/24	4/30/24 N	69.98	69.98-	001612	4/30/24	0.00
			INV LOW 88058878 4/25	4/26/24	4/30/24 N	5.35	5.35-	001612	4/30/24	0.00
			INV LOW 88155442 4/3	4/04/24	4/30/24 N	58.98	58.98-	001612	4/30/24	0.00
			INV LOW 88186428 4/15	4/16/24	4/30/24 N	114.74	114.74-	001612	4/30/24	0.00
			INV LOW 88331532 4/5	4/08/24	4/30/24 N	22.98	22.98-	001612	4/30/24	0.00
			INV LOW 88591394 4/8	4/09/24	4/30/24 N	84.92	84.92-	001612	4/30/24	0.00
			INV LOW 88756338 4/10	4/11/24	4/30/24 N	9.98	9.98-	001612	4/30/24	0.00
			INV LOW 88773163 4/10	4/11/24	4/30/24 N	9.98	9.98-	001612	4/30/24	0.00
			INV LOW 88792687 4/22	4/23/24	4/30/24 N	28.16	28.16-	001612	4/30/24	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
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VENDOR	----- VENDOR NAME -----	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE---	
01-004702	PCARD - FIFTH THIRD BANK			** CONTINUED **									
			INV	LOW 88861441	4/11	4/12/24	4/30/24	N	5.98	5.98-	001612	4/30/24	0.00
			INV	LOWES 01821		4/15/24	4/30/24	N	8.98	8.98-	001612	4/30/24	0.00
			INV	LOWES-414362435		4/08/24	4/30/24	N	8.58	8.58-	001612	4/30/24	0.00
			INV	MAR383307		4/01/24	4/30/24	N	211.47	211.47-	001612	4/30/24	0.00
			INV	MEIJER 000253		4/29/24	4/30/24	N	95.96	95.96-	001612	4/30/24	0.00
			INV	MEIJER 026766		4/25/24	4/30/24	N	23.35	23.35-	001612	4/30/24	0.00
			INV	MEIJER 038402		4/15/24	4/30/24	N	6.98	6.98-	001612	4/30/24	0.00
			INV	MEIJER 067732		4/29/24	4/30/24	N	148.76	148.76-	001612	4/30/24	0.00
			INV	MEIJER 072558		4/25/24	4/30/24	N	34.14	34.14-	001612	4/30/24	0.00
			INV	MEN 2C3484186A1E59		4/10/24	4/30/24	N	1.58	1.58-	001612	4/30/24	0.00
			INV	MEN 9D7390EC247EF4		4/15/24	4/30/24	N	37.11	37.11-	001612	4/30/24	0.00
			INV	METRO IND 061241		4/19/24	4/30/24	N	20.00	20.00-	001612	4/30/24	0.00
			INV	MIDWEST 847732		4/18/24	4/30/24	N	302.25	302.25-	001612	4/30/24	0.00
			INV	MIDWEST 847732 TAX		4/18/24	4/30/24	N	31.50	31.50-	001612	4/30/24	0.00
			INV	MIDWEST 847749		4/18/24	4/30/24	N	107.20	107.20-	001612	4/30/24	0.00
			INV	MQ0220096601		4/18/24	4/30/24	N	260.00	260.00-	001612	4/30/24	0.00
			INV	MWG 846550		4/11/24	4/30/24	N	389.40	389.40-	001612	4/30/24	0.00
			INV	NEXTIVA 5/24		4/22/24	4/30/24	N	33.23	33.23-	001612	4/30/24	0.00
			INV	NICOR-CCMG 3/19/24		4/03/24	4/30/24	N	113.83	113.83-	001612	4/30/24	0.00
			INV	NICOR-CCWP 2/20/24		4/03/24	4/30/24	N	263.75	263.75-	001612	4/30/24	0.00
			INV	NICOR-FVRC 3/28/24		4/03/24	4/30/24	N	627.35	627.35-	001612	4/30/24	0.00
			INV	NICOR-MB 2/19/24		4/03/24	4/30/24	N	636.90	636.90-	001612	4/30/24	0.00
			INV	NICOR-SRC 2/20/24		4/03/24	4/30/24	N	1,853.94	1,853.94-	001612	4/30/24	0.00
			INV	OREILLY 5514337945		4/30/24	4/30/24	N	144.99	144.99-	001612	4/30/24	0.00
			INV	PANERA-1083177801		4/09/24	4/30/24	N	272.92	272.92-	001612	4/30/24	0.00
			INV	PARTY CITY 068363		4/26/24	4/30/24	N	20.00	20.00-	001612	4/30/24	0.00
			INV	PODS007052340		4/01/24	4/30/24	N	229.00	229.00-	001612	4/30/24	0.00
			INV	PODS007191403		4/26/24	4/30/24	N	99.00	99.00-	001612	4/30/24	0.00
			INV	PRESTIGE APRIL		4/12/24	4/30/24	N	45.00	45.00-	001612	4/30/24	0.00
			INV	PROSHRED 1387896		4/03/24	4/30/24	N	335.00	335.00-	001612	4/30/24	0.00
			INV	REVDANCE-313785		4/09/24	4/30/24	N	118.90	118.90-	001612	4/30/24	0.00
			INV	ROTARY 003506 4/5		4/08/24	4/30/24	N	850.00	850.00-	001612	4/30/24	0.00
			INV	SAMS 008026		4/19/24	4/30/24	N	462.20	462.20-	001612	4/30/24	0.00
			INV	SAMS 02918		4/25/24	4/30/24	N	163.08	163.08-	001612	4/30/24	0.00
			INV	SAMS 029218		4/25/24	4/30/24	N	294.70	294.70-	001612	4/30/24	0.00
			INV	SAMS 050953		4/03/24	4/30/24	N	262.00	262.00-	001612	4/30/24	0.00
			INV	SAMS 071691		4/22/24	4/30/24	N	54.90	54.90-	001612	4/30/24	0.00
			INV	SAMS 10165051315		4/26/24	4/30/24	N	441.87	441.87-	001612	4/30/24	0.00
			INV	SCHEDULE FEE		4/25/24	4/30/24	N	200.00	200.00-	001612	4/30/24	0.00
			INV	SCW805688		4/08/24	4/30/24	N	788.10	788.10-	001612	4/30/24	0.00
			INV	STAPLES 7630001428		4/08/24	4/30/24	N	106.40	106.40-	001612	4/30/24	0.00
			INV	TAP0550826		4/08/24	4/30/24	N	12.25	12.25-	001612	4/30/24	0.00
			INV	TAP0551820		4/15/24	4/30/24	N	19.95	19.95-	001612	4/30/24	0.00
			INV	TAP0553445		4/29/24	4/30/24	N	24.50	24.50-	001612	4/30/24	0.00
			INV	TARGET042492		4/30/24	4/30/24	N	9.87	9.87-	001612	4/30/24	0.00
			INV	TARGET090398		4/23/24	4/30/24	N	9.87	9.87-	001612	4/30/24	0.00
			INV	ULINE 16800522		4/18/24	4/30/24	N	54.04	54.04-	001612	4/30/24	0.00
			INV	VERIZON 9961015222		4/24/24	4/30/24	N	1,453.97	1,453.97-	001612	4/30/24	0.00

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VENDOR	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-004702	PCARD - FIFTH THIRD BANK ** CONTINUED **										
	INV	WAL	411100459154	4/22/24	4/30/24	N	15.89	15.89-	001612	4/30/24	0.00
	INV	WAL	7328	4/03/24	4/30/24	N	28.00	28.00-	001612	4/30/24	0.00
	INV	WAL	1042000314	4/19/24	4/30/24	N	109.75	109.75-	001612	4/30/24	0.00
	INV	WALMART	074024	4/15/24	4/30/24	N	6.32	6.32-	001612	4/30/24	0.00
	INV	WALMRT	31598235	4/03/24	4/30/24	N	14.63	14.63-	001612	4/30/24	0.00
	INV	WALMRT	62485944	4/18/24	4/30/24	N	25.36	25.36-	001612	4/30/24	0.00
	INV	WALMRT	72828348	4/08/24	4/30/24	N	17.88	17.88-	001612	4/30/24	0.00
	INV	WALMRT	79892	4/25/24	4/30/24	N	19.73	19.73-	001612	4/30/24	0.00
	INV	WD	5694192-0	4/01/24	4/30/24	N	126.40	126.40-	001612	4/30/24	0.00
	INV	WD	5696135-0	4/08/24	4/30/24	N	20.40	20.40-	001612	4/30/24	0.00
	INV	WD	5696138-0	4/08/24	4/30/24	N	32.07	32.07-	001612	4/30/24	0.00
	INV	WD	5699612-0	4/23/24	4/30/24	N	836.95	836.95-	001612	4/30/24	0.00
	INV	WD	5702438-0	4/23/24	4/30/24	N	219.99	219.99-	001612	4/30/24	0.00
	INV	WD	5703083-0	4/23/24	4/30/24	N	74.26	74.26-	001612	4/30/24	0.00
	INV	WD	5704559-0	4/23/24	4/30/24	N	292.90	292.90-	001612	4/30/24	0.00
	INV	WD	5704560-0	4/23/24	4/30/24	N	348.80	348.80-	001612	4/30/24	0.00
	INV	WD	5706748-0	4/23/24	4/30/24	N	25.50	25.50-	001612	4/30/24	0.00
	INV	WD	5708802-0	4/29/24	4/30/24	N	824.69	824.69-	001612	4/30/24	0.00
	INV	WD	5708805-0	4/29/24	4/30/24	N	91.34	91.34-	001612	4/30/24	0.00
	INV	WEBS	97044147	4/26/24	4/30/24	N	176.94	176.94-	001612	4/30/24	0.00
	INV	WEBST	9343	4/04/24	4/30/24	N	296.31	296.31-	001612	4/30/24	0.00
	INV	WM	32356931 4/26	4/29/24	4/30/24	N	25.25	25.25-	001612	4/30/24	0.00
	INV	WM	85069974 4/26	4/29/24	4/30/24	N	35.88	35.88-	001612	4/30/24	0.00
				** TOTALS **			78,991.28	78,991.28-			0.00
01-004713	CHICAGO FILTER SUPPLY, INC										
	24-45994	INV	82198	4/22/24	4/26/24	N	431.30	431.30-	108676	4/26/24	0.00
	24-45994	INV	82199	4/22/24	4/26/24	N	1,273.94	1,273.94-	108676	4/26/24	0.00
				** TOTALS **			1,705.24	1,705.24-			0.00
01-004716	GATLIN PLUMBING & HEATING,										
	24-45951	INV	93401	3/31/24	4/12/24	N	1,405.00	1,405.00-	108622	4/12/24	0.00
	24-45952	INV	93402	3/31/24	4/12/24	N	1,260.00	1,260.00-	108622	4/12/24	0.00
	24-45953	INV	93410	3/31/24	4/12/24	N	3,903.45	3,903.45-	108622	4/12/24	0.00
	24-45976	INV	93569	4/16/24	4/26/24	N	485.00	485.00-	108678	4/26/24	0.00
				** TOTALS **			7,053.45	7,053.45-			0.00
01-004720	VERNON J. GORMAN										
	INV	OFFICIAL	4/19	4/19/24	4/26/24	Y	60.00	60.00-	108679	4/26/24	0.00
				** TOTALS **			60.00	60.00-			0.00
01-004758	MICHAEL BURGONI										
	24-45987	INV	2024 EVALS	4/23/24	4/26/24	Y	105.00	105.00-	108675	4/26/24	0.00
				** TOTALS **			105.00	105.00-			0.00
01-004805	LOVOL										
	24-45975	INV	1016-ADDT'L LICENS	4/09/24	4/19/24	Y	1,350.00	1,350.00-	108647	4/19/24	0.00
				** TOTALS **			1,350.00	1,350.00-			0.00

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VENDOR	PO	TYPE	INV NO#	INV DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-004818 DOMINO'S											
	24-45966	INV	2723-MARCH	4/16/24	4/19/24	N	410.90	410.90-	108639	4/19/24	0.00
	24-45967	INV	9170-MARCH	4/16/24	4/19/24	N	99.98	99.98-	108639	4/19/24	0.00
			** TOTALS **				510.88	510.88-			0.00
01-004823 LAKESHORE LOGISTICS & SUPP											
	23-44424	INV	20230922-10	4/10/24	4/12/24	N	13,600.38	13,600.38-	108626	4/12/24	0.00
	23-44425	INV	20230922-11	4/10/24	4/12/24	N	5,099.78	5,099.78-	108626	4/12/24	0.00
	23-44425	INV	20230922-12	4/10/24	4/12/24	N	10,250.00	10,250.00-	108626	4/12/24	0.00
			** TOTALS **				28,950.16	28,950.16-			0.00
01-004824 PORTER PIPE & SUPPLY CO											
	24-45926	INV	12762182-00	3/28/24	4/12/24	N	1,803.60	1,803.60-	108628	4/12/24	0.00
			** TOTALS **				1,803.60	1,803.60-			0.00
01-004838 JAMIE GRABOWSKI											
	24-45937	INV	4/7 JUDGE FEES	4/03/24	4/05/24	Y	150.00	150.00-	108593	4/05/24	0.00
			** TOTALS **				150.00	150.00-			0.00
01-004844 CONSTRUCTION INC											
	23-45475	INV	250-1300001-3	1/13/24	4/15/24	N	1,195,116.75	1,195,116.75-	108634	4/15/24	0.00
			** TOTALS **				1,195,116.75	1,195,116.75-			0.00
01-004848 INNOVATION LANDSCAPE, INC											
	23-45490	INV	WALTER PA#1	4/05/24	4/19/24	N	226,615.04	226,615.04-	108691	4/30/24	0.00
			** TOTALS **				226,615.04	226,615.04-			0.00
01-004896 ENCHANTED PRODUCTIONS, LLC											
	24-45958	INV	682	2/27/24	4/19/24	Y	2,100.00	2,100.00-	108640	4/19/24	0.00
			** TOTALS **				2,100.00	2,100.00-			0.00
01-004897 SILVIA BARTOLOTTA CONRAD											
	24-45970	INV	70303928	4/16/24	4/19/24	N	111.87	111.87-	108637	4/19/24	0.00
			** TOTALS **				111.87	111.87-			0.00
01-004902 IMPACT SPORT LIGHTING LLC											
	24-45957	INV	20231222-1	4/10/24	4/12/24	N	25,716.00	25,716.00-	108624	4/12/24	0.00
			** TOTALS **				25,716.00	25,716.00-			0.00
01-004913 5 STAR SOCCER CAMPS! INC											
	24-45969	INV	41524	4/15/24	4/19/24	N	420.00	420.00-	108635	4/19/24	0.00
			** TOTALS **				420.00	420.00-			0.00
01-1	MISC VENDOR (REFUNDS ONLY)										
	INV REC #	2014211.008		3/27/24	4/05/24	N	100.00	100.00-	108591	4/05/24	0.00
	INV REC #	2014239.008		4/02/24	4/05/24	N	64.00	64.00-	108601	4/05/24	0.00
	INV REC #	2014429.008		4/16/24	4/19/24	N	100.00	100.00-	108636	4/19/24	0.00
	INV REC #	2014229.008		4/01/24	4/05/24	N	100.00	100.00-	108598	4/05/24	0.00

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VENDOR	PO	TYPE	INVOICE NO#	INVOICE DT	POST DT	1099	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE	
01-1	MISC VENDOR (REFUNDS ONLY)** CONTINUED **											
		INV REC#	2013104.007	4/23/24	4/26/24	N	100.00	100.00-	108683	4/26/24	0.00	
		INV REC#	2013105.007	4/23/24	4/26/24	N	225.00	225.00-	108677	4/26/24	0.00	
		INV REC#	2014198.008	3/27/24	4/05/24	N	69.20	69.20-	108595	4/05/24	0.00	
		INV REC#	2014405.008	4/15/24	4/19/24	N	100.00	100.00-	108641	4/19/24	0.00	
		INV REC#	2014409.008	4/15/24	4/19/24	N	250.00	250.00-	108644	4/19/24	0.00	
		** TOTALS **					1,108.20	1,108.20-				0.00

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T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	2,402,567.69	2,402,567.69CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	2,402,567.69	2,402,567.69CR	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

** PRE-PAID INVOICES **

P R E P A I D T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
** TOTALS **	0.00	0.00	0.00

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	2,402,567.69	2,402,567.69CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	0.00	0.00	0.00
VOIDED ITEMS	0.00	0.00	0.00
** TOTALS **	2,402,567.69	2,402,567.69CR	0.00

U N P A I D R E C A P

NUMBER OF HELD INVOICES	0
UNPAID INVOICE TOTALS	0.00
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	0.00

G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 204000	DUE TO VILLAGE OF CAROL STREAM	39.00
10 209000	DUE TO CS PARKS FOUNDATION	30.00
10 209100	D/T CSP FOUNDATION-BIKE CLUB	13.89
10 217000	SECTION 125	771.54
10 5-00-00-534	PHYSICAL/DRUG TESTING	186.00
10 5-00-00-558	SECURITY SERVICES	504.00
10 5-00-00-565	BACKGROUND CHECKS-EMPLOYEES	627.00
10 5-00-00-566	BACKGROUND CHECKS-NON-EMPLOYEE	655.50
10 5-00-00-610	PDRMA PROPERTY	4,857.01
10 5-00-00-611	PDRMA LIABILITY	2,449.04
10 5-00-00-612	PDRMA EMPLOYMENT	870.97
10 5-00-00-613	PDRMA POLLUTION	150.89
10 5-00-00-614	PDRMA WORKMENS COMP	4,358.36
10 5-00-00-617	CYBER LIABILITY COVERAGE	236.36
10 5-00-00-651	MINOR EQUIPMENT-SAFETY	9,700.00
10 5-00-00-704	PATHWAYS/PARKING LOTS-P/L	54,666.16
10 5-10-00-500	ADMINISTRATION GENERAL EXPENSE	0.00
10 5-10-00-540	SECTION 125 PLAN	50.00

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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-10-00-546	TELEPHONE	196.09
10 5-10-00-556	MAINTENANCE CONTRACTS	4,599.90
10 5-10-00-559	TRAINING/SEMINARS	17.00
10 5-10-00-590	OTHER SERVICES	214.00
10 5-10-00-620	STAFF INCENTIVE	150.00
10 5-10-00-647	MINOR EQUIPMENT-SAFETY	72.00
10 5-10-00-652	OFFICE SUPPLIES	166.62
10 5-10-00-657	CLOTHING SUPPLIES	325.00
10 5-10-00-668	COMMISSIONER EXPENSE	1,029.70
10 5-10-00-671	PROMOTIONAL SUPPLIES	61.13
10 5-12-00-500	MARKETING GENERAL EXPENSE	135.99CR
10 5-12-00-546	TELEPHONE	53.40
10 5-12-00-553	PRINTING	39.24
10 5-12-00-570	CONTRACTUAL SERVICES	470.00
10 5-12-00-590	OTHER SERVICES	224.32
10 5-12-00-658	PHOTOGRAPHIC SUPPLIES	23.45
10 5-15-00-546	TELEPHONE	187.39
10 5-15-00-547-083	ELECTRIC-ARMSTRONG PARK NORTH	103.91
10 5-15-00-547-085	ELECTRIC-ARMSTRONG PARK SOUTH	530.70
10 5-15-00-547-086	ELECTRIC-BIERMAN	26.96
10 5-15-00-547-089	ELECTRIC-HAMPE	134.46
10 5-15-00-547-093	ELECTRIC-MEMORIAL PARK	20.93
10 5-15-00-547-094	ELECTRIC-POND AERATORS	24.52
10 5-15-00-547-095	ELECTRIC-RED HAWK	180.12
10 5-15-00-547-096	ELECTRIC-SLEPICKA	28.71
10 5-15-00-547-097	ELECTRIC-UNDERPASS IL64	55.86
10 5-15-00-547-098	ELECTRIC-CAROLSHIRE PARK	40.15
10 5-15-00-548	REFUSE	723.44
10 5-15-00-549	PORT-O-LETS	317.97
10 5-15-00-556-048	MAINT CONTRACTS-LANDSCAPE	9,960.00
10 5-15-00-560	MEETINGS	34.99
10 5-15-00-650	EQUIPMENT RENTAL	32.20
10 5-15-00-651	MINOR EQUIPMENT	1,481.06
10 5-15-00-653	HORTICULTURAL SUPPLIES	1,194.45
10 5-15-00-653-060	HORTICULTURE SUPPLIES-MEM TREE	718.50
10 5-15-00-657	CLOTHING SUPPLIES	352.25
10 5-15-00-659	VEHICLE FUELS	1,691.81
10 5-15-00-661	HERBICIDES/SNOW REMOVAL	1,419.98
10 5-15-00-663	VEHICLE REPAIRS	8,377.87
10 5-15-00-664	REPAIR/MAINT MATERIALS	401.59
10 5-15-00-665	SAFETY SUPPLIES-PARKS	54.04
10 5-15-00-673	TOOL REPAIR & PARTS	56.73
10 5-15-00-800	CAPITAL EQUIPMENT	2,192.00
10 5-28-00-543	CABLE	91.82
10 5-28-00-544	GAS	636.90
10 5-28-00-545	WATER/SEWER	20.25
10 5-28-00-546	TELEPHONE/INTERNET	594.52

A C C O U N T S P A Y A B L E
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
10 5-28-00-547	ELECTRIC	468.43
10 5-28-00-548	REFUSE	135.78
10 5-28-00-664	REPAIR/MAINT SUPPLIES	37.58
10 5-62-00-546	TELEPHONE	106.79
10 5-62-00-560	MEETINGS	53.47
	** FUND TOTAL **	120,159.71
11 5-00-00-713	TECHNOLOGY	2,138.10
	** FUND TOTAL **	2,138.10
20 205000	REGISTRATION CLIENT PAYABLE	1,108.20
20 206216	D/T THEATRE FUNDRAISER	532.34
20 206221	D/T DANCE COMPANY FUNDRAISER	217.23
20 206902	D/T GYMNAST SPRINGER FUNDRAISE	518.94
20 207060	D/T PGM MERCH SALES TAX	331.20
20 207991	D/T MCCASLIN CONC SALES TAX	265.71
20 207992	D/T FVRC CONC SALES TAX	357.81
20 4-14-00-481-991	RECOVERY OF COST-MCCAS CONCES	4.71CR
20 4-14-00-481-992	RECOVERY OF COST-FVRC CONCES	5.81CR
20 4-60-00-481	RECOVERY OF COST-RECREATION	6.20CR
20 4-60-23-472-224	MERCH RESALE-DANCE RECITAL	5.00
20 5-12-00-554	ADVERTISING DIGITAL	55.41
20 5-12-00-592	PROGRAM SUPPLIES	278.30
20 5-12-00-651	MINOR EQUIPMENT	84.90
20 5-12-00-669	POSTAGE	3,000.00
20 5-13-00-543	CABLE	250.69
20 5-13-00-544	GAS	627.35
20 5-13-00-545	WATER/SEWER	1,885.34
20 5-13-00-546	TELEPHONE/INTERNET	1,476.93
20 5-13-00-547	ELECTRIC	16,920.84
20 5-13-00-548	REFUSE	700.49
20 5-13-00-556	MAINTENANCE CONTRACTS	5,301.83
20 5-13-00-562	REPAIR SERVICES	5,308.45
20 5-13-00-568	PERMITS/LICENSES	1,871.50
20 5-13-00-651	MINOR EQUIPMENT FACILITY	23.99
20 5-13-00-652	OFFICE SUPPLIES	11.69
20 5-13-00-654	CHEMICALS-POOL	926.69
20 5-13-00-656	JANITORIAL SUPPLIES	2,400.69
20 5-13-00-664	REPAIR & MAINT SUPPLIES	2,013.92
20 5-14-00-546	TELEPHONE	304.25
20 5-14-00-548-991	REFUSE-MCCASLIN CONCESSIONS	315.81
20 5-14-00-559	TRAINING	36.75
20 5-14-00-562-991	REPAIR SRVS-MCCASLIN CONCESSIO	2,388.16
20 5-14-00-568-990	PERMITS/LICENSES-CCWP CONC	289.75
20 5-14-00-568-991	PERMITS/LICENSES-MCCASLIN CONC	289.00
20 5-14-00-640-991	DRY GOODS SUPPLIES-MCCASLIN	837.78
20 5-14-00-642-991	MCCAS-PERISHABLE FOOD SUPPLIES	5,273.49

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-14-00-643-991	MCCAS-NON-ALCOH BEV SUPPLIES	1,074.73
20 5-14-00-644-991	MCCAS-ALCOHOLIC BEV SUPPLIES	1,168.00
20 5-14-00-645-991	MCCAS-CONTRACT PERISHABLE FOOD	99.98
20 5-14-00-645-992	FVRC-CONTRACT PERISHABLE FOOD	410.90
20 5-14-00-651-991	MINOR EQMT FAC-MCCASLIN CONC	91.16CR
20 5-14-00-656-991	JANITORIAL SUPP-MCCASLIN CONC	27.94
20 5-14-00-665-991	SAFETY SUPPLIES-MCCASLIN CONC	151.35
20 5-14-00-690-991	DEPT SUPPLIES MCCAS CONCESSION	40.96
20 5-15-00-546	TELEPHONE	53.40
20 5-15-00-651	MINOR EQUIPMENT	14.99
20 5-15-00-657	CLOTHING SUPPLIES	227.00
20 5-23-00-543	CABLE	10.50
20 5-23-00-544	GAS	1,853.94
20 5-23-00-545	WATER/SEWER	26.01
20 5-23-00-546	TELEPHONE/INTERNET	3,044.58
20 5-23-00-547	ELECTRIC	3,351.80
20 5-23-00-548	REFUSE	547.77
20 5-23-00-556	MAINTENANCE CONTRACTS	581.30
20 5-23-00-562	REPAIR SERVICES	1,260.00
20 5-23-00-651	MINOR EQUIPMENT FACILITY	431.02
20 5-23-00-656	JANITORIAL SUPPLIES	368.70
20 5-23-00-664	REPAIR & MAINT SUPPLIES	107.20
20 5-24-00-544	GAS	263.75
20 5-24-00-545-087	WATER/SEWER-CORAL COVE	234.11
20 5-24-00-547	ELECTRIC	414.27
20 5-24-00-568	PERMITS/LICENSES	1,625.75
20 5-24-00-650	EQUIPMENT RENTAL	328.00
20 5-24-00-651	MINOR EQUIPMENT FACILITY	785.24
20 5-24-00-656	JANITORIAL SUPPLIES	128.30
20 5-24-00-664	REPAIR & MAINT SUPPLIES	767.15
20 5-26-00-544	GAS	135.15
20 5-26-00-547	ELECTRIC	135.15
20 5-26-00-556	MAINTENANCE CONTRACTS	524.70
20 5-60-00-543-641	CABLE - RENTAL FIELDS	5.11
20 5-60-00-546	TELEPHONE	480.57
20 5-60-00-553-695	PRINTING-SPONSORSH/ADVERTISE	1,743.76
20 5-60-00-559	TRAINING/SEMINAR	56.74
20 5-60-00-568-665	PERMITS/LICENSES CCMG	289.75
20 5-60-00-590	OTHER SERVICES	147.00
20 5-60-00-592-642	RENTAL FVRC SUPPLIES	636.74
20 5-60-00-592-695	PGM SUP-SPONS/ADVERTISING	778.58
20 5-60-00-595-642	RENTAL FVRC SERVICES	231.42
20 5-60-00-595-665	PGM SRVS - CCMG GENERAL	454.00
20 5-60-00-595-695	PGM SRV-SPONS/ADVERTISING	863.56
20 5-60-00-649-665	MINOR EQUIPMENT PROGRAMS	656.15
20 5-60-00-650	EQUIPMENT RENTAL	2,340.00
20 5-60-00-651-641	MINOR EQMT RENTAL FIELDS	139.83

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-60-00-657	CLOTHING SUPPLIES	163.00
20 5-60-00-657-665	CLOTHING SUPPLIES - CCMG	302.00
20 5-60-00-667	AUTO REIMBURSEMENT	80.00
20 5-60-00-690	DEPARTMENT SUPPLIES	276.97
20 5-60-16-592-135	PGM SUP - PRESCHOOL	210.00
20 5-60-17-592-145	PGM SUP - E C PROGRAMS	176.62
20 5-60-17-595-145	PGM SRV - E C PROGRAMS	2,360.00
20 5-60-20-592-203	PGM SUP - YOUTH B-DAY PARTIES	162.16
20 5-60-20-595-203	PGM SRV - YOUTH B-DAY PARTIES	10.00
20 5-60-21-592-205	PGM SUP - SPECIAL INTEREST	64.76
20 5-60-21-595-205	PGM SRV - SPECIAL INTEREST	378.80
20 5-60-23-592-215	PGM SUP - YOUTH THEATRE	104.05
20 5-60-23-592-221	PGM SUP-COMPETITIVE DANCE	25.36
20 5-60-23-594-221	MERCH RESALE SUP-COMPET DANCE	100.28
20 5-60-23-594-224	MERCH RESALE SUP-DANCE RECITAL	2,006.90
20 5-60-23-595-224	PGM SRV - DANCE RECITAL	16.99
20 5-60-27-592-235	PGM SUP-AWESOME ADVENTURE CAMP	41.06
20 5-60-27-595-235	PGM SRV-AWESOME ADVENTURE CAMP	600.00
20 5-60-27-665-235	SAFETY SUPPLIES-AWS ADVEN CAMP	10.00
20 5-60-28-592-237	PGM SUP - YOUTH VOLLEYBALL	12.00
20 5-60-28-592-272	PGM SUP - YTH SPRING SOCCER	3,837.00
20 5-60-28-592-860	PGM SUP-YTH BB/SB LEAGUES	5,821.38
20 5-60-28-595-237	PGM SRV - YOUTH VOLLEYBALL	2,185.50
20 5-60-28-595-272	PGM SRV - YTH SPRING SOCCER	1,425.00
20 5-60-28-595-860	PGM SRV-YTH BB/SB LEAGUES	6,377.65
20 5-60-28-595-870	PGM SRV - YTH TRAVEL SB	225.00
20 5-60-29-546-290	TELEPHONE-YTH B/A SCHOOL	373.79
20 5-60-29-592-290	PGM SUP - YOUTH B/A SCHOOL	776.85
20 5-60-29-592-298	PGM SUP - YTH KDS CARE DAY OFF	5.98
20 5-60-29-595-290	PGM SRV - YOUTH B/A SCHOOL	7.58
20 5-60-29-595-298	PGM SRV - YTH KDS CARE DAY OFF	418.25
20 5-60-29-665-290	SAFETY SUPPLIES-ACTIVKIDS	10.00
20 5-60-37-592-327	PGM SUP - MS AFTER HOURS	108.90
20 5-60-48-592-440	PGM SUP - ADULT SPORTS LEAGUES	121.72
20 5-60-48-595-434	PGM SRV - ADULT SB TOURNAMENTS	200.00
20 5-60-48-595-440	PGM SRV - ADULT SPORTS LEAGUES	510.00
20 5-60-54-592-515	PGM SUP-ADULT SPECIAL EVENT	70.75
20 5-60-55-592-520	PGM SUP-ADULT TRIPS	134.76
20 5-60-55-595-520	PGM SRV-ADULT TRIPS	2,136.72
20 5-60-55-595-525	PGM SRV-ADULT OVERNIGHT TRIPS	40,600.00
20 5-60-55-596-520	PGM TRNS-ADULT TRIPS	675.00
20 5-60-60-592-699	PGM SUP - REC ATTENDANTS	10.00
20 5-60-61-595-680	PGM SRV-SPORTS INSTRUCTIONAL	854.40
20 5-60-64-592-610	PGM SUP - FAMILY SPECIAL EVENT	732.75
20 5-60-64-595-610	PGM SRV - FAMILY SPECIAL EVENT	45.00
20 5-60-70-570-700	CONTRACTUAL SRVS-FVRC POOL	35,166.85
20 5-60-70-570-750	CONTRACTUAL SRVS-CCWP	160.00

A C C O U N T S P A Y A B L E
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G/L EXPENSE DISTRIBUTION

ACCOUNT NUMBER	ACCOUNT NAME	AMOUNT
20 5-60-70-592-750	PGM SUP-GENERAL SWIM	573.96
20 5-60-71-592-707	PGM SUP-INSTR/COORD SWIM LESSO	33.89
20 5-60-80-543-800	CABLE - FITNESS CENTER	376.03
20 5-60-80-592-800	PGM SUP-FITNESS CENTR-MEM/PASS	975.86
20 5-60-80-649-800	MINOR EQUIPMENT-FITNESS	27.91
20 5-60-80-665-800	SAFETY SUPPLIES-FITNESS	206.03
20 5-60-80-671-800	PROMOTION SUPPLIES-FITNESS	58.99
20 5-60-91-592-905	PGM SUP - GYMNASTIC INSTRUCTNL	23.98
20 5-60-98-592-901	PGM SUP - GYMNASTIC TEAM	477.37
20 5-60-98-595-901	PGM SRV - GYMNASTIC TEAM	1,722.00
20 5-64-00-547	ELECTRIC-MCCASLIN FIELDS	876.15
20 5-64-00-548	REFUSE-MCCASLIN FIELDS	315.81
20 5-64-00-556	MAINTENANCE CONTRACTS	20.00
20 5-64-00-653	HORTICULTURE SUPP-MCCAS FIELDS	389.40
20 5-64-00-664	REPAIR/MAINT MATERIALS	363.24
20 5-65-00-544	GAS	113.83
20 5-65-00-546	TELEPHONE/INTERNET	304.26
20 5-65-00-547	ELECTRIC	166.89
20 5-65-00-548	REFUSE	421.07
20 5-65-00-650	EQUIPMENT RENTAL	60.00
20 5-65-00-651	MINOR EQUIPMENT FACILITY	4,349.02
20 5-65-00-664	REPAIR & MAINT SUPPLIES	480.35
	** FUND TOTAL **	207,547.22
25 5-00-00-549	PORT-O-LETS	103.82
25 5-00-00-651	MINOR EQUIPMENT	170.00
25 5-00-00-765	ADA PARK IMPROVEMENTS	200,000.00
	** FUND TOTAL **	200,273.82
30 5-00-00-933	2020A GO LTD TAX REF PK BOND	2,900.00
30 5-00-00-934	2020B TAX GO LTD TAX REF PK BD	9,373.75
30 5-00-00-935	2020C GO REFUNDING PARK BOND	230,875.00
30 5-00-00-936	2020D TAX GO REF PARK BOND	107,976.75
30 5-00-00-937	2021A TAX GO LTD TAX REF PK BD	56,492.00
30 5-00-00-938	2021B TAX GO REF PARK BOND	231,732.50
	** FUND TOTAL **	639,350.00
32 5-00-00-802	FURNITURE/FIXTURES/EQMT	3,249.00
	** FUND TOTAL **	3,249.00
42 5-75-00-722	COMMUNITY PARK	1,001,703.75
42 5-75-00-772	WALTER PARK	228,146.09
	** FUND TOTAL **	1,229,849.84

	** TOTAL **	2,402,567.69

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

DEPARTMENT TOTALS

DEPARTMENT	DEPARTMENT NAME	AMOUNT
10	NON-DEPARTMENTAL	854.43
10 00	ANCILLARY FUNDS	79,261.29
10 10	FINANCE/ADMINISTRATION	6,881.44
10 12	MARKETING/COMMUNICATION	674.42
10 15	PARKS	30,342.59
10 28	MAINTENANCE FACILITY	1,985.28
10 62	REGISTRATION SERVICES	160.26
	** FUND TOTAL **	120,159.71
11 00	CORP REPAIR & REPLACEMENT	2,138.10
	** FUND TOTAL **	2,138.10
20	NON-DEPARTMENTAL	3,331.43
20 12	MARKETING/COMMUNICATION	3,418.61
20 13	FOUNTAIN VIEW REC CENTER	39,720.40
20 14	CONCESSIONS	12,607.17
20 15	FACILITIES	295.39
20 23	SIMKUS FACILITY	11,582.82
20 24	CORAL COVE	4,546.57
20 26	EVERGREEN GYM FACILITY	795.00
20 60	RECREATION	123,389.81
20 64	MCCASLIN FIELDS	1,964.60
20 65	MINIATURE GOLF	5,895.42
	** FUND TOTAL **	207,547.22
25 00	SPECIAL RECREATION	200,273.82
	** FUND TOTAL **	200,273.82
30 00	BOND AND INTEREST	639,350.00
	** FUND TOTAL **	639,350.00
32 00	CAPITAL IMPROVEMENT FUND	3,249.00
	** FUND TOTAL **	3,249.00
42 75	2021 CAPITAL IMPROVEMENTS	1,229,849.84
	** FUND TOTAL **	1,229,849.84

	** TOTAL **	2,402,567.69

0 ERRORS
0 WARNINGS

SELECTION CRITERIA

VENDOR SET: ALL
 VENDOR: THRU ZZZZZZ
 VENDOR CLASS: ALL
 BANK CODES: Include: APBNK
 1099 BOX: All
 COMMENT CODES: All
 HOLD STATUS: Both
 AP BALANCE AS OF: 0/00/0000
 ADVANCED SELECTION: YES

ITEM SELECTION: PAID ITEMS
 FUNDS: All
 ACCOUNT RANGE: THRU ZZZZZZZZZZZZZZZZ
 ITEM AMOUNT: 999,999,999.00CR THRU 999,999,999.00

PRINT OPTIONS:

SEQUENCE: VENDOR NUMBER
 REPORT TYPE: SUMMARY
 SORT TRANSACTIONS BY DATE: NO
 G/L ACCOUNTS/PROJECTS: YES
 ONE VENDOR PER PAGE: NO
 ONE DEPARTMENT PER PAGE: NO
 PRINT STUB COMMENTS: NO
 PRINT COMMENT CODES: None
 PRINT W/ PO ONLY: NO

DATE SELECTION:

PAYMENT DATE: 4/01/2024 THRU 4/30/2024
 ITEM DATE: 0/00/0000 THRU 99/99/9999
 POSTING DATE: 0/00/0000 THRU 99/99/9999

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: May 13, 2024
Approval: Nominate and Elect President Pro Tem
Elect and Appoint Board Officers **Agenda Item # 6A & B**

A. Commissioner _____ will make a motion to elect _____ as President Pro Tem. Requires a second and voice vote. President Pro Tem will take control of the meeting. *The gavel will be passed to the President Pro Tem.*

President Pro Tem will ask for a nomination for President of the Board.

Commissioner _____ nominates Commissioner _____ for Board President. Discussion of nominations.

Commissioner _____ will make a motion to elect Commissioner _____ as President of the Board. Commissioner _____ seconds.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Gramann: Aye

Commissioner Sokolowski: Aye

Commissioner Jeffery: Aye

Commissioner Witteck: Aye

President Pro Tem will hand gavel to newly Elected President.

The newly elected Board President will take control of the meeting and will ask for nominees for Vice President of the Board.

Commissioner _____ nominates Commissioner _____ for Vice President. Discussion of nominations.

Commissioner _____ will make a motion to elect Commissioner _____ for the office of Vice President of the Board. Commissioner _____ seconds.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Gramann: Aye

Commissioner Sokolowski: Aye

Commissioner Jeffery: Aye

Commissioner Witteck: Aye

President and Vice President will take new seats at the head of the table.

B. A Commissioner will make one motion to appoint:

- Sue Rini, Executive Director as Board Secretary
- Lisa Scumaci, Director of Finance as Treasurer
- _____ Corporate Counsel (based on Committee of the Whole Meeting)

Seconded by Commissioner _____.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Gramann: Aye

Commissioner Sokolowski: Aye

Commissioner Jeffery: Aye

Commissioner Witteck: Aye

After these motions have been made and approved, the Board will proceed with the agenda.

To: Board of Commissioners
From: Sue Rini, Executive Director
Date: May 13, 2024
Approval: Standing Committee Assignments

Agenda Item # 6C

Issue

Should the Board make a motion to approve Committee Member appointments as discussed.

Background/Reasoning

- The Board annually appoints three standing committees: Finance, Personnel & Policy, and Parks & Facilities.
 - Finance Committee reviews the Treasurer’s report and annual Audit.
 - Personnel & Policy meets quarterly to evaluate the Executive Director. Meetings may be called more often for other personnel or policy discussions.
 - Parks & Facilities Committee Meetings will be called to discuss work on parks and facilities as needed.
- All committee meetings are subject to the Illinois Open Meeting Act.
- The Board President sits on each committee.

Supporting Documents Summary

2023 Standing Committees

Finance Committee

Commissioner Powers
Commissioner Sokolowski

Personnel & Policy

Commissioner Gramann
Commissioner Del Preto

Parks & Facilities

Commissioner Bird
Commissioner Witteck

2024 Standing Committee

Finance Committee

Personnel & Policy

Parks & Facilities

Cost:

There is no cost.

Public/Customer Impact:

None

Recommendation:

That the Board make a motion to approve the Standing Committee appointments as discussed.

To: Board of Commissioners

From: Sue Rini, Executive Director

Date: May 13, 2024

Discussion: Introduction of Open Board Position Candidates

Agenda Item #: 7A

This evening, interested candidates for the open Board position will be in attendance to introduce themselves.

To: Board of Commissioners

From: Sue Rini, Executive Director

Date: May 13, 2024

Discussion: Performance Against Organizational Goals – First Quarter

Agenda Item #: 7B

Commissioners,

As we continue to pursue a contract for services to prepare our formal Strategic Plan, we wanted to provide this summary of Performance Against 2024 Organizational Goals.

Please note that several goals have been completed. In other cases, good progress is underway. There are some goals that are intentionally being addressed in the later part of the year. Overall, we are proud of our progress.

We are happy to answer any questions and hear feedback.

**Organizational Goals 2024
First Quarter Update**

DISTRICT / ORGANIZATIONAL GOALS:

Conduct an RFQ for the District's Legal Services

- *RFQ prepared; selection committee made up of three staff and three board was formed to facilitate the process and make a recommendation to the Board. RFQ was issued to three firms; two firms were selected to be interviewed. Interview questions reviewed and will be used for Interviews that are being conducted the week of April 22, 2024. Selection Committee will discuss with Commissioner Powers who was unable to participate in the interviews. The Committee will then prepare a recommendation for the Board with a goal of appointing new Counsel at the May 13, 2024 Annual Meeting of the Board.*

New Strategic Plan

- *Strategic Plan Selection Committee formed with two board members and three staff. Staff gathered proposals from 4 firms; they have been distributed to the Selection Committee. Next the Committee will meet to review the proposals and establish interview questions and dates for interviews.*

Pursue Grant opportunities for both large and small projects

- *Tree Grant with VCS will provide free trees at Community Park! We are estimating a total of 75 trees to the property. Some will sit on land still owned by the Village at Community Park; an estimated 27 trees will sit on Park District section of property.*
- *DCEO Grant for Pickleball Courts will provide \$50,000 towards the conversion of those courts.*
- *Heading to Springfield May 7-8 for **Parks Day in the Capitol** where we will share our list of capital projects funding needs with legislators.*

Conduct a Salary Study to ensure we are maintaining competitive wages and optimizing the retention/hiring of high-quality staff.

- *Job descriptions are being sent to HR Source as step 1 in the process.*
- *Recent changes to the FSLA minimum salary for exempt (salaried) status will rise to \$43,888/annually in July, and again to \$58,656 in January 2025. This change will be incorporated into the wage scale that will be produced through the study. Once we have that information, we can forecast the impact to the District's overall budget.*

Begin a two-year plan to upgrade all network PCs for Windows 11 compatibility for the 2025 deadline.

- *Phase 1 started with 25 workstations. Currently setting up and deploying as time between current staff/projects needs allows. Instructions with screenshots of changes from W10 to*

W11 have been emailed to staff who receive the new workstations. Phase 2 order for another 25 workstations will happen in July-August.

Update/upgrade the CSPD Website

- *The website update and upgrade are underway and moving along well. The website developer will be providing an updated punch list by June 1, which will be followed by staff reviews and testing. Fall rollout is projected.*

Enhance Weed Management program to reduce unwanted vegetation through the Park system and improve turf quality.

- *No Update.*

Strengthen short term and create long terms plans for shoreline maintenance at Evergreen Lakes.

- *WBK Engineering has been formally contracted to perform an evaluation of the entire shoreline on both bodies of water at Evergreen Lakes. The evaluation process will place a ranking on various areas making it possible for the District to attack the most degraded areas of shoreline first. Lastly, WBK Engineering will provide a dollar amount for each ranked area so the District can budget accordingly.*

Explore the installation of outdoor pickleball courts as an added amenity and meet rising interest and demand.

- *Walter Park completion expected by fall where CSPD will have its very first asphalt Pickleball Court!*
- *Staff is also prepping for the approval and future install of 6 new outdoor courts at Armstrong Park with sports court flooring. Programming and lessons for these new locations are being discussed. Free demonstrations to promote interest will be planned.*

Review Fountain View Fitness fees, consolidate membership packages, and explore the impact of Silver Sneakers or other healthcare plans.

- *Healthcare plans are being explored. Supervisor has information from Renew Active and One Pass. Silver Sneakers has not replied to our repeated request for information. Staff is preparing a formal report of options available, along with the financial impact.*
- *All membership packages and options have been evaluated. This resulted in condensing the number of packages, and revamping way family memberships are set up. This has created more efficient and accurate management.*
- *The conversion of all membership records is still underway; members are not impacted by the conversion as it is an internal process.*

Review and implement safety procedures at Coral Cove Water Park and make changes that will reduce the number of incidents that require Police intervention.

- *Physical review and implementation of suggestions is complete. Staff has taken recommendations from CS Police and have begun to trim up and remove bushes/branches from areas that the kids sneak in. We have also installed a stanchion/gate system in the pool lobby in hopes to stop people from sneaking in without paying. We will provide an update on the number of police calls at the end of the summer when the pool closes.*
- *Staff is still working with PDRMA to address restrictions/additional steps that would be required to install a license plate recognition system to notify authorities of vehicles that registered to individuals who should not be at the pool, or of stolen or wanted vehicles. We hope that our new Corporate Counsel can assist with working through the restrictions.*

Implement a program for outdoor AED units.

- *Staff has scheduled a May meeting with our AED vendor to come out to McCaslin and go over the process/cost for installing a unit. Signage is also planned to coordinate with the installation of the unit.*

ADDITIONAL DEPARTMENTAL GOALS

Administration

Transfer ownership of leased park parcels (Charger Court and Papoose Tot Lot) from Village of Carol Stream to Park District to accommodate eligibility for future grant submissions.

- *Charger Court is complete and the Village has filed the property transfer with the County. We are just waiting for copies of the paperwork*
- *Papoose Tot Lot transfer is stalled because the original subdivision builder didn't complete the transfer documents shifting ownership of the park parcel to the Village. Staff has reached out to new Village Manager who is working with their attorneys on a solution.*

Explore other methods to sell Naming Rights for McCaslin Park.

- *This plan has some new possibilities with the interest of a private entity proposing a long-term lease on site that could lead to subsequent naming rights revenue. We have issued questions to the private entity and await their response.*

New IGA for Wayne Township

- *Complete. The new IGA has a term of March 2024 through March 2034.*

New IGA for Community Park Stormwater, and Village Pathway connection at Memorial Park.

- *Complete.*

Annex McCaslin Park to Village of Carol Stream to improve Liquor License permitting, and receive local police service.

- *Annexation requires the sequential annexation of property immediately to the east of McCaslin. The first phase was the annexation of the property on the northeast corner of Morton/North Avenue. That is complete, and the Park District followed with annexing that corner into the Park District's boundaries.*
- *Next will be the northwest corner of Morton/North Avenue where Wheaton Bible Church is located. We have notified the Village that we would like to Annex into the village at the same time the Church is annexed to expedite the process. The Village has communicated to us that they plan to begin the process in late spring of this year.*

Finance and IT

Coordinate grant reimbursement for CDBG (Community Park), and OSLAD (Walter Park).

- *CDBG grant documentation is in process. Staff continues to submit monthly reports (Performance and Financial) as required. Over 50% of the \$1,000,000 grant has been reimbursed to the District. Staff is working on reimbursement of pay application 3, which will result in the reimbursement of the full grant less a \$50,000 retainage that will be released once the County certifies the project as closed. That will include a 'single audit' conducted by Lauterbach & Amen.*
- *Walter Park required monthly reporting is being submitted. The District requested 50%/\$200,000 of the eligible grant funding in advance (a new OSLAD option) and has received it. Once completed, this grant will also require a single audit by Lauterbach & Amen to close the grant.*

Explore benefits of a financial software conversion to cloud based solution. Be prepared for end of life on local application version.

- *Complete. Confirmed that current version is not being terminated anytime soon, therefore this will remain on the radar should local installation of system no longer be supported.*

Follow up with an updated IT replacement plan following the Windows 11 change over.

- *In Progress; as new computers are being installed as part of the Windows 11 upgrade (Windows 10 end of life by 2025), inventory listing is being updated on the IT Replacement Plan. Out of service computers are being removed.*

Complete the next phase of Fountain View Facility public announcement system.

- *Complete. Phase 3 of the public announcement system. This section included pool hallway, and pool area.*

Human Resources and Administrative Services

Expand reach and success of Hiring Events

- *Interdepartmental team consisting of Recreation and Human Resources staff has been created. The hiring events continue to draw a good number of applicants, but with busiest season coming, they are brainstorming on new ways to draw applicants including food items and free, inexpensive giveaways. To date, we have had 62 applicants attend the January and April events and 21 of those applicants have been hired.*

Refresh Fun Squad (similar to Safety Committee) to get more engagement from members and staff

- *Complete. Fund Squad is our staff-led motivation team! They are reviewing fun staff activities and events to refocus the group, engage staff from across departments, and maintain strong working relationships. In addition to hosting some annual events, they have brought back "Sack Lunch Superstars" as a way to encourage staff to get away from their desks and enjoy some time outdoors with their co-workers.*
- *They are also trying out "pop-up" events this year where they will show up at a building with a quick 5-10-minute game or activity. The first one is being scheduled in May.*

Explore HRIS systems to look for products that will assist in streamlining the onboarding process as well as provide a more organized way to delivery training to staff.

- *Human Resources and Finance staff are working together on this project as it crosses both functions. We are requesting a meeting with our current financial software provider INCODE who also has a HRIS module. This could provide a simple and fully compatible solution.*

Improve functionality and integration to other applications, to improve customer experience.

- *This will coincide with the upgrade to the CSPD Website, and is being used as a guideline for changes and improvements.*

Rebrand the Dolphins Swim Team – (part of overall brand alignment)

- *Completed in February.*

Convert all waivers to electronic signature vs. paper format; covers all programs, memberships, rentals, etc.

- *Complete. All waivers have currently been converted to allow electronic signatures and online agreements. Recently fitness has added additional assessment forms for personal training that are all fillable and accessible online. Any printed forms that we collect are for the benefit of the supervisor having the customer's information and the customer's requests but all waivers are collected in Active Net. Examples: Rental and birthday paperwork, Activkids schedule updates, Bark Park memberships (sent to village), and adult trips.*
- *Since we started using ePACT for our programs it has allowed us to eliminate many of our emergency forms and has required customers to fill those forms out online.*

Streamline and enhance staff training for Registration & Membership Services Staff.

- *Active Net has recently added many new training videos that are useful in the Registration training process. Staff are working together to update the customer service training that will be presented at the April Registration staff meeting.*
- *We are working on updating training binders and creating a new training plan for new hires and refresher training for current staff*

Parks & Facilities

Complete Walter Park Renovation.

- *Walter Park renovation is successfully underway. The site has been demolished with fences removed, player benches removed, a portion of the parking lot removed, berms removed, playground removed and ballfield material removed. Additionally, concrete work has begun on the site and the playground has been delivered. Anticipated completion date is Memorial Day Weekend.*

Complete Community Park Renovation.

- *Work resumed earlier this month and now that asphalt plants are open, it will result in completion of a large majority of unfinished tasks. We have received a grant extension for July 1, and still believe all work will be done before that time. Construction meetings are being held weekly with Contractor, Landscape Engineer and CSPD Staff.*

Complete construction of New Maintenance Barn at Kuhn Road Facility.

- *Complete. Staff are utilizing the building. The District received a reimbursement payment from the Village in the amount of \$120,000 per the IGA.*

Seek creative funding sources for smaller playground improvements in an attempt to stretch our existing Capital Budget.

- *Staff is headed to Springfield for the Parks Day in the Capitol to reinforce our message and funding needs.*

Create a detailed plan to evaluate engineered wood fiber (playground mulch) depths, identify and install mulch to maintain safety surfacing levels.

- *Complete. Staff has completed the evaluation of each playground's needs, secured the necessary quotes and scheduled installation for the week of April 29.*

Recreation

Evaluate the demand for an additional summer camp to help meet the needs for full day childcare in the summer.

- *Complete. Demand continues to be strong, and summer outdoor camp is being maximized. Additional sport and specialty camps were added to the 2024 summer camp season to provide additional options – that includes a cooking camp and a sports training camp.*

Implement an onboarding program for fitness members, consisting of several timely, branded email communications.

- *Complete. A new automated email communication system has been implemented for all new memberships. So far response has been positive.*

Revamp the sponsorship process including management of revenues and expenses, targeted programs, and promotional tools.

- *The financial accounting and distribution of sponsorship revenues and expenses has been completed. Similar to the District's Repair and Replacement funds, the Sponsorship funds will now roll over from year to year and allow us to maintain a running accounting of available sponsorship funds.*
- *The development of a 'Sponsorship' takeaway marketing piece is in progress.*

In cooperation with Human Resources, develop a recreation part-time staff onboarding plan to improve communication, staff development and build consistency between program areas.

- *In progress.*

Develop a repair and replacement plan for Fountain View Fitness Center and Concession Operations.

- *In progress; staff is creating a comprehensive inventory that will include relevant information, life expectancy, replacement cost, and priority level.*

To: Board of Commissioners

From: Sue Rini, Executive Director

Date: May 13, 2024

Discussion: Capital Improvement Plan –
First Quarter 2024

Agenda Item# 7C

The following is an updated Capital Improvement Plan for the First Quarter of 2024. Capital projects are separated into two main categories - Board's Priorities, and General Maintenance/Staff Suggestions/Repair & Replacement Needs.

The current Capital Improvement Plan is funded by earned revenue; this has been a long-time goal. As the Corporate and Recreation Funds reached their target balances, the Board gave authority for the first transfer of funds from the Corporate Fund to the Capital Fund. We will evaluate fund balances annually with the intention of making annual transfers to meet the bulk of our capital needs. Additionally, needs associated with paving/lighting for parking lots, pathways and trails will be primarily funded by the Paving & Lighting Tax Levy, thereby removing most of the burden from the capital budget. Many capital projects are also supported by the Special Recreation Tax Levy which provides for the removal of barriers so that individuals with varying levels of ability to enjoy parks and recreation facilities and amenities. Staff will continue to seek additional funding for capital improvements through grants and alternative revenue sources.

The 2023 Community Needs Assessment provided strong support of the District from the Community. It reinforced the community's desire for the Park District to "take care of what we have" and continue to provide recreational opportunities and outdoor space. After reviewing the Community Needs Assessment, the Park Board took part in a prioritization exercise in January 2024 which resulted in the following ranking:

- Playground Replacements
- New 39 Passenger Bus
- Fountain View Recreation Center – Lower Locker Room Floors
- Pickleball at Armstrong Park
- Coral Cove Water Park Bucket Feature Painting
- Carpet/Flooring in Fitness Center
- Evergreen Shoreline Stabilization
- Simkus Recreation Center's Marquee
- Vehicle/Equipment Replacement

P R I O R I T Y - Board Recommended

Priority 1 - Playgrounds Replacement

Parks & Playgrounds:

All District playgrounds are inspected and evaluated regularly; recommendations for replacement are based on ‘actual’ condition. The District contracted with Wight & Company to prepare a Park Analysis Plan for the long-term replacement needs of its playgrounds.

The Plan includes suggested improvements and enhancements as well as estimated costs. As time passes, the District applies a cost of living increase to those cost estimates for budget purposes. The plan includes many suggestions that can be considered ‘a la carte’ amenities – in other words, the actual playground replacement plan will be adjusted based on capital funds available, grant opportunities, and special recreation funds. The plan creates a comprehensive roadmap for the District replacement needs with a goal of replacing one playground per year. Funding has yet to be secured for any playgrounds beyond 2025.

Walter Park renovation is currently underway, with expected completion by early June of 2024. The District was successful in being awarded a \$400,000 OSLAD Grant which will cover half of this \$800,000 project. Installation of an artificial turf surface throughout the play structure area makes this playground fully accessible for individuals with varying physical limitations. An estimated \$200,000 will be funded through the Special Recreation Fund, bringing the capital dollars needed for this project to \$200,000. A grand opening of the Park will be scheduled following its completion.

Appomattox Park will be the next playground renovation and is scheduled for 2025. A contract for \$18,500 is in place for landscape architecture and design, civil engineering, cost estimate, permitting, bidding and construction. This small park will not be a candidate for an OSLAD grant, and staff has budgeted an all-in amount of \$196,000 for the project. Up to 25% of the overall cost can be funded through the Special Recreation Fund.

Playgrounds & Parks			
2010-2023			1,633,604
2024 YTD			75,608
Encumbered			620,023
	2024	Total per Park	Spec Rec 25%
		CIP Amount	
Walter	945,000	200,000	745,000
	2025	Total per Park	Spec Rec 25%
		CIP Amount	
Appomattox	196,000	43,750	131,250
Encumbered	(21,000)		
2024-2025 Total			826,881
Multi-Year Total			2,465,086

Priority 2 - 39 Passenger Bus

The District currently owns a 39 passenger bus with a handicapped lift. Originally purchased in 2012, the bus has provided transportation for the Senior/Adult Trips, the youth summer camp program, and even served as emergency transportation in cooperation with the local Fire Protection District. Now at the end of its useful life, replacement of this vehicle will cost \$250,000.

As a unique benefit that serves both our youth, adult, and senior populations, the Carol Stream Park Foundation Board has taken on a fundraising effort to help purchase a new bus. The Carol Stream Park Foundation – the District 501c3 – is hoping to raise \$100,000. The replacement bus will also be outfitted with a wheelchair lift to ensure accessibility for individuals with physical restrictions. With this accommodation, up to 50% of the cost can be covered by the Special Recreation Tax Levy. Because of the limits of the Special Recreation Fund, the District must accumulate those taxes over the next two years. We will also trade-in the old vehicle to help. The District’s capital funds will be used to pay for whatever funds can’t be raised through the Foundation or trade-in; we’ll ‘ earmark’ \$50,000 at this time.

39 Passenger Bus			
Budget/Estimate			50,000
Total			50,000

Priority 3 – Fountain View Recreation Center, Lower Locker Room Floors

Fountain View Recreation Center just celebrated its 10-year anniversary, and continues to serve as a symbol of pride to the Park District and community. Usage continues to grow, therefore the upkeep and maintenance of this important facility remains a priority.

As one of the only indoor pools in the area, the flooring in the Aquatic Locker Rooms has seen a lot of usage and needs resurfacing. Staff has solicited several pricing estimates and currently preparing a bid packet for release in May. The restoration of the floors will take place during the annual shutdown in late July and will coincide with the re-plastering of the indoor pool. This will limit the amount of time the pool/locker rooms are out of service to the community.

FV Lower Locker Room Floors			
Budget/Estimate			69,000
Total			69,000

Priority 4 - Armstrong Park Pickleball

Pickleball is the fastest growing sport in the nation, and Carol Stream residents made it very clear in Community Needs Assessment that they want outdoor pickleball courts in Carol Stream. Shortly after the release of that report, the District was notified of a DCEO Senate Initiative Grant in the amount of \$50,000. The District is repurposing an old in-line skating area (eliminating the need to add lights and fencing) and through a Government Cooperative will be able to repurpose the area into a 6-court pickleball area for \$155,600. The Board approved the purchase, and work is scheduled to begin the first week of May, with completion by Memorial Day.

Armstrong Pickleball			
2024 YTD			-
Encumbered			155,600
Total			155,600

Priority 5 - Coral Cove Bucket Feature

Coral Cove Water Park underwent a \$2M+ renovation between Fall 2022 and Spring 2023, opening with all new mechanical and filtration systems. The renovation made significant ‘behind the scene’ improvements with only limited cosmetic changes. The large bucket play feature is one of the focal points of the water park and is several years beyond repainting. The system operates without any issues, so staff obtained a quote of \$38,050 - \$41,855 to resurface/repaint the feature. Funding has yet to be secured for this improvement.

Coral Cove Bucket Feature			
Budget/Estimate			41,855
Total			41,855

Priority 6 – Fountain View Fitness Center Carpet/Flooring

Similar to the Fountain View Recreation Center’s lower locker room flooring replacement plans, this project will replace the carpeted area along the north/south corridor of the Fountain View Fitness Center. After 10 years of heavy usage, the carpet will be replaced with flooring to reduce shedding carpet fibers which impact fitness machine performance, and is much easier to maintain. While no definitive flooring has been selected, the price ranges from \$40,000 to \$85,000. Funding has yet to be secured for this improvement.

FV Fitness Flooring			
Budget/Estimate			85,000
Total			85,000

Priority 7 - Evergreen Shoreline Stabilization

Evergreen Lakes is owned by the Carol Stream Park District, but its primary purpose is for storm water management. It is connected via underground storm sewers to multiple other bodies of water in Carol Stream. Evergreen Lakes in addition to the other bodies of water are all managed by the Village of Carol Stream under the DuPage County Storm Water Commission. The lake’s ancillary use is for recreational fishing and non-motorized boating. Because of the regular rise and fall of the water levels, shoreline erosion has occurred. The District initiated a native planting shoreline project several years ago which slows erosion and protects the shoreline through its deep rooting system. We have contracted WBK Engineering to perform a complete assessment and evaluation of the shoreline to create a plan that will identify the order/priority of shoreline to be restored, as well as estimated costs for the project. Funding has yet to be secured for any restoration work.

Evergreen Lakes Shoreline			
Budget/Estimate			N/A
Total			-

Priority 8 – Simkus Recreation Center Marquee

The Simkus Recreation Center Marquee sits at the corner of County Farm and Lies Roads along a residential roadway with a stop light making it an easy marketing tool. Residents often site this marquee when explaining how they heard about an event. Full marquee replacement is scheduled late spring 2024.

SRC Marquee			
2024 YTD			13,287
Encumbered			13,287
Total			26,573

Repair & Replacement Plans & Staff Recommendations

Paths/Trails/Parking Lots/Lighting

Pathways/Trails ranked as the most popular park district provided amenity during the 2023 Community Needs Assessment. The same has been true for the past several Community Assessments making funding very important. The Park District annually levies taxes for the purposes of Paving and Lighting improvements. Our extensive trail system and multiple public parking lots require several years to accumulate funding to support our needs, therefore grant funding will be an important supplement to meet the replace and replacement plan for this category.

The **North Armstrong Park Parking Lot** has been planned for several years and will utilize \$115,605.33 in capital funds; a clean water grant of \$40,395.67 (for use of permeable pavers), and an estimated \$29,000 of Special Recreation dollars to cover the cost of accessibility improvements. The project has been coordinated with the Village project for shoreline restoration that runs adjacent to Armstrong Park. A bid of \$185,000 was approved by the Board. Work will be completed this summer/fall.

We budgeted to share the cost of a **pathway improvement near Spring Trails Elementary School**; we would only address the section of pathway on our property. We have budgeted \$55,000 for this project. After repeated attempts to move forward on this project, we have received no response from U46 District offices. This project is currently on hold.

Future funding of Paths/Trails/Parking Lots/Lighting will be primarily funded through the Paving & Lighting Tax Levy, and grant funding. We will continue to prioritize projects based on need.

Paths / Trails / Parking Lots / Lighting			
Current YTD			\$ -
Encumbered			\$ 156,000.00
Capital \$ from Pavers Grant-Arm North Lot			\$ 40,395.67
Special Recreation \$			\$ 29,000.00
DuPage Cty Pavers Grant-Arm North Lot	\$ (40,395.67)		
Budget/Estimate Spring Trail Path			\$ 55,000.00
Total			\$ 280,395.67

Evergreen Gymnasium

In accordance with the intergovernmental agreement with Benjamin School District, the District shares costs to repair and maintain Evergreen Gymnasium and accompanying shared space.

Benjamin School District is preparing to **replace the flooring in the shared gymnasium** in 2024-2025. The initial cost estimate was for up to \$176,000, so we have set aside \$86,000. The actual bid for the floor came in at \$119,500, making the District's cost \$59,750. While this project came in well under budget, there has been a new issue with the masonry work on the outside of the gym building. The repair work bid came in at \$49,600; our share of the cost will be \$24,800. These two combined repairs will be \$84,550, which is slightly below what we budgeted for the flooring only. Work will be completed over the summer and winter breaks.

Evergreen Gymnasium			
Current YTD			\$ -
Encumbered			\$ -
Evergreen Gym Flooring 50% '24-'25			\$ 86,000.00
Multi-Year Total			\$ 86,000.00

Vehicles and Capital Equipment

The **Fleet Replacement Schedule** is reviewed annually. When practical, replacements are deferred until necessary. Plans are also affected by the State's release of public bid values for fleet vehicles. The program saves significant money and typically justifies delaying purchase unless it becomes an emergency situation. The latest fleet replacement plan is listed below and does not account for any savings brought about through trade-in value of current equipment/vehicles:

No vehicles are being purchased in 2024. An F150 pickup truck ordered in April 2023 to replace a 2010 F150 and was delivered in March 2024. The purchase price was \$45,385, against the original budget of \$37,500 which will be offset by the sale/auction of the 2010 F150.

Next on the list (2025/26) for purchase is a F250 pickup to replace a 2012 truck, and a bunker rake. After those purchases, replacements of a second F250 pickup truck and a large gator (2027/28) will take place. Vehicle purchases are ranked lower on the priority list, and therefore purchases will be based on condition and availability of funding.

Vehicles/Equipment			
Current YTD			\$ 45,385.00
Encumbered			\$ -
2025-2028 Budget/Estimate			CIP Amount
Bunker Rake			20,000.00
F250 Pickup #1 (replacing 2012 Pickup)			57,500.00
Large Gator			18,500.00
F250 Pickup #2 (replacing 2012 Pickup)			57,500.00
Total			\$ 198,885.00

Summary

The Capital Improvement Plan is fluid. It will adjust to accommodate the unexpected; project budgets may need to be reduced, increased, or put on hold.

We will spend the remaining Referendum/Grant dollars in 2024 and have started to use our new Capital Improvement Fund dollars, sourced from Operational Fund transfers.

Based on the values/estimates above, and assuming awarded grants/donations are received, there is a **current funding overage of \$161,626** for projects and vehicles through 2028. In other words, projects are estimated to be funded through 2028 without unexpected needs.

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As we revamp our CIP Plan, we look toward 'taking care of what we have' by funding capital improvements primarily through Operational Fund transfers. We frequently review year end projections in order to anticipate future funding, which will allow us to schedule CIP projects each year.

### Funding Plans include:

- Seek grant opportunities and other alternative revenue resources
- Use unbudgeted earnings on investments (at year end)
- Use unbudgeted Personal Property Replacement Taxes (at year end)
- Make transfers from Operating Funds whose balances are over target balances (at year end)
- Work with the Carol Stream Parks Foundation on funding campaigns for various CIP Projects

**To:** Board of Commissioners  
**From:** Shane Hamilton – Director, Parks & Facilities  
**Date:** May 13, 2024  
**Approval:** Re-Plastering Pools – Change Order #1 - Replacing Tiles

## Agenda Item # 8A

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### Issue

Should the Board approve a Change Order for \$65,000 with One Stop Pool Care, Lincolnshire, IL, to replace all tiles during the pool re-plastering project in the 8-lane lap pool and the therapy pool at the Fountain View Recreation Center.

### Background/Reasoning

As explained at our last Board meeting, the replacement of the tiles which create underwater lane lines for swimmers were not part of the original re-plastering bid package. Legal counsel recommended adding the tiles as ‘change order #1’ for this project. Replacing the tiles creates a better seal within the re-plastering process.

### Supporting Documents

Quote.

### Cost

The cost for replacing all existing tiles in both pools is \$65,000.  
GL: 12-5-00-00-748

### Public/Customer Impact

Pool tiles are made of porcelain and can withstand pool chemicals and a pool environment for years to come. By replacing all tiles in the both pools we will be eliminating any weak points in the new plaster. Additionally, there is a two year warranty on tile after project completion due to improper workmanship and defective product.

### Recommendation

The Board approve a Change Order for \$65,000 with One Stop Pool Care, Lincolnshire, IL, to replace all tiles during the pool re-plastering project in the 8-lane lap pool and the therapy pool at the Fountain View Recreation Center.



250 Parkway Drive, suite 150  
Lincolnshire, IL 60069  
Phone (847 ) 325-5013

DATE: 4/15/24  
Proposal 40280  
FOR: 2 pool retiling.  
Change Order #1

**Re-tile 2 pools.**  
Fountain View Recreation Center  
Carol Stream, IL.

**INCLUDES:**  
Tile services on two pools at Fountain View Recreation Center.  
Pool 1 is a Therapy Pool 25 x 45.  
Pool 2 is 8 Lane Lap Pool 55 x 75.

**Scope of Work for Tile Replacement.**

- a. Demo 8 tile racing lines and targets.
- b. Demo all tile stair ledges and ramp edge.
- c. Install 8 new tiled racing lines and tile depth marker lines.
- d. Install 8 new tiled racing line targets.
- e. Install new tile ledge on pool entry stairs.

**Total Labor & Material:.....\$65,000.00**

**\*\*\*TERM. This proposal price is guaranteed for (30) days.**

**\*\*One Stop Pool Care shall warranty its labor for 2 years after project completion. During the warranty period, One Stop Pool Care shall repair or replace, free of charge, any occurring defects or ensuing damages that may of occurred due to improper workmanship. One Stop Pool Care shall not be held liable for any and all repairs or damages that occur as a result of a materials failure or resulting from improper maintenance and upkeep of the installed materials.**

**\*\*Any alteration or deviations from the above scope of work will incur an additional cost for labor and materials and will submitted on separate invoices.**

**\*\*Any damage to landscaping will be repaired by others.**

- A. All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written work orders, and will become an additional charge over and above the price quoted. All agreements are subject to strikes, accidents, or delays beyond the control of One Stop Pool Care. One Stop Pool Care workers shall be fully covered by Workmen's Compensation Insurance.
- B. One Stop Pool Care shall not be liable for its failure to perform its respective obligations under this agreement when such failure is caused by fire, explosion, water, act of God, civil disturbance, sabotage, weather and energy related closings, governmental rules or regulations, or similar causes beyond its reasonable control.
- C. Not included in fees are all permits and or required blueprints.
- D. Nor responsible for sidewalk or any unmarked underground structures that are damaged.
- E. One Stop Pool Care will not be responsible for any damage to vehicles, residents, or pets who wonder into marked off Work areas.
- F. One Stop Pool Care will not be responsible for alternate parking for those residents who are affected by construction project.
- G. All concrete work is subject to cracking and or heaving due to the elements.

PAYMENT. Payment shall be made to One Stop Pool Care.

This contract is to be payable in two installments:

- (1) installment of 50%. This installment shall be due upon project approval.**
- (2) Installment of 50%. This installment shall be due upon project completion.**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Service Recipient:

Owner

By: \_\_\_\_\_



Agent/Owner/Association.

**To:** Board of Commissioners  
**From:** Chris Quinn, Director of HR and Administrative Services  
**Date:** May 13, 2024  
**Approval:** Personnel Policy Manual **Agenda Item # 8B**

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## Issue

Should the Board adopt the Carol Stream Park District, Personnel Policy Manual, 2024 edition.

## Background/Reasoning

In following best practices, the Board is presented a full copy of the Personnel Policy Manual once every five years. While the Board last adopted the full manual in 2022, there have been many updates to Illinois law that result in the need to amend our current policies. Because of the number of updates, staff believes adopting a new manual is warranted.

## Documents Included

- The attached chart summarizes the policy changes
- Personnel Policy Manual

## Cost

There is no cost associated with the review and adoption of the Personnel Policy Manual, 2024 edition.

## Public/Customer Impact

The Personnel Policy Manual provides a clear guideline for both employer and employee's rights as well as expectations for the employment relationship.

## Recommendation

Recommend that the Board make a motion to adopt the Carol Stream Park District, Personnel Policy Manual, 2024 edition.



**SUMMARY OF CHANGES TO PERSONNEL POLICY MANUAL 2017-2022**

Since its full review in 2022, the following amendments need to be made to the policies shown below per updates to Illinois laws:

| <b>Policy No:</b>   | <b>Policy Name:</b>                                                      | <b>Description:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1, 1.2 & 1.3      | EEO, Non-Discrimination and Anti-Harassment, Americans with Disabilities | These policies need updates based on amendments to the Illinois Human Rights Act (IHRA). Illinois made an amendment to add “work authorization status” as protected status. Illinois added “association with an individual with a disability”. Illinois amended the definition of “race” under IHRA to include “traits associated with race, including but not limited to, hair texture and protective hairstyles such as braids, locks and twists.” These amendments have been added to these policies accordingly and as suggested by PDRMA. |
| 1.15                | Conflict of Interest and Statement of Economic Interest                  | Illinois amended the Governmental Ethics Act regarding who must file a Statement of Economic Interest.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 1.18                | Personnel Files                                                          | Illinois amended the Personnel Records Review Act to provide private causes of action to employees if employers give out disciplinary information without written notice. As such, we clarified the policy to account for this increased risk.                                                                                                                                                                                                                                                                                                 |
| 1.26 – NEW and 4.14 | Telecommuting Policy (new), and Expense Reimbursement                    | Illinois amended the Wage Payment and Collection Act to require Illinois employers to reimburse employees for “all necessary expenditures or losses incurred by the employee within the employee’s scope of employment and directly related to services performed by the employer.”                                                                                                                                                                                                                                                            |
| 3-1.5               | Sick Days                                                                | Illinois amended the Employee Sick Leave Act to also cover an eligible employee’s leave for a covered family members “personal care”.                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3-10                | School Visitation Leave                                                  | Illinois expanded the School Visitation Rights Act to include the attendance of behavioral or academic meetings related to the employee’s child.                                                                                                                                                                                                                                                                                                                                                                                               |
| 3-13                | Victim’s Economic Security and Safety (VESSA)                            | Illinois amended VESSA to include victims of “crimes of violence”, or whose family or household members are such victims.                                                                                                                                                                                                                                                                                                                                                                                                                      |



# Personnel Policy Manual

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Amended January 1, 2008

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## Introduction and At-Will Disclaimer

*Welcome to the award-winning Carol Stream Park District!*

The Park District is proud of its record of continuing growth and expansion of services offered to the community. You are now part of a terrific organization that helps 47,000 people play, relax, exercise, reflect, socialize, learn and compete. We have multiple recreation facilities and 40 parks with more on the way.

You may not know that the Park District is a separate public service agency. We are not part of the Village or the County. Our seven-member Board of Park Commissioners is directly elected by residents. The Park District levies its own taxes as well.

Established in 1964, the Park District was created by a public vote for the purpose of providing park and recreation areas, facilities, and programs for the residents of the District. The District employs more than 600 full and part-time employees each year to meet this responsibility.

Our enviable reputation is the direct results of people like you! The Park District's future success will depend upon what you do and how you contribute while you are here.

Welcome Aboard!

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

- I. This Manual contains general information and guidelines. It is not necessarily all-inclusive. It may not address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, expect this Manual to be your general reference guide.
- II. This Manual supersedes all previously issued manuals. An employee's decision to continue employment with the Park District after this revision and any future revision to this Manual shall be deemed to constitute his or her agreement with all such revisions. **The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual.** Therefore, the Park District may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The Park District will try to inform an employee of any changes as they occur.
- III. Like all Personnel Policy Manuals, this one contains the necessary legal statements, rules and regulations. It's all important so please read on.
- IV. Nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is not intended to create nor shall create an employment contract, either expressed or implied, to remain in the Park District's employ. Nor does it guarantee any fixed terms and conditions of employment. Employment at the Carol Stream Park District is not for any specific time and may be terminated at will, with or without cause and

without prior notice by the Park District, or an employee may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice, and the Park District retains a similar right. No Supervisor, Department Head, Executive Director, or other representative of the Park District (except as delegated and approved by the Board of Park Commissioners) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

- V. We expect you to review this Manual and become familiar with its contents. We'll also expect you to sign an **Employment Contract Disclaimer and Signed Acknowledgement Form** found in **Appendix A**. This form will be maintained in an employee's personnel file so all concerned will know that you've received this vital information. If you have comments, suggestions, or questions about any aspect of your employment, please discuss them with your immediate Supervisor or Department Head. The immediate Supervisor or Department Head will listen to your concerns, consider appropriate action, if necessary, and/or provide you with the information needed. Or, you may be directed someone who can provide you with that information.
  
- VI. The Directors are responsible for enforcing of the policies contained within, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the Executive Director will provide an ultimate interpretation.

# **SECTION 1 EMPLOYMENT POLICIES AND PROCEDURES**

## **1.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Carol Stream Park 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 Agency's policy to provide equal employment opportunities to all qualified persons. The Agency makes and executes all personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, 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 Agency 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 Agency encourages such individuals to discuss their need for a reasonable accommodation with the Human Resources Department (see the ADA Policy).

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees should refer their questions or concerns to the Human Resources Department. If the employee is uncomfortable reporting to the Human Resources Department, the employee should report to their Department Head, Executive Director or President



of the Board. (For the full complaint reporting procedure, see the Agency’s Nondiscrimination and Anti-harassment Policy).

***Important Note***

**This policy should not be considered an affirmative action policy or plan. For more information on affirmative action policies and plans, you should contact your local attorney.**

## **1.2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

### **1.3 AMERICANS WITH DISABILITIES ACT POLICY**

The Carol Stream Park District commits to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Carol Stream Park District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s actual or perceived disability (or association with a person with a disability) so long as the employee can perform the essential functions of the job with or without reasonable accommodations. Consistent with this policy of nondiscrimination, the Carol Stream Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Carol Stream Park District aware of their disability, provided such accommodation does not constitute an undue hardship on the Carol Stream Park District or create a direct threat to the safety of the employee or the safety of others.

The Carol Stream Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, dismissal or other terms, conditions or privileges of employment based on job-related qualifications and abilities.

#### **1-3.1 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 Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park District will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the Carol Stream Park 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 Carol Stream Park District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park District's ability to provide its services to the public.

The Carol Stream Park District determines what is a reasonable accommodation on a case-by-case analysis. The ADA does not require the Carol Stream Park 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 Carol Stream Park District denies a particular request, it will endeavor to find and offer a reasonable alternative.

### **1-3.2 Decision on Accommodations and Appeal Process**

The Carol Stream Park District will inform the employee of its decision on the accommodation request. If the Carol Stream Park 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.

### **1-3.3 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 Carol Stream Park District's Nondiscrimination and Anti-harassment Policy. The Carol Stream Park District will treat all such inquiries or complaints as confidentially as possible. However, the Carol Stream Park District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

### **1-3.4 No Retaliation**

The anti-retaliation provisions in the Carol Stream Park District's Nondiscrimination and Anti-harassment Policy apply to this ADA Policy in equal force.

### **1-3.5 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.

## **1.4 PREGNANCY POLICY STATEMENT**

The Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. The Park District will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his or her title or position, has the authority, whether express, actual, and apparent or implied, to discriminate against a pregnant employee or applicant.

The Park District will not deny or remove a pregnant employee from a position because an employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—an employee's ability to satisfactorily perform the essential duties of the job in question.

If an employee has a question, complaint, or problem related to pregnancy discrimination, they should relate such question, complaint, or problem to their Department Head. If an employee feels uncomfortable doing so, or if the Department Head is the source of the problem, condones the problem, or ignores the problem, report to complaint to HR or the Executive Director.

## **1.5 FILING COMPLAINTS OUTSIDE THE PARK DISTRICT**

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 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal charge.

## **1.6 OPEN COMMUNICATION**

The Park District promotes an atmosphere whereby employees can talk freely with all staff. Employees are encouraged to openly discuss with their immediate Supervisor any ideas, suggestions, complaints, or problems. If the Supervisor cannot be of assistance, the Department Head and Executive Director are available for consultation and guidance. The Park District is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees, to encourage innovation, to improve procedures, processes and programs.

## **1.7 ANTI-NEPOTISM POLICY**

Members of your immediate family may be considered for employment at the Park District. That consideration will be based solely on the candidate's qualifications for the position. For the purposes of this policy, immediate family includes: spouse, civil union partner, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, or comparable relative of a spouse, or comparative "step-family".

The following conditions must be met in order for employment to be permitted:

- Immediate family members may not form a Supervisor – subordinate relationship
- Employment of immediate family members may not create a potential for adverse impact on work performance
- Employment of immediate family members may not create a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee, and applies to romantic relationships as well.

If an employee becomes an immediate family member or establishes a romantic relationship with another employee, an employee may continue his/her employment as long previously stated conditions are met. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Park District to which one of the employees may be transferred. The Park District will decide in its sole discretion who will remain employed.

## **1.8 INTRODUCTORY EMPLOYMENT PERIOD**

Everyone goes through an initial period of adjustment in order to learn about the Park District and about duties and responsibilities of their job. This time allows an employee to find out if they are well-suited to a new position, or one to which they have been reassigned, or one that they have been promoted into.

The Introductory Employment Period also gives a Supervisor a reasonable period of time to evaluate an employee's performance, including determining if they possess the aptitude and attitude necessary to meet the required standards and expectations of the position. The Introductory Employment Period is up to six months, and is applicable upon initial employment, reassignment of position or duties, or promotion.

Employees' immediate Supervisor will utilize the Introductory Employment Period to assist them in adjusting to their new position and for orientation and training. If a Supervisor concludes that you, as an employee, is not progressing or performing satisfactorily during this period, an employee's employment may be terminated. Under appropriate circumstances, the Introductory Employment Period may be extended. Employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the Introductory Employment Period, an employee and their Supervisor will discuss an employee's performance, continuation or end of introductory status, performance improvement plan, reassignment, or separation of employment. Provided an employee's job performance meets the expectations of the Park District, an employee will continue as an at-will employee. Successful completion of the Introductory Employment Period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between an employee and the Park District.

During an employee's introductory period they will complete an orientation process. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance offered by the Park District Risk Management Agency (PDRMA).

Employees will be required to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

The purpose of an Orientation is to introduce you to the District's vision, mission, and goals and explain your role in achieving them.

## **1.9 CORE HOURS & BREAKS**

Many jobs within the Park District have hours which are outside what is considered regular business hours. Supervisors will schedule shifts to maximize great customer service, and effective management of a facility or program. Supervisors will establish, reassign, and arrange work schedules, lunch periods and reasonable rest periods during each workday that are consistent with the District's operational needs.

## **1.10 CLASSIFICATION OF PERSONNEL**

### **1-10.1 Full-Time or, Full-Time-Equivalent (FT or FTE)**

Employee positions are designated as Full-Time (FT), or Full-Time-Equivalent (FTE), by the Executive Director. They are generally scheduled to work at least 30 hours per workweek, for four consecutive calendar quarters during a calendar year. FT or FTE employees may be required to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. These employees are eligible to receive full benefits and will receive Paid Time Off (PTO) hours. They are required to participate in the IMRF Pension Program. FT, and FTE employees are classified under one of the following two categories depending on their responsibilities, and in accordance with all Federal and State laws:

- *Full-Time, or Full-Time-Equivalent Exempt* employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. While Exempt employees receive a salaried amount of pay each pay period, they must also utilize a time clock and/or time sheets to document hours worked.
- *Full-time, or Full-Time Equivalent Non-Exempt* employees receive overtime pay or compensatory time in accordance with Federal and State Wage and Hours Laws, and the Park District's overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non-exempt employees must utilize a time clock and/or time sheets to document hours worked.

Seasonal, Part-Time, and Regular-Part-Time employees are excluded from the Full-Time, or Full-Time-Equivalent classification regardless of the number of hours worked.

### **1-10.2 Regular-Part-Time (RPT)**

Employee positions are designated as Regular-Part-Time (RPT) by the Executive Director. RPT employees are generally scheduled to work at least 25 hours per workweek, in four consecutive calendar quarters during a calendar year, in one single, qualifying position with a minimum of 1,300 hours, but less than 1,560 hours, annually. RPT employees may be required to work additional hours

as necessary to complete all assigned tasks as needed during busy periods. These employees are eligible to receive partial, pro-rated benefits and will receive prorated PTO hours based on their scheduled hours. They are also required to participate in the IMRF Pension Program. RPT employees are classified under one of the following two categories depending on their responsibilities and in accordance with all Federal and State laws:

- *Regular Part-Time Exempt* employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. While Exempt employees receive a salaried amount of pay each pay period, they must also utilize a time clock and/or time sheets to document hours worked.
- *Regular Part-Time Non-Exempt* employees receive overtime pay or compensatory time in accordance with the Park District's overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non-exempt employees must utilize a time clock and/or time sheets to document hours worked.

### **1-10.3 Part-Time IMRF Qualifying**

Employee positions are designated as Part-Time IMRF Qualifying (PT IMRF) by the Executive Director. Employees are generally scheduled for 20 hours per workweek, may or may not work four consecutive calendar quarters, and may or may not work in more than one position. They work at least 1,000 hours but less than 1,300 hours annually.

### **1-10.4 Part-Time, or Seasonal**

Employee positions are designated as Part-Time (PT) or Seasonal by the Executive Director or the Board of Commissioners. Employees are generally scheduled for less than 20 hours per workweek, or do not work four consecutive calendar quarters during a calendar year in one single qualifying position, or are under a short-term status, or employed for a specific function or project, or for a temporary and limited period of time, and work less than 1,000 hours annually.

- *Part-Time Non-Exempt, or Seasonal Non-Exempt* employees are paid by the hour with no compensatory time rights. Overtime will be paid in accordance with all Federal and State laws. The Park District does not guarantee that this employee will be rehired in a subsequent season or if rehired, for the same position, or rate of pay.

## **1.11 HIRING PROCEDURES**

The Park District wants to hire and retain the best available, suitable and qualified individuals for all staff positions determined. As such, the Park District retains the right to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and best utilize its resources; and to best help all employees reach their full potential.

### **1-11.1 Position Vacancies**

A list of open positions will be maintained by HR. The Park District may post vacancies on its website or through other practical avenues. The Park District may recruit applicants from both current staff, and from outside of the District.

### **1-11.2 Professionalism of Staff**

The Carol Stream Park District prides itself on maintaining a high degree of professionalism in its staff. This includes personal character, pursuit of education and expanding knowledge, ethical conduct, and commitment to innovation. All staff are encouraged to continually develop themselves with education, applicable certification and extensive networking.

### **1-11.3 Transfer and Promotion**

Employees interested in a particular job opening should apply, through the Park District's website. They should also notify their immediate Supervisor of their intentions. All transfers and advancement will be made on the basis of ability, attitude, aptitude and other relevant job-related criteria. Please note that employees requesting a transfer or promotion may be subject to the same selection process and employment test requirements as outside applicants.

### **1-11.4 Proof of Right to Work**

Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation.

### **1-11.5 Proof of Birth Date**

All employees are required to furnish the Park District with certified proof of date of birth at the time of employment.

### **1-11.6 State Criminal Conviction Background Check and Conviction Record**

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Employees are also responsible for notifying their immediate Supervisors and HR of any convictions that occur during the course of their employment. Pursuant to statute, any conviction of offenses

while employed by the Park District enumerated in subsection (c) of said statute may disqualify an employee from continued employment. Any other conviction(s) shall not automatically disqualify the applicant from employment, but rather, the conviction(s) will be considered in relationship to their specific job. Failure to notify the Park District may lead to disciplinary action up to and including termination.

### **1-11.7 Driver's License Abstract and Driver's License Status**

Any employee who may be expected to drive either their personal vehicle or a Park District vehicle in the course of their normal duties will be required to have a valid Illinois Driver's License with the proper classification for the vehicle(s) an employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter, the Park District will request a driver's license abstract review from the Illinois Secretary of State's office.

If an employee is required to possess a valid Illinois Driver's License, they must notify their immediate Supervisor of any change in the status of their license. If at any time during an employee's employment they are convicted of driving under the influence or for a moving violation, they must notify their immediate Supervisor and HR in writing within three days of the incident. Driving suspension or restrictions will be applied as outlined in "Section 16.1 Fleet Safety" of the Carol Stream Park District's Safety Manual. Loss of driving authorization may result in disciplinary action up to and including discharge for those employees where driving is primary to the function of your job. Failure to disclose any change in status may also result in disciplinary action up to and including termination of employment.

### **1-11.8 References**

Information provided by the Park District in response to requests for employment references will generally be limited to candidate's employment starting date, ending date, job title, and job description only by HR.

### **1-11.9 Application and Selection Process**

Individuals interested in an open position must complete an application for employment. The initial application may consist of a Park District application form, a letter and/or resume. Applicants, including current employees, are required to furnish information and complete any and all forms deemed necessary to satisfactorily inform the Park District of an applicant's qualifications and suitability for a position.

An employment application and/or resume will be on file for every employee. The provision of false, incomplete or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. The Park District bases employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, his or her past performance, future potential, and their aptitude and attitude.



The selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position as described below. A copy of the offer letter will be included in an employee's personnel file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between an employee and the Park District.

## **1.12 PRE-PLACEMENT TESTING**

### **1-12.1 Medical Examination & Drug Testing**

One or more tests may be required of employees hired for certain positions, including without limitation, transferred and promoted employees.

The Park District requires certain employees to successfully complete a medical examination after a position has been offered to an employee, but prior to starting employment. This medical examination is necessary to determine if an employee can perform the essential functions of the job offered to him or her with or without reasonable accommodations on the part of the Park District. The Park District will also require drug testing for all applicants offered a Full-Time, Full-Time Equivalent or Regular Part-Time position with the Park District and any other positions deemed in the sole discretion of the Park District as necessary to ensure the safety of the patrons, workers, and general public.

A physician of the Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the Park District. An employee's medical records will be maintained in a separate confidential file. Information contained in an employee medical file will not be released or disclosed without an employee's written consent, by court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

### **1-12.2 Commercial Driver's License (CDL) / Regulated & Random Screening**

Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be required to undergo a pre-employment Department of Labor (DOT) physical, and a pre-employment DOT Regulated Drug Screening. In addition, they will be enrolled in a random drug screening pool and will be tested in accordance with the Park District's Alcohol and Drug Procedures for CDL Employees, which is attached to the Manual as Appendix B.

## **1.13 REASSIGNMENTS AND RESCHEDULING**

The District reserves the right to reassign, transfer or schedule employees to different positions or shifts based on the needs of the position, and to serve the best interests of the Park District.

## **1.14 ETHICS POLICY**

In compliance with the Illinois General Assembly's State and Officials and Employees Ethics Act (Public Act 93-615 effective 11/19/2003, as amended by Public Act 93-617, effective 12/9/2003), the Carol Stream Park District has implanted this Employee Ethics Policy regulating ethical conduct, political activities and the solicitation and acceptance of gifts by employees. To review this entire Act, see Appendix H – Ordinance No. 361 - An Ethics Ordinance of the Carol Stream Park District, DuPage County, Illinois.

### **1-14.1 Solicitations and Distributions**

Employees may not solicit any other employee during working time. Working time does not include meal periods, breaks or time before or after an employee is working. An employee should not disturb the work of others to solicit or distribute literature to them during their working time. Excluded are community organizations, youth organizations, or non-profit activities that do not disturb or interfere with the workday.

## **1.15 CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT**

The Carol Stream Park District expects its employees to conduct business according to the highest ethical standards of conduct and expects employees to devote their best efforts to the interests of the Carol Stream Park District. Business dealings that appear to create a conflict between the interests of the Carol Stream Park District and an employee are unacceptable.

The Carol Stream Park District recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to Carol Stream Park District business. However, the employee must disclose any possible conflicts, so the Carol Stream Park District may assess and prevent potential conflicts of interests 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, civil union partner or significant other, children, step children, parents, siblings) as a result of the Carol Stream Park District's business dealings.

It is the responsibility of every Carol Stream Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Carol Stream Park District. The Carol Stream Park District requires this information to determine whether there is or may be any undue or special influence involved in sales to or purchases from the Carol Stream Park District. The employee must make such disclosure in writing and forward it 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 Carol Stream Park 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 non-ministerial 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.

### **1-15.1 Employment in More than One Department**

Full-Time, Full-Time-Equivalent, and Regular-Part-Time employees are hired for a specific position in a department, and may not hold more than one position at a time within the District.

Part-Time, and Seasonal employees may be employed in more than one department, or in more than one position as long as the following conditions are followed:

- An employee's primary job is not compromised in any manner
- An employee receives written, advance permission from your immediate Supervisor
- An employee does not exceed 1,000 hours per calendar year

Permission may be subsequently revoked, however, if the Park District determines in its sole discretion that such additional job adversely interferes with your primary job.

### **1-15.2 Outside Employment**

Full-Time, Full-Time Equivalent, and Regular Part-Time employees are required to obtain written approval from their Supervisor before participating in outside work activities. Approval will be granted unless the activity conflicts with the Park District's interest. In general, outside work activities are not allowed when they:

- Prevent an employee from fully performing work for which they are employed at the Park District, including overtime assignments;
- Involve organizations that are doing or seek to do business with the Park District, including actual or potential vendors or customers; or
- Violate provisions of law or the Park District's policies or rules.

From time to time, Park District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, an employee's obligations to the Park District must be given priority. Full-Time, Full-Time Equivalent, and Regular Part-Time employees are hired and continue in the Park District employ with the understanding that the Park District is their primary employer and that other employment or commercial involvement which is in conflict with the business interests of the Park District is strictly prohibited.

### **1-15.3 Reporting Potential Conflicts**

An employee must promptly disclose actual or potential conflicts of interest, in writing, to their Supervisor. Approval will not be given unless the conflict will not interfere with an employee's duties or will not damage the Park District.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate dismissal from employment.

## **1.16 WORK PRODUCT OWNERSHIP**

All Carol Stream Park District employees must be aware that the Park District retains legal ownership of the product of their work. No work product created while employed by the Park District can be claimed, construed, or presented as property of the individual, even after employment by the Park District has been ended or the relevant project completed. This includes written and electronic documents, audio and video recordings, and also any concepts, ideas, or other intellectual property developed for the Park District, regardless of whether the intellectual property is actually used by the Park District. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (*e.g.*, on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of the Carol Stream Park District.

## **1.17 PERFORMANCE EVALUATIONS**

### **1-17.1 Purpose**

The Park District has a formal performance appraisal system for Full-Time, Full-Time Equivalent, and Regular Part-Time, and year-round Part-Time employees (excluding seasonal) to provide a

means of attempting to evaluate an employee's performance and progress. The performance appraisal assists the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments. Performance appraisals become, and are, an essential part of an employee's personnel records. Seasonal employees may be reviewed at the Supervisor's discretion at the end of said season; salary adjustments may be made in the event employee is rehired for subsequent seasons.

### **1-17.2 Frequency**

Generally, employees will receive a performance review at least annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another review may be performed before the next year. If an employee is placed on 'probationary status' or a 'performance improvement plan', or is absent due to a Personal Leave or Family Medical Leave, it may delay the regular review process. Formal evaluations generally will be conducted by an employee's immediate Supervisor on a pre-determined annual schedule as set forth by the Executive Director.

### **1-17.3 Review Outcomes**

***Satisfactory Review:* If an employee receives a satisfactory review, they may be eligible for a merit pay increase. The next review will take place at the time of the Park District's annual review process.**

*Unsatisfactory Review:* If an employee receives an unsatisfactory formal performance evaluation they will be ineligible for a merit pay increase and may be subject to disciplinary action up to and including discharge.

An employee that receives an unsatisfactory review may be placed into probationary status for a period not less than three months and not more than six months. During this period, an employee will be provided with specific written expectations from their immediate Supervisor explaining required improvements to their performance. Regularly scheduled meetings will take place to review performance during this probationary period. Upon conclusion of this period, an employee will receive a special performance evaluation and will either be returned to normal employment status, or be discharged for unsatisfactory performance.

## **1.18 PERSONNEL FILES**

The Carol Stream Park 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 Carol Stream Park District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park District.

Employees may review their personnel files in accordance with applicable law and established Carol Stream Park District procedures. If employees wish to review their personnel files, they should contact the Human Resources Department to complete the appropriate forms.

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 Carol Stream Park 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 Carol Stream Park District needs to know to contact an employee or properly administer Carol Stream Park District benefits programs or general operational concerns.
- An employee's immigration status (if eligibility for employment in the United States is affected).

**IMPORTANT: Employees should immediately notify the Human Resources Department of any changes in pertinent information.**

### **1.19 CHILD LABOR LAWS: EMPLOYMENT OF MINORS**

It is a preference of the Carol Stream Park District to hire employees who are 16 years of age and older. In rare cases where an exception is made, the Carol Stream Park District will comply with all Federal and Illinois Child Labor Laws regarding the employment of minors.

All minors under age 16 must have an Employment Certificate (Work Permit) before they will be allowed to work for the District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.

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 that a minor cannot work the following hours:

1. When school is in session, children 14 and 15 years of age may work:
  - Up to 3 hours per day;
  - Up to 24 hours per week; and
  - The combined hours of school and work may not exceed 8 hours per day.
2. When school is NOT in session (including summer vacations, holidays and weekends), children under the age of 16 may NOT work:
  - More than 8 hours per day;
  - More than 6 days per week; nor
  - More than 48 hours per week.
3. Allowed hours of work are 7am to 7pm except between June 1st and Labor Day, when working hours may be extended to 9pm.
4. A scheduled meal period of at least 30 minutes shall be provided no later than the 5th consecutive hour of work.

Employees under age 16 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, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Any Supervisor in violation of this policy will be subject to disciplinary action up to and including termination.

## **1.20 USE OF ALCOHOL**

It is the policy of the Carol Stream Park District that employees shall not possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace or during work time.

- Employees are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol.
- Alcohol abuse and its physiological effects represent a threat to the well-being and security of employees and could cause extensive damage to the Park District’s reputation and community standing.
- Any involvement with alcohol that adversely affects the workplace or the work environment will not be tolerated.
- Off-the-job alcohol abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, the public, Park District equipment, or the Park District’s relations with the public will not be tolerated.

The use of alcohol during working hours is strictly prohibited. The use or personal possession (e.g., on the person or in a desk, or vehicle) of alcohol during work time or on Park District property is subject to disciplinary action up to and including termination of employment.

Employees in positions which may have an effect on public safety are also subject to Consent to Drug Testing and upon employment, will be required to sign a release for such testing, see Appendix C.

For all employees, alcohol consumption is prohibited during the workday, including rest periods and meal periods. Notwithstanding this, there may be occasions, removed from the usual work setting, at which it is permissible to consume alcohol in moderation, with management approval. Employees who consume alcohol under such circumstances shall not report back to work during that workday.

## **1.21 CONTROLLED SUBSTANCE AND DRUG TESTING**

In conjunction with the requirements of federal and state Drug Free Workplace Acts (41 U.S.C.A. & 701 *et seq.* and 30 ILCS 580/1 *et seq.*), it is the policy of the Carol Stream Park District to maintain a safe, drug-free work environment conducive to effective business operations. The Park District requires that its personnel and operating practices be consistent with the highest standards of health and safety. To meet these objectives, the Park District has adopted the following substance abuse policy for all employees.

### **1-21.1 Definition of Drug**

We maintain a strong commitment to programs that promote safety in the workplace, and employee health and well-being. While we hope that all employees with a substance abuse problem will voluntarily submit to available treatment, certain guidelines must be set to cover instances where employees do not acknowledge their problems and seek help or instances where employees engage in prohibited conduct while on District premises. Therefore, in an effort to maintain the high standards of health and safety to which we are committed, we have defined our policy and rules of acceptable conduct in this sensitive area.

There are a number of good reasons for this policy. An employee who is under the influence of drugs and/or alcohol poses a serious threat to his or her own safety and the safety of others. Also, a person cannot do his or her job properly while working under the influence of drugs or alcohol. Your personal protection, the protection of others and the quality of your work are very important to all of us. Equally important is the fact that the use of certain drugs and narcotics is unlawful.

The use of the term “drug” in this policy refers to both legal and illegal controlled substances unless the legal use is pursuant to the instruction of a medical professional licensed to prescribe or advise individuals on the use of drugs who has been informed of an employee’s job duties and has advised that the substance does not adversely affect an employee’s ability to safely perform his or her job. The term “drug” also includes, but is not limited to, marijuana, cocaine, PCP, heroin, morphine, amphetamines and barbiturates. 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 Pilot Program Act, any employee who is a registered qualifying patient is nevertheless required to



comply with this Policy and is subject to discipline up to and including discharge for violations of this policy.

- 1) The use, sale, purchase, manufacture, distribution, dispensation, transfer, or possession of non-prescribed drugs, prescribed marijuana, controlled substances, or alcohol, is prohibited on Park District premises, and is cause for immediate discharge. Park District premises includes all job sites, land, property, buildings, structures, installations, parking lots, machinery, vehicles or other means of transportation owned or managed by or leased to Park District or otherwise being utilized for the Park District business, and private vehicles while parked or operated on the Park District premises.
- 2) Employees are prohibited from working with any detectable amount of alcohol or drug in their system. Employees are also prohibited from consuming any amount of alcohol or drugs during working time or during breaks. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge. (Consequently, employees are not allowed to consume alcohol or prescribed marijuana during lunch.)
- 3) Employees must not perform safety-sensitive duties if they are aware of any medical condition or have used alcohol or a drug (including prescribed medicine or marijuana) that may adversely affect their ability to perform such duties or that may affect safety, employees, or the public.
- 4) At Park District-approved or Park District-related functions or meetings (i.e., functions or meetings with existing or potential clients, vendors or customers) during which alcohol is served, moderate consumption is allowed, but reasonable standards of conduct must be maintained. However, in such situations (or any other situation), under no circumstances may an employee operate an automobile owned or leased by the Park District or rented by the Park District or an employee for business purposes while intoxicated or under the influence of alcohol, even if outside of working hours. Any employee violating this prohibition will be subject to disciplinary action up to and including immediate discharge.
- 5) The Park District reserves the right to inspect packages, bags, briefcases, desks, lockers, automobiles, etc., where there is a reasonable belief that illegal drugs or alcohol may be present on Park District property. An employee's failure to cooperate with an investigation may result in disciplinary action, including but not limited to immediate discharge.
- 6) An employee suspected of being under the influence of a controlled substance due to specific articulable symptoms (e.g., symptoms of an employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, negligence or carelessness in operating equipment or machinery, disregard for the safety of an employee or others, , disruption of a production or manufacturing process, or carelessness that results in any injury to an employee or others), or an employee who is involved in an on-the-job accident which results in property damage or which

requires medical treatment, may be required to take a medically approved test(s), to be given by authorized medical personnel, to determine whether the Park District's Drug and Alcohol Policy has been violated.

- 7) Employees subject to Department of Transportation (DOT) regulations must comply with DOT's Drug and Alcohol Testing Policy.
- 8) Employees will be afforded a reasonable opportunity to contest a positive drug and/or alcohol test. However, an employee's refusal to submit to a drug and/or alcohol test may result in disciplinary action, up to and including immediate discharge. Refusal includes refusing to report immediately to the testing location upon request, refusal to sign a medical test authorization form as required by the Park District, refusal to provide specimens unless medically incapable of doing so, and/or attempts to falsify or interfere with the testing process, including failure to comply with instructions or attempting to substitute, dilute, or otherwise change specimens to be tested. Employee consent to testing under this policy will not act as a waiver of disciplinary action, up to and including discharge.
- 9) While the Park District awaits the results of a drug and/or alcohol test, an employee may be suspended without pay. In this situation, if the results of the test are negative, an employee will be reimbursed for regular working time lost due to taking the test(s). Further, the fact that an employee took such test, and the results thereof, shall not be used against an employee.
- 10) If an initial test is positive, a second test will be conducted from the sample, or a second sample may be required. A confirmed positive drug and/or alcohol test may result in disciplinary action up to and including immediate discharge. An employee may also submit a written request for a confirmatory retest of the original sample at his or her own expense at an appropriately certified laboratory. Such written request must be received by the Park District within five working days of the date of the original test result notice. Any such retest would be in addition to the Park District's confirmation test described above.
- 11) An employee may be disciplined (up to and including discharge) for violation of the Park District's Drug and Alcohol Policy, in the absence of a test, based on other evidence, including but not limited to observed conduct and symptoms.
- 12) Employees who are convicted for off-the-job drug-related activity may be considered to be in violation of this policy. Employees shall notify the Park District of any criminal drug statute conviction no later than five days after such conviction. In deciding what action to take, the Park District will conduct an individualized assessment of the situation and consider the nature of the charges, the nature of an employee's present job assignment, an employee's record with the Park District, the impact of an employee's conviction on the Park District and any other factor the Park District may deem relevant. The Park District will only take employment actions related to convictions which are job related and consistent with business necessity.

- 13) Alternatively, and in keeping with the Park District's desire to encourage treatment and rehabilitation where possible, the Park District may require a convicted employee to successfully complete an approved drug rehabilitation program in lieu of other disciplinary action.
- 14) Employees with substance abuse problems are encouraged to contact their Supervisor for counseling and possible referral for treatment. The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if an employee is not in violation of the Park District's Drug and Alcohol Policy or other rules of conduct. The cost of such treatment is at an employee's expense (subject to possible coverage, if any, by group health insurance). Seeking such assistance will not be a defense for violating the Park District's Drug and Alcohol Policy, nor will it excuse or limit an employee's obligation to meet the Park District's policies, rules of conduct, and standards including but not limited to those regarding attendance, job performance, and safe and sober behavior on the job. If an employee, in the course of employment, enters a substance abuse rehabilitation program, an employee may be required to submit to testing for substance abuse as a follow-up to such a program. Advance notice of testing will not be given to an employee. Refusal to be tested will be grounds for discipline, up to and including immediate discharge.

## **1.22 MODIFIED DUTY PROGRAM**

The Park District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Park District's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Program Policy for employees who have sustained injuries or illnesses, which is attached to this Manual as Appendix D.

The purpose of the Modified Duty Program is to provide a TEMPORARY modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, and is the sole discretion of the Park District. These factors include, but are not limited to, the aptitude of an employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Park District to provide accommodation. Modified duty may not be available in all cases. Noncompliance or failure to cooperate with the Modified Duty Program may affect your workers compensation benefits and result in possible disciplinary action, up to and including dismissal.

## **1.23 ABUSED AND NEGLECTED CHILD REPORTING ACT**

It is the policy of the Carol Stream Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act ("Act") codified in 325 ILCS 5/4 et seq. Under the Act, "recreational program or facility personnel" are mandated reporters. As such, the 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 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. Employees of the District shall sign an Acknowledgement

Form stating that they are familiar with their responsibilities as mandated reporters under the Act. The complete training, supervision, and reporting procedures in addition to procedures for handling of allegations is outlined in Appendix E.

## **1.24 IDENTITY PROTECTION POLICY**

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, the Carol Stream Park District intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

### **1-24.1 Requirements**

- a. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
- b. Only employees who are required to use or handle information or documents that contain social security numbers will have access to such information or documents.
- c. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- d. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used will be provided.

### **1-24.2 Prohibited Activities**

No employee may:

- a. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
- b. Print an individual's social security number on any card required for the individual to access products or services.
- c. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.
- d. Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.

- e. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- f. Collect, use, or disclose a social security number from an individual, unless:
  - 1. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
  - 2. The need and purpose for the social security number is documented before collection of the social security number; and
  - 3. The social security number collected is relevant to the documented need and purpose.
- g. Require an individual to use his or her social security number to access an Internet website.
- h. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply if:

- a. The disclosure of social security numbers is pursuant to a court order, warrant, or subpoena.
- b. The collection, use, or disclosure of social security numbers is in order to ensure the safety of other employees.
- c. The collection, use, or disclosure of social security numbers is for internal verification or administrative purposes.
- d. The collection or use of social security numbers is to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency 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, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

### **1-24.3 Public Inspection and Copying of Documents**

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes requests for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

### **1-24.4 Public Availability**

A copy of this policy shall be made available to the public upon request.

### **1-24.5 Applicability**

This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

## **1.25 WHISTLEBLOWER PROTECTION (SAFE-T ACT) POLICY AND PROCEDURES**

### **1-25.1 Purpose**

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

### **1-25.2 Improper Governmental Action**

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

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

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

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

### **1-25.3 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.

### **1-25.4 No Retaliation**

The Carol Stream Park District will not retaliate against an employee or contractor who:

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

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

### **1-25.5 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 Carol Stream Park District's Superintendent of Human Resources and Risk Management, 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 Carol Stream Park District's Auditing Official, within 60 days of learning of the retaliatory conduct.

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

### **1-25.6 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 Carol Stream Park District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official may notify the Carol Stream Park District'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 Carol Stream Park District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make 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 Carol Stream Park 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).

### **1-25.7 Other Duties of the Auditing Official**

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

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

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

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

## **1.26 TELECOMMUTING POLICY**

To accommodate our employees' needs, the Carol Stream Park District will permit some employees in specific positions to telecommute and work at home for temporary periods of time as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation or business needs of the Carol Stream Park District. Some positions within the Carol Stream Park District, by their very nature, do not lend themselves to telecommuting. For example, positions that require frequent supervision of other employees do not lend themselves to telecommuting, since it is an integral part of those positions for the supervisors to be available on-site to answer questions and coach employees in their growth and development. Similarly, positions that require manual work (such as maintenance or parks labor) also do not lend themselves to telecommuting, since it is an integral part of those positions to be on-site to complete the work. The Carol Stream Park District will determine whether employees can perform a specific job effectively off site and whether an individual is effective working without direct supervision at home. Employees should understand the ability to telecommute may vary based on business needs that change over time depending on the circumstances.

If an employee wishes the Carol Stream Park District to consider telecommuting, they must submit their request in writing to their immediate supervisor, including the proposed dates/times for the arrangement and all the reasons for the arrangement. The immediate supervisor may then meet with the employee to discuss the request prior to the Carol Stream Park District making a decision.

When considering a telecommuting request, the immediate supervisor and employee are responsible for ensuring they meet the following conditions:

- Telecommuting does not adversely affect the Carol Stream Park District, departmental assignments/projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.
- Adequate equipment is in place, or reasonably could be put into place, to facilitate the telecommuting arrangement.
- The employee has maintained a good work record prior to making their request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Employees interested in telecommuting should discuss with their immediate supervisor whether telecommuting is an option in their current position. If the immediate supervisor agrees, the employee and immediate supervisor should meet with the Human Resources Department to draft any relevant paperwork that permits the employee to telecommute. The employee must sign the paperwork. The terms of the arrangement can include the following, among any other relevant information:

- Hours and days the employee must be present in the workplace.
- Acknowledgement that the employee has a suitable home office environment with the necessary equipment to perform the duties of the position.
- Performance criteria used to determine whether the telecommuting arrangement is effective.
- Reporting and/or responsiveness requirements for the telecommuting employee, such as frequency of check-ins, availability for phone calls, etc.
- Acknowledgement that the Carol Stream Park District does not intend the telecommuting arrangement to be permanent, will review it on an as-needed basis and may revise or discontinue it at any time, with or without advance notice.
- Acknowledgement that the employee remains employed at-will and the telecommuting agreement does not constitute a contract of employment.
- Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including dismissal from employment (for example, engaging in personal activities when scheduled to work from home, lack of responsiveness during work hours, etc.).
- Employee fully understands the Carol Stream Park District may revise or rescind the arrangement at any time for any reason or no reason at all. When telecommuting, an employee must adhere to all other policies and procedures.

## **SECTION 2 PAYROLL POLICIES AND PROCEDURES**

### **2.1 COMPENSATION PROGRAM**

The Park District will maintain a wage scale for all exempt and non-exempt positions. This scale will be based on salary recommendations outlined in the Illinois Park & Recreation Association Annual Salary Survey, and will be developed in conjunction with other factors including but not limited to: geographic location, changes in cost of living, position comparisons. Without exception, all employees will be hired within the parameters of the wage scale. The Park District reserves the right to freeze or cap wages for business reasons. HR will be responsible for the preparation and maintenance of this scale. It will be reviewed and approved annually by the Executive Director.

Under usual and appropriate circumstances, Full-Time, Full-Time Equivalent, Regular Part-Time, and Year-Round Part-Time employees will be considered for salary adjustments on an annual basis, which will be based on several factors, including without limitation, performance. Any adjustments generally will be effective on a schedule predetermined by the Executive Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action and up to and including dismissal.

The Department Heads may, at any time during the year, recommend a special adjustment to an employee's wages for reasons including but not limited to the end of an introductory period or addition of new duties or responsibilities and are subject to a Director's approval. All salary and wage decision are the sole discretion of the Park District.

### **2.2 OVERTIME & COMPENSATORY TIME**

Carol Stream Park District compensates all employees in accordance with the Fair Labor Standards Act (FLSA).

#### **2-2.1 Definition of Employees**

**Exempt Employee** - An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

**Non-Exempt Employee** - An employee subject to the overtime provisions of the Fair Labor Standards Act.

**Workweek** - The workweek begins at 12:01 am Saturday and ends at 12:00 midnight the following Friday.

### **2-2.2 Eligibility**

Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of 40 in a single workweek. For purposes of overtime calculation, “hours worked” shall not include any form of leave, or other non-working time, whether paid or unpaid. There may be an exception for certain staff in the case of pre-approved overtime during the week of a District Holiday (3-1.2) whereby holiday leave will then be counted as part of the forty hours worked in a single week when calculating overtime. Exempt employees are not eligible for overtime pay.

### **2-2.3 Overtime Obligations and Approval**

Because of the nature of the Parks and Recreation field and the public services to be rendered, employees may be required to work more than 40 hours per workweek. Depending on the Park District work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee’s unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

For all non-exempt employees, prior approval of an employee’s immediate Supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

### **2-2.4 Overtime Compensation**

The Park District will compensate all non-exempt employees for overtime hours through overtime pay or compensatory time off. An employee may request to be either:

- Compensated with pay at the rate of one and one-half times the regular hourly rate for all hours worked in excess of 40 in a single work week; (In certain position, if overtime is pre-approved by management, District holiday hours will be counted as part of the forty hours in a single work week); or
- Compensated through compensatory time off at the rate of one and one-half hours for each hour worked in excess of 40 hours in a single workweek. The maximum compensatory time that may be accrued by an employee at any time is 80 hours (52.50 hours of actual overtime hours worked).

Compensatory time may be taken in lieu of overtime pay if authorized by and arranged in advance with an employee’s immediate Supervisor. Employees shall be permitted to use (compensatory) time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of the Park District. The immediate Supervisor, based upon whether the grant of such requests results in short staffing or other disruption of District’s operations, will generally determine the grant of an employee’s request for use of compensatory time. However, the Park District may, in its own discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time.

### **2-2.5 Overtime Compensation for Pre-Approved Overtime During a District Holiday Week**

Although the FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes, an exception will be made in the case of pre-approved overtime during a District holiday week. In certain position, when pre-approved overtime is granted by management during a District holiday week, the holiday leave hours will then be counted as part of the forty hours worked in a single week when calculating overtime.

### **2-2.6 Termination of Employment**

Upon termination of employment, payment for accrued compensatory time will be calculated at the average regular rate of pay for the final three years of employment or the final regular rate received by an employee, whichever is higher.

## **2.3 PAYMENT OF SALARY**

Salary payment is made biweekly for base salary due up to the pay date.

Paydays usually are biweekly on every other Friday.

\*Failure of non-exempt employees to submit time records as outlined in the Park District's Pay Period Schedule may result in delay of payment.

Overtime payment, which is included with the non-exempt employee's base salary payment, is also paid biweekly with such payment covering hours worked in the prior pay-period. (For additional explanations see section on overtime compensation.)

It is the Park District's policy that employee paychecks or direct deposit statements be mailed to their home, unless an employee has provided an email address for electronic delivery of direct deposit statements.

If the normal payday falls on a Park District-recognized holiday, paychecks will be distributed one workday prior to the aforementioned schedule. Under no circumstances will the Park District release any paychecks prior to the announced schedule.

A statement of earnings is given each pay period to employees indicating:

- Gross Pay
- Statutory Deductions
- Voluntary Deductions

The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee's Withholding Allowance Certificate. If an employee's marital status changes, home address changes, or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Business Office.

Except for extreme emergencies and PTO pay, no salary advances will be made.

### **2-3.1 Lost Paycheck**

In the event of a lost paycheck, the Finance & Administration Office must be notified as soon as possible by an employee's Supervisor before a replacement check can be issued. In the event the lost paycheck is recovered and the Park District identifies the endorsement as that of an employee, an employee must remit the amount of the replacement check to Carol Stream Park District within 24 hours of the time it is demanded. Repeated instances of lost paychecks may result in an employee being responsible for bank fees, and/or disciplinary action.

### **2-3.2 Overpayment and Underpayment (Paycheck Errors)**

In the event that an error is made in an employee's paycheck resulting in an underpayment, a correction will be made on the pay period following the identification of the error. In cases where this delay in compensation would result in financial hardship to an employee, the correction to the underpayment will be paid to an employee on the following business day.

Similarly, in event that an error is made in an employee's paycheck resulting in an overpayment, it will be an employee's responsibility to immediately notify the Finance & Administration Office.

- If an employee is paid by check, they will be given the option of returning the incorrect paycheck and receiving a corrected replacement check.
- If an employee is paid through Direct Deposit, they must write a check to the District representing the refund of the overpayment.

Intentionally withholding information regarding overpayment may result in disciplinary action up to and including termination of employment.

### **2-3.3 Time Records**

The attendance of all employees is recorded daily and is submitted to the Finance & Administration Office bi-weekly in accordance with deadlines outlined in the District's Pay Period Schedule. Attendance records are Park District records, and care must be exercised in recording the hours worked, overtime hours, and absences. Employees are not to clock or sign in or out for other employees. Violations of this policy may result in appropriate disciplinary action, up to and including termination of employment.

- All employees must record the time they arrive/depart, each day, on his/her time record. Each employee is responsible only for his/her own record keeping.
- An employee's failure to submit a timecard in accordance with the deadlines outlined in the District's Pay Period Schedule may result in delayed payment of wages.
- Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including dismissal.
- Lunchtime is one hour unless otherwise indicated in the space provided on the time register (subject to your Supervisor's approval on a daily basis).
- Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

- If an employee forgets to clock or sign in or out, they must notify their Supervisor immediately so the time may be accurately recorded for payroll.
- An employee's Supervisor must approve overtime; employees with overtime entries that do not have prior approval will be subject to disciplinary action.

Exempt employees are not required to sign in or out; however exempt employees must keep track of hours worked including lunch breaks.

## **2.4 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 24-hour basis. At the Park District's discretion, the Park District may change the work schedules.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of the immediate Supervisor. Violation of this policy may result in disciplinary action, up to and including termination.

### **2-4.1 Work Schedules During Park District Holidays**

The Park District recognizes 12 holidays. In order to accommodate the needs of the patrons and the services offered by the District, certain employees may be required to work on such District holidays. The Park District reserves the right to arrange for employees to take alternate days off in lieu of the District holiday. Compensation for working a holiday will be made in compliance with the District's Compensation Program as outlined in Section 2-1, and 2-2.5 of this Personnel Policy Manual.

## **2.5 EMERGENCY CLOSINGS**

On occasion, due to inclement weather, national crisis, or other emergency, the Executive Director or appointed designee, may decide to close the District offices, or cancel programming for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements on predetermined local area radio stations and Park District Website. Emergency closure is considered unpaid leave. Eligible employees may elect to use accrued vacation or personal time in lieu of unpaid leave. Each Department Director may exercise their discretion on a case-by-case basis in authorizing employees to work from home.

## SECTION 3

### PAYROLL POLICIES AND PROCEDURES

#### 3.1 COMPENSATION PROGRAM

The Park District will maintain a wage scale for all exempt and non-exempt positions. This scale will be based on salary recommendations outlined in the Illinois Park & Recreation Association Annual Salary Survey, and will be developed in conjunction with other factors including but not limited to: geographic location, changes in cost of living, position comparisons. Without exception, all employees will be hired within the parameters of the wage scale. The Park District reserves the right to freeze or cap wages for business reasons. HR will be responsible for the preparation and maintenance of this scale. It will be reviewed and approved annually by the Executive Director.

Under usual and appropriate circumstances, Full-Time, Full-Time Equivalent, Regular Part-Time, and Year-Round Part-Time employees will be considered for salary adjustments on an annual basis, which will be based on several factors, including without limitation, performance. Any adjustments generally will be effective on a schedule predetermined by the Executive Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action and up to and including dismissal.

The Department Heads may, at any time during the year, recommend a special adjustment to an employee's wages for reasons including but not limited to the end of an introductory period or addition of new duties or responsibilities and are subject to a Director's approval. All salary and wage decision are the sole discretion of the Park District.

##### 3-1.1 Vacation

After three months of employment in a qualifying position, all Full-Time, Full-Time Equivalent, or Regular Part-Time employees will be eligible for five days of vacation and will begin accruing vacation time based on the 10 days per year rates shown in the tables below.

Vacation accrual amounts will change on January 1st of each year following your qualifying anniversary date.

All 40 hour/week, Full-Time employees will accrue the vacation hours according to the following table:

| <u>On January 1 following:</u> | <u>Hours per Pay Period</u> | <u>Days per Year</u> |
|--------------------------------|-----------------------------|----------------------|
| 1 Year of service              | 3.08 Hours                  | 10 Days              |
| 3 Years of service             | 3.70 Hours                  | 12 Days              |
| 5 Years of service             | 4.62 Hours                  | 15 Days              |
| 7 Years of service             | 5.54 Hours                  | 18 Days              |
| 9 Years of service             | 6.15 Hours                  | 20 Days              |
| 11 Years of service            | 6.46 Hours                  | 21 Days              |
| 13 Years of service            | 6.77 Hours                  | 22 Days              |



|                     |            |         |
|---------------------|------------|---------|
| 15 Years of service | 7.08 Hours | 23 Days |
| 17 Years of service | 7.38 Hours | 24 Days |
| 20 Years of service | 7.69 Hours | 25 Days |

All 35 hour/week, Full-Time-Equivalent Employees will accrue the vacation hours according to the following table:

| <u>On January 1 following:</u> | <u>Hours per Pay Period</u> | <u>Days per Year</u> |
|--------------------------------|-----------------------------|----------------------|
| 1 Year of service              | 2.69 Hours                  | 10 Days              |
| 3 Years of service             | 3.23 Hours                  | 12 Days              |
| 5 Years of service             | 4.03 Hours                  | 15 Days              |
| 7 Years of service             | 4.85 Hours                  | 18 Days              |
| 9 Years of service             | 5.38 Hours                  | 20 Days              |
| 11 Years of service            | 5.65 Hours                  | 21 Days              |
| 13 Years of service            | 5.92 Hours                  | 22 Days              |
| 15 Years of service            | 6.19 Hours                  | 23 Days              |
| 17 Years of service            | 6.46 Hours                  | 24 Days              |
| 20 Years of service            | 6.73 Hours                  | 25 Days              |

All 30 hour/week, Full-Time Equivalent Employees will accrue the vacation hours according to the following table:

| <u>On January 1 following:</u> | <u>Hrs/ Pay Period</u> | <u>Days per Year</u> |
|--------------------------------|------------------------|----------------------|
| 1 Year of service              | 2.31 Hours             | 10 Days              |
| 3 Years of service             | 2.77 Hours             | 12 Days              |
| 5 Years of service             | 3.46 Hours             | 15 Days              |
| 7 Years of service             | 4.15 Hours             | 18 Days              |
| 9 Years of service             | 4.62 Hours             | 20 Days              |
| 11 Years of service            | 4.85 Hours             | 21 Days              |
| 13 Years of service            | 5.08 Hours             | 22 Days              |
| 15 Years of service            | 5.31 Hours             | 23 Days              |
| 17 Years of service            | 5.54 Hours             | 24 Days              |
| 20 Years of service            | 5.77 Hours             | 25 Days              |

All 25 hour/week, Regular-Part-Time Employees will accrue the vacation hours according to the following table:

| <u>On January 1 following:</u> | <u>Hrs/ Pay Period</u> | <u>Days per Year</u> |
|--------------------------------|------------------------|----------------------|
| 1 Year of service              | 1.92 Hours             | 10 Days              |
| 3 Years of service             | 2.31 Hours             | 12 Days              |
| 5 Years of service             | 2.88 Hours             | 15 Days              |
| 7 Years of service             | 3.46 Hours             | 18 Days              |

|                     |            |         |
|---------------------|------------|---------|
| 9 Years of service  | 3.85 Hours | 20 Days |
| 11 Years of service | 4.04 Hours | 21 Days |
| 13 Years of service | 4.23 Hours | 22 Days |
| 15 Years of service | 4.42 Hours | 23 Days |
| 17 Years of service | 4.62 Hours | 24 Days |
| 20 Years of service | 4.81 Hours | 25 Days |

Vacation time earned during the year may be carried over to the following year, with 10 days being the maximum. For full time employees this is 80 hours. For 35 hours/week employees this is 70 hours. For 30 hours/week employees this is 60 hours. For 25 hours/week employee this is 50 hours.

Vacation requests need to be submitted in writing to an employee’s immediate Supervisor at least two weeks in advance. We ask that employees plan vacations so their absence will not be detrimental to the workflow of their department. An employee’s Supervisor has the right to limit or deny vacation time off if they determine that it could be detrimental to the workflow of the department.

Holidays that occur during an employee’s vacation shall not be deducted or counted towards an employee’s vacation allowance. Employees will be paid for all earned but unused vacation time in the event his/her employment with the Park District ends.

**3-1.2 Professional Experience Vacation Credit**

New Full-Time and Full-Time Equivalent, exempt employees may receive one half year of service credit for each year of full-time professional experience related to their Park District position prior to employment with the Carol Stream Park District. The amount of experience credit given will determine where an employee starts for accrual purposes under Years of Service on the vacation table listed above.

**3-1.3 Holidays**

The Carol Stream Park District recognizes 12 paid holidays per calendar year:

- |                        |                        |
|------------------------|------------------------|
| New Year’s Day         | Veteran’s Day          |
| Martin Luther King Day | Thanksgiving Day       |
| President’s Day        | Day after Thanksgiving |
| Memorial Day           | Christmas Eve Day      |
| Independence Day       | Christmas Day          |
| Labor Day              | New Year’s Eve Day     |

If any of these holidays fall on a weekend then it will be the Executive Directors decision as to which alternate day of the workweek will be taken.

All Full-Time employees will be paid eight hours for the above holidays. Full-Time Equivalent and Regular-Part-Time employees will be paid for the holiday on a prorated basis according to their scheduled hours. Based on the nature of an employee’s work, they may be asked to work on a holiday and be granted an alternate holiday day within that same pay period.

Non-Exempt Full-Time, Full-Time-Equivalent, and Non-Exempt Regular Part-Time employees, will be paid for the above holidays in accordance with the following guidelines.

If the eligible, non-exempt employee is not required to work on the holiday, he/she will be paid their regular hours for the above holiday.

If the eligible, non-exempt employee is required to work on one of the holidays previously listed, the immediate Supervisor will decide on whether to offer an alternate day as a holiday, or ask an employee to work the holiday without offering an alternate day off. This decision will be based on the operational needs of the District.

- If an employee is offered an alternate holiday, they will be paid at one and one-half times their regular rate of pay for the hours worked on the official holiday. They will be paid their regular rate of pay for the day they take as their alternate holiday.
- If an employee is not offered an alternate day to take as a holiday, an employee will be paid at two and one-half times their regular rate of pay for the hours worked on the official holiday.

If an eligible, non-exempt employee requests to work on one of the District Holidays listed above, and take an alternate day as their holiday, they will be paid their regular rate for both the day worked, and the day taken as an alternate holiday.

It is recommended that the alternate holiday be taken within the same pay period, but the immediate Supervisor has the authority to schedule the day at a time which meets the operational needs of the District.

If an eligible, non-exempt employee workweek hours exceed 40 during a week containing a holiday, they will receive overtime pay for any hours over 40 as outlined in Section 2-2.5 (Overtime During a Pre-Approved Park District Holiday).

### **3-1.4 Personal Days**

All Full-Time, Full-Time-Equivalent, and Regular Part-Time employees are granted two personal days each calendar year. Full-Time Employees will be paid for eight hours, seven paid hours for 35 hour/week Full-Time-Equivalent, six paid hours for 30 hour/week Full-Time-Equivalent employees, and five paid hours for 25 hour/week Regular Part-Time employees.

During the first calendar year of hire the number of personal days granted will be prorated according to the following schedule:

| <u>Months Hired</u>  | <u>Number of Personal Days</u> |
|----------------------|--------------------------------|
| January – April      | 2 Personal Days                |
| May – August         | 1 Personal Day                 |
| September – December | 0 Personal Days                |

Personal Days must be requested in writing on the appropriate forms. Employees should plan to take their personal day during a period when an employee’s absence will not be detrimental to the workflow of the department. Written personal day requests are to be made to an employee’s

immediate Supervisor for consideration at least 24 hours prior to the time requested. The Supervisor has the right to deny personal time off if they deem that it could be detrimental to the workflow of the department.

Personal Days must be taken in minimum of one-hour increments. These personal days will not be carried over into the next calendar year. These hours will be paid out upon termination of employment but may not be taken during the two-week notice of resignation.

### **3-1.5 Sick Days**

All Full-Time, Full-Time-Equivalent, and Regular Part-Time employees will accrue sick leave. Sick leave shall not be considered a privilege that an employee may use at their discretion, but shall be allowed only in the case of actual illness of the employee or the employee's spouse, civil union partner, child, step-child, or dependent. Sick leave may also be taken for medical visits if required during working hours.

Eligible employees will earn 10 days per year. 80 hours for 40 hour/week Full Time Employees; 70 hours for 35 hour/week Full-Time-Equivalent Employees; 60 hours for 30 hour/week Full-Time-Equivalent Employees; 50 hours for 25 hour/week Regular-Part-Time Employees. A maximum of 400 hours of sick leave may be accumulated for 40 hour/week Full-Time Employees. Full-Time-Equivalent and Regular Part-Time employees will accumulate maximum sick hours on a prorated basis based of their scheduled hours.

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 Carol Stream Park 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 stepparent.

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, at least 30 minutes 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 Carol Stream Park 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.

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 Carol Stream Park District has reason to suspect abuse of this sick day policy, the Carol Stream Park District may require the employee to provide such documentation for time away from work of less than three consecutive days.

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.

Upon an employee's separation from the Carol Stream Park District, it will not pay an employee for any accrued but unused sick days. However, upon retirement from the Carol Stream Park District, an employee may be eligible to receive one month of additional service credit for each 20 days of accrued but unused sick leave, not to exceed one year of additional service credit. Please go to [www.imrf.org](http://www.imrf.org) for more information.

### **3-1.6 Bereavement Leave**

In the unfortunate event of a death in the immediate family, a leave of absence of up to three days with pay will be granted to all 40 hour/week Full-Time employees. These three days are to be taken, if needed, within a reasonable time of the day of the death or the day of the services. All Full-Time, Full-Time Equivalent and Regular Part-Time employees will be granted prorated hours based on their scheduled hours.

For this policy, immediate family is defined as listed below and includes comparative step-family:

Spouse

Civil Union Partner

Child

Parents (in-laws)

Siblings (in-laws)

Grandparents, Great Grandparents (in-laws)

Grandchildren

Employees should make their Supervisor aware of their situation within 24 hours of the need for the leave. Notification of bereavement leave must be noted on the appropriate form and submitted to the Finance & Administration office for processing, following an employee's return. Proof of death and relationship to the deceased may be requested.

### **3.2 BIRTHDAY HOLIDAY**

All Carol Stream Park District Full-Time, Full-Time-Equivalent, and Regular Part-Time employees are entitled to take a day off during the month of their birthday with prior notice to their direct Supervisor. 40 hour/week Full-Time employees will be compensated for an eight-hour day, and Full-Time-Equivalent and Regular Part-Time employees will be compensated on a pro-rated basis according to their regular scheduled daily hours.

### **3.3 JURY DUTY**

A leave of absence for jury duty will be granted to any employee who has been summoned to serve on a jury. An employee summoned to jury duty is expected to report to work any day they are excused from jury duty. An employee will not be required to report to work if an employee is released early from jury service, or to work a night shift after an employee has served the preceding day.

Upon receipt of the notice to serve jury duty, an employee should immediately notify their Supervisor, as well as HR. Additionally, a copy of the notice to serve jury duty should be attached to an employee's attendance record for attendance purposes.

Upon an employee's return from jury duty, an employee must notify their immediate Supervisor and HR and must submit a signed Certificate of Jury Service indicating the number of days served.

If the jury duty falls at a time when an employee cannot be away from work, the Park District may request that the court allow an employee to choose a more convenient time to serve if they make a request in accordance with the court's procedures. An employee must cooperate with this request.

The Park District will pay all Full-Time and Regular Part-Time employees for their time spent serving on jury duty. In return, an employee must return their compensation from the courts (less travel reimbursement) to the Park District.

### **3.4 MILITARY LEAVE**

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

Full-Time and Full-Time Equivalent employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty. Employees on military leave may substitute their accrued paid leave for unpaid leave.

An employee must provide the Park District with at least 30 days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of your orders. Upon return to the Park District from military training, an employee must submit a statement signed by an appropriate military official indicating the time spent in military training and/or service.

If an employee is a member of the National Guard or of the United States Armed Services Reserve, they may be entitled to leave with pay when called into service by the President of the United States as provided by law. Employees are eligible for leave with pay, for not more than 10 working days, to take part in annual encampments or training cruises. If eligible, you will receive the difference between your regular salary and your base military pay. Employees should retain their military pay vouchers. Upon return, an employee must furnish official proof of pay during their tour of duty in order to receive pay from the Park District.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

During a military leave of less than 31 days, an employee will stay on the group health plan coverage under the same conditions as if an employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue their health coverage for up to 18 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage.

### **3.5 MILITARY FAMILY LEAVE**

Employees who are spouses, civil union partner, parents, grandparents or children of citizen soldiers called for active military duty in the Armed forces of the United States will be granted up to 30 days of unpaid leave of absence and re-employment rights as outlined in Appendix F of this Manual.

### **3.6 FAMILY AND MEDICAL LEAVE POLICY**

1. If you have been employed by the Park District for at least 12 months (with no break in service of seven or more years except if related to USERRA covered military obligations and have worked at least 1,250 hours during the 12-month period preceding the start of the leave (which includes all periods of absence from work due to or necessitated by USERRA-covered service), and you work at or report to a work site which has fifty (50) or more Park District employees within a 75-mile radius of that work site, you are eligible for up to a total of 12 workweeks of unpaid leave during any rolling 12 month period for one or more of the following reasons:

- a. Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child);
- b. Because of the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
- c. In order to care for your spouse, child, or parents if they have a “serious health condition;”
- d. Because of a “serious health condition” that makes you unable to perform the functions of your job; or

- e. Because of any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that your spouse, child, or parent is deployed on covered active duty in a foreign country (or has been notified of an impending call or order to covered active duty in a foreign country) in the Armed Forces, including the National Guard and Reserves.

2. **Serious Health Condition.** For purposes of this policy, “serious health condition” means an illness, injury, impairment or physical or mental condition that involves one of the following:

- a. **Hospital Care.** Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition;
- b. **Absence Plus Treatment.** A period of incapacity of more than three full consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves either: (1) treatment two or more times (within 30 days and provided the first visit takes place within seven days of the first day of incapacity) by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (first visit to health care provider must take place within seven days of the first day of incapacity);
- c. **Pregnancy.** Any period of incapacity due to pregnancy, or for prenatal care;
- d. **Chronic Conditions Requiring Treatment.** A chronic condition which: requires at least two periodic visits for treatment per year by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider; which condition continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
- e. **Permanent/Long-term Conditions Requiring Supervision.** A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;
- f. **Multiple Treatments (non-chronic conditions).** Any period of incapacity to receive multiple treatment (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three full consecutive calendar days in the absence of medical intervention or treatment.

3. **Qualifying Exigency Leave.** If you are an eligible employee (as defined above), you are entitled to take up to 12 weeks of unpaid FMLA leave for any qualifying exigency arising out of the



fact that a military member is on covered active duty or called to covered active duty status in a foreign country. The leave described in this paragraph is available during a 12-month rolling period, and may be taken on an intermittent or reduced leave schedule basis. You will be required to provide a copy of the military member's active duty orders or other documentation issued by the military that indicates that the military member is on covered active duty or is called to covered active duty status in a foreign country and the dates of the military member's covered active duty service. Eligible employees may take all 12 weeks of his/her FMLA leave entitlement as qualifying exigency leave or the employee may take a combination of 12 weeks of leave for both qualifying exigency leave or any other qualifying reason listed above.

With respect to a Qualifying Exigency Leave:

- a. A "military member" means your spouse, son, daughter, or parent who is on covered active duty or called to covered active duty status in any foreign country in any of the Armed Forces, including a member of the National Guard or Reserves.
- b. A "qualifying exigency" includes the following broad categories: (a) short notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) parental care; (e) financial and legal arrangements; (f) counseling; (g) rest and recuperation; (h) post deployment activities, including reintegration activities, for a period of 90 days following the termination of active duty status; and, (i) additional categories that are agreed to by the employer and employee within this phrase.
- c. The phrase "son or daughter" is defined as your biological, adopted, or foster child, stepchild, legal ward, or child for whom you stood in loco parentis, of any age for qualifying exigency leave, who is on active duty or called to active duty status who is of any age. (Note: This definition is different from other sections of this FMLA policy). If the exigency leave is to arrange for childcare or school activities of a military member's child, the military member must be the spouse, son, daughter or parent of the employee requesting the leave.
- d. A "parent" means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to you when you were a son or daughter but it does not include "parents in law."
- e. Parental care – eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the military member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.
- f. Rest and Recuperation – eligible employees may take up to fifteen days to spend time with a military member on Rest and Recuperation leave, limited to

the actual leave time granted to the military member and supported by the Rest and Recuperation leave orders or other appropriate documentation issued by the military setting forth the dates of the leave.

4. Military Caregiver Leave. If you have been employed by the Park District for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and you work at or report to a work site which has fifty or more Park District employees within a 75-mile radius of that work site, and you are a spouse, child (of any age for military caregiver leave), parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the Covered Service member (including 12 workweeks for any other FMLA qualifying reason). The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Service member (or the same Service member with multiple or subsequent injuries or illnesses) up to a combined total of 26 workweeks in a 12-month period. However, your total available leave time in any single 12-month period generally may not exceed a combined total of 26 workweeks (including FMLA time off taken for any other reason); except as provided under the FMLA regulations. You will be required to timely submit a medical certification available from our HR Department or an invitational travel order or authorization from the Department of Defense as a condition of receiving approved Military Caregiver Leave. NOTE: the 12-month computation period for this type of leave differs from the other types of FMLA leave.

With respect to Military Caregiver FMLA Leave:

- a. A “Covered Service member” means (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, National Guard or Reserves at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy, and who was discharged or released under conditions other than dishonorable.<sup>1</sup>
- b. “Outpatient status” means the status of a Covered Service member assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

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<sup>1</sup> The time period between October 28, 2009 and March 8, 2013, is not counted in determining the five-year period preceding a covered veteran’s treatment, etc.

- c. “Next of kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son or daughter. You are required to provide confirmation of the relationship upon request. The Service member may designate the blood relative who is considered his/her next of kin; otherwise, the following order generally will apply: blood relatives granted custody by law, brother/sister, grandparents, aunts/uncles, and then first cousins.
- d. “Serious injury or illness” for a Current Service member means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the Service member’s active duty and was aggravated by service in the line of duty) that (i) may render the Service member medically unfit to perform the duties of the member’s office, grade, rank or rating, or (ii) in the case of a veteran Service member, that manifests itself before or after the member became a veteran.
- e. “Serious injury or illness” for a Covered Veteran means an injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is: (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the Service member unable to perform the duties of the Service member’s office, grade, rank, or rating; OR (2) A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR (3) A physical or mental condition that substantially impairs the veteran’s ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

5. Spouses Employed by the Park District. If your spouse also works for the Park District and you both become eligible for a leave under paragraphs 1a or 1b above, or for the care of a sick parent under paragraph 1c above, the two of you together will be limited to a combined total of 12 workweeks of leave in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Military Caregiver Family Leave provision, paragraphs 1a and 1b above, or to care for your parent with a serious health condition under paragraph 1c above, the two of you together generally will be limited to a combined total of 26 workweeks of leave in any single 12-month period.

6. Medical Certification. Any request for a leave under paragraphs 1c, 1d or under the Service member Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. You are required to submit this information on

the forms provided to you and available from HR or on the Invitational Travel Orders or Authorizations provided to you by the Department of Defense.

You will be required to submit a new medical certification form for each leave year for a medical condition(s) that last longer than one year. Additionally, you are required to submit a recertification of an ongoing condition every six months in connection with an absence where the duration of the condition is described as “lifetime” or “unknown”.

At its discretion, the Park District may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1c and 1d (except as otherwise provided by the Department of Labor). If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and the Park District (unless you accept the second opinion as determinative). A second medical opinion generally will not be requested for Military Caregiver Leave, but may be requested if the Certification is completed by a health care provider who is not affiliated with the DOD, VA or TRICARE.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, the Park District asks that 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, the 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.

There is an exemption to GINA’s limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member’s serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

7. Intermittent Leave. If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (Paragraphs 1c and 1d, above), or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member (Paragraph 3, above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described in Paragraph 1e, above, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, the Park District may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

8. Light Duty Work Assignments. While voluntarily performing in a light duty capacity, that time does not count against your 12-week FMLA allotment. In effect, your right to restoration is held in abeyance during the period of time that you are performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

9. Notification and Reporting Requirements. All requests for leaves of absence must be submitted to your Supervisor or HR at least 30 days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, you must provide notice as soon as “practicable,” which generally means either the same day or the next business day that you learn of the need for leave, in the absence of any unusual circumstances. A delay in submitting an FMLA leave request may result in a loss of FMLA protections and/or a delay of the start of your leave. Your Supervisor will forward the request to HR for approval.

You must respond to our questions relative to your leave request so that we can determine if the leave qualifies for FMLA protection; failure to do so may result in loss or delay of FMLA protections. If you are seeking leave due to an FMLA-qualifying reason for which the Park District has previously granted you FMLA-protected leave, *you must specifically reference the qualifying reason or need for FMLA leave at the time of your request to be away from work.* It is not sufficient to simply “call in sick” without providing additional information which would provide the Park District with reasonable cause to believe your absence/time away from work may qualify as an FMLA qualifying event all cases in which you are seeking leave under this policy, you shall provide such notice to the Park District consistent with the Park District’s established call-in procedures so long as no unusual circumstances prevent you from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

You must make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of 12 weeks in a rolling twelve-month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to 26 workweeks in a single twelve-month period (unless legally required otherwise).

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on a leave.

10. Employee Benefits During Family and Medical Leave of Absence. You will be permitted to maintain health and dental insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the

premiums, you will be required, under certain circumstances, to reimburse the Park District for the costs and expenses associated with insuring you during the leave.

11. Return from a Family and Medical Leave. If you return from your leave on or before being absent for 12 workweeks in a rolling 12-month period or 26 workweeks during a single 12-month period if you took a leave under the Service member Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. In determining whether a position is “equivalent” we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges and status.

If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider in accordance with our normal policies and practices applicable to other leaves of absence, certifying that you are able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available to you for compliance with this requirement prior to the Park District designating your leave as FMLA leave. If a reasonable job safety concern exists, you also may be required to provide a fitness for duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to your own serious health condition. Generally, a returning employee will be permitted to return to work within two business days of the Park District’s receipt of a valid fitness for duty release.

If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

12. Key Employees. Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the Park District’s operations. A “key” employee is a salaried Employee who is among the highest paid 10% of Employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

13. Coordination with Other Policies. You must substitute any accrued paid vacation days, personal time, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on unpaid Family and Medical Leave.

Further, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers’ compensation (or any other type of lawfully allowed leave), will be counted toward your Family and Medical Leave. To receive any type of paid time off benefit while on FMLA leave, you are required to meet the Park District’s

conditions for taking the paid leave (although the Park District may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

14. Anti-Retaliation Provisions. Be assured that no retaliation will be taken or tolerated against any employee who exercises his/her rights under our FMLA policy. If you feel that you have been the victim of any discrimination or retaliation under this Policy, you are encouraged to contact HR so that the matter can be promptly investigated and remedied as appropriate.

15. Compliance With Other Laws. In administering this FMLA Policy, the Park District complies with the Americans with Disabilities Act (“ADA”), the Illinois Human Rights Act and any other relevant law. The Park District may approve a reasonable request for an extension of a leave of absence beyond the amount of leave provided by the FMLA, approve a leave of absence for an employee who does not qualify for FMLA leave, or otherwise modify this Policy, as a reasonable accommodation for a disability under the ADA.

### **3.7 PERSONAL LEAVE OF ABSENCE**

Eligible Full-Time, Full-Time Equivalent, and Regular Part-Time employees may be granted personal leave of absence for a period not to exceed 90 consecutive calendar days within any 24 consecutive month periods. This is an unpaid leave except in the case of a Full-Time, Full-Time Equivalent, or regular part-time employee who may elect to use accrued benefit time during the leave, such as PTO time or compensatory time. Normally, a personal leave of absence will not be granted during an employee’s first year of employment.

#### Procedure for Requesting Personal Leave

- All requests for personal leaves should be made in writing and must be approved by an employee's Supervisor(s) and the Executive Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; the length of time an employee plans to be away; an employee’s job performance and attendance and punctuality record, the effect an employee’s absence will have on the work in the department (i.e., the staffing requirements in an employee's facility or department); an employee's position and length of service; the expectation that an employee will return to work when the leave expires; and, any other factors deemed relevant by the Park District. Each request will be reviewed on a case-by-case basis.
- An employee must provide a written application for a personal leave of absence to their immediate Supervisor at least one month in advance of the date you would like the leave to begin. If an employee requests an extension while on FMLA leave period, the request must be made at least two weeks prior to the end of the original leave. The application must specify the reasons for the extended leave and the length of time an employee intends to be away.
- Additional leave time may be granted, provided that it does not extend the total leave beyond one year, including any leave granted under the FMLA. Requests for additional leave time must be made in writing at least two weeks prior to the

expiration of the initial leave period, and must specify the reason(s) for the extended request and the amount of additional time sought. This request must be approved by an employee's Supervisor and the Executive Director.

- While a Full-Time or Full-Time Equivalent employee is on an approved personal leave, an employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave under the Park District's group plan for the duration of the leave provided that an employee pays 100% of the premium contribution no later than the fifth day of the month covered. Other employment benefits, if any, such PTO, shall not accrue during a personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued prior to the start of the leave.
- Any planned salary increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave, and the normal appraisal date will be extended by the length of the leave.
- In the case of an employee's own illness or injury, a physician's statement certifying an employee's ability to perform the essential functions of his job is required by the Park District before an employee may be permitted to return to work.
- Although the Park District will attempt to reinstate an employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, reinstatement after a personal leave of absence is not guaranteed by the Park District.
- Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the Park District. However, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA (See Section 1-3).

### **3.8 ABSENCE WITHOUT LEAVE**

Absence without leave is any absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay may be denied and an employee may be subject to disciplinary action, up to and including dismissal.

If an employee is absent without leave for three consecutive working days, the employee will be considered to have voluntarily resigned their position. Where the absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to PTO, or leave without pay.



### **3.9 TIME OFF TO VOTE**

On days when elections for public office ("elections for public office" include all primary and general elections) are scheduled throughout the state, county, city, town or village in which an employee lives, employees' schedules will be changed as needed to ensure that their work either starts at least two hours after the polls open or ends at least two before polls close.

Employees living in other localities will need to inform their Supervisor in advance if they expect any conflict between their work schedule and the exercise of voting rights in any election for any public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that they will have the opportunity to vote.

No employee will be penalized or retaliated against for requesting an adjusted work schedule.

### **3.10 SCHOOL VISITATION LEAVE**

If employees have worked for the Carol Stream Park District at least six (6) months and for an average of at least one-half the full-time equivalent position in the Carol Stream Park District's job classifications during those six (6) months, they may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences, behavioral meetings or academic meetings related to their child(ren) if the school cannot schedule those conferences or meetings 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.

Employees may take no more than four hours of leave in any one day. The Carol Stream Park District will not grant leave until the employee has used all available paid vacation leave, personal days, compensatory time and floating holidays.

Before arranging attendance at the school conference, behavioral meeting or academic meeting, employees must provide the Carol Stream Park District with a written request for leave at least seven days in advance of the requested time off. In an emergency situation, employees may give 24 hours notice. In addition, employees must consult with their immediate supervisors to schedule the leave so as not to disrupt operations unduly.

School visitation leave is unpaid. Employees may choose, however, to make up the time taken for school visitation leave on a different day or shift if the Carol Stream Park District may reasonably provide such arrangements. The Carol Stream Park 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 Carol Stream Park District will not pay the employee for the time (but the Carol Stream Park District may require a salaried exempt employee to make up the leave hours within the same pay period). Upon completion of a school visitation, the Carol Stream Park District may require employees to produce and submit documentation of their visit from the school administrator.

**IMPORTANT: Failure to submit the documentation upon request to the Carol Stream Park District within two working days of the school visit may subject an employee to disciplinary action, up to and including dismissal.**

The Carol Stream Park 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.

### **3.11 EMPLOYEE BLOOD DONATION LEAVE**

All Full-Time, Full-Time Equivalent, and Regular Part-Time employees who have been employed for at least six months shall be entitled to up to one-hour blood donation leave, with pay, every 56 days.

Employees shall submit a written request to their Supervisor for leave before donating or attempting to donate blood. The request should be made at a time which has the least negative affect on an employee's responsibilities and work schedule. Medical documentation of the appointment to donate blood should accompany the request. An employee should provide their Supervisor with a written statement from the blood bank confirming that the appointment to donate blood was kept.

### **3.12 FAMILY 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).

#### **3-12.1 Amount of Family Bereavement Leave**

The Act provides up to a maximum of two weeks (10 work days) of unpaid 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 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.

#### **3-12.2 Reasons for Family Bereavement 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.

Bereavement under the Act and this policy is unpaid. Eligible employees may elect, but will not be required, to substitute accrued and unused paid leave for unpaid bereavement leave under the Act.

### **3-12.3 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.

### **3-12.4 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.

### **3-12.5 Reasonable Documentation**

The Agency may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency. 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 Agency 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.

### **3.13 VICTIM'S ECONOMIC SECURITY AND SAFETY ACT (VESSA) POLICY**

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.

#### **3-13.1 Basis of Leave**

The Agency 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.

### **3-13.2 Period of Leave**

The Agency 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.)

### **3-13.3 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.

### **3-13.4 Notice**

The employee must provide the Agency 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 Agency 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.

### **3-13.5 Certification**

The Agency may require the employee to provide certification to the Agency 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 Agency's Human Resources Department within a reasonable period after the Agency requests certification.

An employee may satisfy the above certification requirement by providing the Agency 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 Agency:

- 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 Agency will not request or require more than one document. The Agency 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.

### **3-13.6 Confidentiality**

All information provided to the Agency, 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 Agency, 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.

### **3-13.7 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.

### **3-13.8 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.

### **3-13.9 Reporting to the Agency**

The Agency may require an employee on leave under this policy to report periodically to the Agency on the status and intention of the employee to return to work.

### **3-13.10 Maintenance of Health Benefits**

Except as provided under the “Loss of Benefits” paragraph, during any period an employee takes leave under this policy, the Agency 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.

### **3-13.11 Failure to Return from Leave**

The Agency 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 Agency 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 Agency 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 Agency 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 Agency will not:

- Fail to hire, refuse to hire, 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.

### **3-13.12 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

## **SECTION 4**

### **EMPLOYEE BENEFITS**

#### **4.1 DISCLAIMER**

Carol Stream Park District has established a variety of employee benefit programs designed to assist employees and their eligible dependents in meeting the financial burdens that can result from injury, illness and disability, and to help employees plan for retirement. This portion of an employee Manual contains a very general description of the benefits to which employees may be entitled as an employee of the Park District. Please understand that this general explanation is not intended to, and does not, provide employees with all the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. An employee's rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from HR. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official plan documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall 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 shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the Park District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that maybe extended to retirees and their dependents. Further, the Park District reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Benefits under the plans described herein will be paid only if the plan administrator decides in their discretion that the applicant is entitled to them.

For more complete information regarding any of our benefit programs please refer to the Summary Plan Descriptions, which were provided to you during your new employee orientation. If you lost or misplaced those descriptions, please contact HR for another copy.

#### **4.2 INSURANCE PLANS**

Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. An 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 an employee fails to make any required premium payment.

Newly hired Full-Time and Full-Time Equivalent employees are eligible for benefits on their first day of employment provided that they meet all plan requirements.

#### **4-2.1 Full-Time and Full-Time Equivalent Employee Insurance Plans**

The following group insurance plans are limited to Full-Time and Full-Time Equivalent employees and their dependents (as defined by the insurance providers).

**Medical and Dental:** Group medical, hospitalization and dental insurance are available to all eligible Full-Time employees. Employees may be expected to pay a portion of the cost. A summary plan description is available from HR.

**Life Insurance:** The Park District provides all eligible Full-Time and Full-Time Equivalent employees with basic life and accidental death insurance. This insurance is currently provided at no additional cost to an employee. A summary plan description is available from the Finance & Administration Office.

**Supplemental Life Insurance:** The Park District offers supplemental life and AD&D policies to eligible Full-Time employees and their dependents. An employee must pay the entire premium. Payment may be made through payroll deduction. Details on these plans are available from the Finance & Administration Office.

#### **4-2.2 COBRA**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact HR for detailed information on COBRA.

#### **4-2.3 Early Retirement under the IMRF Pension Plan**

Active IMRF employees electing to retire early under the IMRF Pension Plan may purchase continuous health insurance coverage under the Park District's existing plan until age 65.

### **4.3 IMRF PENSION PLAN**

Employees 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. The following presents a very brief description of IMRF. Complete details are available at [www.imrf.org](http://www.imrf.org).

### **4-3.1 Contribution**

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. Contributions are tax deferred, that is, 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. The Park District's contribution is to fund survivor's pensions, disability benefits, death benefits, and the retirement costs of its employees. In the policy below, Tier 1 employees are those who began participation in IMRF before January 1, 2011. Tier 2 employees are those who began participation in IMRF on or after January 1, 2011.

### **4-3.2 Return of Contributions**

*Refund:* You may receive a separation refund of your IMRF contributions when you cease working in an IMRF-qualified position, and are no longer employed by an IMRF employer if:

Tier 1 Employees:

- 1) You are under age 55, irrespective of length of service;
- 2) You have less than eight years of service, irrespective of age;
- 3) You are age 55 or over but your pension would be less than \$30 per month.

Tier 2 Employees:

- 1) You are under age 62, irrespective of length of service;
- 2) You have less than ten years of service, irrespective of age;
- 3) You are age 62 or over but your pension would be less than \$30 per month.

A separation refund consists of your IMRF contributions only. No interest is paid with a separation refund, nor are the Park District's contributions refunded to you.

*Pension:*

Tier 1 Employees:

If you are at least 55 years of age and have eight or more years of service credit, you may be entitled to a reduced retirement benefit. To receive full retirement benefits, you must be 60 years of age or older and have at least eight years of service credit.

Tier 2 Employees:

To receive full retirement benefits, you must be 67 years of age or older and have at least ten years of service credit or 62 years of age and have at least 35 years of service credit.

*Disability Benefits:* IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his position reasonably assigned by the Park District. You must have at least 12

consecutive months of IMRF service credit, be disabled for more than 30 days, and may not be receiving any earnings from any employer.

*Death Benefits:* Under certain conditions, IMRF provides for lump sum payment or surviving spouse pension upon your death.

#### **4.4 DEFERRED COMPENSATION PLAN**

The Park District has established a voluntary deferred compensation plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows you to put money aside for your retirement on a tax-deferred basis through payroll deductions. 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. The Park District does not contribute or match these funds. Please contact HR for details on this plan.

#### **4.5 FLEXIBLE SPENDING ACCOUNT**

As part of the Park District Flexible Benefits Plan, we currently offer an employee-funded Flexible Spending Account to Full-Time, Full-Time Equivalent, and Regular Part Time employees. Plan participants may elect an annual amount of flexible dollars (which will be deducted pro rata on a pre-tax basis from each paycheck) to pay for dependent care and eligible health care expenses. These expenses must qualify under IRC Sec. 213 (with some exceptions), be incurred during the plan (calendar) year, and not be reimbursable from any other source. Eligible health care expenses may include medical or dental insurance deductibles, co-payments, your out-of-pocket costs for vision care, etc.

According to IRS regulations, if eligible medical or dental expenses that you incur during the plan year are less than your elected annual amount of flex dollars for that year, rollover is allowed up to the amount specified by current IRS regulations. When rollover amounts are changed by IRS regulations, participants will be notified at the beginning of each plan year.

#### **4.6 EMPLOYEE ASSISTANCE PROGRAM**

An Employee Assistance Program (EAP) is a professional and confidential counseling service designed to help address any personal concern you may have. EAP services are available to all employees and their dependents and are accessed through a toll-free 800 line 24 hours a day, seven days a week. EAP provide services on a confidential basis.

#### **4.7 SOCIAL SECURITY AND MEDICARE**

As required by law, a fixed percentage of your 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 your account status is available from your local Social Security Administration office.

The Social Security Administration recommends that you periodically verify your personal earnings and benefits. Information on requesting an account balance is available from your local Social Security Administration.

## **4.8 WORKERS' COMPENSATION**

As a Park District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with the Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are not covered under the Act. If you have any questions regarding workers' compensation, please see your immediate Supervisor or HR. The Park District's Workers' Compensation Coverage provider is PDRMA.

All employees must adhere to the following conditions:

1. Any work-related injury or illness (even if an employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to an employee's immediate Supervisor or Department Head if the immediate Supervisor cannot be reached directly. Failure to immediately report an injury or illness may jeopardize an employee's eligibility for workers' compensation benefits.
2. Upon notification, the Park District shall instruct an employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, an 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.
3. All medical evaluations by any licensed physician must be submitted to HR for the duration of your period of leave.
4. The Park District reserves the right to have an employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Park District's expense and the physician will submit the results to the Park District. An employee is entitled to a copy of this report.
5. The Park District may assign an injured employee to a modified duty assignment in accordance with the Park District's Modified Duty Program.
6. No employee shall be allowed to return to work without a statement from a physician approving an employee's return to work without restrictions, or with restrictions acceptable to the Park District.
7. The Park District reserves the right to re-assign an employee to another position at the same pay and benefits an employee received at the time of the injury.

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

## **4.9 EDUCATION, TRAINING AND PROFESSIONAL PARTICIPATION**

All Park District employees will be encouraged to further their training and education in order to enhance their quality of work with the Carol Stream Park District; subject to budgetary constraints and their relevance to an employee's job duties.

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 belong to professional associations as budgeted and approved by the 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 your position within the Park District.

## **4.10 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 and may be required. Reimbursement for attendance expenses will be 100% of approved expenses. Employees should refer to the Expense Reimbursement Procedures or check with their immediate Supervisor for specific procedures prior to incurring any expenses.

If you attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District, you may be required to submit a written report to your immediate Supervisor within five days of attendance which summarizes the ideas or methods discussed at the meeting.

## **4.11 EDUCATION**

At the discretion of the Park District, you may be given the opportunity to take educational courses related to your position within the Park District. Interested employees should consult with their immediate Supervisor. Park District resources are limited and an employee's immediate Supervisor,

Director and the Executive Director will evaluate individual requests. Please see tuition reimbursement section 4.12.

## **4.12 TUITION REIMBURSEMENT**

Full-Time employees who have worked for the Park District at least one year may be eligible to participate in the Park District's tuition reimbursement program. In the event that the Park District agrees to support an employee's academic efforts, and believes that an employee's general job performance warrants such belief, the Park District will reimburse an employee for tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in their current job. (Costs for textbooks and materials will not be reimbursed.) The amount an employee receives must be pre-approved prior to enrollment and within budgetary constraints. Reimbursement will be limited to \$145 per actual semester hour of the course, with a maximum of 5 hours per semester.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. Employees must:

- Complete a Tuition Reimbursement Form. (available through HR)
- Obtain approval/signature of immediate Supervisor, department head, and Executive Director. Return the signed form to HR.
- Pay the initial course fees.
- Once grades are received, an employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Form and send them to HR. (Only passing grades will qualify for reimbursement)
- An employee will receive a reimbursement within 30 business days.

If an employee resigns or is discharged before receiving a grade, an employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated within 12 months after receiving reimbursement, an employee must repay the Park District for the amount which has been paid to them in the last 12 months.

## **4.13 PROFESSIONAL ORGANIZATIONS**

Employees are encouraged to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to your 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 an employee's immediate Supervisor, and approval is contingent upon an employee's ability to meet their work responsibilities.

#### **4.14 EXPENSE REIMBURSEMENT**

The Carol Stream Park District expects employees to act responsibly and professionally when incurring business expenses. It will reimburse employees for reasonable expenses incurred on behalf of the Carol Stream Park 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 Carol Stream Park District. Employees must exercise care to avoid impropriety or the appearance of impropriety. The Carol Stream Park 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 Human Resources Department within 30 days of incurring the expense. The Carol Stream Park District may not reimburse expenses submitted beyond the 30 days.
- The Carol Stream Park District must preapprove all reimbursable expenses.
- Employees must return any reimbursement that exceeds the actual cost incurred to the Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park 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 Carol Stream Park District discovers it. The Carol Stream Park District requires employees to repay the Carol Stream Park 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 Carol Stream Park 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.



## **SECTION 5**

### **PARK DISTRICT PROPERTY AND FACILITIES**

#### **5.1 PARK DISTRICT FACILITIES AND RECREATION PROGRAMS**

##### **5-1.1 Use of Recreational Facilities**

###### **Swimming Pool, Fitness Center & Bark Park**

Complimentary admission via seasonal memberships, membership or activity pass to the Coral Cove Aquatic Center, the Fitness Center, and Bark Park will be granted to all current employees upon request. A listing of eligible employees will be maintained by the HR Department.

Full-Time, Full-Time-Equivalent, Regular-Part-Time, and IMRF Qualifying employees will be granted complimentary, seasonal, family memberships for their immediate family members, including civil union partners. Seasonal and Part-Time employees will be issued three-month individual memberships, which may be renewed in accordance with their continued employment with the District. All eligible employees and family members (if applicable) must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations, and waivers.

##### **5-1.2 Coyote Crossing Mini Golf Facility**

Passes for complimentary rounds (one round = one game per person) at the District's Coyote Crossing Mini Golf Facility will be issued each season to current employees as follows:

|                                              |                    |
|----------------------------------------------|--------------------|
| Full-Time, Full-Time-Equivalent Employees    | - 10 game passes   |
| Regular-Part-Time, IMRF Qualifying Employees | - five game passes |
| Part-Time or Seasonal Employees              | - two game passes  |

Employees will be instructed on how to obtain their passes each season

##### **5-1.3 Recreation Programs**

Full-Time, Full-Time Equivalent, Regular-Part-Time, and IMRF Qualifying employees and their immediate family members will be allowed to enroll in recreation programs (including personal trainers, open gym fees, Fountain View Pool open swim fees, open gymnastics fees, contractual programs, and organized party packages (including additional food for party packages) at the 20% residential rate discount subject to the following conditions:

- Applicable registration, costume, admission tickets, or equipment fees are not discounted.
- League & Team Fees will be discounted at 20% of the Resident Rate as long as 50% of the team consists of current Park District employees.
- Discounts are not applied to preschool, summer camps, days off club, before and after school care, E-learning, tour packages and trips, as well as room, gym, facility, and Party Wagon

rentals. GBN Sports camps are not considered a summer camp and are eligible for the 20% discount.

All complimentary memberships and discounts given to an employee and/or an employee's immediate family in accordance with this section shall expire immediately upon termination of employment with the Park District. Such complimentary memberships and discounts cannot be transferred or given to persons other than an employee or members of an employee's immediate family. Unauthorized use of any complimentary pass may result in revocation of all pass privileges and disciplinary action, up to and including dismissal.

All Seasonal and Part-Time employees will be granted resident rates on all applicable programs whether they are residents or not. The resident rate applies to an employee only, not spouses, civil union partners, or family members.

#### **5-1.4 Concessions**

There is *no discount* on any food or concession items. The only food that is “discounted” is that which is included as part of a party package (see section 5-1.3).

## **SECTION 6**

### **EMPLOYEE CONDUCT**

#### **6.1 INTRODUCTION**

It is the policy of the Carol Stream Park District that employees maintain a working environment that encourages mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence. This policy identifies the organization responsibility and an employee responsibility as it relates to conduct and working environment.

- Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.
- Employees have the right to conduct their work without disorderly or undue interference from other employees. The Park District prohibits employees from violating this right of their co-workers.
- Failure to cooperate in any investigation or search conducted by or on behalf of the Park District, or concealing or failing to report any violation of any Park District rule is prohibited.
- The Park District encourages a congenial work environment of respect and professionalism. Therefore, the Park District prohibits employees from intentionally harming or threatening to harm other employees, customers, vendors, visitors, or property belonging to any of these parties. This prohibition includes but is not limited to intentional acts such as:
  - Physically harming others
  - Verbally abusing others
  - Using intimidation tactics and making threats
  - Sabotaging another's work
  - Stalking others
  - Making false statements about others with malice that cause harm
  - Publicly disclosing another's private information
- Employees are required to comply with and support all policies, procedures, and directives established by the Board of Commissioners, immediate Supervisors, and administrative staff of the Park District in a positive and professional manner.

#### **6.2 E-MAIL POLICY**

The Carol Stream Park District maintains an electronic mail system to assist in the conduct of business within the organization. The electronic mail system hardware is Carol Stream Park District

property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of the Park District. They are not the private property of any employee. The use of the electronic mail system is reserved solely for the conduct of business at the Park District.

1. The electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
2. The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.
3. The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.
4. Carol Stream Park District reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within the organization without the permission of an employee.
5. The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Park District when requested by a director or they are invalid and cannot be used.
6. Notwithstanding the organization's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by a Director.
7. Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to a Director upon request. No pass code may be used that is unknown to the Park District.
8. Any employees who discover a violation of this policy shall notify a Director immediately.
9. Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

10. All email correspondence is subject to FOIA disclosure.

### **6.3 USE OF PARK DISTRICT INFORMATION, PROPERTY & EQUIPMENT**

The protection of the Park District's business information, property and all other Park District assets are vital to the interests and success of the Park District. Except in the ordinary course of performing duties for the Park District, or otherwise permitted, no Park District property may be removed from the Park District's premises. Accordingly, when an employee leaves the Park District, an employee must return to the Park District all related Park District information and property that an employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, external drive, supplies, and equipment or office supplies.

No employee, elected official or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the facility manager and/or Department Head that is responsible for the equipment or property.

For purpose of this Section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and all other property owned, leased or in the possession of the Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the Park District's established safety rules and regulations. Instructions on safe and proper use will be provided upon request. In addition, the use of some Park District property may require permits, waivers and releases. An employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District that is damaged or lost while it is in an employee's care and custody.

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 including termination.

The Park District's equipment, such as telephones, postage, facsimile and copier machine, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his or her Supervisor. Personal usage, in an emergency, of these or other equipment that results in a charge to the Park District should be reported immediately to your immediate Supervisor or Finance Office so that reimbursement can be made.

Upon termination of employment, an employee must return all Park District property, uniforms, equipment, work product, and documents in his possession or control.

## **6.4 INTERNET USAGE POLICY**

Access to the Internet through Carol Stream Park District's network is a privilege and carries responsibilities reflecting responsible and ethical use. Internet access must be approved by the Department Director. Any authorized use of the username and password by other individuals to gain access to the Park District's Internet makes that employee-user responsible for any and all actions of those individuals.

Violations of the Park District's Internet Use Policy and any other policy through the authorized use of the username and password subjects the individual to whom it is assigned to disciplinary action, up to and including termination of employment. Although employees are given a username and password, this does not insulate transmissions from employer review.

### **6-4.1 Personal Use**

An employee-user is reminded that use of any and all Park District property is primarily for the purpose of the organization's business. Any personal use of the Internet is expected to be on the user's own time and is not to interfere with the person's job responsibilities.

### **6-4.2 Use of the Internet**

At any time and without prior notice, Carol Stream Park District management reserves the right to examine e-mail, personal file directories, and other information stored on the Park District's computers. This examination helps to ensure compliance with internal policies and supports the performance of internal investigations.

As such, the Park District will monitor access to the Internet. This policy should be read and interpreted in conjunction with all other Carol Stream Park District's policies including but not limited to policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior. Employee-users are prohibited from accessing the Internet for any unethical purposes, including pornography, violence, gambling, racism, harassment, or any illegal activity. Employee-users are forbidden from using profanity or vulgarity when posing electronic mail via the Internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through or postings to public newsgroups must fall within these ethical standards.

Employee-users are also prohibited from using Internet access through the Park District systems for any other business or profit-making activities.

### **6-4.3 Downloading Software**

Employee-users are prohibited from downloading software from the Internet without prior written approval of the Park District. Downloading of games or music from the Internet is prohibited. Downloading of any executable files or programs, which change the configuration of your system by anyone other than the IT Technician, Director of Finance & Administration, or their designee, is prohibited. An employee-user should take extreme caution when downloading software or files from the Internet. All files or software should be passed through virus protection programs prior to use. Failure to detect viruses could result in corruption or damage to files and/or unauthorized entry into

the Park District's network. It is mandatory that employees comply with copyright and trademark laws when downloading material from the Internet.

Employee-users may not install other on-line services to access the Internet on Park District-owned computers, such as America Online, CompuServe, EarthLink, etc. Any questions should be directed to the IT Technician, or Director of Finance & Administration.

#### **6-4.4 Blogging/Personal Website/Social Media Policy**

In general, the District respects the right of employees to use social media, personal websites and weblogs as a medium of self-expression. If an employee chooses to identify themselves as a Park District employee and discuss matters related to our District, staff or patrons on their website, weblog, or other online social network (i.e., Facebook, Twitter, YouTube, Instagram), please proceed with caution and discretion. Although a website, weblog, or any other medium of online publishing may be a personal project conveying an employee's individual expression, some people may nonetheless view an employee as a de facto spokesperson for the Park District.

Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency. In light of these possibilities, that employee must observe the following guidelines:

1. Make it clear that the views expressed are an employee's alone and that they do not necessarily reflect the views of the Carol Stream Park District. Only those employees officially designated by the District have the authorization to speak on behalf of the agency. To help reduce the potential for confusion, we suggest that you put the following notice — or something similar — in a reasonably prominent place on your site (e.g., at the bottom of an "about me" page):
2. The views expressed on this website are mine alone and do not necessarily reflect the views of my employer.
3. Many bloggers and social media users put a similar disclaimer on their home page stating who they work for, and that they're not speaking officially. This is good practice, but may not have much legal effect. While it is not necessary to post this notice on every page, please use reasonable efforts to draw attention to it — if at all possible, from the home page of your site.
4. Be careful to avoid disclosing any information that is confidential or proprietary to the District (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that has disclosed information to us.
5. Since an employee's site, blog or other posting is in a public space, be respectful to the Park District, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others' privacy and for topics that

may be considered objectionable, inflammatory, or counterproductive to morale or teamwork.

6. When using Park District computers, you are subject to both the agency's Internet Use Policy and Computer Use Policy.
7. As a public agency, the Carol Stream Park District trusts and expects staff to exercise personal responsibility whenever they participate in social media. Remember, what you publish will be around for a long time, so consider the content carefully and also be judicious in disclosing personal details.
8. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the District's protected intranet environment should not be used for internal communications among fellow employees. It is fine for staff to disagree, but please don't use your external blog or other online social media to air your differences in an inappropriate or counterproductive manner.
9. Recognize that both during working hours and non-working hours, you are an ambassador of the Carol Stream Park District. You are expected to conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including termination.
10. Lastly, use your best judgment. 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, you have sole responsibility for what you post to your blog or publish in any form of online social media.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your immediate Supervisor.

## **6.5 CELLULAR PHONE USAGE**

Regardless of whether the cell phone is issued by the District's or is an employee's personal cell phone, discretion should be used when making/receiving personal calls and text messages while at work. Personal calls and text messaging during the work-time, regardless of the phone used, can interfere with employee productivity and be distracting to others. As a reasonable standard, the Park District encourages employees to limit personal calls during work time. Employees are therefore asked to make and receive any other personal calls on non-work time where possible.



## **6.6 TAPE RECORDING POLICY**

It is a violation of Park District policy to record conversations with a tape recorder 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 the potential effect on the expression of views that may exist when one person is concerned that his/her 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 termination of employment.

## **6.7 TRAVEL AND VEHICLE USE**

Employees must obtain the prior written approval of their immediate Supervisor in order to operate a motor vehicle, whether owned by the Park District or their own personal vehicle, on Park District business if the operation of a motor vehicle for Park District business is not one of the functions listed under an employee's job description or if a prior arrangement wasn't made at the time an employee was hired. The following general rules apply to the use of motor vehicles on Park District business. Employees should contact their immediate Supervisor for further details if they have a question.

### **6-7.1 Vehicles Operated on Park District Business**

1. Use of any vehicle for Park District business must be authorized by an employee's immediate Supervisor.
2. Employees operating any vehicle for Park District business must have a valid Illinois driver's license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. An employee must notify their immediate Supervisor if the status of his or her driver's license changes.
3. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on.
4. All accidents must be immediately reported to an employee's immediate Supervisor. Appropriate paperwork and a complete accident report form must be completed. A copy of the police report must also be included.
5. No employee may be under the influence of alcohol, illegal substances, or illegal drugs while operating any vehicle for Park District business. "Under the influence" means that an employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, or the statement of a witness.

6. If driving a vehicle on Park District business, employees must have a current Driver's Abstract on file with the Park District.

### **6-7.2 Park District Owned Vehicles**

In addition to the regulations listed above, and "Guidelines for Take-Home and Personal Use Vehicles" (Appendix H), the following apply to any employee who has been granted authorization by the Park District to operate a Park District vehicle.

1. Park District owned vehicles may be taken home when authorized by the Department Director or Executive Director.
2. Employees operating Park District vehicles must be 18 years or older.
3. Park District vehicles will not be used to transport non-Park District employees unless the vehicle and employee are authorized to do so. An employee must have a valid Illinois driver's license, have a current Driver's Abstract on file, and be at least 21 years of age.
4. Any employee who is required to have a Commercial Driver's License (CDL) as a condition of employment is subject to random and reasonable suspicion drug and alcohol testing, and pre-employment physical in accordance with Department of Transportation regulations.
5. Employees are responsible for the care and conservation of Park District vehicles, and must promptly report any accident, breakdown, or malfunction of any unit so that necessary repairs may be made.
6. The Park District has the right to search any Park District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Park District vehicles.
7. Smoking in Park District vehicles is prohibited.

### **6-7.3 Personal Vehicles**

In addition to the general regulations listed above, the following apply to any employee who operates his or her personal vehicle for Park District business.

1. Employees using their personal vehicle for Park District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The Park District's liability insurance is secondary to an employee's own coverage.
2. Using a personal vehicle to transport participants in any Park District programs is strictly prohibited.

3. Reimbursement for authorized use of personal vehicles will take the form of a predetermined monthly car allowance or by 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.

In order to qualify for reimbursement, an employee must secure prior approval from their immediate Supervisor or Department Head, provide proof of the mileage used for Park District business and provide proof that the vehicle was used on Park District business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation such as receipts as required by the Park District).

## **6.8 ATTENDANCE, PUNCTUALITY, AND DEPENDABILITY**

The Carol Stream Park District depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled workdays and during all scheduled work hours and to report to work on time. Moreover, an employee must notify their Supervisor as far in advance as possible, but not later than one hour before their scheduled starting time if they expect to be late or absent. This policy applies for each day of their absence unless there is a pre-approved PTO involved. An employee who fails to contact their immediate Supervisor may be considered as having voluntarily resigned. An accurate record of attendance will be maintained by the Human Resources Office. A record of absenteeism and lateness may also be kept by an employee's Supervisor and becomes part of the personnel record. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in disciplinary action up to and including termination of employment.

## **6.9 CONFIDENTIALITY POLICY**

Many of us at the Park District are entrusted with confidential information. We all depend on each other to be trustworthy, honest individuals, with the ethical responsibility of treating our business affairs with the highest degree of confidentiality.

For these reasons, we all need to remember that employees must not disclose confidential financial data, or other non-public proprietary company information. And employees must not share confidential information regarding business partners, vendors or patrons. Everyone who works at the Park District is required to abide by this policy, which reflects legal requirements as well as ethical standards.

Precautions to be observed for electronic and computer systems, including the use of passwords and the safeguarding of data, are described elsewhere in this handbook. With respect to information in hard copy:

- Avoid, whenever possible, the removal of reports, files, etc. from our offices.
- Keep confidential information in secure locations, such as locked cabinets or file rooms.

- Use care when disposing of confidential reports or sensitive Park District or patron customer information. Certain information requires shredding or retention.

Employees may also have access to information about patrons and vendors. Employees must take all reasonable steps to protect the confidentiality of all information relating to our patrons and vendors from disclosure to unauthorized persons or employees. Employees must immediately notify their Supervisor if they are aware that information about a patron or vendor was improperly shared or discovered by an unauthorized person employee.

All Park District records and information relating to the Carol Stream Park District or its customers are confidential and employees must, therefore, treat all matters accordingly. No Carol Stream Park District information or Carol Stream Park District-related information, including without limitation, printed or electronic documents, notes, files, records, oral information, computer files or similar materials (except in the ordinary course of performing duties on behalf of the Carol Stream Park District) may be removed from Park District premises without permission from the Park District.

Additionally, the contents of the Carol Stream Park District's records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose or through the Freedom of Information Act. Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Park District. Employees who are unsure about the confidential nature of specific information must ask their Supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly revealing information of a confidential nature.

## **6.10 PERSONAL APPEARANCE GUIDELINES**

The personal appearance of employees is one of the many ways the Park District's image is conveyed to the general public. An employee's personal grooming and appearance should always be clean, neat, and appropriate for the duties being performed. The Executive Director or his or her designee will have discretion over the District's personal appearance guidelines.

Uniforms, name tags, or safety equipment and attire may be required for certain jobs. It is each employee's responsibility to follow the guidelines designated for their position. These items are property of the Park District and must be returned upon termination of employment.

Employees who report to work in a manner not consistent with the guidelines will be asked to correct their appearance and may be sent home on unpaid leave to do so. Continued failure to adhere to the guidelines for personal appearance will result in disciplinary action up to and including termination of employment.

## **6.11 WEAPONS POLICY**

The Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property (including District vehicles), or at any Park District-sponsored event. Except as otherwise permitted by law. The Park District's facilities and parks are considered prohibited areas under the Illinois Firearm Concealed Carry Act (FCCA).

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 inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, or Supervisor.

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

### **6-11.1 Procedure for Reporting Possession of a Weapon**

If you know of an employee possessing a weapon, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate Supervisor. If you feel uncomfortable doing so, or if your Supervisor is the source of the problem, condones the problem, or ignores the problem, report to HR or the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the Police.

## **6.12 RESTRICTED ACCESS ITEMS (KEYS, CREDIT CARDS, AND OTHER RESTRICTED ITEMS)**

In order to provide as much protection as possible for the security of our employees, as well as our property, certain items such as credit cards, keys, vehicles and designated rooms will be issued only to those employees whose responsibilities require them.

The designation of what is included under restricted items, depending on the items, will be made by the Executive Director or Department Head as appropriate.

An employee may be charged an appropriate fee for the replacement of any lost or damaged restricted access item. Upon leaving employment with the Carol Stream Park District for any reason, all restricted access items will be returned on or prior to the employee's last day of work.

Inappropriate use of restricted items, as determined by the Executive Director or his designee, is prohibited and is subject to disciplinary action up to and including termination.

## **6.13 ROMANTIC OR SEXUAL RELATIONSHIPS**

Consenting romantic or sexual relationships between a Supervisor and an employee may at some point lead to unhappy complications and significant difficulties for all concerned. Any such relationship may, therefore, be contrary to the best interests of Carol Stream Park District.

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

By its discouragement of romantic and sexual relationships, the Park District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy

articulated above is not to be relied upon as justification or excuse for a Supervisor's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a Supervisor, an employee or current vendor should develop; it shall be the responsibility and mandatory obligation of the Supervisor to promptly disclose the existence of the relationship to an employee's Department Director or HR. An employee may make the disclosure as well, but the burden of doing so shall be upon the Supervisor.

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

The Department Director shall inform the Executive Director and others with a need-to-know of the existence of the relationship. Upon being informed or learning of the existence of such a relationship, the Executive Director or his designee may take all steps that they, in their discretion, deem appropriate. At a minimum, an employee and Supervisor will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the Supervisor must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the Supervisor has or has had such a relationship.

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

## **6.14 SMOKE FREE ILLINOIS**

### **6-14.1 Introduction**

The Carol Stream Park District is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of its employees. The following smoking policy has been adopted and shall apply to all employees of the Park District.

### **6-14.2 Policy**

The use of tobacco and e-cigarette products are prohibited at all District premises and property including, but not limited to: buildings, facilities, parking lots, garages, entrances, exits, doors, windows, ventilation intakes, public restrooms, vehicles, and gasoline powered ride-on or hand operated equipment.

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.”

## **SECTION 7**

### **DISCIPLINARY ACTION**

#### **7.1 DISCIPLINARY ACTIONS**

All employees are expected to meet the Park District's standards of work performance, engage in acceptable conduct and to satisfactorily perform their duties under the policies, guidelines, and rules contained in this Manual. In addition, employees are expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of their Supervisors, and to act in accordance with federal, state, and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures.

If an employee does not meet these standards, the Park District may, under appropriate circumstances, take corrective action, other than immediate termination. The intent of corrective action is to formally document problems while providing an employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance on areas that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the Park District's policies and procedures and/or other disciplinary problems.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Park District. Employees may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on their part. Notwithstanding the Park District's option to use progressive discipline, the Park District is not required to do so and may forego lesser forms of discipline at any time and proceed immediately with discharge of an employee.

##### **7-1.1 Verbal Warning**

Supervisors may issue verbal warnings. Verbal warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The Supervisor imposing the verbal warning will discuss the warning with an employee and suggest how to correct the offending conduct. Documentation of a verbal warning will be placed in an employee's personnel file.

##### **7-1.2 Written Warnings**

Written warnings may be issued by a Supervisor. Written warnings consist of a conference between an employee and the Supervisor imposing the warning, and a written memorandum expressing disapproval of conduct, performance, and/or attendance and consequences if conduct continues or does not improve. Consequences may result in more severe discipline up to and including termination of employment. Written warnings will be used for poor work performance, poor

attendance, or repeated misconduct of a minor nature, or an instance of a more serious misconduct, which in the Park District's opinion does not warrant discharge.

Employees are required to sign the written warning indicating receipt of the warning and their understanding of the reason for the warning. An employee will also be given an opportunity to provide written comments on the form. If an employee refuses to sign, another Supervisor will be asked to witness the refusal. A copy of the written warning will be placed in an employee's personnel file.

### **7-1.3 Probation/Final Warning**

Employees may be placed on probation by a Supervisor or department director. Probations will consist of a conference between an employee and the Supervisor/director imposing the probationary period, and a written memorandum expressing the disapproval of conduct, performance, or action. Similar to the Introductory Period for a new employee, an employee on probation will be required to use this period of time to improve performance, attendance or other unsatisfactory conduct. A probationary period will be no less than 30 days, and no more than 90 days. Upon completion of the probationary period an employee and Supervisor will meet to discuss status of performance. The Supervisor will determine if the performance warrants an employee returning to regular status, remaining on probationary status, or warrants more severe actions up to and including termination of employment.

Employees are required to sign the written probation document indicating their receipt of the document, their understanding of the reason for the probation, and their understanding improvements that are expected. If an employee refuses to sign, another Supervisor will be asked to witness the refusal. A copy of the written probation document will be placed in an employee's personnel file. Employees may attach a written statement of their own to the probation document.

### **7-1.4 Dismissal**

A dismissal is a termination of employment initiated by the Park District. Employees may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District.

If an employee is dismissed they will receive written notice of the reasons for their dismissal including effective date and time of dismissal. The Supervisor or designee will meet with an employee, explain the reasons for their dismissal, and offer them the opportunity to respond. An employee will be asked to sign the written notice of their dismissal indicating their receipt of the notice and understanding of the reason for the dismissal. If they refuse to sign, another Supervisor may be asked to witness the refusal. A copy of the notice will be placed in their personnel file.

## **7.2 EXAMPLES OF REASONS FOR DISCIPLINARY ACTION**

An employee may be warned and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Below are some examples of reasons for disciplinary action. This list does not constitute an exhaustive list of all of the acts that may subject an employee to disciplinary action including discharge and does not change the employment-at-will relationship



between an employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances, and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your Supervisor(s).
6. Inability or unwillingness to take orders from Supervisor(s). This also includes unwillingness to cooperate in an investigation.
7. Uncooperative, hostile or discourteous attitude or conduct toward your Supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities.
8. Being wasteful of, or the willful destruction of, Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this Manual, the District's Safety Manual, and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
12. Failing to report an accident or known hazardous conditions to your immediate Supervisor.
13. Gambling or fighting while on duty.

14. 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.
15. Theft or misappropriation or the careless, negligent, or improper use of funds or property belonging to the Park District, fellow employees, or the public.
16. Possession of weapons in or on Park District property or while on duty.
17. Felony conviction.
18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking in restricted areas.
21. Harassment of other employees or members of the public.
22. 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 including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Time card or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the Park District.
25. Sleeping on duty.
26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and as defined by the U.S. Department of Health and Human Services.

### **7.3 REVIEW OF DISMISSAL**

The decision to dismiss employees shall be final unless an employee requests a review of their dismissal by submitting a written request to the Executive Director within five working days from the date the action was taken. The Executive Director or a designee may meet with an employee and

investigate the circumstances surrounding their dismissal. The Executive Director or the designee(s) should issue a written determination within 10 working days of receipt of the written request. The Executive Director's decision shall be final.

Nothing in this section shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause.

The Park District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable. The Park District reserves the right to proceed directly to the Director's or the designee's review of an employee's dismissal.

#### **7.4 EMPLOYEE'S RESPONSE**

An employee may respond to any disciplinary action taken against them by preparing a written response stating their position or objection to the disciplinary action and placing it in their personnel file. It is an employee's responsibility to make certain that a written response is placed in their personnel file.

Nothing in this Section shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause or notice. As an at-will employee of the Park District, an employee may terminate their employment at any time, with or without cause or notice and the Park District retains a similar right.

## **SECTION 8**

### **SEPARATION OF EMPLOYMENT**

#### **8.1 EMPLOYMENT AT-WILL**

Employment with the Park District is on an at-will basis. This means that both employees and the Park District have the right to terminate employment at any time with or without cause or notice.

#### **8.2 RESIGNATIONS AND RETIREMENTS**

As an at-will employee, an employee may resign their position with the Park District at any time, with or without notice or cause. However, the Park District requests that an employee give their immediate Supervisor sufficient notice of their intention to resign to enable the Park District to minimize departmental hardship and to make proper provisions for the filling of the position. The Park District requests that an employee should give written notice to their immediate Supervisor at least ten working days prior to their last workday; however, twenty working days' notice is preferred. PTO, vacation days, sick days, or personal days may not be used in the 10-day notice period. An employee may leave anytime during the ten days with their immediate Supervisor's consent and remain in good standing.

##### **8-2.1 Dismissals**

Every Park District employee has the status of "employee-at-will," meaning that no one has a contractual right, expressed, or implied, to remain in the Park District's employ. The Park District may terminate an employee's employment, or an employee may terminate their employment, without cause, and with or without notice, at any time for any reason. No Supervisor or other representative of the Park District (except the Executive Director) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

##### **8-2.2 Retirement**

Employees may retire for the purpose of collecting retirement or Social Security. Employees should contact HR so that the appropriate paperwork can be completed in a timely manner.

#### **8.3 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, keys, uniforms, equipment, and identification, credit and insurance cards.

#### **8.4 PAYOUT OF VACATION (PTO) UPON SEPARATION OF SERVICE**

Upon separation, an employee's unused earned vacation time will be paid to them or their heirs at their regular rate of pay. There will be no compensation for earned but unused, sick, holiday or

birthday time. An employee's health insurance may be continued under applicable law. HR will provide an employee with the appropriate information upon separation from the Park District.

## **8.5 POST RESIGNATION/TERMINATION PROCEDURES**

### **8-5.1 Exit Interview**

In cases of voluntary resignation, HR conducts an exit interview for Full-Time, Full-Time Equivalent, and Regular Part Time employees. At this meeting, an employee is required to return all Park District property not previously returned, such as nametags, keys, security cards, and all other Park District property. Seasonal and Part Time employees are asked to complete an online exit interview survey.

### **8-5.2 Continuation or Termination of Benefits**

HR will answer all questions regarding forms for continuation or termination of insurance and benefits including: COBRA, IMRF, and other termination related matters.

# Appendix A

## EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGMENT

I hereby acknowledge receipt of the Carol Stream Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my Supervisor, Department Head, Superintendent of HR, or Executive Director.

I understand that this Manual has been developed as a general reference guide for Carol Stream Park District ("Park District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the Park District. I also understand that the policies, benefits, and rules contained in this Manual can be changed or discontinued by the Park District at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of Park District, other than the Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

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

Please sign and date this acknowledgment and return it to the Business Department.

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

\_\_\_\_\_  
Date

## **Appendix B**

### **ALCOHOL AND DRUG PROCEDURES FOR CDL EMPLOYEES DOT DRUG AND ALCOHOL PROCEDURE**

#### Introduction

In an effort to promote public safety and to 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 the DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations which can be 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 a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments drugs cause, mean users (and their nearby co-workers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of his or her ability to place and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed, or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available in HR. In addition, employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Information about the District's E.A.P. can be obtained through an employees' immediate Supervisor or HR.

#### Affected Employees

The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Carol Stream Park District. This includes regular full-time and regular 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 an 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 the DOT regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by a Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. 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).
3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. 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.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. 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.
7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which an employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until an employee undergoes a post-accident or controlled substance test, whichever occurs first. An employee must remain available for testing for a period of eight hours for an alcohol test or 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.

1. Alcohol Test
  - a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.



- b. 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.
  - c. If test results are negative an employee returns to work. Results will be reported to the Director.
  - d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. An employee may not eat or drink anything nor belch during the waiting period for the retest.
  - e. If retest results are negative, test is reported to the Director as negative.
  - f. If retest results are positive, the test results are immediately reported to the Director.
2. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the DOT regulations - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
  - b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, an employee will be asked to drink water (up to 24 oz. in two hours) and attempted again.
  - c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. An employee returns to work.
  - d. 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 (M.R.O.) who in turn reports negative results to the Director.
  - e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Director.
  - f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact an 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 an employee cannot be reached by the M.R.O., the Director will be contacted to tell an employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Director test results as positive or negative.
  - g. If test results are positive, an employee will be removed from duties of operating or maintaining a commercial class vehicle. An employee has 72 hours in which to

request a retest of the second split sample, and can request that 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)
  - a. 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.
  - b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before an employee may operate or maintain a commercial class vehicle.
  - c. Alcohol test results must be below 0.04 and controlled substances negative or an 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 M.R.O. or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
  - d. 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 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)
  - a. 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.
  - b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.
  - c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
  - e. 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.
  - f. 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)

- a. When a Supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another Supervisor who will also observe an employee. If both Supervisors are in agreement, an employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.
- b. The Supervisor's determination must be based upon specific, describable, current observations of an employee's appearance, behavior, speech, or body odor. Possession alone is not sufficient cause to require an employee to submit to testing.
- c. When a reasonable suspicion determination has been made, an employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).
- d. An employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. An employee will be asked to review and sign a Consent/Refusal Form.
- e. The Supervisor calls the designated testing facility to advise that an employee will be reporting for the testing. An employee under suspicion must be accompanied to the testing facility, preferably by a Supervisor.
- f. 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 an employee when he returns to work. If an employee insists on driving himself, the local Police Department will be called and notified.
- g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight 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 32 hours since the determination was made.
- h. 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. 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 their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.

- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a Supervisor advises that testing will not be necessary.
  - c. 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.
  - d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 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 0.02 alcohol) on all affected employees who:
- a. 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
  - b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).
6. Follow-up Testing (382.311,.605)
- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuse problem will be subject to follow up testing.
  - b. A Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. A 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.
  - c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required.
  - d. Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)

- 1. An employee will be immediately removed from duty upon an 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.

2. An employee selects a Substance Abuse Professional (SAP). An employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. An employee's medical insurance may be used to help pay for these services. A list of SAP's will be provided an employee; however, an employee is free to choose any certified SAP.
3. An 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.
4. The SAP will report back to the Director that an employee:
  - a. Does not require any help in dealing with a substance abuse problem - in which case an employee may be returned to full duty.
  - b. That an employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
  - c. That an employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. An 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 U.S. DOT regulations require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.
6. When the SAP reports to the Director that an employee may return to full duty of operating and maintaining commercial class vehicles an employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the SAP).
  - b. Continue with any rehabilitation therapy if so prescribed by the SAP.
  - c. 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

1. All affected employees will be informed of the new DOT regulations and these policies and procedures to implement the regulations.
2. 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 are required.

3. 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.
4. All employees will sign a receipt that they attended the training. The receipt will be kept in Park District records.

## Appendix C

### CONSENT TO DRUG TESTING

I \_\_\_\_\_, hereby voluntarily consent to submit to drug testing by a physician, clinic, laboratory, or medical facility chosen by the Carol Stream Park District ("Park District") at the Park District's expense. I hereby consent to the physician, clinic, laboratory, or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory, or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug testing to a Park District official or a designated representative.

I hereby further consent to Park District's contacting my physician or pharmacist to verify my reported use of legally-prescribed drugs, including medical marijuana, in accordance with the Park District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the Park District regarding my use of such drugs, including without limitation the possible effects of such use on my performance of my job functions.

I also acknowledge receiving, reading, and understanding the Park District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug testing, or failure to report to the Park District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination of employment.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## Appendix D

### MODIFIED DUTY PROGRAM POLICY

The Carol Stream Park District is committed to providing employees with available, reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program. We feel that a Modified Duty Program is mutually beneficial and may aid in an employee's recovery.

**The purpose of the Modified Duty Procedure is to provide a TEMPORARY modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined in the sole discretion of the Park District. Noncompliance with the Modified Duty Policy may result in a reduction of workers compensation benefits and possible disciplinary action, up to and including dismissal.**

For purposes of this policy, the following definitions apply:

1. "Park District Employee" means any individual who is employed by the Park District in a valid, authorized position.
2. "Modified Duty Program" is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling an employee to return to regularly assigned duties.

### OBJECTIVES

1. To return injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to the Park District.
2. To minimize financial hardship and emotional stress to an employee who has sustained an injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced Park District employees.
5. To further the Park District's commitment and obligation to provide recreational programs, services and facilities to the public.

### BASIC PROGRAM REQUIREMENTS

1. Employees may be assigned to a Modified Duty assignment when TEMPORARILY unable to perform the essential functions of their regular position due to injury or illness, provided that the Modified Duty assignment fulfills a job function(s) useful to the Park District and is



within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Park District.

2. A time limit will be established on a case-by-case basis for the length of time that modified duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the Park District.
3. The Park District will compensate an employee on modified duty at an employee's regular pay rate if possible. If this is not possible, an employee will be compensated no less than 2/3 of what an employee's average weekly regular wage (excluding overtime) was prior to the accident, injury, or illness. Compensation may be made by the Park District and/or the Park District's workers' compensation coverage provider, the Park District Risk Management Agency (PDRMA.)
4. There should be regular communication among HR, an employee's immediate Supervisor, the physician and PDRMA throughout the course of treatment and recovery.
5. Employee Responsibilities: Participates in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to immediate Supervisor; to promptly notify the immediate Supervisor of any and all changes or modifications to an employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to HR promptly when received; if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task. In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate Supervisor prior to any and all visits so your immediate Supervisor can complete the necessary forms and make the necessary arrangements for your absence if you must visit the doctor during your working hours. If your immediate Supervisor is unavailable, you must so contact the Supervisor at the succeeding level of authority in your department. In order to avoid disruption of Park District operations, you should schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act, the Park District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the Park District at any time and place reasonably convenient to an employee, for the purpose of determining the nature, extent and probable duration of the injury received by an employee, and for purposes of ascertaining the amount of compensation which may be due an employee from time to time for disability according to the provisions of the Act.
6. An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible dismissal. An employee may also lose eligibility for workers compensation benefits.
7. Periodic review will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing an employee in the assignment. A review may be conducted at any time.

## PROCEDURE

1. The Department Head or immediate Supervisor is typically responsible for the management of employees on Modified Duty status. He may also coordinate Modified Duty assignments with other departments, HR, and PDRMA. Each department is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising HR of any changes to their modified duty lists.
2. When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. This form, sent to the physician by HR, requests a list of the duties an employee is capable of performing and any physical limitations he may have.
3. The Physical Evaluation Form must be returned by an employee to HR, who will contact an employee's immediate Supervisor. The immediate Supervisor will work with the Department Head or HR in assigning modified duty to an employee, if possible or applicable.
4. In some cases, departments may not have any available Modified Duty tasks. If so, HR will be contacted to work with other departments to arrange Modified Duty assignments in their Facility.
5. All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of an employee, and departments will continue to develop and coordinate appropriate duty assignments with HR and PDRMA, and monitor ongoing medical status and work adjustment.
6. When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.
7. Employees will be compensated at the 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 an employee's available sick, personal, or other time off. If an employee does not have any available time, he will be compensated for such time only to the extent required by law.

## Appendix E

### ILLINOIS ABUSED AND NEGLECTED CHILD REPORTING ACT AND ACKNOWLEDGMENT

It is the policy of the Carol Stream Park District to comply fully with the State of Illinois Abused and Neglected Child Reporting Act codified in 325 ILCS 5/1 et seq. Under the Act, “recreational program or facility personnel” are mandated reporters. 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 (CDFFS) in accordance with the Act. Employees of the District shall sign an Acknowledgement Form stating that they are familiar with their responsibilities as mandated reporters under this 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:

1. 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;
2. 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;
3. 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 18 years of age;
4. Commits or allows to be committed an act or acts of torture upon such child; Inflicts excessive corporal punishment;
5. 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
6. Causes to be sold, transferred, distributed, or given to such child under 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 shall 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 shall 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 shall 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 shall 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 shall not be considered neglected or abused solely because the child is not attending school in accordance with the requirements of Article 26 of The School Code, as amended (105 ILCS 5/26-1 *et seq.*).

#### Handling Allegations of Abuse

1. If a child advises District staff that someone has molested or otherwise abused them, staff should be prepared to help the child. District staff will be counseled to follow the guidelines below:
  - a. 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 is speaking is in control of the situation and will reassure him that everything will be okay.
  - b. 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.
  - c. Encourage the child to tell the Executive Director or the appropriate Supervisor what happened. Tell him no one should ask him to keep a secret about what happened and that it is okay to talk to the Director about it. Make sure the child feels that he 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.
  - d. 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 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.

2. The Executive Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Director should be notified. The Executive Director should become thoroughly familiar with the reporting requirements under the Act as summarized in the following paragraphs.
3. 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.
4. The report should include, if known: 1) the name and address of the child and his parents or other persons responsible for his welfare; 2) the name and address of the school that 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 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 occupation, and where he 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.
5. The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report.
6. The Executive Director will notify the President of the Board of Park Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

#### Training, Supervision and Reporting Procedures

1. An Acknowledgment Form must be signed by all full- and part-time employees and retained on file by the District, indicating that they have knowledge and understanding of the Abused and Neglected Child Reporting Act requirements.
2. All full- and part-time staff receives in-service training by Supervisory staff. This orientation will include audio/visual, verbal and written materials on District policies and procedures regarding child abuse and neglect. Specific training guidelines will also include:

- a. Annual training programs provided with support from agencies such as the DuPage County Health Department and the Illinois Department of Children and Family Services to explain what are abuse and neglect indicators and reporting procedures.
  - b. Appropriate discipline and rewarding practices.
  - c. Using expressions or normal affection through physical contact.
  - d. Requiring that one adult and one child situations is avoided.
  - e. Respect and protecting the privacy of children as well as their own.
  - f. Avoiding sexually suggestive discussions in front of children.
  - g. Wearing a means of staff identification at all times.
  - h. Being alert to the physical and emotional state of children in their care.
3. Administrative/Supervisory staff will make periodic, unannounced visits to program sites to observe staff interaction with children and the behavior of the individual children.
  4. Attendance/illness records of children participating in programs will be periodically reviewed by administrative/supervising staff for instances of unusual absenteeism or reluctance of children to participant in programs.
  5. All reports of child neglect or abuse will be channeled through the Executive Director or his/her designee. In the event that the Executive Director or the designated person is not available, a report will be made directly to the Department of Child and Family Services. **Details of the report shall not be discussed with other staff or participants.**
  6. The Executive Director will notify the President of the Board of Park Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Children and Family Services.
  7. If a mandated reporter willfully fails to report suspected child abuse or neglect as required by the Act, he/she is guilty of a Class A misdemeanor. A Class A Misdemeanor is punishable by a term of imprisonment for not more than 1 year, or by a fine not to exceed \$1,000, or by both such term and fine.
  8. Any person who "knowingly transmits a false report" to DCFS commits the offense of disorderly conduct under subsection (a)(7) of Section 26-1 of the Criminal Code of 1961. A first violation is a Class A misdemeanor, punishable by a term of imprisonment for up to one year, or by a fine not to exceed \$1,000, or by both such term and fine. A second or subsequent violation is a Class felony.

## Appendix F

### ILLINOIS MILITARY FAMILY LEAVE ACT

The Illinois Military Family Leave Act provides an unpaid leave of absence for spouses and parents of citizens soldiers called into active duty.

- An employee must be a spouse, civil union partner, parent, grandparent or child of a citizen soldier called into active duty.
- An employee must have been employed by the Park District for at least 12 months prior to the request for leave and worked for a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
- The Park District shall provide up to 30 days of unpaid Family Military Leave to an employee during the time federal or state deployment orders are in effect.
- An employee shall give at least 14 days' notice of intended date upon which family military leave will commence if leave will consist of 5 or more consecutive work days. For leave of less than 5 consecutive days, an employee shall give the Park District advanced notice as practicable.
- The Park District may require certification from the proper military authority to verify an employee's eligibility for the Family Military Leave requested.
- An employee may not take leave as provided under this Act unless all accrued vacation and personal leave have been exhausted. Sick leave and disability leave are not required to be exhausted before utilizing Family Military Leave. Employees on Family Military leave shall be entitled to be restored by the Park District to a position held by an employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.
- During Family Military Leave, the Park District shall make it possible for employees to continue their benefits at an employee's expense.
- While on Family Military Leave, an employee will not earn PTO time.

## Appendix G

### GUIDELINES FOR “TAKE-HOME” AND “PERSONAL USE VEHICLES”

The following will act as guidelines, procedures and rules governing the use of Park District-owned vehicles assigned as take-home and for personal use. Should there be any questions regarding the application of these items, singularly or collectively, the Executive Director shall provide interpretation.

1. Definition:
  - a. Driver – refers to an employee to whom the vehicle is assigned for take home or personal use.
  - b. Take home vehicle – the driver is required to use the vehicle to and from work, daily and weekends, and is on-call with the vehicle 24 hours a day, seven days per week. Driver may make stops for personal reasons to and from work. Once home, the vehicle should remain parked until the driver returns to work. An exception is allowed when the driver, off hours, but on on-call, is traveling within the metropolitan area and has reason to believe that he/she may be summoned to the District for an emergency.
  - c. Personal use vehicle – the driver is required to use the vehicle to and from work, daily and weekends, and is on-call with the vehicle 24 hours a day, seven days per week. The driver is granted personal vehicle use, within all guidelines set forth herein.
2. The driver shall comply with all State of Illinois laws governing the operation of motor vehicles. The driver will comply with Carol Stream Park District personnel policy sections addressing vehicle use.
3. The driver is to take responsibility for basic maintenance, including but not limited to:
  - Keeping exterior and interior in an acceptably clean and presentable condition.
  - Following manufacturer’s maintenance schedule.
  - Inspecting oil level, lights, turn signals, wiper blades, tire inflation, tire wear and washer fluid.
  - Arranging for maintenance and repair work through fleet manager when needed.
4. If applicable, keeping the total mileage within lease limits. Any additional mileage costs over the amount stipulated within the lease will be borne by the driver.
5. Fueling is to take place at the Village of Carol Stream pumps according to procedures set forth by the Village-Park District cooperation. If the driver is out of the district on district business, and needs to re-fuel, the driver will be reimbursed for the fuel cost. When the driver



is out of the District on the personal business and needs to re-fuel, the cost will be borne by the driver and NOT reimbursed.

6. The driver shall make every effort to limit total fuel consumption to 700 gallons per year. At the Executive Directors discretion, fuel costs beyond 700 gallons per year may be billed back to the driver at the cost of fuel paid by the District. The fleet manager will be responsible for providing a monthly fuel consumption report to each driver. The Executive Director will have the authority to adjust this amount to ensure either better supervision of parks, facilities or programs, or to control costs. A driver who sees the need for changing this limit shall consult the Executive Director. Evaluation of vehicles for purchase will consider typical, annual fuel consumption.
7. Vehicles may be taken out of the State of Illinois only with advance permission of the Executive Director. Such permission will be granted via written memo, with a copy of the memo placed in the Drivers' personnel file.
8. Recognizing that each vehicle is representative of the Carol Stream Park District, drivers must apply good judgment and discretion in the use of a vehicle. Driver must assume that the vehicle is on public display at all times, moving or parked. As such, drivers should operate the vehicle with an abundance of courtesy, caution, common sense and safety.
9. Drivers must maintain a valid State of Illinois driver's license. Operating a District vehicle without a valid license will be cause for immediate dismissal.
10. Drivers will be responsible for paying any and all fines for moving or parking violations incurred, whether during District or personal use of the assigned vehicle.
11. Executive Director, at his/her sole discretion, or at the direction of the Park Board, may alter or eliminate assignment of take-home and personal-use vehicles.
12. Drivers are expected to share their vehicles with other employees whenever it is in the best interest of the District. Vehicles exist first and foremost for the benefit and effectiveness of District business. As such, they should be available for car-pooling and transporting materials when needed and available. (When they are on vacation, out of town, or off work, drivers may make their vehicles available to subordinates.)
13. Any situation or consideration not addressed in this document should be brought to the Executive Director.

## Appendix H

### ORDINANCE NO. 361

#### AN ETHICS ORDINANCE OF THE CAROL STREAM PARK DISTRICT, DU PAGE COUNTY, ILLINOIS

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

**WHEREAS**, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

**WHEREAS**, it is the clear intention of the Act to require units of local government to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

**WHEREAS**, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

**WHEREAS**, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CAROL STREAM PARK DISTRICT, AS FOLLOWS:**

**SECTION 1:** The Code of Ordinances of Carol Stream Park District is hereby amended by the addition of the following provisions:

#### **ARTICLE 1 DEFINITIONS**

##### Section 1-1

For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code

(10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code

(10 ILCS 5/9-1.4).

"Employee" means a person employed by the Carol Stream Park District, whether on a fulltime or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Carol Stream Park District.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

- (1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
- (2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
- (3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
- (4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

- (10) Preparing or reviewing responses to candidate questionnaires.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- (3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- (4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

## **ARTICLE 5 PROHIBITED POLITICAL ACTIVITIES**

### Section 5-1

Prohibited political activities.

- (a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Carol Stream Park District in connection with any prohibited political activity.
- (b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
- (c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off,

continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

- (d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.
- (e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

## **ARTICLE 10 GIFT BAN**

### Section 10-1

#### Gift ban

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

#### Section 10-2. Exceptions.

Section 10-1 is not applicable to the following:

- (1) Opportunities, benefits, and services that are available on the same conditions as for the general public.
- (2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (4) Educational materials and missions.
- (5) Travel expenses for a meeting to discuss business.
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-

law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

- (7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.
- (8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- (9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- (10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intragovernmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- (11) Bequests, inheritances, and other transfers at death.
- (12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

#### Section 10-3. Disposition of gifts.

An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

**ARTICLE 15  
ETHICS ADVISOR**

Section 15-1.

The Executive Director, with the advice and consent of the Park Board shall designate an Ethics Advisor for the Carol Stream Park District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Carol Stream Park District unless the position has been created as an office by the Carol Stream Park District.

Section 15-2.

The Ethics Advisor shall provide guidance to the officers and employees of the Carol Stream Park District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Executive Director or Park Board of Commissioners.

**ARTICLE 20  
ETHICS COMMISSION**

Section 20-1.

There is hereby created a commission to be known as the Ethics

Commission of Carol Stream Park District. The Commission shall be comprised of three members appointed by the Executive Director with the advice and consent of the Park Board of Commissioners. No person shall be appointed as a member of the Commission who is related, either by blood or by marriage up to the degree of first cousin, to any elected officer of Carol Stream Park District. [For entities in which officers are elected on a partisan basis, insert the following: No more than two members of the Commission shall belong to the same political party at the time such appointments are made. Party affiliation shall be determined by affidavit of the person appointed.]

Section 20-2.

At the first meeting of the Commission, the initial appointees shall draw lots to determine their initial terms. Two commissioners shall serve 2-year terms, and the third commissioner shall serve a one-year term. Thereafter, all commissioners shall be appointed to 2-year terms. Commissioners may be reappointed to serve subsequent terms. At the first meeting of the Commission, the commissioners shall choose a chairperson from their number. Meetings shall be held at the call of the chairperson or any 2 commissioners. A quorum shall consist of two commissioners, and official action by the commission shall require the affirmative vote of two members.

Section 20-3.

The Executive Director, with the advice and consent of the Park Board, may remove a commissioner in case of incompetence, neglect of duty or malfeasance in office after service on the commissioner by certified mail, return receipt requested, of a copy of the written charges against the commissioner



and after providing an opportunity to be heard in person or by counsel upon not less than 10 days' notice. Vacancies shall be filled in the same manner as original appointments.

Section 20-4.

The Commission shall have the following powers and duties:

- (1) To promulgate procedures and rules governing the performance of its duties and the exercise of its powers.
- (2) Upon receipt of a signed, notarized, written complaint, to investigate, conduct hearings and deliberations, issue recommendations for disciplinary actions, impose fines in accordance with Section 25-1(c) of this Ordinance and refer violations of Article 5 or Article 10 of this Ordinance to the appropriate attorney for prosecution. The Commission shall, however, act only upon the receipt of a written complaint alleging a violation of this Ordinance and not upon its own prerogative.
- (3) To receive information from the public pertaining to its investigations and to require additional information and documents from persons who may have violated the provisions of this Ordinance.
- (4) To compel the attendance of witnesses and to compel the production of books and papers pertinent to an investigation. It is the obligation of all officers and employees of the Carol Stream Park District to cooperate with the Commission during the course of its investigations. Failure or refusal to cooperate with requests by the Commission shall constitute grounds for discipline or discharge.
- (5) The powers and duties of the Commission are limited to matters clearly within the purview of this Ordinance.

Section 20-5.

- (a) Complaints alleging a violation of this Ordinance shall be filed with the Ethics Commission.
- (b) Within 3 business days after the receipt of a complaint, the Commission shall send by certified mail, return receipt requested, a notice to the respondent that a complaint has been filed against him or her and a copy of the complaint. The Commission shall send by certified mail, return receipt requested, a confirmation of the receipt of the complaint to the complainant within 3 business days after receipt by the commission. The notices to the respondent and the complainant shall also advise them of the date, time, and place of the meeting to determine the sufficiency of the complaint and to establish whether probable cause exists to proceed.
- (c) Upon not less than 48 hours' public notice, the Commission shall meet to review the sufficiency of the complaint and, if the complaint is deemed sufficient to allege a violation of this Ordinance, to determine whether there is probable cause, based on the evidence presented by the complainant, to proceed. The meeting may be closed to

the public to the extent authorized by the Open Meetings Act. The Commission shall issue notice to the complainant and the respondent of the Commission's ruling on the sufficiency of the complaint and, if necessary, on probable cause to proceed within 7 business days after receiving the complaint.

If the complaint is deemed sufficient to allege a violation of Article 10 of this Ordinance and there is a determination of probable cause, then the Commission's notice to the parties shall include a hearing date scheduled within 4 weeks after the complaint's receipt. Alternatively, the Commission may elect to notify in writing the attorney designated by the corporate authorities to prosecute such actions and request that the complaint be adjudicated judicially. If the complaint is deemed not sufficient to allege a violation or if there is no determination of probable cause, then the Commission shall send by certified mail, return receipt requested, a notice to the parties of the decision to dismiss the complaint, and that notice shall be made public.

If the complaint is deemed sufficient to allege a violation of Article 5 of this Ordinance, then the Commission shall notify in writing the attorney designated by the corporate authorities to prosecute such actions and shall transmit to the attorney the complaint and all additional documents in the custody of the Commission concerning the alleged violation.

- (d) On the scheduled date and upon at least 48 hours' public notice of the meeting, the Commission shall conduct a hearing on the complaint and shall allow both parties the opportunity to present testimony and evidence. The hearing may be closed to the public only if authorized by the Open Meetings Act.
- (e) Within 30 days after the date the hearing or any recessed hearing is concluded, the Commission shall either (i) dismiss the complaint or (ii) issue a recommendation for discipline to the alleged violator and to the [chief executive officer or other officer having authority to discipline the officer or employee], or impose a fine upon the violator, or both. The particular findings in the case, any recommendation for discipline, and any fine imposed shall be a matter of public information.
- (f) If the hearing was closed to the public, the respondent may file a written demand for a public hearing on the complaint within 7 business days after the issuance of the recommendation for discipline or imposition of a fine, or both. The filing of the demand shall stay the enforcement of the recommendation or fine. Within 14 days after receiving the demand, the Commission shall conduct a public hearing on the complaint upon at least 48 hours' public notice of the hearing and allow both parties the opportunity to present testimony and evidence. Within 7 days thereafter, the Commission shall publicly issue a final recommendation to the alleged violator and to the [chief executive officer or other officer having authority to discipline the officer or employee] or impose a fine upon the violator, or both.
- (g) If a complaint is filed during the 60 days preceding the date of any election at which the respondent is a candidate, the Commission shall render its decision as required under subsection (e) within 7 days after the complaint is filed, and during the 7 days

preceding that election, the Commission shall render such decision before the date of that election, if possible.

- (h) The Commission may fine any person who intentionally violates any provision of Article 10 of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may fine any person who knowingly files a frivolous complaint alleging a violation of this Ordinance in an amount of not less than \$1,001 and not more than \$5,000. The Commission may recommend any appropriate discipline up to and including discharge. (i) A complaint alleging the violation of this Act must be filed within one year after the alleged violation.

## **ARTICLE 25 PENALTIES**

### Section 25-1

#### Penalties.

- (a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- (c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- (d) A violation of Article 5 of this Ordinance shall be prosecuted as a criminal offense by an attorney for the Carol Stream Park District by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Carol Stream Park District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.
- (e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

**SECTION 2:** This Ordinance shall be in effect upon its approval as provided by law.

This Ordinance voted upon this 10th day of May, 2004.

AYES

NAYS

ABSTAIN

CAROL STREAM PARK DISTRICT

By: \_\_\_\_\_  
President, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

4843-5873-9001, v. 1