

CARBONDALE PARK DISTRICT POLICY AND PROCEDURES MANUAL

CHAPTER 1 – Mission Statement and Goals

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CHAPTER 1 – ~~Mission Statement, Vision, and Goals~~

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1.00 - Mission Statement

~~The mission of the Carbondale Park District is to serve the rich diversity of the Carbondale community with an equally rich and diverse array of recreation, wellness, education and leisure opportunities.~~

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~~We are dedicated to environmental stewardship and education and the preservation of public open space. The mission of the Carbondale Park District is to serve the rich diversity of the Carbondale community, with an equally rich, and diverse array of recreation, wellness, education, and leisure opportunities.~~

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1.02 – Vision

~~By 2031, the Carbondale Park District will be recognized for its unwavering dedication and leadership, providing an effective, efficient, engaged, stable, sustainable, and innovative array of parks and recreational opportunities.~~

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1.012 - Goals

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In order to achieve its mission, the Carbondale Park District (CPKD) is committed to the following goals:

i. ~~To put in place the processes and systems necessary to operate effective and efficient programs and services.~~

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ii. To engage the community to ensure that all residents have equal access to a diverse array of high-quality recreation, wellness, education, and leisure opportunities.

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iii. To ensure that the Carbondale Park District practices transparent financial stewardship and achieves long-term financial stability.

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iv. To provide safe access to public open space and natural resources, modeling best practices of environmental stewardship.

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v. To continue to explore new trends and ideas, to adapt existing programs and services, and to improve operational methods and processes as a strategy-focused organization.

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vi. To create an atmosphere that encourages individuals and organizations to share their time, talent, and treasure with the District

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CPKD will provide quality programs in a consistent, reliable manner to serve the broad spectrum of its population:

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CPKD will work to achieve its mission in a fiscally responsible and responsive manner.

CPKD will develop an effective system of cooperation and communication with other

community providers to facilitate and enhance joint activities, programs, and interagency communication, avoiding, where possible, duplication of effort and services;

CPKD will enact a community relations program designed to increase public awareness, gain positive support, and generally enhance a sense of community;

CPKD will structure itself to exemplify responsive, effective, efficient governance and management;

CPKD will acquire, develop, and manage land, facilities, and equipment, which are economically feasible and environmentally sound.

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CHAPTER 6 – Personnel Policy

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6.01 – Statement of Purpose, Philosophy and Contract Disclaimer

This manual has been established to clearly set forth current personnel policy and bring a higher degree of understanding, cooperation, efficiency, and effectiveness among all Carbondale Park District personnel. It should be noted that these are established as basic parameters from which personnel are expected to function. However, circumstances out of the ordinary may arise and give cause for discretionary judgment and action on the part of the Director and/or Board of Commissioners.

Carbondale Park District reserves the right to terminate any employee at any time and for any reason.

THE CARBONDALE PARK DISTRICT AND ITS EMPLOYEES AGREE THAT THE EMPLOYMENT RELATIONSHIP IS "AT WILL." AS SUCH, EITHER PARTY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITHOUT PRIOR NOTICE AND FOR ANY REASON.

NOTHING IN THESE POLICIES IS INTENDED TO CREATE A CONTRACT OR OBLIGATION OF ANY SORT ON THE PART OF THE CARBONDALE PARK DISTRICT OR ANY OF ITS EMPLOYEES, OFFICERS, BOARD OF COMMISSIONERS OR AGENTS.

The policies and procedures described in this manual may be amended, revoked or suspended at any time at the discretion of the Carbondale Park District Board of Commissioners.

6.02 – Employment Policies

Salaried Employee - Salary personnel include those individuals who are paid on a bi-weekly basis and are expected to work an uncertain number of hours sufficient to complete their job tasks. These positions are exempt from payment of over-time wages but may accumulate compensatory time off which must be used within the same pay period it was accrued in. The Director shall approve all compensatory leave.

- A. Hourly Employee - An employee whose rate of pay is based on the number of hours worked and at a stated rate. An hourly employee may be either a full-time employee or a part-time employee.
- B. Full-Time Employee - Full-time personnel include those individuals who have been employed in a full-time job classification anticipated to require a minimum of thirty-seven and one-half (37 ½) hours per week for a period of twelve months.
- C. Part-Time Employees - A part time employee is an employee of the District on a basis of less than a regular schedule of 37 ½ hours per week.

EMPLOYEE SELECTION

It is the policy of the Carbondale Park District to use a uniform and thorough selection process to promote equal employment opportunities in the hiring of qualified employees.

The Carbondale Park District is committed to promoting hiring practices and a work environment at all sites that value, promote, and lead with diversity, equity and inclusion (DEI) principles and practices that make concrete a diverse and culturally competent work force.

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PROCEDURES

The employee selection procedures apply to the filling of all positions except for the temporary reassignment of job duties or consolidation of job duties or functions.

The Director has authority to define staffing needs and job skill requirements needed to efficiently complete department work tasks.

The Director will communicate to the Board of Commissioners when a part time or staffing vacancy is to be filled, prior to advertising, the following:

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Position to be advertised

Budget information

Job description and salary range

Hiring plan including diverse candidate pool building actions, hiring administrator, advertising plan, and selection committee if any.

The Board of Commissioners directs and conducts the Executive Director search when needed.

Superintendent positions, the next level of senior management after the Executive Director, are the key administrators charged with direct management of all Carbondale Park

District functions. As such, in keeping with best practices of inclusion in particular, key stakeholders must always be offered a role in the superintendent interview process. This includes open forums for community members, park district committee members, and at a minimum, an interview time for the Board of Commissioner President or designee.

The Board and Executive Director may direct a search be extended in order to achieve a robust and diverse applicant pool.

The Director will provide updates on searches in the monthly Board report.

Job applicants must complete a Carbondale Park District Employment Application. The selection process may include interviews by the supervisor of the department in which the prospective employee will be working. The individual responsible for recruiting may elect to will conduct reference checks, pre-approved skill tests, or other similar procedures designed to aid in the selection of qualified employees. All selection criteria shall be based upon job-related factors, and selection decisions shall be made in a nondiscriminatory manner.

All new employees are subject to the following standards of employment:

They must be legal resident of the United States as evidenced by submitting appropriate identity and employment authorization documents.

They must be physically and mentally fit to perform assigned job duties. Prospective employees may be required, as a condition of employment, to to undergo a physical examination by a licensed physician with the exam cost paid by the District.

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

Other, specific, standards may be imposed based on the position being filled. These standards shall be pre-approved by the Board of Commissioners and may include appropriate and pre-approved by Board of Commissioners, testing for required job skills, police background checks or other standards relevant to the job being filled.

The communication of the job offer is done by the Director, or designee, through written or verbal communication. A job offer and pre-requisites pre-requisitions should specify start date, starting pay (in hourly, weekly, or monthly terms), and position.

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NEW EMPLOYEE ORIENTATION

It is the policy of the Carbondale Park District to orient new employees to district policies and benefits during the first month of employment.

EMPLOYEE EVALUATION

An evaluation of each employee shall be conducted not less than once each year as part of the annual budget process. The evaluation of the Director shall be conducted by the Board of Commissioners or by someone appointed by the Board for such purpose. The evaluation of all other employees shall be conducted by the Director or by someone appointed by the Director for such purpose.

All newly hired or rehired employees shall have performance evaluations conducted at the end of the first month of employment and at the end of the first year of employment. Results of employee evaluations will be used to determine merit pay increases and support recommendations for promotion.

JOB DESCRIPTION

The Director or designee shall prepare Job descriptions for each position. Job descriptions will be updated as necessary and will normally be reviewed annually. Job descriptions will be presented to the Board of Directors annually.

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EQUAL EMPLOYMENT OPPORTUNITY

The Carbondale Park District is firmly committed to equal opportunity in employment. The District provides employment, training, compensation, promotion and other conditions of employment without regard to race, color, disability, religion, sex, national origin, ancestry, age, marital status, discharge status from military service, and any other class as protected by state and/or federal law.

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SEXUAL HARASSMENT

The Carbondale Park District reaffirms the principle that its employees have right to be free from sex discrimination in the form of sexual harassment. When the authority and power inherent in supervisor/subordinate relationships, whether overtly, implicitly, or through misinterpretation are abused in this way, there is potentially great damage to individual employees and to the employment climate of the Carbondale Park District.

DEFINITION OF SEXUAL HARASSMENT

According to the Illinois Human Rights Act, sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991.

Once such example is a case where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity.

Other conduct commonly considered to be sexual harassment includes:

Verbal – Sexual innuendoes, suggestive comments, insults, humor and jokes about sex, anatomy – or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.

Non-Verbal – Suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls," "smacking," or "kissing" noises.

Visual – Posters, signs, pin-ups, or slogans of a sexual nature.

Physical – Touching, unwelcome hugging or kissing, pinching, brushing the body, coerced sexual intercourse, or actual assault.

COMPLAINTS

Specifically, a supervisor must address an observed incident of sexual harassment or a complaint, with seriousness, take prompt action to investigate it, report it and end it,

implement appropriate disciplinary action, and observe strict confidentiality. This also applies to cases where an employee tells the supervisor about behavior considered sexual harassment but does not want to make a formal complaint.

In addition, supervisors must ensure that no retaliation will result against an employee making sexual harassment complaint.

PROCEDURES FOR FILING A COMPLAINT²¹

An employee who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the supervisor and offending employee. It is not necessary for sexual harassment to be directed at the person making the complaint.

The following steps may also be taken: document or record each incident (what was said or done, the date, the time, and the place). Documentation can be strengthened by written records such as letters, notes, memos, and telephone messages.

No one making a complaint will be retaliated against even if the complaint made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

The process for making a complaint about sexual harassment falls into several stages:

Direct Communication – If there is sexually harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel – At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor. If the harasser is the immediate supervisor, the problem should be reported to the next level of supervision or the Director.

Formal Written Complaint – An employee may also report incidents of sexual harassment directly to the supervisor. The supervisor will counsel the reporting employee and be available to assist with filing a formal complaint. The department will fully investigate

the complaint and advise the complainant and the alleged harasser of the results of the investigation.

Resolution Outside Department – It is hoped that most sexual harassment complaints and incidents can be resolved within the agency. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense, **or as otherwise provided by law.** *A complaint with the EEOC must be filed within 300 days????*

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Has this section be checked for compliance with EEOC?
Are the number of days to filing with EEOC correct?

An employee who is suddenly transferred to a lower-paying job or passed over for promotion, after filing a complaint with the IDHR or the EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

OPEN DOOR POLICY

The Carbondale Park District encourages employees' ideas or suggestions and tries to resolve any employee complaints or problems in order to promote a cooperative working environment. If an employee has a question, suggestion, idea for work, or problem, the employee is encouraged to speak with their supervisor.

An employee may request to speak with the Director in situations that involve the direct supervisor, or in the absence of the supervisor.

Any employee who is of the opinion that the benefits, policies, practices, or procedures as set forth in this manual have been improperly or inequitably applied, or who has other complaints against the employer may seek the following:

The employee shall verbally present and discuss the problem with the Department Superintendent/Manager. In the case of a complaint from a Superintendent or Manager it shall be discussed with the Director.

If the action taken by the Superintendent/Manager does not satisfy the employee, the employee may submit a written appeal to the Superintendent/Manager, who will transmit the appeal to the Director for review and advice. In the case of a written appeal coming

from a Superintendent/Manager, it shall be submitted to the Director, who shall transmit same to the President of the Board of Commissioners for review and advice.

After the Director has reviewed the facts of the appeal and given advice, the Superintendent/Manager shall take appropriate action and advise the employee of the disposition of the appeal. In the case of a written appeal coming from a Superintendent/Manager, after the President has reviewed the facts of the appeal and given advice, the Director shall take appropriate action and advise the employee of the disposition of the appeal. The action of the Superintendent, manager or Director under this procedure shall be considered final.

SUBSTANCE ABUSE

It is the policy of the Carbondale Park District to maintain a drug-free workplace for the safety of all employees and to comply with the Drug-Free Workplace Act.

PERSONNEL RECORDS

Every employee, or their designated representative, shall have access to their own employee record during regular office hours per the Illinois Personnel Record Review Act. Records may be copied, at nominal cost, but may not be removed from the Park District main office without the approval of the Director.

SEPARATION OF EMPLOYMENT

Upon separation of employment, all employees must surrender to the Director or their designee all district property which they may have in their possession (e.g., uniforms, employee identification card, keys, vehicles, credit cards, tools, etc.). All property must be surrendered before an employee will receive their final salary settlement.

ANTI-NEPOTISM

An individual may not be employed in an area of responsibility supervised by a relative without the approval of the Director. Supervisors may not sign a relative's time sheet. For purposes of this restriction, a relative is defined as a spouse, child, step-child, parent, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, nephew, niece, cousin, aunt, or uncle or anyone living in the employee's household.

6.03 – Compensation Policies

PERFORMANCE REVIEWS

The Carbondale Park District has developed a policy in which an evaluation of each full-time employee will be conducted not less than once each year. The evaluation of the Director shall be conducted by the Board of Commissioners.

The evaluation of all other employees shall be conducted by the Director or their designee. Evaluations will become part of the employee's personnel records.

WAGE AND SALARY

The District has adopted a salary and salary range for each position. All salary ranges will be reviewed and adjusted periodically by the Director and Board.

OVERTIME PAY

Overtime pay will be paid to all eligible non-exempt employees who have over forty working hours in a pay week. The rate at which over time will be paid is one and one-half times the employee's regular rate of pay.

Employees who are entitled to paid holidays, and are scheduled to work a paid holiday, will receive eight hours of holiday pay in addition to payment for their hours worked at the regular rate. Holidays, vacation and sick leave will not be counted in the calculations toward over-time hours.

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TIMESHEETS and TIMECARDS

Timesheets and Timecards must be filled out and signed by the appropriate department head. All Payroll information is due on alternating Fridays by 10:00 a.m.

6.04 Attendance Policies

RECORDS OF SICK DAYS, VACATION DAYS AND PERSONAL DAYS

Forms are to be filled out by the employee when they are ill, or when staff requests vacation or personal days. All vacation and sick time forms must be initialed by the Department Head

or, in the case of the Executive Director, the President of the Board of Commissioners, in order to be processed. The forms are turned in to the Director when necessary.

As outlined in the personnel policies, vacation and sick days are accumulated monthly, based on an employee's anniversary date. The record keeping of the additions, deletions or changes to vacation and sick time are the responsibility of the Administrative Assistant.

~~Question: what is the role of the director? And how are vacation, etc. approved~~

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WORK WEEK

Normal office hours of the District are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Other departments within the district will operate on schedules according to the services they provide and such hours may vary from those of the Administrative Office.

The working hours and work week of all employees of the District are subject to the financial and staffing requirements of the District and will be set at the discretion of the Director.

The workweek varies for some employees but is generally 40 hours for full-time employees. Part-time employees are not guaranteed specific or a fixed amount of hours per week.

PUNCTUALITY

Employees will report promptly and be prepared to start working at the designated starting time. Tardiness will lead to discipline, up to and including termination. In the event that an employee is not able to report to work, it is their responsibility to inform their supervisor not later than 15 minutes after their scheduled starting time. Failure to inform their supervisor may lead to discipline action.

JURY DUTY

Any full-time employee shall be given the necessary time off, without loss of pay, when performing jury duty not to exceed twenty (20) days. All fees received by such employee for jury service, other than those for meals and travel shall be returned to the District.

Any part-time employee shall be given the necessary time off, when performing jury duty, but shall receive no pay from the District during the absence for such service. All fees received for jury duty shall be the property of said part-time employee.

LEAVE WITHOUT PAY

The Director may grant any full-time employee leave without pay not to exceed one month when it is in the interest of the District to do so. Any leave without pay exceeding a period of thirty days may be granted by the Board of Commissioners and under such terms as they may adopt as conditions precedent thereto. Approved leave without pay shall not constitute a break in employment service.

INJURY LEAVE

If an employee is injured in the performance of their assigned duties, they must report such injury immediately to the supervisor. The district will not be liable for payment of expenses due to injury if the employee does not go to the licensed physician. However, in the case of an emergency, the employee may go to the nearest hospital emergency room and notify their supervisor, or the Director of the action taken.

The immediate supervisor will immediately notify the Park District office and give all particulars regarding the incident, such as but not limited to:

Time and place of accident

Exact cause and circumstances of injury

Witnesses

Nature and location of injury

Name and address of attending physician

The District office will prepare the appropriate forms and report to the carrier of the Park District Worker's Compensation coverage.

If the physician finds it impossible for the injured person to resume their normal duties after the first thirty days and it is determined by the physician that it will be a period of some length before normal duties can be resumed by the injured, the Park District may ask the injured to apply for disability benefits with the Illinois Municipal Retirement Fund, which, if granted will pay a portion of the normal salary for the duration of the incapacitating injury. When the approved physician determines that the employee is able to return to normal duty, the employee shall so notify the District in writing whereupon the employee will resume their normal rate of pay.

Necessary time off for an employee injured in the performance of assigned duties will not be charged against their "sick leave."

6.05 – Benefits

HEALTH INSURANCE

All salaried and full-time hourly employees shall be entitled to receive the benefits of the District's current Health and Life Insurance programs.

IMRF

All District full-time employees shall be required to participate in the Illinois Municipal Retirement Fund. The District shall contribute to the fund as provided by law. All other employees will be required to participate in the Illinois Municipal Retirement Fund if their positions usually require 1,000 hours or more per year.

VACATION

It is the policy of the Carbondale Park District that the vacation year shall be based on the anniversary date of employment.

- A. Paid vacations shall be granted to full-time employees in accordance with the following schedule:
 - 1. After one full year of employment -two weeks (10 days)
 - 2. After four years of employment -three weeks (15 days)
 - 3. After twelve years of employment - four weeks (20 days)
 - 4. After twenty years of employment - five weeks (25 days)
- B. When a holiday falls during an employee's vacation leave and the employee is regularly entitled to said holiday, it will not be counted as part of the vacation leave.
- C. Vacations must be approved by the Director at least 14 days in advance. Exceptions, on a case-by-case basis, may be granted by the Director.
- D. Vacation shall be earned only at the end of the work year and shall be granted to full-time employees once each year on the anniversary date of employment. Unless otherwise approved by the Board of Commissioners, the employee shall take all vacation during the next succeeding twelve months following the anniversary date of employment on which the vacation was granted. Except, 40 hours of vacation may be carried over, to be used during the next succeeding twelve months. No vacation time may be accrued beyond the annual schedule plus one-week.

- E. All vacation must be taken in increments of not less than four (4) hours and at such time as approved by the Director or designee.
- F. Employees separating from the District shall be paid for all vacation time due and not taken.

BEREAVEMENT LEAVE

All full-time employees are entitled to not more than three consecutive days leave with pay to attend the funeral of a spouse, child, parent, brother, sister, grandparent or grandchild and in-laws. Additional Funeral Leave may be granted, on a case-by-case basis, by application to the Director.

All part time employees are entitled to leave without pay to attend the funeral of a spouse, child parent, brother, sister, grandparent or grandchild and in-laws.

HOLIDAYS

It is the policy of the Carbondale Park District that all full-time employees enjoy the same number of holidays with full pay each year.

The holidays to be observed by the District are as follows:

New Year's Day
Martin Luther King Jr. Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day and the following Friday
Christmas Eve
Christmas Day

For the purpose of the rules and regulations set out herein, holidays will be observed on the day designated by the State of Illinois. If a District holiday falls on a Saturday or Sunday, the nearest working day will be observed as the holiday. In all other cases, district holidays shall fall on such days as may be designated by the district.

In order to receive holiday pay for an observed District holiday, an employee must not have been absent without leave on the scheduled workday before and after the holiday.

SICK LEAVE

Full-time employees are eligible for sick leave with pay after one month of continuous full-time employment. Sick leave with pay may be granted because of the personal illness and/or physical incapacity of the employee, resulting from causes beyond the control of the employee, or because of the illness of a member of the employee's family residing in the employee's household that requires the personal care and attention of the employee.

Sick leave shall be earned only by full-time employees at the rate of one working day for each month of continuous full-time employment. Sick leave need not be used within any specified time, but may be accumulated indefinitely, up to and including 240 working days.

- a. An employee requesting sick leave shall, prior to the time of the employee is otherwise required to report for work, or as soon thereafter as is practicable, notify the Director (or such other person as he may from time to time direct) of the request for the absence. Failure to do so, excepting under extenuating circumstances approved by the Director, shall constitute cause for denial of the requested sick leave, in whole or in part.
- b. An employee receiving sick leave with pay and at the same time receiving compensation for the same absence under any worker's compensation law or similar law, shall receive only that portion of the employee's pay which, when added to the aforesaid compensation, equals the regular pay of the employee.
- c. When employment with the District is terminated, no compensation shall be paid to the employee for accumulated unused sick leave days.

LEAVE AVAILABLE FOR MEDICAL PURPOSES / FAMILY MEDICAL LEAVE ACT.

Full-time employees only shall have the following leaves available to them in the order such employees shall designate:

All accrued, unused sick leave days, with pay.

All earned and unused vacation days with pay.

Leave without pay (not to exceed thirty days unless otherwise approved by the Board).
In the event the employee shall not designate the order in which the leaves aforesaid shall be taken, then the same shall be taken in the order listed.

REASONABLE ACCOMMODATION

It is the policy of the Carbondale Park District to comply with the requirements of applicable laws requiring it to provide "reasonable accommodation" to qualified individuals with disabilities who can otherwise perform the involved jobs essential functions.

PARK DISTRICT VEHICLES – ASSIGNMENT AND USE

Park District vehicles will be assigned for staff and commissioners to use on official Park District business and may be assigned for such other uses as approved by the Board of Park Commissioners and the Director.

Commissioners and staff operating Park District or personal vehicles on District business will:

Provide the Administrative Office with a copy of their valid driver's license.

Report all accidents to the Administrative Office within 24 hours.

Be held personally responsible for tickets, citations, etc.

Always wear vehicle seat belts as required by law and require all passengers to do the same;
follow all other rules of the road.

TRAVEL

Any employee traveling in the interest of the District must first receive authorization from the Director in order for such travel and associated expenses to be eligible for reimbursement.

- a. Travel funds may be advanced for an approved trip upon request.
- b. All travel expenses shall be recorded on a travel expense form available at the District's Main Office. The travel expense form together with receipts and remaining funds from any travel funds advanced shall be submitted to the Director upon completion of the trip for review, approval and reimbursement, when appropriate.

- c. Travel expenses that are typically eligible for reimbursement include, but may not be limited to, airfare or other transportation, lodging, meals, cab fare and gratuities.
- d. Reimbursement for meal expenses will be by actual cost not to exceed forty dollars (\$40.00) per day. In no case shall a reimbursement exceed the actual amount of expenses incurred.
- e. Special adjustments in allowances may be approved by the Director on a case-by-case basis.

CONFERENCES AND MEMBERSHIPS

The District may, at the Director's discretion pay membership for department supervisors in one professional association of their choosing in a field related to their job duties within the District. Within budgetary constraints, and to encourage continued education, selected staff will be permitted to attend the annual conference of the Illinois Association of Park Districts/Illinois Parks and Recreation Association. The cost of the conference will be paid for by the District as monies allow.

CONTINUING EDUCATION

It is the policy of the Park District to encourage all employees to further their education. In addition, the district recognizes the value of employees taking advantage of continuing education opportunities to enhance their knowledge in areas related to their park district responsibilities. Within budgetary constraints, and to encourage continuing education efforts, all full-time staff will be permitted to apply to the Director for authorization to attend educational programs at district expense. Educational programs may include local, regional, statewide or national workshops seminars, retreats or conferences on topics relevant to current or planned Park District operations as well as topics, which will enhance the employee's knowledge, skills and abilities to the advantage of the district.

All full-time employees may apply to the Director for reimbursement of ½ the costs for classes taken through accredited educational institutions (university, community college, etc.). These classes may be part of a curriculum leading to a degree, however, that is not a requirement. To be eligible for reimbursement, classes must be topic areas, which will enhance the employee's knowledge, skills, and abilities to the advantage of the District. Costs, which are eligible for reimbursement include tuition.

Requests for reimbursement must be made to the Director prior to enrollment.
Reimbursement will be approved upon presentation by the employee of evidence of a passing grade in the class and a receipt for payment of the expenses being reimbursed.

The Board of Commissioners will arrange, at a minimum annual, Diversity, Equity, and Inclusion (DEI) related training, separate from the annual retreat, for all staff and board members.

EMPLOYEE PARTICIPATION IN PARK DISTRICT PROGRAMS AND FACILITIES²²

Fees otherwise payable by a Park District employee (an employee in good standing who has been employed for not less than thirty consecutive days), or a currently serving Park District Commissioner, for the use of Park District facilities and for participation in Park District programs are waived if such participation does not entail an additional cost to the Park District.

The waiver of fees provided for in this policy statement shall apply to a dependent relative of a full-time employee (such employee's spouse and the relatives of either of them, providing such relatives are under 21 years of age, are members of the employee's household and may be claimed as a dependent on the federal income tax return of the employee); excepting, however, only one-half of the resident fee shall be waived for participation in Park District programs by the dependent relative.

Notwithstanding anything otherwise contained herein, no fees shall be waived for childcare programs, private lessons, the additional cost of materials, equipment or staffing required for any use or participation. Furthermore, no fees shall be waived if the requested use of participation could conflict with the use of participation by the public.

It is intended that the fee waivers hereby established be gratuitous and without ~~consideration and not be deemed employment compensation of any kind whatsoever.~~ It is therefore provided that any waiver of fees shall be terminable at the will of the Board of Commissioners. Furthermore, any waiver of fees may be temporarily suspended (but not permanently terminated) by the Director or by any Superintendent.

~~There is a concern that there are tax implications, I believe that because this is a condition of employment there is no tax applied.~~

This Policy Statement may be amended or may be terminated by the Board of Commissioners.

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Commented [JA30]: 6.05 Personnel Policy – Employee Participation in Park District Programs & Facilities:
Note: The IRS provides for waivers (not reported as income) in cases where such waivers are "no-additional cost benefits". If the Park District incurs a cost for a service/program that the public is charged for, then a waiver must be considered income. It might be good to include language to this effect in this section – IRS "Fringe Benefit Guide" <https://www.irs.gov/pub/irs-pdf/p5137.pdf>

6.06 – Conditions of Employment

PAY PERIOD

The district pay period for all employees is bi-weekly with twenty-six (26) pay periods per calendar year.

DRESS AND APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to customers and visitors. During business hours or when representing the District, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted business standards.

Your Supervisor or Department Director is responsible for administering the dress code identified for your position. If your Supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your Supervisor if you have questions as to what constitutes appropriate appearance.

Special accommodations or exceptions may be made and approved by Supervisors. If you require a reasonable accommodation to this policy, please submit a written request to your Supervisor.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes shall provide safe, secure footing, and offer protection against hazards. Aquatic Crocs and flip flops are not allowed unless permitted by job duties.
- All apparel shall be clean and neat and free from stains, rips, and tears.
- All clothing must be appropriate for the assigned task. If position assignments change throughout the day, attire should change as well.
- Department specific logo apparel shall be worn only by department staff and in the manner it is intended. Example: Pool staff shall not wear a Maintenance shirt during a work shift.
- Tying off, rolling, cutting / altering of issued staff apparel is not permitted. No midriff skin or intimate undergarments should be showing at any time.
- Bottoms may be appropriate pants, jeans, capris, shorts, or skirts.
- Bottoms shall be properly fitted and worn at the natural waistline.
- Tank, tube, or halter-tops may not be worn under any circumstances.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- ~~Please use Use perfume, cologne, or fragrances, etc., in moderation and consideration of the employee's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance staff or instructors are expected to limit their use upon request.~~
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

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- Visible tattoos, piercings and similar body art shall be appropriate for public display. If the body art is potentially offensive to others or presents a safety issue to the employee or others, a supervisor may request that the offending body art be covered.
- No alcohol, tobacco or firearms logos, or other deemed inappropriate logos, derogatory, explicit, or inappropriate print will be allowed.

6.07 – Safety

It is the intention of the Board of the Carbondale Park District to develop, implement, and administer a comprehensive loss prevention program. The District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. In all of our assignments, the health and safety of all should be the utmost consideration. Department heads and supervisory personnel at all levels of the District workforce are directed to make safety a matter of continuing concern, equal in importance with all other operational considerations. This program is established to emphasize that effective loss prevention is an integral part of management procedures designed to fully utilize the District's capital and personnel.

Within the operational activities of any endeavor, there may be exposure to personal injury or property damage that may be unintentionally hidden. Reviews of operations could include consideration of problems and/or errors which could occur as it relates to the environment, equipment, job procedures, and personnel. Accidents are unplanned events. Proper planning can control accidents. Most accidents are preventable. Loss prevention is to initiate such preplanning as is necessary to minimize unsafe acts, contain environmental hazards and control unsafe conditions.

Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions has been shown to significantly reduce injuries, property damage, and work interruption.

Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in the safety manual. All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence and performance

will be considered an important measure of supervisory and employee performance evaluations at the Carbondale Park District.

6.08 - Communicable Disease Policy

~~Suggestion: rewrite entire section to reflect more current diseases.~~

STATEMENT OF INTENT

These guidelines are established with the recognition that it is the district's responsibility to exercise appropriate measures to prevent the spread of communicable disease as well as for the safety of the agency staff, volunteers, participants, and the general public. The following guidelines shall address such items as definitions, purpose, employees, participants, confidentiality, communication, training, and hygienic procedures.

DEFINITIONS

Communicable disease – A disease that is passed from one individual to another through contact.

Chronic disease – A disease that is constantly present, long in duration and frequently recurring.

Acquired Immune Deficiency Syndrome (AIDS) – A disease that results in the deterioration of the body's immune system.

Human T-Cell Symphotropic Virus Type III (HTLV-III) – The virus which causes AIDS.

AIDS Related Complex (ARC) – A condition resulting from infection by the HTLV-III virus manifesting itself through several symptoms.

Body fluids – Blood, urine, feces, vomitus, semen, vaginal secretions, mucus, saliva, tears, and breast milk.

INTRODUCTION AND PURPOSE

Communicable diseases by definition can include the common cold and chicken pox to Hepatitis B and AIDS. It is the purpose of the following guidelines to address those communicable diseases which are not transmitted through casual contact and/or which are serious or threatening in nature.

PARTICIPATION OF PERSONS WITH A COMMUNICABLE DISEASE IN PARK DISTRICT PROGRAMS

Decisions regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem.

These decisions are best made using a review team approach which may include the affected person or in the case of a child, his/her parent or legal guardian, the person's physician, public health personnel, appropriate district personnel, and a physician appointed by the district.

In each case, the risks and benefits to both the participant and others in the setting shall be weighed. Factors to be considered may include the type of communicable disease and probably duration of carriage, the participant's behavior, neurological development, the physical condition of the participant and the type of interaction he/she will have with others in the setting, and control of body functions.

The Director can restrict or temporarily exclude the infected person from participation after consultation with the review team, if he/she is a hemophiliac, has open or weeping lesions which cannot be covered, has a rash that cannot be covered, or is incapable of controlling body functions.

Infected persons exhibiting lack of bowel or bladder control, whose behavior includes biting, scratching, or spitting, or conditions such as diarrhea or vomiting exist shall also be subject to restriction or exclusion from programs.

If the review team determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may determine that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time.

If the review team determines that ~~I possess a person poses possess~~ a significant risk of communicating a communicable disease, **he/she** will be removed from the program and return of program fees dealt with in compliance with the district's refund policy.

CONFIDENTIALITY

An infected person's (employee or participant) right to privacy shall be respected including the maintenance of confidential records.

The identity of an infected person shall not be revealed by any district employee or official to anyone except as authorized in writing by the Director.

COMMUNICATION

The district may consider advising the general public of the participation of an infected person or employee in its program without reference to name or sex identification or specific program identification. The process may include communication of current information regarding the communicable disease and address public questions and comments.

All inquiries from the public concerning the participation of persons with communicable disease shall be directed to the Director or his/her designate. No other person associated with the District shall divulge any information concerning the participation of infected persons.

All meetings held and decisions made regarding any communicable disease case must be adequately documented.

TRAINING

All staff and volunteers will be provided in service training as to the district's policies and procedures regarding communicable disease.

EMPLOYMENT OF PERSONS WITH A COMMUNICABLE DISEASE

Current Employees - The Carbondale Park District recognizes that employees with life-threatening communicable diseases may wish to continue to engage in as many of their normal pursuits as their condition allows, including work.

1. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates their condition is not a threat to themselves or others, the employee should be considered otherwise qualified for the job. Supervisors should be sensitive to their condition and ensure that they are treated the same as other employees are treated.
2. If the Director has reasonable ground to believe that the infected employee is unable to perform the essential functions of the job, or at the request of the infected employee himself, the district shall consider whether any "reasonable accommodation" will enable the person to perform those functions. Accommodation is not considered reasonable if it poses undue financial or administrative burden on

the District, considering the probabilities that the disease will be transmitted and will cause varying degrees of harm.

3. An employee who poses a significant risk of communication of the disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation will not eliminate that risk.
4. During routine monitoring of the workplace, should any employee be observed not following precautionary guidelines, the District shall note such incidents. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved shall be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action shall be taken.

Prospective Employees

1. Job applicants may not be asked nor required to respond to the question of whether they are infected with a communicable disease.
2. The District uniformly asks whether an applicant has any condition, which would interfere with his ability to perform the particular job for which he/she is applying. If such inquiry discloses a communicable disease infection the following provisions shall apply:
3. The probabilities that the disease will be transmitted and will cause varying degrees of harm will be considered.
4. An employee who poses a significant risk of communication of the disease to others will not be considered otherwise qualified to continue in their position if reasonable accommodation will not eliminate that risk.
5. During routine monitoring of the workplace, should any employee be observed not following precautionary guidelines, the District shall note such incidents. To the extent monitoring reveals a failure to follow recommended precautions, further education of the employee involved shall be provided, and if such non-compliance is of a nature that poses a threat to the health or safety of other employees or the public, disciplinary action shall be taken.

Compliant with State statute?

SUGGESTED POLICY QUESTIONS FOR LATER BOARD CONSIDERATION
(after adopting this iteration):

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1. Should the Board formally approve all permanent, full time employees, as well as promotions into Superintendent positions? Is this legal?

2. Personnel policy: following the section on dress and appearance. New sections:

a. a. Social Media policy needed -addressing both at-work and personal use of social media relevant to employees' work.

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b. Policy regarding employees speaking publicly- at the workplace, as employees in other venues, to press, and as individuals outside of work-about policy issues facing the Board of Commissioners.

c. Lessons conducted on District property

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b. 3. Update Disease Policy

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C. Lessons conducted on District property

¹ Chapter 1 – Mission Statement etc. Deleted existing mission and goals, inserted new mission, vision, and goals from the 2021 Strategic Plan

² 2.22 – Regular Meetings. Suggested change: remove 5th Monday. Remove sentence regarding part-time website condition.

³ 2.29 – Board Packet paragraph 2 The Board is kept informed on a day-to-day basis and as the need arises. Formal action is taken at the Board Meeting held once a month (second Monday of the month). Not sure why this is lined out.

⁴ 3.04 Shouldn't this authority remain?
It is deemed appropriate that the President and Director of the Carbondale Park District be given certain discretionary powers to a limit of \$10,000 for the Director and \$20,000 jointly to expend funds and create a liability on behalf of the Carbondale Park District. Park District department heads may authorize spending for budgeted items up to \$1,000. F

⁵ 3.08 Record Retention Guidelines. Has this been checked against current law?

⁶ 3.09 Handling of Petitions. As written, a single individual may require their concern to be added to the agenda. Should a petitioner be required to collect several signatures to demonstrate that the concern is shared by several members of the community? If so, how many signatures? Also, does this clause include out-District individuals and signers of a petition?

⁷ 3.10 Removal of non-elected officers or employees. What was the purpose of this clause when it was written?

⁸ 3.13 Petty Cash – Confirm deletion?

⁹ 4.14 Naming Unnamed Sites and Unnamed Facilities - The suggested form of this section may be a bit unclear, since there are two methods of proposing a name. Editing suggestions?

¹⁰ 4.03 Citizen Advisory Committees Membership – Two edits:
a. Addition of requirement to be listed on website.
b. Are Board reps Ex officio or voting?

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¹¹ 4.03
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Advisory Committees Duties & Responsibilities – Suggested addition: and to advise the Executive Director and the Board of Commissioners as to suggested fees, policy changes, and long-range plans affecting the golf course.

¹² 4.11 Loan of Equipment. Paragraph 2 Current language lodges authority in "the administrative staff". Suggestion: "Requests should be made to the Executive Director or, in the absence of the Director, the Superintendent of the department to which the equipment is assigned. administrative assistant."

¹³ 4.16 Public Information and Request Policy: This section needs to include providing digital (scanned) copies of requested documents. And the question of charges needs to be clarified. If "voluminous requests" require considerable staff time to find and scan requested documents, but no photocopying, can/should there be a charge to cover staff time?

¹⁴ 4.18 Administration Succession Procedures - Is the specific Dept Head designated as Acting Director to be approved by the Board? Or simply the succession plan?

¹⁵ *Truth is Taxation Requirements: Is this consistent with state law?*

¹⁶ 5.04 - Payroll Procedures. Note new language re. Director

¹⁷ 5.16 Budget Policy A Recreation Fund is referred to in this section. I'm only aware of the Bond Fund and the General Fund. Note that Recreation is a separate line on the property tax levy, and many park districts maintain a separate Recreation Fund. Why does Carbondale not do this?

¹⁸ 5.16 Budget Policy. General Policies. Should the administration prepare monthly reports? (current language says "regular")

¹⁹ 5.16 Budget Policy. Budget Philosophy and Guidelines states that there are two enterprise funds. What are the enterprise funds? Only two funds are mentioned in the introduction to this section.

Last paragraph of Budget Policy. Budget Philosophy and Guidelines states "It should also be recognized that certain operational expenses, such as utilities, data processing, insurance, and hospitalization, are allocated to other funds". Don't all of these come from the General Fund?

²⁰ 5.18 Capital Improvement Budget Policies Program. This section is deleted; however, the Strategic Plan calls for a capital improvement plan. Much of the language in this section could be used to describe that plan and its operation.

²¹ 5.20 Debt Policy. Has it been confirmed that this is compliant with current state laws?

²² Personnel Policies – Complaint. Has this section be checked for compliance with EEOC? Are the number of days to filing with EEOC correct?

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²² *6.05 Personnel Policy – Employee Participation in Park District Programs & Facilities: Note: The IRS provides for waivers (not reported as income) in cases where such waivers are “no-additional cost benefits”. If the Park District incurs a cost for a service/program that the public is charged for, then a waiver must be considered income. It might be good to include language to this effect in this section – IRS “Fringe Benefit Guide” <https://www.irs.gov/pub/irs-pdf/p5137.pdf>.*

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