



Carbondale Park District Policy & Procedure Manual

DRAFT COPY

December 31, 2020

EDIT: 2-2-21

*Approved, Adopted this ~~12th~~ day of October 2009
by the Carbondale Park District Board of Park Commissioners*

TABLE OF CONTENTS

CHAPTER 1 – Mission Statement and Goals.....	5
1.00 - Mission Statement.....	5
1.01 - Goals.....	5
CHAPTER 2 – Board By-Laws	6
2.00 - Defining Policies and Administrative Procedures	6
<i>Policy.....</i>	6
<i>Administrative Procedure</i>	7
2.01 - Designation	7
2.02 - Definitions	7
2.03 - Provisions For Changes in Policy.....	8
2.04 - Legal Status of the Park Board	8
<i>Procedure for Assisting Proposed Candidates for the Position of Park Commissioner.....</i>	8
<i>Orientation of New Board Members.....</i>	9
2.05 - Election of Commissioners	10
2.06 - Oath of Office	10
2.07 - Election and Appointment of Officers.....	11
2.08 - President	11
2.09 - Vice President	11
2.10 - Secretary.....	11
2.11 - Treasurer.....	12
2.12 - Director of Parks and Recreation	13
2.13 - Attorney	14
2.14 - Vacancies of Board Members	14
2.15 - Corporate Compensation of Officers and Employees.....	14
2.16 - Primary Functions of the Park Board.....	14
2.17 - Executive Director/Board Relationship	15
2.18 - Bonding.....	15
2.19 - Fiscal Year	15
2.20 - Open Meetings Act.....	16
2.21 - Annual Meeting	16
2.22 - Regular Meetings and Continued Meetings.....	16
2.23 - Special Meetings	17
2.24 - Place of Meeting.....	17
2.25 - Public Notice and Agendas	17
2.26 - Quorum	18
2.27 - Order of Business.....	18
2.28 - Rules of Order.....	19
2.29 - Board Packet	18
2.30 Manner of Voting.....	19
2.31 - Official Minutes	20
2.32 - Appointment of Committees.....	20
2.33 - Participation in Professional Conferences and Seminars	20
2.34 - Volunteer Policy	21
CHAPTER 3 – Contracts, Finances and Disbursements.....	21
3.01 - Designation of Depositories	21
3.02 - Insurance	21
3.03 - Bidding Procedures.....	21
3.04 - Procurement Spending Authorization	22
3.05 - Contracts.....	22
3.06 - Bid Bonds	23

TABLE OF CONTENTS

3.07 - Performance and Labor Payment Bonds.....	23
3.08 - Record Retention Guidelines	23
3.09 - Handling of Petitions	26
3.10 - Removal of Non-Elected Officers or Employees	27
3.11 - Cooperation Between Agencies	27
3.12 - Conflict of Interests.....	28
3.13 - Petty Cash Procedure	28
3.14 - Deposit Policy	29
CHAPTER 4 – General Administration	31
4.01 - Naming Unnamed Sites and Unnamed Facilities	31
4.02 - Criteria for Honoring Full-Time Employees, Volunteers, Organizations, Etc.	32
4.03 – Citizen Advisory Committees	32
<i>Purpose.....</i>	32
<i>Membership.....</i>	33
<i>Procedures</i>	33
<i>Duties And Responsibilities.....</i>	33
4.04 - Safety Policy33	
<i>Safety Policy Statement</i>	33
4.05 - Americans with Disabilities Act	34
4.06 - Enforcement of Park District Ordinances	35
4.07 - Environmental Strategic Statement.....	35
<i>Environmental Principles</i>	35
4.08 - Marquee – (Usage).....	35
4.09 - Guidelines For Acquiring Park Land and Accepting Land Donations.....	36
4.10 - Easements	37
4.11 - Loan of Equipment	38
4.12 - Complaints.....	38
4.13 - Requisitions	39
4.14 - Office Supplies	39
4.15 -Postage and Mail.....	39
4.16 - Public Information and Request Policy	40
4.17 Carbondale Park District Board Meetings.....	42
4.18 - Administration Succession Procedure.....	43
4.19 - Computer Policy	44
<i>Introduction.....</i>	44
<i>Definitions.....</i>	44
<i>Physical Security Of Computer Assets.....</i>	45
<i>Ownership Of Information, Data, And Software.....</i>	45
<i>Park District Access To Computer Information And Hardware</i>	46
<i>Information Security.....</i>	46
<i>Installation And Use Of Software</i>	48
<i>Personal Use Of Computer Hardware And Software</i>	48
<i>Electronic Mail.....</i>	49
<i>Internet Usage.....</i>	51
<i>Voice Mail.....</i>	52
CHAPTER 5 – Budget and Appropriation Ordinance	54
5.01 - Budget and Appropriation Ordinance	54
<i>Legal Requirements.....</i>	54
<i>Procedure.....</i>	54
5.02 - Levy Ordinance	54
<i>Truth & Taxation Requirements.....</i>	55
5.03 - Financial Reporting.....	55
<i>Financial Reporting Policies</i>	55

TABLE OF CONTENTS

<i>Accounting Practice</i>	56
5.04 - Payroll Procedures	56
5.05 - Addition of New Employees	57
5.06 - Changing Employee Information	58
5.07 - Employee Termination	58
5.08 - Rehiring of Former Employees	58
5.09 - Other Deductions	58
5.10 - Discrepancies	58
5.11 - State and Federal Withholding Taxes	59
5.12 - Fixed Asset Capitalization	59
5.13 - Annual Audit	60
5.14 - State of Illinois Disclosure Statement	60
5.15 - State Comptroller's Report	61
5.16 - Budget Policy	62
5.17 - Budget Procedures	63
<i>Accounts Payable</i>	63
5.18 - Capital Improvement Budget Policies	64
5.19 - Fiscal Operating and Financial Policies	64
5.20 - Debt Policy	65
5.21 - Procedures in Issuing Debt	66
5.22 - Bond Rating	67
5.23 - Investment Policy	67
<i>General Objectives</i>	67
<i>Safety Of Principal</i>	67
<i>Liquidity Of Funds</i>	68
<i>Return On Investment (Yield)</i>	68
<i>Authorized Investments</i>	68
<i>Prudent Person Rule</i>	69
<i>Investment Guidelines</i>	69
<i>Diversification Of Funds</i>	69
<i>Collateral Requirements</i>	69
<i>Internal Controls</i>	70
<i>Ethics And Conflicts Of Interest</i>	71
CHAPTER 6 – Personnel Policy	72
6.01 – Statement of Purpose, Philosophy and Contract Disclaimer	72
6.02 – Employment Policies	72
<i>Employee Selection</i>	73
<i>Procedure</i>	73
<i>New Employee Orientation</i>	74
<i>Employee Evaluation</i>	74
<i>Job Description</i>	74
<i>Equal Employment Opportunity</i>	74
<i>Sexual Harassment</i>	75
<i>Definition Of Sexual Harassment</i>	75
<i>Complaints</i>	76
<i>Procedures For Filing A Complaint</i>	76
<i>Open Door Policy</i>	77
<i>Substance Abuse</i>	78
<i>Personnel Records</i>	78
<i>Separation of Employment</i>	78
<i>Anti-Nepotism</i>	79
6.03 – Compensation Policies	79
<i>Performance Reviews</i>	79
<i>Wage And Salary</i>	79
<i>Overtime Pay</i>	79

TABLE OF CONTENTS

<i>Timecards and Timesheets</i>	79
6.04 – Attendance Policies.....	80
<i>Records of Sick Days, Vacation Days and Personal Days</i>	80
<i>Work Week</i>	80
<i>Punctuality</i>	80
<i>Jury Duty</i>	80
<i>Leave Without Pay</i>	81
<i>Injury Leave</i>	81
6.05 – Benefits.....	82
<i>Health Insurance</i>	82
<i>IMRF</i>	82
<i>Vacation</i>	82
<i>Bereavement Leave</i>	83
<i>Holidays</i>	83
<i>Sick Leave</i>	84
<i>Leave Available For Medical Purposes</i>	84
<i>Reasonable Accommodation</i>	85
<i>Park District Vehicles – Assignment And Use</i>	85
<i>Travel</i>	85
<i>Conferences And Memberships</i>	86
<i>Continuing Education</i>	86
<i>Employee Participation In Park District Programs And Facilities</i>	87
6.06 – Conditions of Employment.....	87
<i>Pay Period</i>	87
<i>Dress And Appearance</i>	88
6.07 – Safety.....	89
6.08- Communicable Disease Policy.....	90
<i>Statement Of Intent</i>	90
<i>Definitions</i>	90
<i>Introduction And Purpose</i>	90
<i>Participation Of Persons With A Communicable Disease In Park District Programs</i>	90
<i>Confidentiality</i>	91
<i>Communication</i>	91
<i>Training</i>	92
<i>Employment Of Persons With A Communicable Disease</i>	94

CHAPTER 1 – Mission Statement and Goals

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.

1.01 - Goals

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

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

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.

CHAPTER 2 – Board By-Laws**2.00 - Defining Policies and Administrative Procedures**

The Board of Commissioners recognizes the need for a document that contains the Board policies and administrative procedures that facilitate the operations of the District on a day-to-day basis.

POLICY

A policy is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board of Commissioners of the Carbondale Park District. Policy reflects value judgments on issues related to the purposes of the recreation system and provides guidelines for the operation of the District and thus gives positive direction to the Director and staff in the discharge of their duties.

These guidelines for discretionary action shall constitute the policies governing the operation of the Park District. They shall be recorded in writing.

The formulation and adoption of these written policies shall constitute the method by which the Board of Commissioners shall exercise its leadership in overseeing the operation of the Park District.

The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board of Commissioners shall exercise its control over the operation of the Park District.

The formal adoption of policies shall be recorded in the minutes of the meetings of the Board of Commissioners. Only those written statements so adopted and so recorded shall be regarded as official Board policy. Implied Board policy may be developed from Board meeting minutes and proceedings, although not officially adopted as policy, per se.

All adopted and recorded policies will be placed in the Board Policies and Procedures Manual.

ADMINISTRATIVE PROCEDURE

Administrative Procedures are any plan or course of action formulated, developed, and implemented by the Park District staff to facilitate day-to-day Park District operations within the respective policy guidelines.

Administrative Procedures directly guide the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy.

The Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the Park District will be operated. These detailed arrangements and specific actions shall constitute the Administrative Procedures governing the day-to-day operation of the Park District. They must, in every respect, be consistent with the policies formulated and adopted by the Board.

Administrative Procedures, when appropriate, will be documented and placed in the Park District Policies and Procedures Manual.

2.01 - Designation

This manual shall be known as "The Policy and Procedure Manual of the Carbondale Park District," and the same may be so cited and referred to for purposes of identification.

2.02 - Definitions

1. The District/Park District – Whenever in this document the words "District" or "Park District" are used, without qualifying language, such words shall apply to the Carbondale Park District.
2. Commissioners and Park Board – Whenever in this document or ordinance hereafter adopted, the words "Board of Commissioners, Board of Park Commissioners, Commissioners, Park Board or Board" shall appear without qualifying language, such words shall mean the "Commissioners of the Carbondale Park District."
3. Director – Whenever in this document the words "Director" or "Executive Director" are used, without qualifying language, such words shall apply to the Executive Director for the Carbondale Park District.

4. Secretary/Board Secretary/Board of Commissioners Secretary – Whenever in this document the words "Secretary" or "Board Secretary" or "Board of Commissioners Secretary" are used, without qualifying language, such words shall apply to the Board of Commissioners Secretary.

2.03 - Provisions for Changes in Policy

Any of the policies included in this manual may be changed or added to by a majority vote of the Board of Park Commissioners at any regular or specially called meeting of the Board.

2.04 - Legal Status of the Park Board

The State Constitution, statutes, court decisions on matters relating to public parks, park boards, and Park Districts constitute the foundation of the legal status of the Park District. Park boards are constitutional state agents created by the legislature for the purpose of affecting, within the respected Park Districts, the state laws pertaining to public parks and recreation activities. Park boards, like cities, counties, and other units of local government, have no inherent or original governing powers. Being subject to state control, park boards can neither add nor subtract from their responsibilities, powers, and limitations as defined by state law.

Park Boards are not subject to the authority of any governing unit other than the State of Illinois, except in such special areas as the legislature may determine.

Park Boards are elected by the citizens of the local park district to represent and act for the state in performing the legal function of providing the district with the kind of park and recreation program and facilities required or permitted by state law.

Park Boards are corporate bodies and can act officially only on duly authorized and legally held meetings.

PROCEDURE FOR ASSISTING PROPOSED CANDIDATES FOR THE POSITION OF PARK COMMISSIONER

It shall be the responsibility of the Park District Secretary to assist proposed Park Board candidates. This assistance shall consist of, but not be limited to, meeting with candidates,

touring of parks and facilities, and providing copies of approved minutes from Park Board meetings for the past six months.

The Secretary shall inform candidates of the time commitment, and that there is no compensation or benefits for holding the position of Park Board Commissioner.

The Park District will provide candidates with books and pamphlets from Illinois Association of Park Districts on how to be a Board Member.

ORIENTATION OF NEW BOARD MEMBERS

The Board of Commissioners recognizes its responsibility in helping and assisting a newly elected or appointed Board Member to understand the operation of the District as well as the roles and responsibilities of members of the Board. The following methods shall be employed:

1. The new member shall be given selected material on the duties and responsibilities associated with Board membership.
2. The Secretary shall supply material pertinent to the first official meeting of the Board following election or appointment and shall explain its function and utilization.
3. The incoming member shall meet with the Director and members of their staff to discuss services they perform for the Board and the District.
4. As soon as practical after the new Board member assumes office, an orientation meeting with the Director will be held to acquaint the new member with details of District operation.
5. The Director will arrange for a tour of Parks and Facilities with the new Board member.
6. The Board may wish to bring in a consultant to help Commissioners understand their role as Commissioners for the Carbondale Park District.

2.05 - Election of Commissioners

The Secretary of the Board must put a "Notice of Election" in the local papers designating the number of vacancies on the Board and the term of office (there are times when an unexpired term may be up for election). This procedure is done 90 days prior to election. Those wishing to be placed on the ballot must receive petitions and other required forms from the Secretary. Qualified registered voters must sign the petitions. The number of names needed on the petitions to place an individual on the ballot is 2% of the total number of people voting at the previous election. When the statutory number of signatures has been gathered, they must be returned to the Secretary wherein a receipt will be given to the candidate. Besides the petitions, a Statement of Candidacy, a Loyalty Oath (optional), and a Statement of Economic Interest must be completed. The Statement of Economic Interest must be completed and sent by the Candidate to the County Clerk's office where a receipt will be received for same. The Statement of Candidacy and the receipt for the Statement of Economic Interest must be given to the Secretary of the Park District if the candidate wishes to be placed on the ballot. The candidate's name will be placed on the ballot in the order in which they return their petitions. If all petitions are returned at the same time, a lottery will be held. The County Board of Election performs all the necessary functions preceding the night of election. A sample ballot is sent to the Secretary to receive election returns. These returns are held until the Canvass of Election is held. The Canvass of Election must be held within seven days after the close of the election and a certified copy of the Canvass is sent to the County Clerk's office as well as to the State of Illinois.

2.06 - Oath of Office

After being duly elected or appointed as required by law, each Commissioner shall first qualify by taking and subscribing an oath to support the Constitutions of both the State of Illinois and the United States of America and faithfully discharge their duties as Commissioner; oath shall be signed at the annual meeting of the Board or as soon after the election or appointment as the Board may direct and shall be filed with the Secretary of the Board.

2.07 - Election and Appointment of Officers

It shall be the duty of the Board of Park Commissioners to elect or appoint such officers as may be required by law and they shall have the power to pass all necessary ordinances, rules and regulations for the proper management and conduct of said Board and corporation, and for carrying into effect the object for which said Park District is formed. Officers of the Board shall perform all duties attached to their office until the next annual meeting and until their successor shall be chosen. Nominations for President and Vice President may be made orally or by ballot according to the will of the Commissioners and election may be made either by ballot or roll call (see Exhibit A—Orientation of New Board Members).

2.08 - President

The President shall be the executive officer of the Board. It shall be their duty to preside at all meetings when present. The President shall appoint such special committees or employees, as the Board of Commissioners may deem necessary to carry on the work of the Park District.

2.09 - Vice President

The Vice President shall be vested with the powers to perform the duties of the President in the absence of the President or in the event of his refusal or inability to act. In case both the President and Vice President are absent from a meeting at which a quorum of Commissioners may be present, the Secretary shall call the meeting to order and call for the selection of a president pro tem for the meeting.

2.10 - Secretary

The Board shall designate the Secretary of the Board of Commissioners. Except in the case of disability or disqualification, the Secretary shall be appointed for a term of one year or the unexpended portion thereof or until a qualified successor is appointed by the Board of Commissioners. The Board of Commissioners at the annual meeting or whenever a vacancy in the office occurs shall make appointment of the Secretary.

It shall be the duty of the Secretary to record all the ordinances and other proceedings of the Board of Commissioners and submit them in writing for approval or corrections by the Board before entering them in the permanent record book of the District. The Secretary shall approve all ordinances and resolutions of the Board of Commissioners by certifying the same under the seal of the Park District, placing them in the permanent record book with a memorandum showing the date of the passage and the date of the posting or publication if such posting or publication is required by law.

It is the duty of the Secretary to file with the County Clerk a certified copy of the annual tax levy ordinance on or before the third Tuesday in December in each year, but not before at least 10 days have elapsed since the publication of the annual appropriation ordinance. The Secretary shall notify Commissioners and others whose presence may be required at meeting, by mail or in person, at least three (3) days before regular meetings and one (1) day before special meeting except as the Board of Commissioners or President may direct. The Secretary shall receive all bills, communications, petitions addressed to the Board or its Secretary and present them to the Board at the meeting of Commissioners next succeeding the receipt of these bills, communications, or petitions.

The Secretary shall be the custodian of all documents, papers and records belonging to the Park District, and of the seal of the Park District in accordance with the law. The Secretary shall keep the record books, certified copies of all ordinances and proceedings of the Board of Commissioners, and these record books shall be open to the inspection of any adult resident of the Park District at reasonable and proper times. The Secretary shall perform such duties as may be required by law relative to regular and special elections.

2.11 - Treasurer

The Board of Park Commissioners shall designate the Treasurer of the Park District. Except in case of vacancy in the office by reason of removal from the District or otherwise, the Treasurer shall be appointed. The Treasurer shall be appointed by the Board of Commissioners at the annual meeting of the Board in the new fiscal year or when vacancy occurs.

The Treasurer shall be responsible for verifying records of receipts and disbursements of the District in such form and manner as shall be prescribed by the Board. The Treasurer shall

disburse only such monies as may be appropriated or ordered to be paid by the Board of Commissioners be it provided, however, that any bond or interest coupon issued by the said Carbondale Park District which is due and payable may be considered as duly authorized for payment by the Treasurer. The books of the Treasurer shall be so kept that they, at reasonable times show the true and exact state of affairs of the money in the custody of the Treasurer. ***They shall show the appropriations made by the Board of Park Commissioners for the various purposes for which they were made,*** and show the disbursements made from time to time from the appropriations; to whom said thus disbursements or payments were made and the date and the number of the check issued to cover said payments.

Any interest on the funds of the Park District that may be paid by banks or depositories shall be the property of the Park District to be deposited by the Treasurer as part of the general fund. The Treasurer shall keep record of such interest and report receipt of same if and when such interest occurs and when it is paid.

The Treasurer shall make a report to the Commissioners in writing at regular meetings or whenever required by the Board of Commissioners showing in detail the receipts and disbursements by the Park District during the interval since the previous report, the whole to be a balance sheet showing the financial affairs of the Park District. It should be filed with the Secretary. At the end of the fiscal year, they shall make up a statement showing in detail all the receipts and expenditures during the preceding fiscal year, showing the totals of the expenditures for various purposes for which the appropriations were made, together with the various balances that may remain, and shall file such reports as may be required with the officers, county, and state that may be required by law.

2.12 - Executive Director of the Carbondale Park District

The Executive Director of the Carbondale Park District is directly responsible to the Carbondale Park District Board of Commissioners. The primary function of the Director shall be to advise the Board on matters pertaining to all functions for which the District is responsible. ***They The Executive Director*** shall be the administrative head of all departments of the Park District, in regard to recreation programming, personnel management, facility development, land acquisition, and business management. ***They The Executive Director*** shall be the official medium of communication between the employees

of the District and the Board of Commissioners. They shall have charge of the employment of such employees as are required to operate the Park District and its facilities, subject to the employment policies and salary schedules as established by the Board and embodied in the Personnel Policies of the Carbondale Park District. They shall administer a Succession Procedure when away from the District.

2.13 - Attorney

The Attorney shall charge all legal matters of the prosecution and defense of all litigation as directed by the Board. They shall draft all ordinances, resolutions, and other instruments required by the Board and shall give opinions on all questions referred to them by the Board or Director and shall attend all meetings required by the Board.

2.14 - Vacancies of Board Members

Whenever any member of the Board of Commissioners shall die, resign, cease to be a legal voter in the Carbondale Park District, is convicted of any crime not befitting a Board Member, neglects to attend to the duties of their office, neglects to attend regular meetings of the Board for the length of time as the Board fixes by ordinance, or for any other reason specified by law, said office may be declared vacant by the Board and may be filled by appointment by a majority of the remaining members of the Board.

2.15 - Corporate Compensation of Officers and Employees

The officers (with the exception of the Commissioners serving in such offices) and all employees shall receive such compensation for their services, as the Board shall determine from time to time. Commissioners cannot receive compensation.

2.16 - Primary Functions of the Park Board

The Park Board's major function is that of establishing policy through the majority vote at duly called and authorized Park Board meetings. Through the policy-making procedures, the Board determines fiscal procedures, personnel matters, operational procedures, charges, fees, land acquisition, and facility development. Specifically included in the above items are the following:

1. Provide for the levy of taxes pursuant to the authority granted by the state statute.

2. Employ ~~a-an~~ Executive Director of the Carbondale Park District as its chief administrative officer to whom the Board places its reliance and authority for the judicious administration of the daily operation of the Park District.
3. Monitor the operation of the procedures of the Park District and make additions or alterations to said procedures at duly called and authorized Board meetings. The Board shall act decisively on issues brought before them in the best interests of the District as a whole and will make decisions involving the welfare of the community based on study and evidence rather than feelings, prejudices, personal opinions, or other similar subjective factors. ~~Park Board members should accept the principle of Board unity and the subordination of personal interests by accepting and supporting the majority decisions of the Board and identifying themselves with Board policies and actions.~~

Removal requested:

4. Establish the operational philosophy of recreation programming of the Park District.
5. Realize that land acquisition is of primary importance to the position of leisure, provision services, and the proposition that open space, which is judiciously placed, provides benefits for active and passive use.

Suggested change: This implies the board sets fees and charges – not clear on this

2.17 – Executive Director/Board Relationship

A workable Executive Director/Board relationship requires mutual trust which, should be based upon a high ethical and technical competency expected of the Director; in turn, the Board must consistently maintain its responsibilities of policy setting and allow the Director to administer the day-to-day affairs of the Park District while operating under the policies and guidelines established by the Board.

2.18 - Bonding

All officers and employees may be required to be bonded in such penal sum and with such conditions and security as may be determined by the Board.

2.19 - Fiscal Year

The fiscal year of the Carbondale Park District shall begin on the January 1 and end on December 31.

2.20- Open Meetings Act (5 ILCS1 20)

Meetings conducting Park District business will comply with all provisions in the Open Meetings Act (OMA). This includes, but is not limited to, Park Board, Citizens Advisory Committees, and any other subgroups if the purpose of the meeting is to discuss business. Meetings include, but are not limited to, phone conferences, video conferences (i.e., Zoom), electronic mail, instant messaging, and texting when a majority of a quorum of the members are discussing District business. To avoid conflict with OMA, a minimum of five members are recommend for all advisory groups so that two members can still talk without creating a "meeting" subject to OMA. All regular, annual, special, and committee meetings shall be held in public.

2.21 - Annual Meeting

The annual meeting of the Board shall be held on the second Monday in May of each year at 5:30 p.m. The purpose of said meeting shall be to: (a) administer an oath of office to newly elected Commissioners, (b) elect President and Vice President of coming year, (c) make committee appointments and (d) appoint officers.

2.22 - Regular Meetings

Regular meetings of the Commissioners shall be held on the second ~~and fifth Monday of every month~~, unless otherwise ordered by the Board of Commissioners at a previous meeting. A regular meeting may be adjourned or continued to a later date if it is not beyond the date of the next regular Board Meeting. The Board may consider any transactions at the adjourned meeting that it might have considered at the original meeting.

Regular meeting agendas must be posted at the Park District's main office and at the location where the meeting will be held, at least 48 hours in advance of the meeting.

~~If the Park District has a website maintained by a full-time staff member of the district, it must post the agenda for all regular Park Board meetings.~~ The agenda shall be posted 48 hours prior to the meeting and maintained on the website until the meeting is over.

Suggested change: remove 5th Monday. Remove sentence regarding part-time website condition.

2.23 - Special Meetings

Special Meetings of the Board of Park Commissioners shall be held and notices of meeting shall be given in accordance with state law. Public notice of any special, rescheduled, or convened meeting shall be given by posting a copy of the notice on the window beside the front office door of the District's Administration Building. Copies of said public notice shall be supplied to any local newspaper of general circulation or any local radio or television station that has filed an annual request for such notice. Public notice of the special meeting shall be given at least 48 hours before the special meeting, and the notice must include the agenda. Posting methods for special meeting shall be the same as for regular meeting. A special meeting may be adjourned or continued to a later date if it is not beyond the date of the next regular Board Meeting. The Board may consider any transactions at the adjourned meeting that it might have considered at the original meeting.

Suggested change: special meeting shall be posted on the website and elsewhere.

2.24 - Place of Meeting

Meetings of the Carbondale Park District board of Commissioners shall be held at the Council Chambers located at Carbondale Civic Center, 200 South Illinois Avenue, Carbondale, Illinois. Meetings may be held in other locations throughout the Park District at the discretion of the Board. During times when in person meetings cannot take place, meetings will take place on Zoom or another video conferencing platform as allowed by the State of Illinois.

2.25 - Public Notice and Agendas

At the beginning of each calendar year, the Park District will give public notice of the schedule of its regular meetings and must include the regular dates, times, and places of these meetings. Meeting changes require 48 hours notice, with notices provided to the news media upon request.

2.26 - Quorum

A majority of the members of the Board of Commissioners shall constitute a quorum for said Board at any meeting thereof. Three members must be present to constitute a quorum of the Park District Board of Commissioners therefore, three unanimous votes are required to pass or deny a motion.

2.27 - Order of Business

All meetings of the Carbondale Park District Board of Commissioners shall be as follows:

- A. Roll Call
- B. Approval of Agenda
- C. Citizen Comments and Questions
- D. Approval of Minutes
- E. Citizen Advisory Committee Reports SUGESSTION: move to Superintendents reports.**
 - Administration & Finance
 - Child Development
 - Golf
 - Grounds, Facilities, and Recreation
- F. Director's Report
- G. Superintendents' Reports
- F. Unfinished Business
- G. New Business
- H. Communication
- I. Other Business
 - For Your Information
 - Newspaper Articles
 - Items for Future Agenda
- J. Executive Session*
- K. Adjournment

* Indicates an executive session is not a normal occurrence but is scheduled for land acquisition, pending litigation and personnel matters.

2.28 - Rules of Order

The business deliberations of the Board of Commissioners shall be conducted in accordance with the current usage of Robert's Rules of Order, except as may otherwise be provided by the Board.

2.29 - Board Packet

In order for the Park District to function properly, the Board of Park Commissioners must be kept abreast of happenings within the Park District.

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).

In addition, reports informing the Board of all pending matters and the financial conditions of the District are also presented. Staff makes recommendations with the final decision being made by the Board of Park Commissioners. The Board is the governing body of the Park District, and the community and staff rely on the Board's decisions to operate at its peak.

In addition to regular meetings, Board packets are prepared and delivered for Committee-of-the-Whole meetings, continued meetings, and special meetings.

Board packets, which are prepared by Administrative Office personnel, take precedent over all other duties. All material must be given to the Director by staff and Board Members two/three days prior to packet delivery. Any material received subsequent to the deadline will be completed at the discretion of the Director. The Administrative Assistant delivers the Board Packets, no later than the Wednesday preceding the meeting. Park District email can also be used to distribute information.

2.30 - Manner of Voting

The "ayes" and "nays" shall be taken upon passage of all ordinances and upon all propositions to create any liability or for the expenditure or appropriation of money and in all cases at the request of any Commissioner and shall be entered upon the journal of the

proceedings. The act of any Commissioners present and voting at a meeting at which a quorum is present shall be the act of the Board. A majority is three votes.

The corporate authority of the Board of Park Commissioners acts by way of a motion, resolution or ordinance. Motions are an **informal** method of the Board action made orally and noted in the minutes. Resolutions and ordinances are submitted in writing. An ordinance usually enacts permanent regulations of a general character and imports a command or prohibition to all inhabitants of or to certain classes in the District. Resolutions are actions which are temporary only or which grant a special privilege or express the opinion of the Board.

2.31 - Official Minutes

All action taken by the Board of Commissioners shall be done in open meetings and recorded by the Secretary. All minutes will be considered unofficial until adopted by the Board at a subsequent meeting. The official minutes of meetings of the Carbondale Park District shall be kept in a Minute Book **and posted on the website**. They are open for public inspection by appointment. These minutes cannot leave the Administration Building of the Carbondale Park District.

In keeping with the Open Meetings Act, a recording shall be taken of all closed meetings and kept under separate cover.

2.32 - Appointment of Committees

The Board of Park Commissioners shall appoint committees as may be necessary for carrying on the work of the Park District and these appointments shall serve to the next Annual Meeting, except in case of disability, disqualifications, or departure of residents from the Park District.

2.33 - Participation in Professional Conferences and Seminars

The Board of Park Commissioners recognizes the benefits derived to the District by attendance of Commissioners and staff at professional society meetings, conferences, and seminars that are frequently offered in various professional fields.

It is, therefore, the Board of Park Commissioners' desire to sponsor, at District expense, reasonable attendance of Commissioners and staff at national, state, and local conferences based on budgeted amounts.

An annual budgeted amount will be set aside for attendance by both full-time employees and the Board of Park Commissioners. The Director will report to the Board of Park Commissioners and recommend authorization for attendance by employees based upon the budgeted amounts.

2.34 - Volunteer Policy

In the interest of programs and cost efficiencies, and with the desire to effectively utilize the volunteer talent available within the community, the District agrees to recruit, train, and manage volunteer support for all District programs and non-hazardous work.

Rewards and recognition for volunteers will be at the discretion of the Director. Volunteers will be recognized in an appropriate manner.

CHAPTER 3 – Contracts, Finances and Disbursements

3.01 - Designation of Depositories

It shall be the duty of the Board of Commissioners to designate the bank or banks or other depositories in which the funds or monies received by the Treasurer or the District by virtue of their office may be deposited and said Commissioners shall observe the precautions prescribed by law in designated such bank or banks.

3.02 - Insurance

It shall be the duty of the Board of Park Commissioners to take out such insurance as it may deem necessary and sufficient for protection of the Park District or properties thereof.

3.03 - Bidding Procedures

All contracts for supplies, materials, or labor involving an expenditure in excess of \$20,000 shall be let to the lowest responsible bidder after due advertisement, excepting contracts which by their nature are not adopted to award by competitive bidding, such as contracts for the services of individuals, possessing a high degree of professional skill, or the ability or fitness of the individual plays an important part in exempting further such contracts as are excepted from the requirement of competitive bidding by the Illinois Park District Code.

3.04 - Procurement Spending Authorization

The expenditure of funds of the Carbondale Park District is authorized at regular or special meetings by majority vote of the Board of Park Commissioners. The infrequency of meetings requires special authority to providing the expenditure of funds in the best interest of the Park District. 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. The authority hereinafter is granted for the purpose of taking care of emergency problems and to permit the administrative staff to incur obligations on behalf of the District that must be incurred in the ordinary course of carrying on the business of the District. The Board of Commissioners must be notified at the next scheduled meeting.

3.05 - Contracts

The Board of Commissioners shall approve all contracts exceeding the sum of \$20,000 for work materials, supplies, or public improvements of any kind. One copy of all contracts shall be kept by the Secretary in their office, and the other shall be given to the contractor. All such contracts so executed shall be in the name of the Park District and shall be signed on behalf of the Park District by the President, attested by the Secretary and the Corporate Seal shall be affixed thereto. No member of the Board of Commissioners shall be directly or indirectly in any way peculiarly interested in any contract or work of any kind where connected with the Carbondale Park District.

The Park District shall award and enter into contractual arrangements with vendors primarily for completion of construction projects. Procurement of goods and services for non-

construction projects may require contracts if it is determined to be in the best interest of the District.

Contract provisions shall include:

A list of contract documents

A description of the project

Contract amount

Clause permitting the District to take action in the event of contract violations.

Said contract shall be dated and signed by the President of the Board of Commissioners and an officer of the contracting organization and attested to by the Secretaries of each organization.

3.06 - Bid Bonds

The District may require as a bid surety, a certified check or bid bond, equal to at a minimum 5% of the contract as a proposal guarantee in conformity with Illinois State Statute. Such requirement shall be made on construction projects and other bidding procedures where it is determined to be in the best interest of the District.

3.07 - Performance and Labor Payment Bonds

The successful contractor shall furnish a Performance Bond in an amount equal to 100% of the contract awarded and payment of all obligations hereunder. Bond form shall be AIA-311 or equivalent acceptable to the Park District. Failure to supply required bonds within ten days after the bid acceptance or within such extended period as the Park District may grant shall constitute a default and the Park District may award the contract to the next responsible bidder or elect to re-advertise for bids. A defaulting bidder may be deemed liable for the difference between the bid originally accepted and that amount for which an award is subsequently executed.

3.08 - Record Retention Guidelines

RECORD SERIES**AUDIT REPORTS**

Annual Reports

Monthly Reports of Receipts and Disbursements

BONDS

Official Bonds

Paid and Cancelled Park Bonds and Coupons

Bonds on Bids

CONTRACTS, BIDS, SPECIFICATIONS AND PROPOSALS

Completed Contracts

Leases and Agreements

Miscellaneous Bids, Specifications and Proposals
(Unsuccessful & Successful)**CONSTRUCTION**

Applications for Permits

Drawings and Prints

Cash Receipts

Cancelled Checks, Bank Statements, and Deposit
Slips

Cash Receipts and Disbursements

Check Stubs and Copies

Paid Bills and Invoices

Purchase Orders

Secretaries Report of Park Finances

Time Sheets and Cards

Annual Budget and Appropriation Records

Check Register

Investment Records

LEDGERS

Cash Receipts and Disbursement

Payroll Ledger Sheets

Payroll Records

RECORD RETENTION

Retain seven years and destroy

Retain one year and destroy

Retain two years after term of office and destroy

Retain two years after cancellation and destroy

Retain ten years after acceptance or rejection and
destroy

Retain ten years and destroy, if audited

Retain two years after expiration and destroy

Retain ten years after acceptance or rejection and
destroy

Retain five years and destroy

Retain permanently

Retain two years and destroy, if audited

Retain seven years and destroy, if audited

Retain one year and destroy, if audited

Retain two years and destroy, if audited

Retain seven years and destroy, if audited

Retain two years and destroy, if audited

Retain two years and destroy, if audited

Retain two years and destroy, if audited

Retain seven years and destroy, if audited

Retain one year and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

RECORD SERIES

Budget Report Ledger

TAX RECORDS

Newspaper publications and Certificates

Tax Levies

W-2 Withholding Tax Records

Employees Federal Tax Return

Reconciliation of Tax Withheld (W-3)

Federal Tax Deposit Receipt

Monthly State Income Tax Payment Form

Employees Withholding Exemption Certificate

State's Quarterly Report of Wages Paid

ELECTION RECORDS

Application for Ballots

Affidavit of Voter

Affidavit and Application for Ballot Absent Voter

Affidavit of Challenged Voter

Canvass Books

Clerks Receipt to Judges of Election

Clerks Record of Ballots

Election Credentials

Election Expense Bills

List of Absentee Voters

Notice of Election in Newspapers

Oaths of Judges of Election

Receipt for Statement of Economic Interest

Statement of Votes

Tabulated State of Returns

Tally Sheets

Voted Ballots

IMRF RECORDSSummary of Quarterly Report of FICA Earnings
Non-Participating Employees

Participating Employees Payroll Report

RECORD RETENTION

Retain seven years and destroy, if audited

Retain one year and destroy

Retain permanently

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain seven years and destroy, if audited

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy

Retain one year and destroy

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain along with Statement of Economic Interest
and dispose of at the same time

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, unless contested

Retain one year and destroy, if audited

Retain one year and destroy, if audited

RECORD SERIES

Monthly Participating Payroll Summary
 Report of Initial Benefit Payments
 Notice of Appointment of Authorized Agent

OFFICIALS

Certification of Elected Official
 General Officials Oaths
 Nominating Petitions and Statements of Candidacy
 Notice to call Park Board Meetings
 Oaths of Park Commissioners

MISCELLANEOUS RECORDS

Board Minutes
 Expired Policies
 Miscellaneous Correspondence
 Application for Facility Rental
 Payroll Checks
 Personnel Records
 Application for Employment
 Accident Reports

Annual Appropriation Ordinance
 Waiver of Lien

Individual Payroll Ledger Cards
 Insurance Claims

Workman's Compensation

RECORD RETENTION

Retain seven years and destroy, if audited
 Retain seven years and destroy, if audited
 Retain seven years and destroy, if audited

Retain one year and destroy
 Retain two years after term of office and destroy
 Retain one year and destroy
 Retain one year and destroy
 Retain two years after term of office and destroy

Retain permanently
 Retain seven years after expiration and destroy,
 providing no claims are pending.
 Purge files annually of all non-essential
 correspondence.

Retain one year and destroy, if audited
 Retain seven years and destroy, if audited
 Retain permanently
 Retain five years and dispose

Adults – Retain two years and dispose

Children – Retain two years and dispose unless
 medical treatment rendered. Save these and
 review periodically until age 18.

Retain seven years and destroy, if audited
 Retain one year after settlement of claims and
 destroy.

Retain seven years and destroy

Retain three years after expiration of policies and
 destroy, providing no claims pending.

Retain seven years after expiration and dispose of
 providing no claims are pending.

3.09 - Handling of Petitions

All petitions directed toward the Park District shall be brought to the attention of the Board at the earliest possible opportunity. The petition shall be placed on the agenda of the next

regularly scheduled Board Meeting. The Individual responsible for the petition shall be notified of the Board Meeting as well as any action that may take place with regard to the petition.

Suggestion:define petition

3.10 - Removal of Non-Elected Officers or Employees

The Board may remove any non-elected officer or employee appointed or employed by the Board of Commissioners whenever it is felt that it is in the best interest of the Park District. If said person is a full-time employee of the District, then the Personnel Policies of the Carbondale Park District prevail.

Question: Does this apply to the ED and attorney? OR all District staff?

3.11 - Cooperation Between Agencies

The Board of Park Commissioners recognizes the need and desirability of cooperating with community agencies. In order to best serve the residents of the District in the most economical manner, all cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents on making the best utilization of District revenues.

Board members and staff of the District shall strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private and voluntary organizations. This cooperation, however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to the detriment or curtailment of prior commitments with individuals or groups.

3.12 - Conflict of Interests

The Board of Commissioners recognizes that the District's success and reputation is dependent upon and entrusted to the honesty, integrity, and ethical standards of its Board members and employees.

Each action taken by a Board member and/or employee in the course of their duties will be motivated by the District's best interests and will be free of outside influence and self-interests.

In the event of an act of conflict of interest by a Board member or the Director, the Board shall have the responsibility to decide upon any action to be taken, and in the event of such an act by a staff member, that responsibility shall be the Director's.

In accordance with this policy, Board and staff members will comply with the following:

1. All memberships or financial interest in companies or organizations doing business with the District must be disclosed.
2. Abstain from voting on any action in which they have a financial interest.
3. File a Statement of Economic Interests annually with the county [AS REQUIRED BY LAW].
4. Remuneration in money or services from any vendor or organization doing business with the District is prohibited.

3.13 - Petty Cash

~~A Petty Cash Fund will be maintained for the purpose of reimbursing minor out-of-pocket expenses. Each department will have their own Petty Cash Fund and will be responsible for maintaining, reconciling, and submitting reimbursement requests. Each facility will abide by these same procedures, without variation.~~

Question: is this still needed? It is rarely used

PETTY CASH PAYOUT

1. The recipient must complete a Petty Cash Request, available from the Petty Cash Custodian.
2. The total request may not exceed \$40.00.
3. Receipts must be attached for the exact amount of the reimbursement.
4. An account number must be recorded for proper accounting allocation.
5. The Custodian must initial the Petty Cash Request at the time of issuing Petty Cash funds.
6. *If the Custodian is not in the office at the time of reimbursement request, a receipt may be left and reimbursed when Custodian is available.*

PETTY CASH ADVANCE

1. The recipient must complete a Petty Cash Request, available from the Petty Cash Custodian.
2. The maximum advance is \$40.00.
3. The employee will be required to sign for a Petty Cash Advance.
4. The receipt(s) and change must be turned in by the end of the next business day.
5. An account number must be recorded for proper accounting allocation.

CUSTODIAN GUIDELINES

1. One Custodian is designated at each facility to maintain the petty cash fund. In case of the primary Custodian's absence, an alternate Custodian should be designated.
2. Petty Cash must be stored in a secure location with minimal access (i.e., a safe or locked file cabinet).
3. The Custodian should monitor the amount of available petty cash regularly to determine whether reimbursement is necessary. Do not wait until Petty Cash is gone to request reimbursement. The Custodian should determine the appropriate time for reimbursement, for example when funds fall below 50% of the original amount.
4. A request for reimbursement may be made at any time by completing a check reimbursement form and forwarding it to the Administrative Office; a check will be printed on the next available check run.
5. Reimbursement envelopes and Petty Cash Request forms are available from the Administrative Office.
6. All receipts must accompany the fund's reimbursement request.
7. Petty Cash is to be reconciled at least once each month by the facility's designated Custodian.
8. Each facility's Petty Cash Fund is subject to audit by the Administrative Office at any time.
9. Employees may not reimburse themselves Petty Cash; the Petty Cash Custodian or alternate must disburse all petty cash. If the Custodian is due a petty cash reimbursement, the alternate Custodian will reimburse and initial the voucher.

3.14 - Deposit Policy

In order to maintain secure internal control of payments received by the park district, it shall be the policy of the Carbondale Park District to deposit all collections in a prompt manner.

It will be the goal of the District to deposit all cash and checks in the designated bank the same day as received. However, in the event that funds cannot be deposited the same day, all cash and checks shall be deposited within no more than two business days of the date of receipt. It is recommended that a photocopy of each check be kept as an attachment to the deposit record.

Credit card payments should be processed while the customer is present with the credit card or as soon as the written credit card information is received via mail, fax, electronic mail, telephone, or in-person if the processing system is non-functional. It will be the goal of the district to process all credit card payments the same day as received. However, in the event that the credit card cannot be processed the same day, it shall be processed within no more than two business days of the date of receipt.

CHAPTER 4 – General Administration**4.01 - Naming Unnamed Sites and Unnamed Facilities**

Names for Carbondale Park District unnamed sites and unnamed facilities may be proposed by a group of District residents or by members of the District Board of Commissioners. Nominations shall follow the procedures and criteria listed below.

Nominating Procedure

1. Nominations initiated by a group of District residents:
 - a. Persons interested in nominating the name of an individual (e.g., William Marberry Arboretum), organization (e.g., Jaycee Field), or the use of a descriptive term (e.g., Hickory Ridge Golf Course) as the name of an unnamed specific District site (e.g., Evergreen Park) or unnamed facility (e.g., Williams field) shall first obtain a petition for nomination packet from the District's Administrative Offices, 1115 W. Sycamore, Carbondale, Illinois, 62901. No current or future name shall be used more than once.
 - b. The nominator(s) shall return to the District's Administrative Office.
 - (1) The nominating petition signed by no less than 50 of the residents of the District; and
 - (2) A statement explaining the nomination's merit relative to the nominating criteria.
 - (3) Suggestion: Nominations initiated by a volunteer organization or by the Park District as part of a fundraising campaign to build a facility owned by the Park District or located on Park District property:**
 - a. The organization proposing naming rights must get approval from the Board of Commissioners.**
 - b. The Board of Commissioners must approve the proposed names(s)**
 - c. Once the District's Board receives a response from each of the District's Citizen's Advisory Committees, the District's Board will discuss the nomination at its next scheduled meeting and vote on the nomination at a subsequent meeting following that discussion.
 - d. If the nomination for naming an unnamed District site or unnamed facility is approved, the unnamed site or unnamed facility shall be permanently named for the nominated individual, organization or descriptive term.

4.02 - Criteria for Honoring Full-Time Employees, Volunteers, Organizations, Etc.

The following guidelines have been established to recognize the contributions of park commissioners, volunteers, staff, and others as they leave the Park District service.

Special recognition of Board Members and full-time employees

Resigning and retiring Board Members and Employees will be appropriately honored if, in the opinion of the Park Board, the employee has met one of the following requirements:

Good work record.

Served the Park District for a reasonable length of time.

Outstanding contribution to the Park District.

Service Awards

Board Members and full-time employees who have completed the following years of service shall receive a plaque and/or other gift item denoting the number of years with the District. Such awards shall be given at ten years, fifteen years, twenty years, twenty-five years, and thirty years. Part-time employees who have worked 15 years may also receive a plaque.

4.03 – Citizen Advisory Committees**PURPOSE**

Each Park District Citizen Committee acts as a liaison and advisor between the citizens of the Carbondale Park District and their elected Board of Park Commissioners. The citizen committee members shall serve to communicate citizen opinions, desires, and interests to the Park Commissioners; thereby ensuring that the actions and decisions of the Park District are more responsive to its citizens.

MEMBERSHIP

Members shall be residents of the Carbondale Park District. Exceptions may be made if an individual has unique qualifications or interest and inclusion on a committee would greatly enhance its effectiveness. Members shall be appointed annually by the Carbondale Park District Board of Commissioners at its first board meeting each January. Each park commissioner shall be appointed as a board representative to one or more of the committees. The Board President shall be a non-voting member of each committee. Interest in serving on a committee should be communicated to the President of the Board, or to the Commissioner representative to the committee. New committee members fulfilling someone's unexpired term shall be appointed at a regular meeting of the Board of Park Commissioners.

Suggestion: Members shall be listed on the Park District website.

PROCEDURES

Committees should meet monthly. It is recognized, however, that the business of some committees may be such monthly meetings are not required. Formal notice of all meetings *shall be mailed to committee members, media, and Park Commissioners at the beginning of each month.* The meeting notice shall include the date, time, location, and the agenda for said meeting. Minutes of the previous meeting shall also be included. Each committee shall elect a chair at its first meeting following the annual January appointments. In addition, one committee member shall be designated to record the meeting minutes. Meeting minutes shall be submitted to the District office within (5) days following the meeting. ~~It is~~

~~requested that the chair of each committee attend the first regular monthly meeting of the Board of Commissioners to present the committee report.~~

Suggestion: all meeting notices shall be posted on the Park District website.

DUTIES AND RESPONSIBILITIES

A. Golf Citizen's Committee

1. To advise the Director and Park District Board as to suggested policy changes and long-range plans affecting the golf course.
2. To advise the Director, Superintendent of Golf Operations, and the Golf Course Maintenance Superintendent as to the management and maintenance of the golf course.

3. To gather knowledge of public opinion about golf course matters, for use in committee discussions.
4. To interpret to the public the rules by which the golf course is operated, and the services it provides.
5. To provide a forum for representatives of golf user groups to express the need of their groups, and to encourage greater activity by users' groups.

B. Grounds, Facilities, and Recreation Citizen's Committee

1. To assist the Director and Staff in surveying and analyzing the recreational program needs of the District.
2. To review with the Director and Staff the planning of a comprehensive year-round recreation program for all residents of the District and recommend implementation to the Board.
3. To review with the Director and Staff recreational programs provided by other public and private agencies and to recommend methods for coordinating these programs with the District.
4. To encourage citizen involvement through special task forces and community councils to study existing programs and recommend future action to the Board.
5. To review with the Director and staff plans for the District including a Master Park Plan, plans for major park and facility improvements, and designs and specifications for major construction projects as prepared by the staff and/or consultants, and to make recommendations to the Board for implementation.
6. To make recommendations to the Board for projects and improvements to parks and facilities based on citizen and community input to the Committee.
7. To monitor citizen and community level of satisfaction with the District's parks and facilities and report such to the Board.

Question:

Should this be divided into a) Grounds and Facilities B) Recreation?

Suggestion: To advise the Executive Director and Park District board as to suggested policy changes and long-range plans affecting the park District's Grounds , Facilities and Recreation programs.

All committees to advise the board of rules or rate changes.

C. Administration and Finance Citizen's Committee

1. To review and provide input to the Director and the elected Board of Park Commissioners, on the annual budget and appropriation ordinance and the annual tax levy ordinance submitted by the Carbondale Park District Director and Staff.
2. To review and recommend action, to the Director and the elected Board of Park Commissioners, on the annual audit process.
3. To review, provide input and make recommendations to the Director, and the elected Board of Park Commissioners, on state legislation pertinent to the District, or new legislation pertinent to financing projects which may entail issuance of bonds.
4. To consider other financial affairs and administrative issues and processes of the Carbondale Park District and recommend action to the Director and the elected Board of Park Commissioners.

4.04 - Safety Policy

SAFETY POLICY STATEMENT

It is the intention of the Carbondale Park District to develop, implement and administer a comprehensive loss prevention program. The Carbondale Park District maintains that the public and its employees are their most important assets. Therefore, public and employee safety is our greatest responsibility. Department heads and supervisory personnel at all levels of the Park District work force 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 Park District's capital and personnel.

Every employee is charged with the responsibility of supporting and cooperating with the loss prevention program outlined in this 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 evaluations at the Park District. Non-compliance with safety policy is considered very serious and could lead to suspension without pay or dismissal.

The Safety Committee has been established to initiate, implement, and monitor a continuous and comprehensive safety program. A representative from each Department sits on the Committee.

4.05 - Americans with Disabilities Act

The Americans with Disabilities Act of 1989 (ADA) is designed to end discrimination against persons with disabilities in employment, public services, public accommodations, and telephone services. ~~(See ADA law, effective July 26, 1992, at the Administration Center.)~~

The Carbondale Park District supports the intent of the law through implementation of non-discriminatory employment practices.

The term "disability" includes:

- A. A physical or mental impairment that substantially limits one or more life activities.
- B. A record of such impairment
- C. Being regarded as having such an impairment

The nondiscrimination provisions of the ADA refer to all employment-related decisions, including recruitment, hiring, compensation, job assignment, benefits, training, social and recreational programs, layoffs, and termination.

The Park District will attempt to provide reasonable accommodations including: Job restructuring, modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices and the provision of readers or interpreters. The intent of the law is that accommodations do not impose an "undue hardship" on the employer.

4.06 - Enforcement of Park District Ordinances

Park District employees and those designated under Section 6.01 of Park Regulation Ordinance are not to be police officers. If an employee observes a Park user breaking a Park ordinance, policy or procedure, the employee should proceed as follows:

1. Use good judgment.
2. When possible, approach the Park user in a polite, friendly manner.

3. Inform the Park user of the violation.
4. Carefully explain the reason behind the rule.
5. If the user persists, ignores, or creates a scene, quietly and quickly call the police.
Carbondale Police Department – 618-457-3200 or *911 for an emergency*
6. Wait for the police to arrive. Inform the officer what you witnessed.
7. Sign complaint if requested.
8. No arrests or physical apprehension of persons violating the Park Ordinance shall be permitted except under circumstances where there is a serious and imminent threat of bodily harm or the actual infliction of bodily harm is taking place.

4.07 - Environmental Strategic Statement

The public and the Park District are increasingly concerned about environmental issues facing our entire community. It is our intent to have the Park District be a role model and assume a partnership role in developing and implementing programs that demonstrate and teach the value and vitality of sound environmental policies, practices, and procedures.

ENVIRONMENTAL PRINCIPLES

The following are general principles for developing sound environmental policies, practices, and procedures. The Park District would use these principles to guide our thinking as the District develops environmental action plans for the future:

1. Reduce wastes.
2. Recycle materials and practice safe waste disposal.
3. Conserve energy sources
4. Promote public education of environmental issues.
5. Minimize or eliminate pollutants.
6. Minimize the use of pesticides and herbicides.
7. Expand environmental programs to children and families by implementing active outreach through the Park District.
8. Utilize recycled products.
9. Enhance public education of developing product recycling demonstrations.
10. Develop Comprehensive tree replacement programs.
11. Install recycling receptacles in Parks.
12. Preserve established wetland areas.

4.09 - Guidelines For Acquiring Park Land and Accepting Land Donations

Over the years, the Park District has had various parcels of property offered to them for purchase or donation. The following guidelines should be reviewed in determining the appropriateness of such property for park purposes. They are not meant to be absolute criteria but rather a guide for Park District review.

- Each site must be considered on its own merit.
- An Environmental Impact Study should be completed on all proposed acquisitions.
- Higher consideration is given to properties adjoining existing parks, schools, and public properties.
- Higher consideration is given to properties in neighborhoods void of parkland.
- Higher consideration is given to properties named for acquisition in the Park District Master Plan.
- Higher consideration is given to properties with unique vegetation.
- Donations may be accepted by Park District.
- All donations become the sole property of the Park District and as such can be utilized in any manner which is in the best interests of the Park District.
- Proposed property should have sufficient public access.
- Proposed property should have utility access.
- Proposed property's legal description and survey will be issued by the party donating the property.
- The party donating the property shall pay for any vacations or subdivisions required by village, state, or county regulations. **Change to Municipal.**
- Properties lying in the flood plain or serving as retention basins must have significant recreation opportunities to be considered.
- Staff review should include proposed development, expected maintenance issues, expected liability issues, and neighboring property review.
- The minimum size of a neighborhood park should be three acres.
- When at all possible street frontage for neighborhood parks should be the entire length of the park on two sides:
 - To provide better visibility.
 - To allow on-street parking.
 - To discourage users from cutting through private property to get to the park.

- To develop facilities away from adjacent residential property; and
- To provide more usable space.
- Service area of each neighborhood park should be within approximately one-half mile ~~of basin-free~~ pedestrian walking distance.
- Storm water control facilities should occupy no more than one-half of any neighborhood park.
- Utilize other existing public land whenever possible for the acquisition and development of new neighborhood ~~parties-parks~~.

4.10 - Easements

It is not uncommon for the Carbondale Park District to receive ~~frequent~~ requests for easements. The following policies shall govern granting of easement requests. Proposed easements shall not interfere with existing or proposed development plans of the requested park. Easement requests should not place undue use restrictions on the park site during construction or after the ground is repaired and available for public use. Those granted an easement shall be expected to fully restore at their expense all landscaped items such as trees, shrubs, sod, flowers, etc. to their original condition or better as determined by the Park District. The Park District would require that when an easement request is submitted, that the following be attached:

1. Survey of property in question
2. The engineer's certified legal description
3. Description of the easement
4. Easement drawn on the survey so that both the attorney and the park board know exactly where the easement is.

The District receives many requests for proposed easements. Many of these could be broken down into temporary easements and permanent easements.

1. Temporary easements may be defined as those submitted from a homeowner, private contractor, utility company or governmental body wishing access for construction of improvements to another's property. The decision on granting said request shall be at the discretion of the administrative staff. A secure deposit may be required in addition to a written statement from the person making the request stating that all damages to park property will be fully paid by said owner.

2. Permanent easements may be requested of the Park Board at a regular scheduled monthly meeting.

4.11 - Loan of Equipment

The practice of borrowing and loaning of publicly owned equipment is common amongst local municipalities and villages. The major reasons for borrowing and loaning of equipment are that, whenever possible, governmental agencies should consolidate equipment. This joint use allows for greater savings of the tax dollar to the general public.

Suggestion: add "Requests should be made to the Director or, in the absence of the Director, the administrative assistant. Request for certified records must be indicated, with specific records indicated. Records will be provided within 5 business days. "

Specialized pieces of equipment such as tree spades which are costly items are used somewhat infrequently cannot be justified by one agency alone. Equipment breakdowns or periodic emergency situations do arise when additional equipment is necessary and it is with these items in mind that the policy of the Carbondale Park District shall be that when determined necessary by the administrative staff, the district may engage in both loaning and/or borrowing of equipment. Administrative staff is also empowered to establish fair rental on specialized pieces of equipment. It is also understood that the Park District may loan equipment to other governmental agencies with the expectation of not charging the requested agency which in turn will reciprocate at a later date.

4.12 - Complaints

Residents of the Carbondale Park District and users of its facilities and recreation programs may from time to time find situations which are not to their liking. When these situations are brought to the attention of the Park District, either by phone, written correspondence or face-to-face, the district staff will respond to their concern as it is the responsibility of the Park District employees to work toward minimizing the number of valid complaints by improving the services of the Park District office. Complaints should be received and acknowledged with a positive attitude. Direct the information to the Superintendent who will see that the appropriate staff is notified so that immediate action can be initiated. The Superintendent will follow up on all inquiries, complaints, etc., with the resident, letting them

know that their concern is being addressed. Final results will be communicated to the resident in a timely fashion.

4.13 - Requisitions

Requisition Form must be completed for all work, denoting the department, task to be performed and date needed. All requisitions must be initialed by the department head.

4.14 - Office Supplies

Anyone requesting office supplies should fill out a Requisition Form, have it initialed by the department head and given to the Superintendent. All office supplies are to be purchased through the main administrative office, except in emergency situations. Department heads are to meet with their employees prior to the beginning of the fiscal year, listing the approximate amount of supplies needed during that fiscal year. These items will be purchased in bulk, assuring that the required supplies will be stocked, sporadic purchasing eliminated, and a greater dollar savings realized by the district. Orders are filled twice a month except in urgent situations. On a quarterly basis, the Office Manager will charge the departments according to the amount of supplies requisitioned.

4.15 - Postage and Mail

Postage for the machine or for any mail should be monitored by the administrative assistant any bulk mailings sent by departments should be approved by the administrative assistant prior to mailing so that it confirms to U.S. postal regulations. A U. S. postal form is completed for the Postmaster (include copy of form) and must be signed by the administrative assistant.

4.16 - Public Information and Request Policy

Any person requesting records of the Carbondale Park District may make such a request in writing either in person or by mail at the main office located at the Park District Office 1115 W. Sycamore, Carbondale, Illinois Requests can also be made by electronic mail. Such request should be made to the Director at the same address and if the Director is not present in person, you should see the administrative assistant. If you desire that any records be

~~certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours.~~

Suggestion: add "Requests should be made to the Director or, in the absence of the Director, the administrative assistant. Request for certified records must be indicated, with specific records indicated. Records will be provided within 5 business days. "

FREEDOM OF INFORMATION ACT (FOIA) Any person requesting records of the Carbondale Park District should submit a written request to the administrative Office either by electronic mail, fax, or mail. The Park District has five working days to provide the records. There are, however, certain records that are exempt for disclosure, in which case the requestor will be provided an explanation for the denial.

VOLUMINOUS REQUESTS

Voluminous request" means a request that: (i) **includes more than 5 individual requests for more than 5 different categories of records** or a combination of individual requests that total requests for more than 5 different categories of records in a period of 20 business days; or (ii) requires the compilation of more than 500 letter or legal-sized pages of public records unless a single requested record exceeds 500 pages.

Question: should the Illinois code defining voluminous requests be included here?

All requests shall be in writing and submitted.

The fees for any such records, if the person requesting the records wished them to be copied, are as follows:

15 cents per page 8 ½ x 11

15 cents per page 8 ½ x 14

\$1.00 to certify copies.

The Carbondale Park District falls under the provisions of the Illinois Freedom of Information Act.

**EXHIBIT A
CARBONDALE PARK DISTRICT
REQUEST FOR PUBLIC RECORDS**

TO: *Freedom of Information*
Carbondale Park District
1115 West Sycamore
P.O. Box 1326
Carbondale, IL 62901

FROM

:

Name

Address

Phone Number

DATE: _____

DESCRIPTION OF REQUESTED RECORD(S):

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

___ Inspection ___ Copy ___ Both

Do you wish to have copies certified? _____

Date Received

Date Response Due

Notations re Oral Communications or Other Items

CARBONDALE PARK DISTRICT'S BOARD OF COMMISSIONERS SCHEDULE OF BOARD MEETINGS

The Public is invited and encouraged to attend these meetings. Anyone wishing to present a topic for discussion should call the Administrative Office at 529-4147. The regular meetings of the Carbondale Park District Board of Park Commissioners are the Second and Fifth Mondays of each month at 5:30 p.m. The Specific dates can be obtained through the Administrative Office.

All meetings will be conducted at the:
City Hall Civic Center
200 South Illinois Avenue
Carbondale, IL 62901

ALL MEETINGS SCHEDULED AT THE CITY HALL CIVIC CENTER ARE
TELEVISED ON THE CITY OF CARBONDALE GOVERNMENT CHANNEL 16.
WHEN MEETINGS CANNOT BE HELD IN PERSON, THEY WILL BE HELD VIA
VIDEO CONFERENCE (ZOOM) AS ILLINOIS STATE LAW PERMITS. THIS FORMAT
WILL BE ACCESSIBLE TO COMMUNITY MEMBERS.

4.18 - Administration Succession Procedure

The importance of providing an ongoing method of administration for the smooth operation of the Park District is noted in this procedure for management succession. In the event that the Director is not available to perform his/her duties, this procedure provides for the orderly appointment of an authorized replacement to act on his/her behalf. In an absence of the Director lasting more than one working day, he/she shall appoint a replacement for carrying on the administrative responsibilities of the position to ensure continuity in the chain of command. The Director will choose one of the Department Heads to assume these duties. Assumption of those duties will occur after notification by the Director or the Office Manager of the dates absent and will continue until the start of business on the day the Director returns. The Acting Director has all the responsibilities and should follow all the policies and procedures of the Park District.

Each Department Head will be responsible for the development and implementation of a succession system for their individual operations. In all cases when the Department Head is absent from work for more than one day, an Acting Department Head will be named to ensure that the day-to-day succession making responsibilities go undisturbed.

~~In the event the Director is incapacitated, the Board may appoint an Acting Director to serve until such time as the Director can resume their duties.~~

- ~~1.—The agency, requires fundamental alteration in the nature of the program, unduly disrupts the ordinary conduct of business or does not eliminate a significant risk of infection to others.~~
- ~~2.—However, the Director in consultation with medical and legal personnel may determine whether the employee remains otherwise qualified to perform job functions. In making such determination, the following factors should be considered:~~
 - ~~A.—The nature of the risk (how the disease is transmitted);~~
 - ~~B.—The duration of the risk (how long is the carrier infectious);~~
 - ~~C.—The severity of the risk (what is the potential harm to third parties; what is the affect person's physical condition, behavior, and ability to control bodily functions and secretions);~~

Question:

Should the succession plan be approved by the Board?

4.19 - Computer Policy

INTRODUCTION

The Computer Policy of the Carbondale Park District is applicable to all employees, volunteers and other users of computer equipment, software, information, and data belonging to the Carbondale Park District.

No information stored on equipment owned by the Carbondale Park District will ever be construed as being private to any party other than the Carbondale Park District. Users shall have no expectation of privacy in any regard.

Violation of any component of the Computer Policy will result in disciplinary action up to and including termination of employment.

DEFINITIONS

Information – Knowledge, in any form, that has value to the park district.

Data – Any computer information, including, but not limited to, information that has been entered into a computer, stored in a computer, or retrieved from a computer. Examples would include spreadsheet and database entries.

Software – Computer operating systems and programs.

Trade Secret, Sensitive, or Confidential – Any information, in any form, that is a business advantage to the park district in any way. This includes, but is not limited to: customer lists, employee lists, business projections, business plans, proprietary processes, information on research and development, pending sales, pending purchases, pending contracts, production costs, production schedules, design drawings, personnel records, medical records, pending litigation and park district financial information.

Software Piracy – Software piracy is utilizing software in violation of its licensing agreement.

Email System – All means of sending and receiving electronic mail (email), including internal email and Internet email.

Incidental Use – Occasional personal use, outside of normal work hours, non-commercial, at negligible cost to the park district, and not interfering with the park district's needs or operation.

Document – Any letter, memorandum, tape recording, electronic mail, electronic document, note, or written communications.

PHYSICAL SECURITY OF COMPUTER ASSETS

Users will ensure that all computer assets (computers, monitors, laptop computers, printers, etc.) that are assigned to or regularly used by them are maintained and used in a manner consistent with their function and such that the possibility of damage and/or loss is minimized.

Computer equipment will not be removed from park district premises without the prior written authorization of the Executive Director. Users will not modify park district computer equipment in any manner including, but not limited to, attaching external disc drives, external hard drives, and changing the amount of memory in the computer. This section shall not apply to Administrative Office personnel while performing their assigned duties.

Whenever possible all portable computing equipment (laptop computers, palm top computers, electronic organizers, etc.) will be maintained under the direct supervision of the user that they are issued to. The equipment must never be left unattended in locations such as airports and hotel lobbies. When the equipment must be left unsupervised, it must be as inconspicuous as possible (i.e.: Do not leave the computer sitting on the seat of an unattended vehicle). Whenever practical, the computer shall be secured with security device(s).

Computer and electronic equipment are generally delicate and shall be treated accordingly. Damage to or loss of computer electronic equipment caused by negligence and/or violation of this policy may result in the responsible party being charged for the repair or replacement costs.

OWNERSHIP OF INFORMATION, DATA, AND SOFTWARE

All information and data generated or gathered by a user in the course of their employment and/or utilizing park-district owned assets shall be the exclusive property of the park district. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for the park district and with the express written authorization of an authorized manager.

All software purchased by, licensed by, or created by the park district is the exclusive property of the Park District and may not be transferred to, given to, or loaned to any other organization or outside individual. No one is authorized to violate any license agreement. Software created by the Park District may not be transferred to, given to, or loaned to any other organization or outside individual without the express written authorization of the Executive Director.

PARK DISTRICT ACCESS TO COMPUTER INFORMATION AND HARDWARE

All computer-related resources under the control of the Park District exist for the furtherance of the Park District's business pursuits. The Park District may inspect or monitor any Park District owned, leased, or controlled computer, computer device, network, computer facility, or storage device at any time for any reason. This includes the inspection of email (incoming, outgoing, or stored) and the monitoring of Internet usage. The Park District may divulge any information found during such inspections or monitoring to any party it deems appropriate.

The use of encryption, the labeling of an email or document as private, the deletion of an email or document, or any other such process or action, shall not diminish the Park District's rights in any manner.

Only Park District authorized encryption may be utilized. All passwords/encryption keys must be on file with the Executive Director prior to their utilization.

INFORMATION SECURITY

A common method for gaining access to computer networks is for the hacker to impersonate a member of the Administrative Office. They will call a user with a story that they need the user's login ID and password. Once they have these, they are well on their way to breaking into the network. Members of the Administrative Office will never call a user and ask for their login ID and/or password. Users will not disclose their login IDs or passwords to anyone, ever.

Any attempt by another person to obtain a login ID and/or password, or any other suspicious activity, will be immediately reported to the Executive Director.

Passwords will be a minimum of six (6) characters and will contain both letters and numbers. Words, names, birth dates, addresses, zip codes, telephone numbers, social security numbers, or any other easily guessed combination will not be used. User IDs and/or passwords will not be written down and kept within the general are of the computer. Users will not utilize internal passwords or substantially similar passwords on external systems (i.e.: web sites, web-based email, etc.).

Users will not allow any person to access, in any manner, their assigned computer equipment unless that person is specifically authorized to do so.

The loss of any computer equipment or any of the Park District's information will be immediately reported to the Executive Director who will immediately ensure that all possible steps are taken to protect the Park District from further information loss.

All information created by, obtained by, or utilized by users in the course of their employment is the exclusive property of the Park District. Even when physically able to, users will not access any information other than that which they are specifically authorized to and are necessary for the performance of their assigned duties. The Park District's information may not be utilized for the benefit of any other person or organization. Unless specifically designated otherwise, all information is considered to be confidential.

Information that is a Trade Secret, Sensitive, or Confidential will never be disseminated, by any means, to persons who are not authorized to receive it. Information that is a Trade Secret, Sensitive, or Confidential will never be disseminated, by any means, to persons outside of the park district unless all of the following conditions are met:

The dissemination is expressly approved, in advance, by an authorized manager.

The Trade Secret, Sensitive, or Confidential information is:

1. Encrypted if a computer file, otherwise.
2. Sealed in an envelope or other appropriate container.
3. The transmittal letter or email text includes a warning to the recipient that the material is Trade Secret, Sensitive, or Confidential and is the property of the Park District.

2. The transmittal letter or email text contains a specific statement of why the recipient is receiving it, what they may do with the information, and who, if anyone, they may disclose it to.
3. A copy of the transmittal letter or email is permanently archived by the user.

All users will ensure that their computer files are properly backed up. All files must be stored on a network drive to ensure nightly backup. Computers may be periodically checked for file storage on inappropriate drives.

All users will ensure that any material to be discarded that contains Trade Secret, Sensitive, or Confidential information, in whole or part, will be properly and immediately destroyed.

All computers will have antivirus software installed. This software is to remain activated at all times. Department Superintendents will ensure that the software is updated as appropriate.

The Department Superintendents will ensure that all security updates for operating systems, web browsers, server applications, and email clients are installed as soon as they become available.

The Department Superintendents will ensure that the hard drive of any computer to be discarded or sent out of house for repair will have all Trade Secret, Sensitive, or Confidential information thoroughly removed from it.

INSTALLATION AND USE OF SOFTWARE

Without the prior written authorization of the Executive Director, users shall not:

1. Install any software on Park District owned computer equipment.
2. Install Park District owned software on any non-Park District owned computer equipment.
3. Provide copies of Park District owned or licensed software to anyone.

Users will not engage in any acts of software piracy.

The Department Superintendents shall ensure that all software installed or utilized on Park District machines is properly licensed.

PERSONAL USE OF COMPUTER HARDWARE AND SOFTWARE

Users may utilize Park District owned hardware and software for personal use within the following guidelines:

Such use must be purely personal and may not be for any commercial purpose.

Such use must not be during ordinary work time.

Such use must comply with all laws and regulations.

Such use must not interfere with the Park District's needs or operation.

Such use must not include:

- Pornography
- Sexist Material
- Racist Material
- Any illegal act
- Any other inappropriate behavior

Examples of allowable use:

Typing homework assignments for college classes or adult education classes.

Writing a newsletter for a charitable or non-profit organization.

Using a spreadsheet to track an intramural sports league.

ELECTRONIC MAIL

This policy shall apply to anyone having access to the Park District's email systems.

The Park District's email system is intended to further the business purposes of the Park District.

All email created, sent, or received via the Park District's computers, networks, and/or email systems is the property of the Park District, whether or not it is marked as personal, private or confidential.

The Park District reserves the right to monitor and/or review, at any time, any email created, sent, or received via the Park District's computers, networks, and/or email systems. The park district further reserves the right to reveal the contents of such email to any party that it deems appropriate. The use of encryption, the labeling of an email as private, the deletion

of an email, or any other such process or action, shall not diminish the Park District's rights in any manner.

The Park District will disclose email to any party it deems appropriate; this may include law enforcement search warrants, *FOIA Requests* and discovery requests in civil litigation. The employee shall have no expectation of any privacy in any email.

While a user may delete an email message, copies of the email may still remain on servers and back up tapes.

Only Park District authorized encryption may be utilized. All passwords/encryption keys must be on file with the Department Superintendents prior to their utilization.

All emails that are addressed to any person(s) outside of the Park District will clearly identify the user by full name and official title.

Due to the potential for security breaches, users will exercise extreme caution in downloading and executing any files attached to email. If the attachment is not clearly business related and/or expected from a known source, it should never be opened or executed.

Users will not subscribe to any email lists that are not directly relevant to their assigned duties.

Information that is a Trade Secret, Sensitive, or Confidential will never be emailed to persons outside of the Park District unless all of the following conditions are met:

The email transmission is expressly approved, in advance, by an authorized manager.

The Trade Secret, Sensitive, or Confidential information is encrypted.

The email text includes a warning to the recipient that the material is Trade Secret, Sensitive, or Confidential and is the property of the Park District.

The email text contains a specific statement of why the recipient is receiving it, what they may do with the information, and who, if anyone, they may disclose it to.

A copy of the email is permanently archived by the user.

Each user is responsible for ensuring that their use of the Park District's email system is consistent with this policy, and other applicable Park District policy, and appropriate business practices. Emails shall not contain inappropriate material, i.e., pornography, sexist remarks, racist remarks, defamatory remarks, obscene remarks, anything of a commercial nature not pertaining to the Park District's business, or any other inappropriate remarks. Further, the email system shall not be used for any purpose in violation of law regulation.

Excluding incidental use, the Park District's email system will not be utilized by users for any commercial or non-commercial activity that is not in furtherance of Park District business.

Users will carefully review all email prior to sending it to ensure that their meaning is clear and not subject to interpretation. Email messages should be composed in a professional manner. Comments that would be inappropriate in memorandums and letters are equally inappropriate in emails.

INTERNET USAGE

The policy shall apply to anyone utilizing the Park District's Internet access systems.

The park district's Internet access is intended to further the business purposes of the park district. All information created, sent, or received via the Park District's computer, networks, Internet access, and/or email systems is the property of the park district.

The Park District reserves the right to monitor, filter, and/or review, at any time, all Internet utilization via the Park District's Internet access. The Park District further reserves the right to reveal any Internet access related information to any party that it deems appropriate. The use of encryption, the labeling of a communication as private, the deletion of a communication, or any other such process or action, shall not diminish the Park District's rights in any manner.

The Park District will disclose Internet access information to any party that it may deem appropriate; this may include law enforcement search warrants and discovery requests in civil litigation. The employee shall have no expectation of any privacy regarding any internet usage, whether or not the use is of a personal nature.

Excluding incidental use, users will not access any material that is not directly relevant to their assigned duties.

Each user is responsible for ensuring that their use of the Park District's Internet access is consistent with this policy, and other applicable Park District policy, and appropriate business practices. Internet sites containing pornography, sexist material, racist material, defamatory material, obscene material, pirated software, or any other inappropriate material shall not be accessed. Further, the Internet access system shall not be used for any purpose in violation of law or regulation.

Excluding incidental use, the Park District's Internet access will not be utilized for any commercial or non-commercial activity that is not in furtherance of Park District business.

Users should be mindful that Internet sites they visit collect information about visitors. This information will link the user to the Park District. Users will not visit any site that might in any way cause damage to the Park District's image or reputation.

Users should be aware that material available on the Internet may be copyrighted or trademarked. Other than viewing publicly available material, users will not use any material found on the Internet in any manner without first establishing that such use would not be in violation of a copyright or trademark.

VOICE MAIL

The words "voice mail" in this policy refers to any type of equipment or system that records messages from unanswered incoming telephone calls. This includes answering machines.

All voice mail systems and all communications stored therein are the exclusive property of the Park District. The Park District may review stored messages at any time, for any purpose.

Users having voicemail will check it regularly and return telephone calls promptly.

The greeting should include the user's name and a request that the caller leave their name, telephone number and a brief message. The caller should also be given an alternative if they need to speak to someone immediately. As an example:

This is John Smith. I'm either on the phone or out of my office. Please leave your name, telephone number and a brief message. I'll return your call as soon as possible. If you need to speak to someone urgently, please press zero followed by the pound key.

Users who will be out of the office for an extended time should change their greeting to advise callers of this.

CHAPTER 5 – Budget and Appropriation Ordinance

ANNUAL FISCAL REQUIREMENTS

5.01 - Budget and Appropriation Ordinance

LEGAL REQUIREMENTS

The Board of Commissioners shall adopt a combined Budget and Appropriation Ordinance within the first quarter of each fiscal year.

Each fund shall contain a statement of fund balance at the beginning of the fiscal year, an estimate of revenue to be received during such fiscal year from all sources, an estimate of expenditures and the estimated fund balance at the end of such year.

The Budget and Appropriation Ordinance should be prepared in tentative form and be made conveniently available to public inspection for at least 30 days prior to final action. At least one public hearing shall be held prior to final action and should be advertised in a newspaper published in the Park District at least once week prior to the hearing.

PROCEDURE

The Director shall be charged with the responsibility of the preparation of the Budget and Appropriation Ordinance.

Upon completing the first draft of the Budget and Appropriation Ordinance and following the above legal Requirements, the Director will review each fund to the satisfaction of the Board of Commissioners. After making the necessary corrections to coincide with the Board's direction, the Budget will be put in final form.

5.02 - Levy Ordinance

Each Park District has the power to levy and collect taxes on all the taxable property in the Park District. A Park District may accumulate funds for the purpose of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but subject to rate limitations as set forth in the Illinois Revised Statutes.

The Director shall be charged with the responsibility of the preparation of the Levy Ordinance. The Levy Ordinance form shall be substantially the same in content as the Budget and Appropriation.

A certified copy of the approved Levy Ordinance shall be filed with the County Clerk no later than the last Tuesday in December.

TRUTH & TAXATION REQUIREMENTS

The purpose of the Truth in Taxation Act is to require a governmental unit to disclose by publication and to hold a public hearing on its intention to adopt an "aggregate levy" in amounts more than 105% of the amount of property taxes extended upon the levy of the preceding year. The term "aggregate levy" does not include debt service levies, which are made by separate bond ordinance.

Procedures are as follows:

Park District Board must first make the determination that the proposed levy is going to exceed the 105% figure. This should be done at regular or special meeting. If that is the case, then a Truth in Taxation hearing must be scheduled.

The determination must be made at least 20 days before the Park District adopts its Tax Levy Ordinance. The tax levy must be filed with the County Clerk by the last Tuesday in December. The Truth in Taxation hearing notice must be published no more than 14 nor less than 7 days prior to the date of the public hearing. The law has specific size and text requirements for the notice.

There is nothing to prevent holding the Truth in Taxation hearing on the same date and time as the meeting at which you propose to pass the levy. After conducting the hearing and passing the levy, the District must file with the County Clerk a Certification of Compliance with your Tax Levy ordinance.

5.03 - Financial Reporting

FINANCIAL REPORTING POLICIES

Financial Reports are presented to the Board of Park Commissioners for their review and acceptance at the meeting held on the second Monday of the month. The reports include the following:

Fund Summary Comparison – A statement comparing the difference between budgeted revenues and expenses with actual for the month and year-to-date for the general fund.

Accounts Payable Board List – A listing of disbursements showing vendor name, check date, check number, check amount, general ledger account number and description.

ACCOUNTING PRACTICE

The Park District will establish and maintain **a high-degree of accounting practices consistent with municipal requirements**. Accounting systems will conform to accepted principles and standards of the Government Finance Officers Association, the National Committee on Government Accounting and the Governmental Accounting Standards Board.

Full disclosure will be provided in the annual financial statements and bond representations.

Revenues and expenditures will be projected annually for a five-year time span beyond the current budget projections and incorporated into the Carbondale Park District fiscal plan.

5.04 - Payroll Procedures

Timesheets and timecards are available at the administration office as well as the respective facilities. Timesheets and timecards will be due in the administrative offices no later than 10 o'clock the Friday preceding the Friday pay date. Full and part-time employees will be paid every other Friday and such days shall be the regular Park District paydays.

The Park District Supervisor must review the following information:

The employee's name.

The number of hours worked.

The rate of pay entered for each job worked.

The General Ledger Account Number to which the earnings are to be charged.

The Supervisor and / or Department Head must initial the time sheets.

Question: What are the procedures for the director regarding oversight of hours, leave time etc.?

All timesheets and timecards are then turned in to the Administrative Office for processing. Carbondale Park District *Absence Request* Form shall be completed for personal days, sick days, and compensatory hours (for both additions and deletions of time). These forms will

be submitted to the Administrative Office for processing when timesheets and timecards are submitted.

5.05 - Addition of New Employees

Six forms must be completed and submitted to the Administrative Office by the payroll deadline along with the completed time sheet for any new employee to receive a payroll check in that payroll period. Full time employees must have a letter on file accepting the full-time position as well as a letter offering the position from the Director of Parks and Recreation. The Department Head must authorize all new part-time employees.

Application for Employment – The Carbondale Park District Employee Application Form must be completed.

Employment Data Sheet – An employment agreement must be completed including rate of pay, general ledger account number to be charged, date of employment. Carbondale Park District form must be completed, or the agreement form will be returned for completion before the employee can be paid.

Federal Tax Exemption Form W-4 – A federal tax exemption must be completed according to the instructions on the form. The form must be completed for those who may be exempted from withholding federal income tax.

Illinois Tax Exemption Form IL-1-4 – An Illinois tax exemption form must be completed according to directions on the form. Anyone claiming to be exempted from Illinois tax must also complete the form by "exempt" on the form.

U.S. Department of Justice Employment Eligibility Verification Form
Department of Children and Family Services Form

In addition to the above forms, all IMRF participating employees are required to complete IMRF Form 6.31 and 6.32 (designation of Beneficiary Form and Participation in IMRF For respectively), and the proper health insurance forms if applicable.

1. As covered in Personnel Policy, Park District health insurance program is offered to all full-time employees.
 - a. All forms to be completed for life and health insurance as well as the booklet explaining the benefits must be obtained from the Office Manager.

(Administrative Assistant)

2. All regular full-time employees must participate in the Illinois Municipal Retirement Fund (IMRF) as covered in Personnel Policy Section. Part-time employees must participate in IMRF as defined by IMRF.
3. All necessary forms completed can be obtained from the administrative assistant.

5.06 - Changing Employee Information

Carbondale Park District form shall be completed for any change in employees' salary rate.

The Department Head and the Director of Parks and Recreation must initial all full-time employees' salary increase forms. The Department Head must initial all part-time employees' salary increase forms.

An employee may change ~~his~~**their tax withholdings any time** by completing and submitting new W-4's. New forms must be completed if the employee's marital status changes.

Address or name changes should also be submitted to the Administrative Office in writing.

5.07 - Employee Termination

Any full-time employee who is terminated must sign the appropriate IMRF termination forms.

5.08 - Rehiring of Former Employees

Any part-time or full-time employee that has been rehired must follow the procedures listed in the "Adding New Employees" section and the "Changing Employee Information" section where appropriate. The Director of Parks and Recreation shall approve all full-time employees that are rehired from a leave of absence or the like.

5.09 - Other Deductions

Appropriate deduction forms should be completed for any additional deductions from an employee's paycheck. The Park District handles health insurance deductions. See the Administrative Office for appropriate forms.

5.10 - Discrepancies

Any difference between employee time sheet submitted and the amount of pay appearing on a payroll check must be handled by first talking to the employee's immediate supervisor. Any additional problems must then be directed to the Administrative Office.

Any request for paycheck after the payroll deadline has passed must be submitted to the Administrative Assistant for approval. At that point, if the paychecks have not been printed, the employee will receive a paycheck.

All requests for a payroll check not approved by the Administrative Assistant will be required to wait until the next payroll date.

5.11 - State and Federal Withholding Taxes

The collection of State and Federal income taxes levied against employee earnings by the Park District is authorized and stipulated by both State and Federal law. Method of collection is the withholding or deduction of the amount of the respective tax wage payments to employees. Funds withheld for State Income Tax purposes shall be forwarded to the Department of Revenue, State of Illinois with completed form IL-501. Additionally, form IL-941 shall be completed and submitted for each calendar quarter, prior to the last day of the month following the close of the preceding quarter.

Federal Income taxes withheld shall be deposited with the bank or banks designated as Federal Depositories using electronic transfer. Intervals of deposit are established in circular A and E of the Internal Revenue Code. Form 941-E, quarterly return withheld Federal Income Tax shall be filed following the close of each calendar quarter and an annual report form 941-E filed prior to February 28 for the calendar year ended at December 31. Employee contributions to Federal Social Security and/or Illinois Municipal Retirement Fund shall be withheld from wages paid and deposited with the Illinois Municipal Retirement Fund and federal social security depository.

Withholding taxes for full-time and part-time employees for both social security and retirement purposes are remitted monthly to the Illinois Municipal Retirement Fund.

5.12 - Fixed Asset Capitalization

Fixed assets are defined as land, buildings, equipment, and improvements other than buildings. Fixed asset should be capitalized if they meet the following criteria:

- They have an estimated useful life of at least 5 years following the date of acquisition,
- and
- They have an individual value of more than \$3,500.

On June 30, 2004, the District had an inventory of its fixed assets, including property, equipment and land. New fixed assets shall be recorded at acquisition value and incorporated into the District's perpetual fixed asset log. The log should include the following information about each asset: description, serial or identification number, acquisition date, vendor name and address, purchase order number, location and any other information which may aid in the description or evaluation of the asset.

When fixed assets are retired, notification must be made to the Administrative Office in writing.

An annual report of all fixed asset additions, retirements and changes shall be compiled for use in preparation of the annual audit.

5.13 - Annual Audit

An independent certified public accounting firm that will be chosen by the Board of Commissioners shall conduct an audit of all funds, property, and financial practices on an annual basis.

In addition to the normal test of various funds and investments, the firm shall provide an audit management letter that will provide recommendations for improving the fiscal and management practices of the District.

Payment of audit fees shall be made from the audit fund for all funds. The audit, once it has been accepted by the Park Board, shall be filed with the Comptroller of the State of Illinois.

5.14 - State of Illinois Disclosure Statement

Pursuant to the provision of Illinois State Law, it shall be the responsibility of each person applicable, to be governed by "The Illinois Governmental Ethics Act."

The following persons shall file verified written statements of economic interests:

Members of a commission or board created by the Illinois Constitution and candidates for nomination or election to commission or board.

Persons who are employed by a unit of local government as defined by the Illinois Constitution and are compensated for services as employees and not as independent contractors at a rate of \$35,000 per year or more.

The statement of economic interest required by the Article shall include the economic interests of the person making the statement as provided in the same section of the Statutes. The interest (if constructively controlled by the person making the statement) of a spouse or any other party shall be considered to be the same as the interest of the person making the statement.

Persons required to file shall obtain an appropriate form from the Secretary of the Carbondale Park District and by April 30 of each year, the completed statement must be filed. A candidate for elective office shall file his/her statement not later than the end of the period during which he/she can take the action necessary under the laws of this State to attempt to qualify for nomination, election, or retention to such office if he/she has not filed a statement in relation to the same unit of government within a year preceding such action.

5.15 - State Comptroller's Report

A copy of the Annual Audit Report (6.03) is required to be filed with the Comptroller of the State of Illinois within six months following the close of each fiscal year.

Additionally, form 588-4 entitled, "Annual Audit Report, Park and Forest Preserve Districts," is prepared annually by the independent certified public accounting firm and filed with the Comptroller. Such report indicates beginning cash balance of all funds on a consolidated basis, revenues by defined categories (consolidated) and expenditures by defined categories (consolidated) with ending cash balance (consolidated) at fiscal year end. The report further provides information regarding investment of funds by type, description of indebtedness by type including current issues and current redemptions and appropriated amounts by fund.

5.16 - Budget Policy

The District currently budgets for two funds. Although each fund differs in size (monetary) and activity, it is imperative that each keep its integrity as part of the whole.

General Policies

The Park District will pay for current expenditures with current revenues. The Park District will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' revenues or rolling over short-term debt.

The budget will provide the adequate maintenance of capital plant and equipment and for their replacement.

The Park District will maintain a budgetary control system to help it adhere to the budget.

The Park District administration will prepare regular reports comparing actual revenues and expenditures to budgeted amounts. These reports will be reviewed and approved by the Board of Park Commissioners.

Where possible, the Park District will integrate performance measurement and productivity indicators, such as management by objectives, with the budgeting process.

Budget Philosophy and Guidelines

It is felt that the larger tax funds and the two enterprise funds which the District operates, should have a brief set of guidelines set forth which would assist in establishing continuity of budgeting within set funds.

It should also be recognized that certain operational expenses, such as utilities, data processing, insurance, and hospitalization, are allocated to other funds.

Recreation Fund

The Recreation Fund is and should be viewed as an operating fund for the purpose of planning, establishing, and maintaining recreational programs. It is not intended to be used as a development or capital projects fund.

The Recreation Fund should be as self-sufficient as possible, recognizing that the primary revenue sources are that of the recreation tax (.075) and program fees.

charges. The Recreation Fund should pay all expenses related to the administration and maintenance of recreation programs and facilities.

Question: should a new section be created that defines the roles and responsibilities for each supervisory position?

5.17- Budget Procedures

Planning and Preparation

The Director will assemble a budget calendar to be distributed to all department heads highlighting all dates and deadlines within the budgetary process.

Each Department Head is responsible for preparing a yearly and monthly budget for their specific area. Adoption of a specific budget technique (zero base, program, line-item, etc.) shall be made by the Director of Parks and Recreation.

The Administrative Office will handle any questions regarding the specific budget technique. The Director will review each Department Budget and discuss it in detail with the Department Head making any revisions, additions, or deletions at that time.

The Board of Park Commissioners would then review the proposed budget with any revisions being made at that time.

The proposed budget is then presented to the Park Board for a majority approval.

Once the Board has approved the budget, the combined Budget and Appropriation Ordinance shall be constructed. (See section 6.01 Budget and Appropriation Ordinance).

ACCOUNTS PAYABLE

It is the policy of the Board of Commissioners to pay all bills in a timely manner. The Board of Commissioners recognizes that a viable and integral aspect of the financial operation of the District is the Accounts Payable.

The staff shall have the responsibility for preparing all payables in a timely manner with proper documentation supporting each transaction.

To ensure timely payment and provide for special circumstances, disbursements requiring payment shall be authorized by the Director utilizing the most appropriate method of payment. All such payments shall be authorized by the Board at subsequent meetings.

Any disbursement to an employee of the District, other than payroll, shall be fully documented and supported by a means of objective verifications, such as a receipt.

Incorporated in the Annual Treasurer's Report, the District shall publish the annual list of disbursements as prescribed by law.

5.18 - Capital Improvement Budget Policies

The Park District will make all capital improvements in accordance with an adopted capital improvement program.

The Park District will develop a multi-year plan for capital improvements and update it periodically. The Park District will enact an annual capital budget based on the multi-year capital improvement plan. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base, will be calculated and included in capital budget projections.

The Park District will coordinate development of the capital improvement budget with development of the operating **fund**. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.

Park District will maintain all its assets at a level adequate to protect the District's capital investment and to minimize future maintenance and replacement costs.

The Park District will project its equipment replacement and maintenance needs for the next five years and it will update this projection periodically. From this projection, a maintenance and replacement schedule will be developed and followed.

The Park District will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the Board of Park Commissioners for approval.

The Park District will determine the least costly financing method for all new projects.

Question: because there is no capital improvement budget should this section be omitted and replaced by noting positions responsible for a 5 year plan, director, superintendents etc.

5.19 - Fiscal Operating and Financial Policies

The established long-range policies of the Carbondale Park District regarding financial management have been to exercise discipline which allows us to retain a sound financial condition; provide future generations with the ability to borrow capital for construction of facilities without severe financial burden; and give recognition to the ~~communities'~~ **community's** need and ability to pay.

5.20 - Debt Policy

The use of borrowing and debt is one of the more powerful and flexible revenue sources available to governmental units. In the context of government, debt has over the years developed the negative connotation of spending beyond means and/or place significant financial burdens on future constituencies. There are instances where debt has been misused and mismanaged, resulting in serious financial difficulties in many governmental units. To eliminate the use of debt, however, is to ignore its legitimate uses and advantages.

Debt can also provide a mechanism to reduce cost. Depending on the bond market and present interest rates, debt may be cheaper than a pay-as-you-go basis. Debt can further serve as a mechanism to reduce costs by allowing an improvement to proceed in advance of when it would otherwise be possible. This can reduce long-term cost due to inflation and can prevent lost opportunities by obtaining land or making capital improvements when it is available. The lack of any debt can be negative in that it may increase the cost of future borrowing when that becomes required.

On the other hand, inappropriate use of levels of debt can be the beginning of significant problems. Short-term borrowing to cover routine costs can be expensive and may be a sign that the Park District is financially over committed. Further, a debt level, which is too high, places a financial burden on the taxpayers and signals problems for the District's economy as a whole.

Wise and prudent use of debt provides fiscal and service advantages. Overuse of debt places a burden on the fiscal resources of the Park District and its taxpayers. The following guidelines provide a framework and limit on debt utilization.

1. General Obligation debt shall not exceed .0575% of the assessed valuation.
2. Annual non-referendum general obligation debt service requirements shall not exceed 50% of the budget.
3. Average annual bond maturities shall not exceed 20 years.
4. Debt reserves equal to the next principal and interest payment shall be maintained.
5. General Obligation Bond debt cannot be used for non-capital expenditures.
6. Borrowing must be confined to capital improvements or projects, which cannot be financed through or from current revenues.
7. No commissioner, committee, officer, or any other person employed or not employed by the Carbondale Park District shall be authorized to create any financial liability on behalf of the District except that said liability shall be approved in nature and amount by the Board at a duly constituted meeting and recorded in the minutes of said meeting.
8. Employee's salaries shall constitute a capital expenditure when such employee builds, improves or protects existing or newly acquired Park District land or buildings.
9. Capital improvements are those assets in excess of \$3,500 purchase value, which are intended to be held or used for a long term such as machinery, furniture, land, buildings, and equipment.

Question should ILCS section be included here.

5.21 - Procedures in Issuing Debt

It shall be the practice of the District to solicit quotations from municipal financial consultants for the purpose of aiding in the sale of General Obligation Bonds.

Service will include, but not be limited to the following:

Studies of the existing annual audits, debt structure and trend of the assessed valuations.

Submission for approval, the suggested bond retirement schedules, projected tax rates, and all other financial data relating to financing of the proposed project.

Meet the officials, committees, and civic groups to describe the cost factors involved in the financing program.

Prepare an Official Statement following the suggestions distributed by the Municipal Finance Officer Association entitled "Disclosure Guidelines for Offering of Securities by State and Local Governments." The Official Statement will describe the Park

District, community, population trends, historical financial data, and other pertinent information, so that at the proper time, interested bidders may have complete financial information.

Advise the District on the proper procedure of selling bonds in the open market. Upon approval of the Official Statement, we will suggest a date of sale whereupon we will supervise the printing of the Official Statement, Notice of Sale and Bid Form. We will direct the mailing of the material to banks and bond houses and cause the notice of sale to be published in the Wall Street Journal and/or the Bond Buyer.

Be present at the time of bid opening and assist in the calculations to determine the lowest net interest cost.

Instruct the bank note company on the proper printing of the required bonds.

Assist in delivery of bonds to the successful purchaser.

Recommend a program of investment of temporarily idle proceeds of the bond issue.

Prepare a bond register so that you will have a convenient record of principal and interest payments due, legal opinion, and names of registered bondholders.

5.22 - Bond Rating

It shall be the policy of the Board of Commissioners to determine annually the need for a bond rating. The Board of Commissioners directs the Director, Treasurer and Financial Advisor to annually determine the need for a bond rating based on what is in the best interest of the district.

5.23 - Investment Policy

GENERAL OBJECTIVES

The primary objectives of investment activities, in priority order, shall be safety, liquidity, and yield.

SAFETY OF PRINCIPAL

The safety of principal is the foremost objective of the Park District's Investment Policy. All investments shall be undertaken in a manner that seeks to insure the preservation of the principal. To achieve this objective, the Park District shall invest primarily in institutions designed as Federally Insured, Licensed Institutions Permitted to Hold Public Funds. Additionally, diversification is required to insure that all investments in such institutions

remain fully insured by the FDIC or secured by adequate collateral. The Chief Investments Officer shall seek to achieve diversification in the portfolio by reasonably distributing investments within authorized investment categories among financial institutions approved by the Board of Park Commissioners.

LIQUIDITY OF FUNDS

The investment portfolio shall remain sufficiently liquid to enable the Park District to meet all of its reasonably anticipated operating requirements, thereby avoiding the need to sell securities on the open market or redeeming time deposits prior to maturity.

RETURN ON INVESTMENT (YIELD)

The investment portfolio shall be designed to obtain the highest available return, consistent with the principles of Safety of Principal, Liquidity of Funds, and other investment risk constraints, as set forth in this Investment Policy.

AUTHORIZED INVESTMENTS

The Park District shall deposit its funds only in:

Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;

Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;

Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any financial institution as defined by the Illinois Banking Act (201 ILCS 5/1 et seq.), provided such a bank is FDIC insured;

Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500 million if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature no later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations and (iii) no more than one-third of the public agency's funds may be invested in short-term obligations of corporations;

Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to the agreements to repurchase such obligations.

An Illinois Public Treasurer's Investment Pool created and administered by the State Treasurer of Illinois; and

Other securities, as authorized by the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), provided, however, that the Chief Investment Officer determines, in writing, that such investments are consistent with the Park District's investment risk constraints, as set forth in this Investment Policy.

PRUDENT PERSON RULE

All investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, and shall be applied in the context of managing the entire portfolio. All deviations from expectations shall be reported in a timely fashion and appropriate actions shall be taken to control adverse developments.

INVESTMENT GUIDELINES

It shall be the policy of the Park District to:

Maintain 100% of available funds to income-generating instruments whenever feasible.

Place such investments through local financial institutions whenever comparable opportunities arise.

DIVERSIFICATION OF FUNDS

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Concentration in short-term corporation obligations will not exceed 50% of the limit contained in Illinois law. Diversification strategies shall be determined and revised periodically by the Director and approved by the Treasurer.

COLLATERAL REQUIREMENTS

It is the policy of the District to require that funds on deposit in excess of FDIC insurable limits be secured by some form of collateral to protect public deposits in a single financial institution if it were to default due to poor management or economic factors.

Eligible collateral instruments are as follows:

- U.S. Government Securities
- Obligations of Federal Agencies
- Obligations of Federal Instrumentalities
- Obligations of the State of Illinois
- General Obligation Bonds of the District
- General Obligation Municipal Bonds rated "A1" or better
- Any other collateral identified in Illinois law as acceptable for use.

The District reserves the right to accept or reject any individual security including those of type named above.

The amount of collateral provided will not be less than 105% of the fair market value of the net amount of public funds secured.

Pledged security shall be held in safekeeping by an independent third-party custodian (depository) or by the Federal Reserve Bank of Chicago.

The Director shall monitor the adequacy of collateralization monthly and shall require monthly reports with market values of pledged securities from all applicable financial institutions.

INTERNAL CONTROLS

The Director shall be responsible for establishing and maintaining a system of internal controls as set forth below. Such a system shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by authorized investment personnel of the Park District. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require judgments by management.

The internal controls shall include the following minimum requirements:

- The Park District accountant shall reconcile all investment activity through the general ledger monthly;

Outside auditors shall confirm the ending balance of all investments each year;
The Director shall be notified of all investments; and
The Treasurer of the Board of Park Commissioners shall receive a quarterly report of all investments, which reports shall contain the following;
Full description of each holding, including the institution, principal amount, interest rate, and purchase and maturity dates of each security;
Any deviations from the standards established in this Investment Policy; and
The total amount of funds invested, including the checking account balances; as of the report date.

ETHICS AND CONFLICTS OF INTEREST

All board members, staff and employees in policy making positions shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could in any way impair their ability to make impartial investment decisions. Such individuals shall disclose to the Executive Director of the Park District any financial interests in financial institutions that are used by the Park District. They shall further disclose any personal investments that are in any way related to the proposed investments of the Park District. They shall strive to avoid even the appearance of impropriety.

CHAPTER 6 – Personnel Policy**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.

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.

PROCEDURE

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.

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 conduct reference checks, 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 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 may include appropriate 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-requisitions should specify start date, starting pay (in hourly, weekly, or monthly terms), and position.

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.

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.

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 COMPLAINT

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. A complaint with the EEOC must be filed within 300 days.

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.

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 PoliciesRECORDS 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 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?

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.

EMPLOYEE PARTICIPATION IN PARK DISTRICT PROGRAMS AND FACILITIES

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.

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.

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 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.
- 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 **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.

POLICES FOR BOARD CONSIDERATION:

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

