



**URBANA PARK DISTRICT**

**SEASONAL AND INTERMITTENT STAFF**

**PERSONNEL POLICY MANUAL**

APPROVED: March 9, 2004  
REVISED: April 4, 2013 alj

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PERSONNEL POLICY MANUAL

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Each employee is expected to review this Manual and to develop a working understanding of these policies in order to perform satisfactorily as an employee. Each employee will receive a copy of the Manual upon employment. The full Manual will also be available on the District's internal website and at each District work site that is staffed year-round. Upon receipt of the Manual, each employee must sign, date, and return the employee acknowledgement form.

Employees are also expected to review the Seasonal and Intermittent Safety Manual. Each employee will receive a copy of the Safety Manual upon employment and the full Manual will also be available on the District's internal website and at each District work site that is staffed year-round. Upon receipt of the Manual, each employee must sign, date, and return the employee acknowledgement form.

In addition to the Seasonal and Intermittent Personnel Policy Manual and Safety Manual, procedural manuals may be available per service area(s). Procedural manuals are based on specific service areas and may not be outlined in this Manual. Employees are required to abide by the rules and regulations of the service area procedural manuals in addition the Seasonal and Intermittent Personnel Policy Manual and Safety Manual.

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## **1.00 Introduction, Organization, Mission, Values**

### **1.01 Introduction**

The key to effective employer/employee relations is to clear communication. This manual has been written to communicate a standardized and consistent statement of the personnel policies and practices adhered to by the Urbana Park District.

No employee handbook can anticipate every circumstance or question about policy. As the Park District evolves, the need may arise and the Park District reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion.

All employees are encouraged to make suggestions in the updating and clarifying of these policies. Ultimately, any revisions or interpretations of these policies will be made by the Executive Director.

It is the responsibility of the employee to develop a working understanding of these policies in order to efficiently and effectively perform as an employee of the Urbana Park District.

All employees are expected to bear in mind that the Park District is an agency serving the public, and that the goodwill and support of the community is of utmost importance. Courteous relationships with all users of park facilities and programs must therefore be a principal concern of all employees.

### **1.01 Mission Statement**

It is the mission of the Urbana Park District to

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system;
- Pursue excellence by providing a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and overall health of the community.

### **1.03 Our Values**

The Urbana Park District is value based, customer oriented, and quality driven. The Board of Commissioners and the staff strongly believe and are committed to the values that honesty is the best policy and that one should treat others the way one would like and expect to be treated.

## 1.04 Our Operating Principles

We also are committed to the following:

### Accountability

We are a leisure service agency that is sensitive and responsive to the needs of the public. We strive to maintain and encourage open communication with our public, and promote community involvement in the planning, operation and evaluation of all facets of Park District service.

### Enthusiasm

We are committed to our work and we are enthusiastic in our dealings with the public, our peers, and the challenges which we face. We are proud of our contribution to the quality of life of the community.

### Quality

We have strong focus on quality. We strive to maintain the highest standards of excellence in order to provide safe and meaningful leisure experiences.

### Respect

We have an appreciation and awareness of our public's and peers' diverse interest and concerns, and address those needs with the respect they deserve. We endeavor to provide opportunities for all people regardless of race, religion or ability.

### Innovation

We believe that creativity and innovation are at the heart of a leading organization and encourage new ideas and concepts. We are not stagnant, but instead strive for unique and better ways to serve the public.

### Cooperation/Collaboration

The Urbana Park District recognizes that only through teamwork, cooperation and collaboration does an organization achieve success. It is for this reason that we are dedicated to cooperative and collaborative efforts not only within our organization, but also with agencies in the public, private, and non-profit sectors.

### Fiscal Responsibility and Stewardship

The Urbana Park District is committed to making the most efficient and effective use of all available capital, human, and natural resources and will continually and closely monitor our financial status and trends. We continue to explore new funding sources and new ways and opportunities for "doing business".

## **2.00 Facilities, Address, and Phone Numbers**

### Administration Office

Darius E. Phebus Administration Office  
Leal Park  
303 W. University Avenue, Urbana IL 61801  
(217) 367-1536  
(217) 367-1391 Fax

### Phillips Recreation Center

505 W. Stoughton, Urbana IL 61801  
(217) 367-1544  
(217) 367-1592 Fax

### Anita Purves Nature Center

1505 N. Broadway, Urbana IL 61801  
(217) 384-4062  
(217) 384-1052 Fax

### Lake House

Crystal Lake Park  
Park Street and Race Street  
Urbana IL 61801  
(217) 328-1069  
(217) 344-1153 Fax

### Planning and Operations

1011 Kerr, Urbana IL 61802  
(217) 344-9583  
(217) 344-9585 Fax

### Brookens Gymnasium

1776 E. Washington, Urbana IL  
61802  
Athletics Office: (217) 255-8601  
Athletics Fax: (217) 255-8603  
Athletics Hotline: (217) 367-9575

### Urbana Indoor Aquatic Center

102 E. Michigan, Urbana IL 61801  
(217) 384-7665  
(217) 384-0895 Fax

### Crystal Lake Family Aquatic Center

1401 N. Broadway, Urbana IL 61801  
(217) 239-7946

### **3.00 Employment Practices**

#### **3.01. Nature of Employment**

The employment relationship between the Park District and its employees is an at-will relationship which means that employment with the Park District is voluntarily entered into, and the employee is free to resign at any time, with or without cause and that similarly, the Park District may terminate the employment relationship at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they likely to be construed to constitute contractual obligations of any kind or a contract of employment between the Park District and any of its employees. The provisions of the handbook have been developed at the discretion of management and may be amended or cancelled at any time, at the Park District's sole discretion.

#### **3.02 Equal Opportunity Employment**

No person employed or seeking employment with the District will be discriminated against due to political affiliation, race, creed, color, religion, national origin, age, ancestry, sex, marital status, disability, sexual orientation, unfavorable discharge from military service (except dishonorable), or any other prohibited factor.

#### **3.03 Application and Hiring Process**

All employees of the District will be hired strictly on the basis of competency to perform duties prescribed and to provide service to the District. Specifically, the hiring, retention, and advancement of employees will be made on the basis of education, experience, aptitude, previous job performance, conduct, safety, attendance, and the potential value of the employee to the District.

Applicants for District employment will complete and submit an application form along with a resume when applicable.

#### **3.04 Determination of Ability**

The District may attempt to determine an applicant's ability through any combination of interviews; demonstrations of skills and abilities; reference checks; educational checks; and/or testing, written, oral, and physical, that is deemed necessary or appropriate.

#### **3.05 Background Investigation and Reference Checks**

Applicants are subject to background investigation, the specifics of which are dependent upon the position for which they are being hired. Investigation may include, but may not be limited to, a criminal background check, personal references, educational and other credentials and certificates, employment history, driver's license abstract check, credit check, or other actions required by law (70 ICLS 1205/8-23). Misrepresentation of information to the District on the application form or during the interview process may be

cause for non-selection or termination if hired.

### 3.06 Proof of Right to Work

The District will comply with applicable laws that require verification of an individual's eligibility to work in the United States upon offer of employment.

### 3.07 Merit Employment and Advancement

All employees of the District will be hired and retained on the basis of competency to perform duties prescribed and the District's needs. The hiring, retention, and advancement of employees will be made on the basis of education, experience, aptitude, previous job performance, conduct, attendance, service, and the potential value of the employee to the District.

### 3.08 Nepotism

- (a) The District may employ an immediate family member of a regular employee in a non-benefit-eligible position providing that the relative does not work in the same division. Relatives of the Director and Board are not eligible for any District employment.
- (b) All applicants must go through the standard hiring process. The process may not be conducted, directed, or reviewed by the applicant's relative; must be based on merit; and must include the standard application, interview, and reference check.
- (c) For the purpose of this section, immediate family members and relatives are defined as the employee's spouse or the employee's or the employee's spouse's mother, father, child, brother, sister, grandparent, grandchild, and any other member of the employee's household, including by guardianship.

### 3.09 Change of Personal Information

For the purpose of keeping Social Security benefit records, income tax withholding records, and other benefits, records, and regulations as required, employees must notify the District immediately of any changes in name, address, and telephone number.

### 3.10 False Records

Falsification of records or reports by any employee is cause for disciplinary action up to and including termination.

### 3.11 Personnel Files and Access to Personnel Records

- (a) A central personnel file is established for each employee with pertinent information recorded including, but not limited to, application, salary history, job performance evaluations, recognition for service, outstanding performance, suggestions implemented, reprimands, disciplinary action, etc. Supervisors may also maintain records as needed.
- (b) Medical information and records will be maintained in confidential files separate from employees' main personnel files. Access to employees' medical files will be restricted to only those with a legitimate need to their access.



- (c) Employees are permitted to review their personnel file at reasonable intervals after submitting a written request to their Supervisor. All inspections must be conducted at the Administration Office. The employee may request a copy of documents. The employee shall not remove any record from the file.
- (d) If the employee feels that an item in the file is incomplete, inaccurate, or irrelevant, the employee may submit a written statement of disagreement to their Supervisor for inclusion in the personnel file.
- (e) The District will comply with the Illinois Personnel Record Review Act, 820 ILCS 40.

### 3.13 Employment in More Than One Department

Intermittent and seasonal employees of the Urbana Park District may obtain additional non-benefit eligible employment within the District, provided that the employee's primary employment is not compromised. The total hours of employment with the Park District cannot exceed forty (40) hours per week without the permission of the employee's primary Supervisor.

## **4.00 Definition of Intermittent and Seasonal Employees**

### **4.01 Intermittent Employee**

An at-will employee hired for a specific, non-benefit-eligible job. These employees are hired in a position that continues indefinitely. Employees may be assigned to work up to forty (40) hours per week. This includes hourly positions as well as per unit employment. Employees are not permitted to work overtime without prior approval from the immediate Supervisor. Thus, employees are prohibited from beginning early or ending work late. It is the employee's responsibility to keep track of how many hours they work per week and notify their immediate Supervisor if they are approaching forty (40) hours per week.

All employees in a position that exceeds one thousand (1,000) hours of duty in a 12 month period are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF determines the percentage contribution that must be made by the employee and the employer.

### **4.02 Seasonal Employee**

An at-will employee hired for a specific, non-benefit-eligible seasonal job. These employees are hired in a position that does not call for employment that continues indefinitely. Employees may be assigned to work up to forty (40) hours per week. This includes hourly positions as well as per unit employment. Employees are not permitted to work overtime without prior approval from the immediate Supervisor. Thus, employees are prohibited from beginning early or ending work late. It is the employee's responsibility to keep track of how many hours they work per week and notify their immediate Supervisor if they are approaching forty (40) hours per week.

All employees in a position that exceeds one thousand (1,000) hours of duty in a 12 month period are required to participate in IMRF. IMRF determines the percentage contribution that must be made by the employee and the employer.

## **5.00 Transportation**

### **5.01 Use of Vehicles for District Work**

- (a) While operating District vehicles or driving any vehicle while working, employees must adhere to the proper rules of the road, safety and courtesy, and all District rules. Any employee who operates a vehicle in the course of their employment must immediately report the suspension or revocation of their driver's license to their immediate Supervisor.
- (b) Volunteers are not to drive District vehicles.
- (c) Employees may be assigned to drive District vehicles by the appropriate Supervisor in accordance with District procedures.
- (d) An employee's job responsibilities may require them to use their personal vehicle. If damage occurs to a personal vehicle, the employee's personal insurance will be the primary carrier, and the employee will be responsible for the deductible.
- (e) The use of personal vehicles to transport program participants is not permitted under any circumstances.
- (f) Employees must keep detailed records of mileage accumulated in personal vehicles on District business on forms furnished by the District. These forms must be submitted bi-weekly, in connection with payroll, to the Department Heads for approval.
- (g) Employees are required to show the District a valid Illinois driver's license in the class required for the vehicles to be driven and a copy of the Illinois insurance card for each vehicle that will be used. The District may check the validity of the license and the driving record of the employee and may review the record at any time. The employee is responsible for immediately reporting any changes in the status of their driver's license or loss of insurance. The District will cover the cost of upgrading an employee's license classification if it is necessary for the performance of duties.
- (h) Any employee who may be expected to drive as part of their job duties either his/her personal vehicle or a District vehicle in the course of his/her normal duties will be required to have a valid driver's license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work and at the discretion of the District thereafter, the District will request a driver's license abstract review from the Illinois Secretary of State's office.
- (i) Employees who drive a vehicle on District business must follow all laws, District rules, drive safely, and maintain the security of the vehicle and its contents. Employees are responsible for any infractions or fines as a result of their use of a personal or District vehicle on District business.
- (j) Employees cannot, under any circumstances, operate any vehicle for District business when any physical or mental impairment causes the employee to be unable to drive safely. This includes, but is not limited to, circumstances in which the employee is unable to operate a vehicle safely or legally because of illness, medication, intoxication, sleepiness, or emotional or physical state.
- (k) Employees must immediately report to the appropriate Department Head and the Administration Office any personal injury, accident, theft, or damage (even minor damage) involving any vehicle used on District business.

## **6.00 Park District and Personal Property**

### **6.01 District Property**

- (a) Lockers; desks; vehicles; computers; pagers; cell phones; electronic devices; and any other District equipment, containers, and property that employees are permitted to use during their employment are and remain the property of the District. There is no expectation of privacy for an employee's use of property owned by or provided by the District or located in the workplace or used while in the course of the employee's duties regardless of ownership. The District reserves the right to inspect the contents of such property from time to time without notice to the employee and as needed for business-based purposes.
- (b) District equipment should be handled with care and respect. If any employee breaks or loses any equipment due to willful negligence, the employee will be expected to pay for such damage or loss.
- (c) Any District property furnished to an employee must be returned upon request at any time during the course of employment with the District or upon termination of employment with the District. An employee who fails to do so will be charged for the property. Legal proceedings will be initiated if necessary.

### **6.02 Personal Property**

The District may inspect any personal property that is located on or in District property or used in the course of work when the immediate Supervisor, Department Head, or Director determines that there is reasonable suspicion of misconduct or in order to ensure safety for individuals or property. Employees are discouraged from having any personal property on District premises that is not needed in the course of the workday. Employees are not permitted to store any illegal or prohibited items or substances in or on such property. Personal property may include cell phones, PDAs, packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from District property.

### **6.03 Personal Use of District Property and Equipment**

- (a) The District provides a variety of communications equipment and services to promote the efficient conduct of business. Such equipment and services include, but are not limited to, telephones, photocopiers, facsimile machines, computer modems, cellular phones, pagers, priority mail, delivery services, and e-mail. All District communication equipment and the information transmitted by, received from, or stored in these systems are the property of the District and are provided for job-related purposes. Employees may not use such equipment for personal use.
- (b) Property, equipment, and facilities owned by the District may not be used for private gain by any employee.
- (c) Employees are not to use the addresses of District facilities or offices for receipt of personal mail.
- (d) Employees are authorized to use District stationery and business cards only for District business.

- (e) Access to the District's e-mail system is provided to all authorized staff for business use only. The District cannot and does not guarantee the privacy of documents and messages stored in District-owned files, desks, storage areas, or electronic media.
- (f) To ensure that the use of computer, electronic and telephonic communications, and information storage systems and business equipment is consistent with the District's legitimate business interests and that such use does not violate any District rules, authorized representatives of the District may monitor the work and personal use of such equipment.
- (g) Keys may be assigned to an employee if that key is necessary to complete the employee's duties. Keys may be rescinded at any time. The appropriate Department Head may authorize the issuance of the key. Keys must be returned and a receipt received for their return at the time of separation of the employee.

## **7.00 Safety, Accidents, and Injury**

### **7.01 On-the-Job Safety**

It is the policy of the District to comply with all applicable federal, state, and local health and safety regulations; to provide a work environment as free as practical from recognized hazards; and to establish safety rules as needed. Employees are expected to be familiar with and follow the District's Safety Manual. Employees must comply with all safety and health rules and strive to create and maintain a safe working environment.

The Director will establish comprehensive safety policies, procedures, guidelines, and rules.

- (a) Safety while on the job is the responsibility of every employee of the District. Employees must comply with all safety and health requirements whether established by the District or by federal, state, or local laws.
- (b) Employees must exercise caution and observe all safety rules and regulations applicable to their respective positions and the operation of equipment or use of tools.
- (c) Various items of safety clothing or equipment will be made available to employees for their own protection and the protection of fellow workers. This personal protective equipment (PPE) must be properly worn, used, and maintained by employees when engaged in work requiring them. Employees who fail to comply are subject to disciplinary action up to and including termination.
- (d) Employees are expected to be alert for and to report to their immediate Supervisor any safety hazards that could affect the public or employees of the District.
- (e) Violation of safety rules, regulations, or procedures will result in disciplinary action up to and including termination.

### **7.02 Accidents with District-Owned Vehicles**

All accidents involving District-owned vehicles, regardless of the degree of severity, must be reported to the appropriate Supervisor and the Administration Office immediately. The employee(s) involved will submit a written accident report within twenty-four (24) hours to the appropriate Supervisor and the Administration Office.

Police shall be called immediately for any vehicle accident, no matter how slight, with the exception of a District vehicle damaging District property.

### **7.03 Accidents to Patrons and Program Participants**

First-aid kits will be supplied in all program areas. The employee in charge of each program is responsible for the orderly maintenance of First-Aid supplies.

Automated External Defibrillators (AEDs) will be placed in all indoor public buildings where programs occur.

All seasonal and intermittent employees are required to be trained in CPR/First-Aid. Trained employees are expected to help patrons and program participants in CPR/First-Aid when essential. Minor cuts and bruises may be treated by the employee, although another person should be on hand to act as a witness.

In case of a serious accident, the employee must immediately call the emergency service Number (911), notify a parent or a responsible adult, and notify the program Supervisor/Coordinator. The employee must stay with the injured patron or participant until a parent or responsible adult arrives.

All accidents must be reported by employees on accident report forms provided by the District. The original accident report must be submitted within twenty-four (24) hours to the Administration Office, and a copy will be maintained by the employee's immediate Supervisor.

Employees are not trained, equipped, or assigned to transport an injured patron and are prohibited from doing so. Employees are to contact 911 if emergency help is needed.

Employees should be aware that the Park District does not have medical/hospital insurance to cover accidents that involve Park District program participants or park users.

#### 7.04 Reporting On the Job Injuries and Incidents

If an employee is injured in the performance of assigned duties, the employee must Report such injury immediately to his or her Supervisor and report to a physician of the employee's choice. In cases of emergency, the employee should go to the nearest medical service for treatment.

The Supervisor will immediately notify the Department Head and give all information related to said injury.

Within twenty-four hours the employee is responsible for reporting the accident to their Supervisor and giving all information related to said injury:

1. Date, time, and location of accident
2. Exact cause and circumstances of injury
3. Witnesses
4. Nature and location of injury
5. Name of attending physician

The District provides Workers' Compensation for an employee injury or illness that meets the provisions of the Illinois Workers' Compensation and Workers' Occupational Diseases Acts.

The Administration Office will notify the insurance carrying the policy for Workers' Compensation.

#### 7.05 Damage of Personal Property

Should damage occur to personal property used in connection with an authorized work related duty, the cost of repair or replacement may be submitted for consideration to the Department Head. If damage occurs to a personal vehicle, the employee's personal insurance will be the primary carrier.

## **8.00 Work Week, Work Schedules**

### **8.01 Attendance and Punctuality**

To maintain a safe and productive work environment, the Park District expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the Park District. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Employees must provide a reasonable explanation for their absences or tardiness and a statement of when a return to work is expected. Employees may be required by their Supervisor to present a doctor's note or other documentation substantiating the length of and reasons for the absences or tardiness.

No employee may be absent without the permission of the appropriate Supervisor. After three (3) days of unauthorized absence, an employee's position will be declared abandoned and the employee's separation will be processed.

### **8.02 Work Schedule**

Work schedules are established by the immediate Supervisor, Department Head, or Director based on the needs of the District. The number of working hours that will be scheduled is subject to the financial and staffing needs of the District, and employees are not guaranteed any specific number of hours a week. The District may change work schedules at its discretion.

Employees may be assigned to work up to forty (40) hours per week. This includes hourly positions as well as per unit employment. Employees are not permitted to work overtime without prior approval from the immediate Supervisor. Thus, employees are prohibited from beginning early or ending work late. It is the employee's responsibility to keep track of how many hours they work per week and notify their immediate Supervisor if they are approaching forty (40) hours per week.

### **8.03 Emergency Closings**

At times, emergencies such as severe weather can disrupt operations. These circumstances may require the closing of a facility or cancellation of a program.

When the decision to close is made AFTER the work day has begun, employees will receive official notification from their immediate Supervisor. In these situations, employees will be paid for the time actually on the job.

When the decision to close is made BEFORE the workday has begun, time off from scheduled work is unpaid.



Employees are urged to call the appropriate facility or Supervisor if there are circumstances that could cause cancellations or follow the procedure for your program area or facility.

#### 8.04 Unauthorized Absence

No employee may be absent without the permission of his/her immediate Supervisor. An employee may be disciplined for any absence without authorization. After three (3) days of unauthorized absence, an employee's position may be declared vacant, and the employee's separation (position abandonment) may be processed. Employees may be terminated for shorter unauthorized absences.

## **9.00 Payroll Practices**

### **9.01 Payroll Period, Paydays, and Paychecks**

- (a) Pay periods for employees are bi-weekly for a total of twenty-six (26) pay periods per year.
- (b) Hours worked in excess of forty (40) hours per week are overtime. The employee will be paid one and one-half (1½) times the regular rate of pay. Overtime must be approved by the employee's Supervisor(s). Overtime worked without permission will be subject to disciplinary action.
- (c) When a payday is a holiday, employees are paid the preceding weekday.
- (d) Employees are encouraged to participate in direct deposit, which is available through the District or the employee's own financial institution. Information regarding direct deposit is available through the Administration Office. Employees who are not enrolled in direct deposit will be paid through a debit card.
- (e) Employees are encouraged to promptly check the accuracy of their pay. Employees are required to report any errors immediately to their Supervisor. If an error is confirmed, the employee's Supervisor will notify the Administration Office of the error so it can be resolved. In the case of a mistake, the error will be remedied on the next payroll.
- (f) Employees who lose their debit card or have it stolen should notify their Supervisor immediately and follow the instructions provided. The employee and not the District is solely responsible for any monetary losses.

### **9.02 Payroll Time Sheets/Cards**

Completed payroll sheets for Recreation staff must be turned into the appropriate Park District office by 8:00 a.m. on the Monday proceeding each pay day.

Altering, falsifying, tampering with time records, or recording time on another employee's time card/sheet may result in disciplinary action.

### **9.03 Payroll Deductions**

Automatic payroll deductions will be made for Federal and State Income Tax purposes, for Social Security and other required deductions. Additional payroll deductions may occur due to special arrangements by the District. Itemized deductions for the pay period will accompany each paycheck. The Director may authorize other deductions in accordance with the Illinois Wage and Payment Collection Act, 820 ILCS 115/9.

### **9.04 Eligibility to Work**

All employees must submit a completed Employee Packet including Illinois and Federal W-4 Forms and I-9 Form a minimum of one week prior to beginning work.

## 10.00 Personal Appearance

### 10.01 Proper Dress and Appearance

- (a) The dress and personal appearance of employees convey to the public a general impression of the District. Employees are expected to dress in a manner appropriate to their position and to be neat and clean in appearance during working hours. Employees are also required to dress in a manner that does not create a safety hazard for themselves or others. Certain jobs within the District require employees to wear specific uniforms, personal protective equipment (PPE), nametags, etc. Employees holding these positions must wear the assigned apparel or PPE when on the job.
- (b) Any employee who cannot comply with proper dress or appearance policy based upon disability, religion, or other legally recognized basis must submit a written request to their Supervisor for an authorized deviation from this policy. This request should include the policy exception requested and the basis for the request.
- (c) The District (including the Director, Department Heads, and immediate Supervisors) reserves the right to determine and modify the dress and appearance standards for employees at any time. 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.

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

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Extreme hairstyles do not present an appropriate professional appearance. These should not be worn during work hours.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not appropriate and must not be worn during work hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during work hours.
- T-shirts and other clothing with product advertising or inappropriate or offensive language must not be worn during work hours.
- Clothing issued by the District to be worn at work may not be altered.

## **11.00 Grievance, Discipline, Termination, and Resignation**

### **11.01 Grievance**

An employee with a grievance will use the following procedure to achieve resolution of the grievance.

The employee will discuss the grievance with his or her immediate Supervisor within five (5) working days of the incident or action causing the grievance. The Supervisor must attempt to resolve the grievance within five (5) working days of notification by the employee.

If the grievance is not resolved with the immediate Supervisor, the employee should notify the Supervisor that a written grievance is being presented to the appropriate Department Head. Upon receipt of the written grievance the Department Head must attempt to resolve the grievance within five (5) working days of notification.

If the grievance is not resolved with the Department Head, the Executive Director will review and make the final determination which will be sent in writing to the employee.

The District shall try to follow the time frames above or communicate the reasons for any delay to the employee. The District's failure to do so will not affect the resolution of the grievance.

Appropriate confidentiality shall be maintained. All employees involved in the investigation or resolution of a grievance are to discuss it only with those individuals who have a need to know about it or who are needed to supply necessary information or advice.

### **11.02 Discipline and Termination**

The District expects that all employees will perform their duties satisfactorily and conduct themselves appropriately at all times. The retention of an employee is contingent upon acceptable conduct and satisfactory performance of duties. The District may terminate any employee who fails to meet acceptable standards of conduct, including violations of any provision or rule in this Manual, or fails to perform satisfactorily. Any employee who violates or abuses any provision herein is subject to disciplinary action up to and including termination. These rules are not all inclusive.

In general these standards include:

1. That the employee is incompetent, negligent, or inefficient in work performance.
2. That the employee is habitually absent or tardy.
3. That the employee is absent from work without leave, fails to report absence, or fails to report to work after leave of absence has expired or been disapproved.
4. That the employee has failed to carry out duties as assigned.
5. That the employee is abusive with attitude, language, or conduct to fellow employees or the public.
6. That the employee, through willful negligence, has caused damage or loss to public property.

7. That the employee consumes intoxicants or illegal drugs on the job or arrives at the worksite under the influence of intoxicants or illegal drugs.
8. That the employee falsifies any written records or requests.
9. That the employee is convicted of a felony that renders them ineligible for continued employment with the park District.

#### 11.03 Termination

Seasonal employees will be informed of their last scheduled date of work. Termination may also occur for other reasons including, but not limited to, low enrollment in programs and District financial considerations.

#### 11.04 Voluntary Resignation

An employee wishing to resign a position in good standing must give at least two (2) weeks' notice in order that the District may make proper provisions for filling the position. The Supervisor may consent to an employee leaving prior to the effective date provided in the notice of resignation. No notice shall be required for resignations due to serious medical conditions.

## **12.00 Benefits**

### **12.01 Family or Medical Leave**

The District follows the requirements of the Family and Medical Leave Act of 1993, and issues that arise will be resolved by the terms of the Act (29 U.S.C. §2601, et seq.).

Please contact the Administration Office for more details.

### **12.02 Workers' Compensation**

The District provides workers' compensation for an employee injury or illness that meets the provisions of the Illinois Workers' Compensation and Workers' Occupational Diseases Acts.

### **12.03 Liability Insurance**

The District carries liability coverage for claims against the District, its employees and volunteers arising out of their work for the District.

### **12.04 Illinois Municipal Retirement fund (IMRF)**

All employees in a position that exceeds one thousand (1,000) hours of duty in a 12 month period are required to participate in IMRF. IMRF determines the percentage contribution that must be made by the employee and the employer.

### **12.05 Military Leave**

The Park District follows the requirements of state and federal statute. Issues that arise will be resolved by the terms of the statutes.

## **13.00 General Rules, Regulations, and Operations**

### **13.01 Tobacco Use**

It is the policy of the District to control tobacco use on all of the District's parks and facilities in order to provide and maintain a safe and healthy work environment for all. Tobacco use is defined as the "act of chewing, lighting, smoking or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind."

The Tobacco-Free Workplace policy applies to:

1. All areas of facilities and work sponsored by the District;
2. All vehicles and equipment owned or leased by the District; and
3. All intermittent and seasonal employees, including interns.

Tobacco use is permitted outdoors during breaks or when off duty at least fifteen (15) feet from a door and when there are no children present. Tobacco use in parks is discouraged.

### **13.02 Employee Suggestions**

Employees are encouraged to discuss suggestions for improvement with their immediate Supervisor. Upon request, employees may include a list of suggestions for improvement in their personnel file.

### **13.03 Staff Meetings**

Employees are required to attend staff meetings and staff training as assigned by the Supervisor.

### **13.04 Change of Address and/or Telephone Number**

All employees must report any changes of address and/or telephone number to their immediate Supervisor and to the Administration Office.

### **13.05 Solicitation of Funds**

No funds may be solicited for the Park District's programs or operations.

### **13.06 Management of Funds**

Each employee is responsible for funds that the employee receives on behalf of the Park District until such are delivered to an authorized person.

Complete and accurate records will be kept for all Park District funds.

### **13.07 Public Relations**

- (a) No employee shall make a policy or policy interpretation statement to a representative of the media.
- (b) As personnel of the District, each employee serves as a representative of the District to any individual with whom they come in contact. It is expected that

each employee be a credit to and exhibit loyalty to the District. Employees are expected to be courteous with the public and with all fellow employees.

- (c) All employees are expected to bear in mind that the District is an agency serving the public and that the goodwill and support of the community is of utmost importance. Courteous relationships with all users of park facilities must, therefore, be a principal concern of all employees. Employees should notify their Supervisor of any difficulties encountered in their dealings with members of the public.
- (d) Public complaints should be handled promptly and courteously. Complaints should be handled by a Regular Full-time employee in a Supervisory position in accord with the procedures established by the Director.
- (e) All requests from the media (television, radio, print, etc.) for interviews must be directed to their Supervisor.

#### 13.08 Official Representatives.

No employee is authorized to represent the Park District on any matter unless such is part of the employee's assigned normal duties and consistent with existing policy.

#### 13.09 Communicable Disease Guidelines

The District has developed procedures that will address occupational exposure to blood and other potentially infectious materials. The plan outlines methods of compliance; hepatitis B vaccination, post-exposure evaluation and follow-up; communication of hazards; training and record keeping. The District will provide training on an annual basis and/or as needed.

#### 13.10 Abused and Neglected Child Reporting Act

As an employee of the Urbana Park District, who has direct contact with child participants, you are required by the State of Illinois to comply with the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq). This means that you are required to report, or cause a report to be made, to the child abuse hotline number (1-800-25A-BUSE) whenever you have reasonable cause to believe that a child known to you in your professional or official capacity may be abused or neglected. The law provides protection to "required reporters" against retaliation for reports filed in good faith.

Although it is not mandatory under the Act, the park district requires that you notify your Supervisor or the Department Head that such a report has been made. Failure to comply with this internal notification requirement may be grounds for disciplinary action, including termination. Under the Act, if you willfully and knowingly fail to report suspected child abuse or neglect, you may be found guilty of a Class A misdemeanor.



## **14.00 Drug Free Work Place Policy**

### **14.01 Drugs and Alcohol**

- (a) This Policy expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 USCA §701 et seq. and 30 ILCS 580/1 et seq.).
- (b) The District has implemented a Drug and Alcohol Abuse Policy in response to overwhelming evidence that drug and alcohol abuse has a detrimental effect on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise, and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to assure the health and safety of its patrons and employees.
- (c) The District is committed to a workplace that is free from the influence of alcohol and illegal drugs. Employees are prohibited from using, possessing, selling, purchasing, providing, manufacturing, or being under the influence of illegal drugs.
- (d) Employees may only take prescription drugs when such drugs are legally prescribed for them. Employees are responsible for investigating the potential side effects of any medication they use and taking appropriate action to ensure that the use of the medication does not present a danger to themselves or others in the workplace or during working hours. If the prescription drug has the potential of causing safety problems, the Supervisor may grant the employee sick leave or temporarily assign the employee to non-hazardous duties, as long as the employee is taking the prescription medicine and there is temporary work that needs to be completed.
- (e) Employees are prohibited from consuming or being under the influence of alcohol or controlled substances at any time during the workday, including unpaid lunch breaks or while operating District equipment or a District-owned or rented vehicle or while on District property.
- (f) The purpose of this policy is to inform employees of the District's investigation, treatment, and disciplinary policy relating to drugs and alcohol. All employees are expected to comply with and abide by these policies.
- (g) Any employee who violates this policy will be subject to appropriate disciplinary action up to and including termination.

## **15.00 Sexual Harassment Policy**

### **15.01 Statement of Policy**

The Urbana Park District is committed to maintaining a work environment that encourages and fosters appropriate conduct among colleagues and respect for individual values and sensibilities. Accordingly, the Park District's Board and staff are committed to enforcing the Sexual Harassment Policy at all levels within the workplace and creating an environment free from discrimination of any kind, including sexual harassment.

Sexual harassment, according to the Equal Employment Opportunity Commission and the Illinois Department of Human rights, and for purposes of this policy, consists of unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical acts of sexual or sex-based nature, where

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) an employment decision affecting an employee is based on that individual's acceptance or rejection of such conduct; or
- (3) such conduct interferes with an individual's work performance or creates an intimidating hostile or offensive working environment.

Sexual harassment can occur between men and women, or between members of the same gender. Such conduct is unlawful under the Title VII of the Civil rights Act of 1964, which prohibits employment discrimination on the basis of race, color, sex, age, religion or national origin.

It is also unlawful to retaliate in any way against anyone who has complained about sexual harassment or discrimination, whether that concern relates to harassment of or discrimination against the individual raising the concern or against another individual.

Sexual Harassment affects the victim and other employees as well. Each incident of harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually oriented acts or sex-based conduct have no legitimate business purpose. Where such conduct is directed by a Supervisor (or someone in a management position) toward a subordinate, the former will be held to a higher standard of accountability because of the degree of control and influence he or she has or is perceived to have over the employment conditions and benefits of the subordinate. It should be understood, however, there does not need to be a supervisory relationship between employees for sexual harassment to occur.

### **15.02 Prohibited Conduct**

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity of contact or physical contact. At times the offender may be

unaware that his or her conduct is offensive or harassing to others. Examples of conduct that could be considered sexual harassment include:

- (a) persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching,
- (b) sexually suggestive jokes, gestures or sounds directed toward another or sexually Oriented or degrading comments about another;
- (c) preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment, benefits or advancement for refusal to consent to sexual advances;
- (d) the open display of sexually oriented pictures, posters or other material offensive to others;
- (e) retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct which might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy.

In addition to sexual harassment, the District prohibits and does not tolerate general harassment. General harassment is the unwelcome behavior of one (1) or more employees directed at another employee or group of employees that would give an employee reasonable cause to feel threatened, intimidated, insulted, excluded, and/or humiliated.

### 15.03 Complaint Procedure

While the Park District encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the Park District also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be taken to report a sexual harassment complaint.

- (a) Investigation of Complaint: When a written complaint has been made, an investigation of the suspected sexual harassment will be done within five (5) working days of the complaint. If necessary, Human Resources may select another supervisory or management employee of the opposite sex to assist him/her or the alternate individual in paragraph A in the investigation. If the Human Resources Assistant is the subject of the investigation, the investigation will be conducted by the Executive Director.

The investigation will include an interview with the employee(s) who made the initial report, the person(s) towards whom the suspected harassment was directed and the individual(s) accused of the harassment. Any other person who may have information regarding the alleged sexual harassment may also be interviewed.

- (b) Report: Human Resources or designated person responsible for investigating the complaint shall prepare a written report within ten (10) working days from notification of the suspected harassment unless extenuating circumstances prevent him/her from doing so. The report shall include a finding that sexual harassment occurred, sexual harassment did not occur, or there is inconclusive evidence as to whether sexual harassment occurred. A copy of the report will be given to the employee(s) who made the initial report, the employee(s) to whom the suspected harassment was directed, and the employee(s) suspected of the harassment.
- (c) Records: Employees who report incidents of sexual harassment are encouraged to keep written notes in order to accurately record the offensive conduct. Written records of the Park District will be maintained for one year from the date of the resolution unless circumstances dictate that the file should be kept for a longer period of time.

#### 15.04 Discipline/Sanctions

Disciplinary action will be taken against any employee found to have engaged in sexual harassment of any other employee. The extent of sanctions may depend in part upon the length and conditions of employment of the particular employee and the nature of the offense. The Park District has the right to apply any sanction or combination of sanctions, up to and including discharge, to deal with unreasonable conduct or discrimination

#### 15.05 Education/Training

Education and training for employees at each level of the work force are critical to the success of the Park District's policy against sexual harassment. All employees will be informed of the Park District's sexual harassment policy. Each Supervisor will meet with his or her employees periodically to explain the provisions of this policy and to state the District's strong disapproval of sexual harassment.

#### 15.06 Legal Rights Under the Law

Any employee who believes she or he has been subjected to sexual harassment has the right to file a complaint with the Illinois department of Human Rights, 222 S. College street, Room 101A, Springfield, IL 62706; (217) 785-5100 and/or the Equal Employment Opportunity Commission, 500 West Madison, suite 2800, Chicago, Illinois 60661; (312) 353-2713. The Illinois Human Rights Act provides that complaints of harassment must be filed within 180 days of the alleged incident. A complaint with the EEOC must be filed within 300 days of the alleged incident. It is also a violation of

section 6-1 01 of the Illinois Human Rights Act to retaliate against an employee for opposing or complaining about conduct believed to be a violation of the Act.

15.07 Policy Changes

The Park District reserves the right to amend the Sexual Harassment Policy from time to time.