

**1.00 Mission, Philosophy, Purpose, Objectives & Historical Significance**

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## **1.01**

### **River Trails Park District Mission Statement**

The mission of the River Trails Park District is to:

Provide quality leisure activities to enrich the lives of all people, while preserving open space, conserving the environment, and educating the community on the importance of conservation and personal wellness.

## **1.02 Philosophy of the Park District**

The River Trails Park District was created by the will of the people in August of 1965 to develop and maintain an organized park and recreation agency specifically serving the River Trails community.

The Board of Commissioners and staff are dedicated to fulfilling that mandate to the best of their abilities within the statutory and financial limitations under which the park district must operate according to the law.

## **1.03 Purpose and Objectives**

The River Trails Park District's purpose and objectives are as follows:

To obtain, preserve, and develop open space to enhance the beauty of the community and to provide areas for passive and active recreational purposes.

To analyze and organize quality recreational activities for all age groups and capabilities, including corporate entities.

To operate revenue facilities relative to the leisure profession to supplement tax revenues and increase park district development and services.

To educate the community of the individual, as well as group, benefits provided by the park district through its facilities and programs and by the recreation profession in general.

To support and participate with other governmental, community, and private agencies to obtain the highest degree of efficiency for all community resources.

## **1.04**

## River Trails Park District Historical Dates

### 1965

- Organized the River Trails Park District and held first Board Meeting
- First office was located in the original Feehanville School basement (a two room schoolhouse)

### 1966

- Received Master Plan outlining suggested park development
- Received first tax monies for operating the park district
- Employed Marvin S. Weiss as Director of Parks and Recreation
- \$850,000 bond referendum approved by voters to purchase 5 park sites

### 1967

- Employed Cecily Sypult as full-time Recreation Supervisor, Office and Board Secretary.
- Purchased Aspen, Sycamore, Tamarack, and Woodland Trails park sites
- Entered into architectural agreement for construction of the swimming pool and ice rink.

### 1968

- Purchased all five park sites at \$13,514 per acre (less than anticipated). THE PARK DISTRICT now owns:

WOODLAND TRAILS	28.3 acres at Euclid Avenue and Wolf Road
BURNING BUSH TRAILS	10.0 acres on Burning Bush Lane/across from Indian Grove School
SYCAMORE TRAILS	9.3 acres east of Feehanville School/Kensington Road
TAMARACK TRAILS	4.9 acres east of Park View School/Kensington Road
ASPEN TRAILS	4.0 acres south of Robert Frost School/Maya and Aspen
<b>TOTAL PARK ACREAGE</b>	<b>56.5</b>

- Began development of Aspen Trails and Tamarack Trails with ball diamonds, seeding, water fountains, and two tennis courts at Aspen Trails
- Began construction of sled hill on Wolf road in Woodland Trails Park

### 1969

- Employed Chris Kraus as our first full-time maintenance supervisor. Began cleanup work on all other park sites to allow for easy maintenance.
- Began the initial steps necessary to obtain a financial commitment and architectural services for the construction of an office and neighborhood recreation building to be constructed at Burning Bush Trails.
- Bids received for construction of a swimming pool facility at Woodland Trails.

### 1970

- Park District office moved from mobile trailer at Tamarack Trails to new building at 303 Lee Street, Prospect Heights (later changed to 1313 Burning Bush Lane, Mount Prospect.)
- Swimming pool officially opened in August for a short two week season.

**1971**

- Annexed territory to the Village of Mount Prospect, which includes Tamarack Trails Park, Burning Bush Trails Park, and Aspen Trails Park.
- Installed traffic control light at Sycamore and Euclid for safe crossing to swimming pool.

**1972**

- Constructed 4 tennis courts at Burning Bush Trails Park.
- Received federal grant (\$390,692) for purchase of 19 additional acres at Woodland Trails Park.

**1973**

- Purchased Rob Roy Driving Range and signed lease agreement with McDonald family to operate it.
- Joined the Northwest Special Recreation Association to provide recreational services for those with disabilities.

**1974**

- Constructed 6 new tennis courts (2-Tamarack, 4 – Sycamore)
- Constructed the addition to Burning Bush office and new garage at Woodland Trails.

**1975**

- Annexed Rob Roy Driving Range into the Village of Mount Prospect

**1976**

- Levied a special tax to provide a Working Cash Fund.

**1977**

- Executed agreement with Wheeling Township regarding a recreational feasibility study to purchase Rob Roy Golf Course.

**1979**

- Attorney Roger A. Bjorvik died. He was the park district's first attorney and a major contributor to the development of the park district.

**1981**

- Purchased Willow Trails Park in cooperation with the City of Prospect Heights. Received Illinois Department of Conservation grant of \$80,500 for the purchase.

**1983**

- School District #26 trade four acres at Woodland Trails Park (now our driving range) and River Trails Park District trade treeline at Sycamore Trails Park.
- Cancel lease to McDonald family for operation of Rob Roy Driving Range.

**1984**

- Open new driving range and miniature golf course at Woodland Trails Park.

**1985**

- Approved an intergovernmental agreement with Wheeling Park District regarding pool and golf facilities usage. Gave resident rates to all of our residents for these facilities.
- Accepted donation of Evergreen Trails Park from Inland Real Estate(the land) and Village of Mount Prospect (design and construction of park).
- Declined land swap proposal from Northwest Assembly of God for Sycamore Trails Park.
- Appointed Ralph Burke Associates as architects for community center project.

## River Trails Park District – User Policies & Regulations for Parks and Facilities

- Began sled hill destruction due to lack of liability insurance. Insurance was attained and the hill was reconstructed.
- 1986**
- Joined Suburban Risk Management Agency for liability insurance and were able to rebuild sled hill.
- 1987**
- Marvin S. Weiss Community Center (named to honor the park district's first director) opens June 15<sup>th</sup>.
  - Letter of intent to purchase Rob Roy Golf Course sent to Lexington Homes.
- 1988**
- Director Marvin Weiss dies, June 29<sup>th</sup>. A memorial plaque is dedicated at the Community Center named for him.
  - Debbie Carlson, Superintendent of Recreation for the past five years, is named the new director.
- 1989**
- Joined the computer age for accounting and program registration.
  - Purchased the Rob Roy Golf Course (9 hole) on August 28<sup>th</sup>.
  - Acquired Maple Trails Park by a land donation from Opus Corporation and park construction by Mount Prospect Park District. This is the only park located close to Mount Prospect Park District residents in this area.
  - Renovated existing maintenance garage at the Rob Roy Golf Course.
- 1990**
- New land swap proposal from Northwest Assembly of God for Sycamore Trails Park introduced.
  - Bid opening for new maintenance facility at Rob Roy Golf Course.
  - Maple Trails Park opened
  - Refinanced installment contracts for community center and golf course debt. Obtained additional funds for capital projects. (Total refinancing - \$1.7 million)
- 1991**
- Elaine Martin, dance and acrobatic instructor for over 20 years, died. The Dance room at the Community Center was dedicated to her memory.
  - Two underground storage tanks at the Rob Roy Golf Course were replaced due to age and a leakage problem.
  - The swimming pool was renovated with a new filter system, boiler, plumbing, flooring and locker-room partitions.
  - Agreement on Sycamore land swap. Public hearing held to bring it to the park district residents. Agreement approved on July 10<sup>th</sup>.
  - Dissolved golf agreements with the Wheeling Park District
- 1992**
- The comprehensive plan for the entire park district was completed.
  - Alternate Revenue Source bonds for \$5 million were authorized
  - Federal (\$200,000) and Community Block (\$120,000) grants were awarded for Willow Trails Park
  - The development of Willow Trails Park began
- 1993**
- Willow Trails Park opened
  - State grant for \$200,000 was awarded for Sycamore Trails Park

- Sycamore Trails Park (new location after land swap with Northwest Assembly of God) opened
- 1994**
- Razed 140+ year old Rob Roy Clubhouse (originally a farmhouse)
  - The new Rob Roy Golf Clubhouse opened in May
- 1995**
- Aspen Trails Park was renovated
  - The first phase of the Woodland Trails Park renovation was completed. This included a lighted athletic field, new driving range and miniature golf course.
  - A \$200,000 state grant was awarded for the second phase of Woodland Trails Park.
- 1996**
- The renovated Woodland Trails Park opened. This included a large playground for all ages, a 10+ playground, nature area, walking paths, and ice skating facilities.
- 1997**
- Woodland Trails Park received the Award of Excellence from the Illinois Department of Natural Resources
  - A grant from the Illinois Department of Natural Resources for \$200,000 was awarded for the renovation of Burning Bush Trails Park. Construction began in March. All, but the athletic fields, were opened in November
  - Renovation on the Burning Bush Trails Community Center began in June. The administrative offices were moved temporarily to 9 North Elmhurst Road, Prospect Heights.
  - 401 E. Camp McDonald Road, Prospect Heights was purchased as the new location for the park district administrative offices.
- 1998**
- Burning Bush Community Center reopened in April. It is now all programming rooms. This includes a dance/exercise room, small arts and crafts room, meeting room, and a large rental/programming room. The building was also made accessible for individuals with disabilities.
  - The new administrative offices at 401 E. Camp McDonald Road occupied as of May 8<sup>th</sup>.
  - A new Comprehensive Plan process is initiated.
- 1999**
- This was a year of planning. Surveys, focus groups and community meetings were held to gather input from our residents and staff. This information would be used to define our future direction.
  - Received a \$220,000 Illinois First grant for the following projects:
    - 1) New roof for the Marvin S. Weiss Community Center
    - 2) New gym floor and basketball backboards for the Marvin S. Weiss Community Center.
    - 3) Automatic doors for the Rob Roy Golf Clubhouse
    - 4) New playground equipment for Evergreen Trails Park
    - 5) Funding to begin the development of a skate park
- 2000**
- Successful referendum was held on March 21, 2000 to move 8 cents from the Bond & Interest Fund into the Corporate Fund. The overall tax rate will stay the

same. The money will be used to renovate the Woodland Trails outdoor pool and bathhouse, asphalt the Rob Roy golf cart paths, develop a skate park and to maintain existing parks and facilities.

- Pool renovation began in October. The re-opening is scheduled for June of 2001.
- 2001** - Completed the renovation of the Woodland Trails Outdoor Pool and Bathhouse in June. This was the most successful swim season to date, attracting thousands of people to the updated facility.
- 2002** - Initiated the Resident Partner Agreement between Prospect Heights, Mount Prospect and River Trails Park District. This agreement eliminates the non-resident fees for programming and all facilities excluding golf courses. The golf courses have a three-tiered price structure.

Purchased a 34,000 square foot building in the Kensington Industrial Center, 550 Business Center Drive. While planning the facility layout, a portion of the building was leased to the Village of Mount Prospect Human Services Department. Also two commissioners resigned in November, William Hickey after two years and Bernadine Rechner after 30 years.

- 2003** - Dennis Gawlik was appointed to take William Hickey's place as a Park Commissioner in January and Lois Hauge was appointed to take Bernadine Rechner's place as Park Commissioner in September.

In March, the Board of Commissioners adopted the Illinois Municipal Retirement Fund Early Retirement Incentive.

In May, the River Trails Park District negotiated an agreement with the Clayground, Inc. We purchased Clayground, Inc., a Professional Fine Arts Studio's assets and hired its owner, Dianne Kovack, as our Fine Arts Supervisor.

- 2004** - On June 28<sup>th</sup>, Kevin Kendrigan, Executive Director of the Northwest Special Recreation Association, died of lung cancer. On November 9<sup>th</sup>, Bernadine Rechner, our commissioner for over 30 years, died of cancer.

In April, the Clayground was moved to 550 Business Center Drive. The Village of Mount Prospect Human Services is currently renting a major portion of the office space at 550 Business Center Drive. We also have space rented to United Way and Greater Wheeling Area Youth Outreach.

Cummins-Allison donates 11 space parking lot to Maple Trails Park.

- 2005** - Purchased 550 Business Center Drive, Mount Prospect. It is a 34,000 square foot building located in the Kensington Business Center. Plans for renovation of the bathrooms and art studio began.

The River Trails Park District and Mount Prospect Police Department planned a "National Night Out" in Woodland Trails Park on August 2<sup>nd</sup>.

Commissioner Joan Blaul resigned in June. We thank her for her service.

- Colleen Farrell was named “Professional of the Year” by the IPRA Recreation Section. Congratulations.
- 2006**
- Debbie Carlson was presented the Robert B. Artz award for outstanding and meritorious service by the Illinois Parks and Recreation Association.
  - River Trails Park District was recertified as a Distinguished Agency by the Illinois Park & Recreation Association.
  - Purchased two wheelchair accessible 14 passenger Paratransit Shuttle Buses
  - Renovations to 550 Business Center Drive to update bathrooms and develop Fine Arts Studio. Open house was held in April.
  - Kathleen Lohrstorfer was appointed as Commissioner September 21<sup>st</sup>.
  - Accreditation received from PDRMA for excellence in risk management.
- 2007**
- Design and implementation of a new liner and gutter system for Woodland Trails Pool was approved. The project was given to Renosys in the amount of \$252,354.
  - Tankless water heater was installed at the Administration Office, 401 E. Camp McDonald Road, Prospect Heights.
  - New Fire Station at Tamarack Trails Park proposal began. Discussion of where to locate displaced ball field is the challenge. The land to the south of the River Trails Middle School was proposed. An initial Lease agreement was presented for negotiation.
  - Ron Vine from Leisure Vision was hired to complete a Community Needs Assessment. This will be instrumental in the preparation of the new Comprehensive Plan for 2009 – 2013.
  - Purchased Calvin Robinson home at 106 Alton Road, Prospect Heights in October. This purchase secured the link between Rob Roy Golf Course and the Woodland Trails Driving Range.
  - Mary Avery, Board Secretary for over 12 years, retired in December.
- 2008**
- Patti Mitchell is appointed as Board Secretary.
  - The Barrington Park District was allowed to join Northwest Special Recreation Association.
  - Dennis Gawlik was elected President of the Board of Commissioners.
  - A Needs Assessment was conducted by Leisure Vision (Ron Vine). This will be instrumental in completing our comprehensive plan.
  - After two years, the pool renovation of the gutter system finally was completed. An agreement for settlement was approved with Renosys.
  - A cell tower with emergency horn was approved at Willow Trails Park.
  - Commissioner Lynn Janu was recognized for 25 years of service to the River Trails Park District.



## 1.05

### **River Trails Park District Historical Summary**

River Trails Park District, which was established in 1965, serves approximately 15,500 residents in the northeast part of Mount Prospect and the southeast part of Prospect Heights. The park district comprises 138.55 acres, including 8 parks, two community centers, an outdoor pool and a 9 hole golf course.

The growth and enthusiastic use of the park district's program and facilities are due to the broad-based public support of its residents, Consolidated School District #26, and the insight of the late Marvin S. Weiss, its first director.

When Marvin Weiss died unexpectedly in June of 1988, he had largely fulfilled his goals for the district over his twenty-two years as director. Weiss and the Park District had come a long way since 1965, when the district was formally formed in an unincorporated area known as Prospect Heights.

The public recognized a need for local control over its recreational facilities and open space. New homes were going up daily and families with children were growing in number. A group of citizens organized an effort to establish a park district. The referendum was approved and the five member board of the new park district hired Marvin Weiss as the first director in May of 1966.

Initially, programs were held at the schools in School District #26. This cooperation continues today. Examples of this cooperation between the park district and School District #26 are the extended day care program at Euclid and Indian Grove Schools and the combined summer school and camp (Camp Cool School) located at River Trails Middle School.

In September of 1966, park district residents approved a \$850,000 bond issue to purchase 5 park sites. By 1968, the five sites totaling 56.6 acres had been purchased and their development had begun.

In 1969, the voters approved another bond issue and the money was used to build an Olympic-sized pool at Woodland Trails Park. The pool opened in late August 1970 and immediately averaged 1,500 swimmers a day during its short, two-week season. The park district also moved into its administrative headquarters in the Burning Bush Community Center in 1970.

Still more expansion followed in 1973, when the voters approved another bond issue to assist in the purchase of the Rob Roy driving range property. The park district also received a grant of \$375,000 from the Federal government to construct the maintenance garage located at Woodland Trails Park, build six more tennis courts, and install playground equipment in all of the parks which are located adjacent to the school buildings.

During the early years, pool and recreation fees paid for most of the park district's operations. Inflation and the mortgage on the park district's property deterred further development.

In 1981, the park district's financial picture began to change. Opus Corporation started development of the 300 acre Kensington Business Center. Tree Farm Estates and Rob Roy Country Club Village began development. The park district also took over the operation of the driving range. As a result, the park district's income from its tax base and fee revenue almost doubled.

In 1983, the driving range was moved north in the park and expanded. An 18-hole miniature golf course was also constructed. These facilities increased the park district's revenue greatly.

In 1987, the park district built the Marvin S. Weiss Community Center in Woodland Trails Park. This includes a full-size gym, a preschool room, a dance room, a fitness club, an arts and craft room, a game room, a meeting room, showers, and offices. The park board named the community center after the director while he was still living to honor him for his years of service, professionalism, devotion, dedication, and expertise.

The park district programs are so abundant that it takes a 32 to 40 page brochure to describe them all. There is something for everyone. The park district has programs for all ages groups and abilities, from athletics to arts and crafts. For the residents with special needs, River Trails Park District belongs to the Northwest Special Recreation Association. Increased programs and facilities have caused staff to grow to 22 full-time employees and up to 220 part-time/seasonal employees. The highest staff need is during the golf, day camp and pool seasons. The seasonal activity also offers summer employment opportunities for local high school and college students as camp counselors, park maintenance workers, coaches, lifeguards and more.

The original parks were Aspen Trails, Burning Bush Trails, Sycamore Trails, Tamarack Trails, and Woodland Trails. The newer parks are Evergreen Trails, Maple Trails, Rob Roy Golf Course, and Willow Trails. The golf course was purchased in August 1989. Maple Trails opened in 1990. The Opus Corporation, the developer of the Kensington Business Center, donated the land, and both the Mount Prospect Park District and the River Trails Park District developed the park itself. This site enables the working men and women to have access to nearby recreational facilities. The facilities include a volleyball court, basketball court, horseshoe pit, playground, picnic grove, and a shelter that overlooks a pond.

In the pages to come, the year of acquisition and the names of the park district commissioners instrumental in these developments are listed. Without these commissioners' commitment and foresight, River Trails Park District would not be as extensive and self sufficient as it is.

The park district began an intensive comprehensive plan process in 1990. All of the parks were over 20 years old and the needs and wants of the residents were changing. Through this process, a 5 year plan for renovation and development was completed. This process also generated the vehicle to find revenue for the renovations. In October of 1992, the board of commissioners approved \$5 million in Alternate Revenue Source Bonds, with the philosophy of maintaining a tax rate not to exceed \$.54. With these monies, planning for the renovation of parks and facilities began.

Willow Trails consisted of only 4 acres for many years. In 1990, a playground was erected with additional facilities to follow. This neighborhood is a high-density area. The need for a larger park was obvious. Through the cooperation of the City of Prospect Heights, the park is now 12 acres and fully developed with the assistance of Federal, State and County grants. An agreement was reached to lease the additional 8 acres from the City of Prospect Heights for 50 years for \$1 a year. This park was completed in 1993 and has been heavily used ever since.

The next projects were Tamarack Trails Park, Sycamore Trails Park, and a new clubhouse for the Rob Roy Golf Course. Tamarack Trails Park was done in house by our park staff. It has a new playground and resurfaced tennis courts. Sycamore Trails was a bit complicated due to a land swap between the park district and the Northwest Assembly of God church. The church was in need of expansion space. The church purchased the old Feehanville school site, but Sycamore Trails park separated the church and this school site. After much negotiation, a land swap of our existing park for the school site was accomplished. The park district increased the size of the park, maintained the tree line and received funds for the demolition of the old school and other park amenities. In 1993, a beautiful park with state-of-the-art playground equipment, sand volleyball courts, lighted tennis courts and walking paths was completed for all of the park district's residents. A \$200,000 Law-Con state grant was also instrumental in this park's development.

In May of 1994, the new Rob Roy Golf Clubhouse was opened. The old clubhouse was a 140+ year old farmhouse and was very inefficient. The new clubhouse has an old English club décor with a bar and grill, banquet/meeting room for 130 people, pro shop and offices. It also has a beautiful deck for lunching or waiting for a tee time. It is the pride of that community, being rented for many life events of the park district's residents.

Aspen Trails park was also renovated with playground equipment and a basketball court in 1995.

Woodland Trails is the park district's largest and busiest park. This development was done in two stages. In 1995, the driving range and miniature golf course were completely renovated. This project also included a lighted athletic field. In 1996, the second phase began. This included a very large playground with equipment for all ages, two shelters, walking paths, a 10+ playground, improved nature areas, and additional parking. Again, state grants for \$200,000 were essential for its full development. Its heavy use exhibits how the residents feel about this park. It has been very well received. In 1997, the Illinois Department of Natural Resources awarded this park its "Award of Excellence". Only 10 parks throughout the state were presented this honor.

Burning Bush Trails Park and Community Center were the final renovation projects. The Burning Bush Community Center held the park district administrative offices. Just prior to advertising for bid proposals, the opportunity to purchase the McDonald house, 401 E. Camp McDonald Road, Prospect Heights, arose. This house is located on the corner of the first fairway at Rob Roy. It would easily house the administrative offices, thus opening more programming facilities at the Burning Bush Center. The revised design for the Burning Bush Community Center worked ideally. The house design for administrative offices was also very effective. Therefore, in November of 1997, the park district purchased 401 E. Camp

McDonald Road. The renovation of the Burning Bush Trails park began in March of 1997 and community center renovation began in June of 1997. The park district administrative offices were temporarily housed at 9 North Elmhurst Road, which was owned by the City of Prospect Heights. The 401 E. Camp McDonald Road offices were opened as of May 1998.

The Burning Bush Trails Park and Community Center officially reopened in April of 1998. The center offers a large community room with a kitchen, a dance/exercise room, a small conference room, a multi-purpose programming room and an office. It is also accessible to those with disabilities.

The Burning Bush Trails Park offers playground equipment for all ages, in-line roller rinks, tennis courts, basketball court, soccer field, two softball fields, and walking paths. Its landscaping makes it a major asset to the neighborhood. With the end of the Burning Bush Projects, the Comprehensive plan has reached its end. A new plan to establish future direction was launched.

1999 was a year of planning. The Executive Service Corps of Chicago were hired to run focus groups throughout the community to obtain input on what the residents liked and did not like about the park district. A park district wide survey was taken to gather even more input. From this information, a plan for the future direction of the park district was developed.

The park district was retiring debt in 2000 that would cause the Bond & Interest Fund to lose 8 cents due to the tax cap legislation. The Woodland Trails pool and bathhouse were in dire need of renovation. The bathhouse was not accessible to those with disabilities and the concession area was not functioning efficiently. Through the survey and focus group information, the residents also wanted the pool modernized. This would only be possible if the park district could keep the current tax rate. A Friends of the Park committee began a very successful campaign for the March referendum to move the 8 cents from the Bond & Interest Fund to the Corporate Fund. On March 21<sup>st</sup>, the residents voted yes to this proposal. The tax rate would stay at approximately 56 cents and bonds for the pool renovation were sold in October. The pool renovation began in October 2000. It is scheduled to be completed by June 2001.

The Woodland Trails Pool opened on time June 8, 2001 to a record year of usage. It is very well-liked by the entire community.

2002 was a busy year. The Partner Resident Agreement between Prospect Heights, Mount Prospect and River Trails Park Districts was initiated. This agreement eliminates non-residents fees to all programs and most of the facilities, excluding the golf courses. The golf courses have a three-tiered price structure. We are excited to be able to offer such an increase of facilities and programming without an increase of taxes. It seems to be a wonderful government cooperative for all three communities.

To complete the facilities to service our community, the River Trails Park District purchased 550 Business Center Drive, which is a 34,596 square foot building in Kensington Industrial Center in July of 2002. The Park District then purchased the assets of Clayground, Inc. and hired its artist/owner, Dianne Kovack, the Fine Arts Supervisor. The professional art studio will be located in this new facility and will expand our visual arts programming greatly.

Sadly, in November of 2002, a long time commissioner (30 years), Bernadine Rechner tendered her resignation. Bernie served as commissioner through all the major growth periods of the park district and was and is a dedicated community servant. She is missed and will be for a long time. Unfortunately, William Hickey also resigned after 2 years when he moved from our boundaries. People that are willing to give them time freely to improve the community they live in make the BIG difference. Thank you to all who do and have served on the River Trails Park District Board.

In January of 2003, Dennis Gawlik was appointed to take William Hickey's place. In September of 2003, Lois Hauge was appointed to take Bernadine Rechner's place. We now have a full Board of Commissioners once again.

In March, the Board of Commissioners adopted the Illinois Municipal Retirement Fund Early Retirement Incentive. Two long time employees elected to take advantage of this incentive, Cecily Syputl in June and Ralph Lopatowski in December. We thank them for their loyalty and service.

In May, the River Trails Park District negotiated an agreement with Clayground, Inc., a Professional Fine Arts Studio. Through this agreement, we purchased its assets and hired its owner, Dianne Kovack, as our Fine Arts Supervisor. The studio will be located at 550 Business Center Drive, Mount Prospect. In April, the Clayground was moved to 550 Business Center Drive. The Village of Mount Prospect Human Services is currently renting a major portion of the office space at 550 Business Center Drive. We also have space rented to United Way and Greater Wheeling Area Youth Outreach.

The River Trails Park District lost two very important people in 2004: On June 28<sup>th</sup> Kevin Kendrigan, Executive Director of the Northwest Special Recreation Association and on November 9<sup>th</sup>, Bernadine Rechner, our commissioner for over 30 years. We recognize them for their many contributions over the years and miss them greatly.

Contracts with Williams Architects for Skate Park and 550 Renovation designs have been approved. Actual renovation of 550 Business Center Drive will be completed in stages as finances allow. Skate Park development began in September and should be completed by June of 2005.

Cummins-Allison, our neighbor in Kensington Industrial Park, donated \$57,000 for an 11 space parking lot to Maple Trails Park to be added to the front of the park. This was completed in September of 2004. In past years, they have also given a donation toward our Playground Pals, a free camp program. We truly appreciate their community spirit.

**2005 -**

**1.06**

**River Trails Park District  
Commissioners and Terms of Office**

1965 – 1966	George M. Reiss
1965 – 1971	Hiram C. Hanson
1965 – 1971	Marvin S. Goldsmith
1965 – 1972	Patrick J. Link
1965 – 1974	Eugene L. DiBlasi
1966 – 1969	Thomas E. Rector
1969 – 1977	Kenneth Rudnick
1971 – 1977	John Johanson
1971 – 1985	George G. Meier
1972 – 2002	Bernadine Rechner
1975 – 1981	William R. DeWaal
1977 – 1983	Edward R. Judy
1977 – 1989	Richard W. Pratt
1981 – 1983	Robert O’Shaughnessy
1983 – Present	Lynn D. Janu
1984 – 2000	Nickolas S. Kokoron
1985 – 1991	Raymond Johnston
1989 – 1999	Kathleen Casteel
1991 – Present	James L. Murphy
1999 – 2005	Joan K. Blaul
2000 – 2002	William M. Hickey, Sr.
2003 – Present	Dennis E. Gawlik
2003 – Present	Lois Hauge
2006 – Present	Kathleen Lohrstorfer

**River Trails Park District  
General Administration  
3.00**

- 3.01 Park District Comprehensive Plan**
- 3.02 Land Acquisition, Maintenance & Development**
- 3.03 Records, Ordinances and Resolutions**
- 3.04 Manuals of Operation**
- 3.05 Sale of Personal Property and Equipment**
- 3.06 Naming of Park Sites**
- 3.07 Easement Requests**
- 3.08 Application for Grants**
- 3.09 Tree Memorials and Other Donations**
- 3.10 Loan of Equipment**
- 3.11 Personnel Policies**
- 3.12 Northwest Special Recreation Association**
- 3.13 Liability Insurance**
- 3.14 Environmental Position Statement**
- 3.15 Organizational Chart**
- 3.16 Infectious Disease Policy**
- 3.17 Land Dedication Ordinances**
- 3.18 Freedom of Information Act**
- 3.19 Chain of Command**

### **3.01 Park District Comprehensive Plan**

Planning for the advancement and development of the District is essential for growth and orderly decision-making. Having a well-defined set of plans examining all aspects, such as land acquisition, facilities (development and maintenance), personnel, financial factors, overall development and other items will keep the District in a healthy state and responsive to the community. This plan should be a detailed look at the next five years, with a general look to 10 years out. It should be monitored bi-yearly.

It is important to have major input from staff and residents in developing the District's future comprehensive plan. It should be updated every five (5) years to re-establish direction according to changes in the economy and the community.

The Comprehensive Plan will consist of the following:

- a. Park Master Plan
- b. Golf Facilities Master Plan
- c. Vehicle and Equipment Replacement Plan
- d. Land Acquisition
- e. Budgetary Needs (Cost Estimates)
- f. Facility Maintenance
- g. Capital Improvements
- h. Recreation Development
- i. Personnel

### **3.02 Land Acquisition, Maintenance & Development**

- a. Statement of Purpose

The Board of Commissioners is the custodian of the property within the Park District and recognizes an ever increasing value of all the land owned or leased by the Park District for the acquired purpose.

The rights of ownership by all of the citizens of the Park District and the availability of use on an equal basis by all Park District residents is also recognized for its importance in making decisions in regard to land use.

The Park District shall acquire (by purchase or lease), develop and maintain land in accordance with an adopted master plan and in accordance with the current accepted high standards and the financial ability and needs of the Park District.



**b. Land Acquisition**

The Park District recognizes that land acquisition is the basis for future services to the public. The Park District shall attempt to acquire land where needed and determine the amount of land that will be needed, based on future growth, regardless of present financial ability to develop or maintain the land.

**c. Development and Maintenance**

The Park District realizes park land can be a significant factor in contributing to the overall enhancement of property values in a residential neighborhood. As such, parks and facilities should be attractively designed, built, and maintained.

The Board of Commissioners must ultimately decide on the primary features of a park Master Plan based on their collective viewpoint toward what they believe to be the greatest demand or use. Whenever possible, the guiding principle of multiple use should be employed to allow for the maximum amount of flexibility and optimum use.

**d. Facilities for Independent Organizations**

1. Philosophy of Cooperation

It shall be policy of this Park District to work in a cooperative and helpful manner with all worthwhile community organizations. The Park District also believes that it is important to determine the extent of tax money needed to support the activity and to allocate its resources in a fair, equitable manner.

2. Priority of Use

The Park District reserves the right to have first priority for scheduling and reserving Park District sponsored facilities, activities, and programs. This privilege is based on the assumption that the Park District will continue to offer a comprehensive approach to the provision of activities to all residents, regardless of age or sex.

3. Facility Planning and Development

Facilities will be planned and constructed to serve general community recreation needs and in addition, to serve activities sponsored by community organizations or informal use by the community.

It shall not be considered reasonable nor proper for the Park District to use public funds or use public property for facilities that are designed primarily for the use of an independent organization. This would be based on if that organization does not

allow the Park District to operate and control, or cause said facility to be operated and controlled by its agent.

### **3.03 Records, Ordinances and Resolutions**

All records of the District will be kept for the legally assigned time limit according to 50 ILCS 205/1 et seq. (the “Local Records Act”).

All ordinances and resolutions of the District shall be presented, kept in writing or typed on file by the Secretary of the Board of Commissioners. Ordinances and resolutions shall be numbered and filed chronologically.

### **3.04 Manuals of Operation**

Realizing that the business of administering a multi-faceted leisure agency requires a wide range of individuals, both full and part-time, to handle the day-to-day operation, it is essential to develop manuals of operation for facilities and programs that are significant in scope to provide continuity.

The Director is charged with the responsibility of creating, or causing to be created, manuals of operation for the following:

- a. Woodland Trails Outdoor Pool
- b. Woodland Trails Pool Concession Stand
- c. Ice Rinks and Sled Hill
- d. Marvin S. Weiss Community Center
- e. Burning Bush Community Center
- f. Rob Roy Golf Course
- g. Rob Roy Clubhouse and Banquet Facility
- h. Woodland Trails Golf Driving Range
- i. Woodland Trails Miniature Golf Course
- j. Maintenance Department
- k. Trails Fitness Club
- l. Summer Day Camps
- m. Extended Day Care

Said manuals will be kept current as operating procedures vary over the course of time. It shall be the duty of the administrative staff to determine that all such manuals are in agreement with the basic policy and regulations of the Board of Commissioners.

### **3.05 Sale of Personal Property and Equipment**

There are times when the District has certain pieces of equipment which are beyond equitable repair or have little use to the District for whatever reason. These pieces of equipment may be liquidated in the manner provided in 70 ILCS 1205/8-22, as now existing or hereafter amended.

All items sold must be recorded on the appropriate form to maintain the District's Asset Appraisal Report.

### **3.06 Naming of Park Sites**

As is tradition, most of the District's parks are named after a specific type of tree located within the park with the word "Trails" succeeding it. This has given the District consistency, so that it should be considered in the future. As every situation is unique, flexibility in this area is essential. Input from the public shall be considered. The final determination will be made by the Board of Commissioners.

### **3.07 Easement Requests**

Because of the amount of land owned and location of that land, it is not uncommon to receive requests for easements. The following policy shall govern the granting of easement requests:

- a. Granting of easement requests should not interfere with the existing or intended development plans of said park or facility site.
- b. Easement requests should not place undue use restrictions on the park site during the construction phase or when the construction is completed.
- c. Easement grantee should be expected to fully restore, at their expense, all landscape items such as trees, shrubs, sod, and other items, as determined by the District. This should return the site back to its original or better condition.
- d. If possible, the granting of the easement should serve the District as well as the grantee. The District should review each request and determine if the grantee can provide some improvement for the benefit of the residents of the District.

- e. The District should make every attempt to require the grantee to stipulate that it will relocate its easement area, if at some later date, it interferes with a proposed development of the District.
- f. A temporary easement by homeowner, contractor, utility company, or government agency can be decided by administrative staff. A security deposit or bond may be required in addition to a written statement from the grantee stating full responsibility for all damages to park property.
- g. A permanent easement must be decided by the Board of Commissioners and will need a legal document for future reference.

### **3.08 Application for Grants**

It is one of the responsibilities of the administrative staff to be aware of the available grants from Federal, State, and other programs. When a specific project is apparent, the effort to obtain grant money backing is essential. The administrative staff will keep current with the information and make every effort to apply for other revenue sources when appropriate. The Board of Commissioners has the option to use a grant consultant, since the number and complexity of grant application is formidable.

### **3.09 Tree Memorial and Other Donations**

The District has a program set up for accepting donations from the residents, corporations, or community groups for sponsoring specific items needed in the parks and facilities. Through these sponsorships, trees, benches, equipment, and many other needs are fulfilled.

Manner of recognition will vary per each situation. Recognition could be a letter, plaque, or any other reasonable request or idea. Anything outside of these specific areas will be approved by the Board of Commissioners.

### **3.10 Loan of Equipment**

Loaning and borrowing of equipment between other types of municipalities is a practical solution to sharing resources, responding to emergency situations, or various other occurrences.

It shall be the policy of the District that when determined necessary, the administrative staff will be empowered to both loan and/or borrow equipment. The administrative staff

is similarly empowered to establish a fair and equitable rental rate on specialized pieces of equipment or to loan equipment with the exception of not charging and requesting reciprocation at a later date.

### **3.11 Personnel Policies**

All matters pertaining to personnel are contained in the Personnel Policy Manual (Section 7) that includes personnel policies, organizational chart, and job descriptions. The Board of Commissioners and full-time staff every other year in the even numbered years reviews this manual.

### **3.12 Northwest Special Recreation Association**

The District is a member of the Northwest Special Recreation Association. The Board of Commissioners is required to appoint a representative to their Board each year. This is usually requested to be the Director. The District levies a tax in support of NWSRA.

### **3.13 Liability Insurance**

It is the policy of the District to belong to a park district risk management pool for liability insurance coverage. Many park districts have joined together to develop their own risk management pool to avoid the problems of getting commercial coverage on all of the areas of exposure. This has proven very effective over the past few years.

The District has been a member of the Park District Risk Management Association (PDRMA) since 1992. Suburban Risk Management Agency was dissolved and the majority of park districts moved on to PDRMA.

Coverage from losses arising out of physical damages due to fire, storm, vandalism, accident or hazards, injuries arising from work-related sources, judgements against the District and its employees predicated on liability for acts due to negligence, vehicle liability, and physical damage insurance, money and securities, burglary, business interruption and boiler rupture, and explosion protection and Worker's Compensation is supplied by PDRMA.

Some of the major benefits of joining PDRMA are:

- a. Lower premiums

- b. Complete coverage for our professional services
- c. Loss control workshops and incentives
- d. Excellent information distribution

### **3.14 Environmental Position Statement**

Whereas this park and recreation agency is concerned about the environmental issues and problems facing our community,

Whereas this park and recreation agency recognizes increasing public awareness and concern about environmental issues within and beyond the scope of our community, and

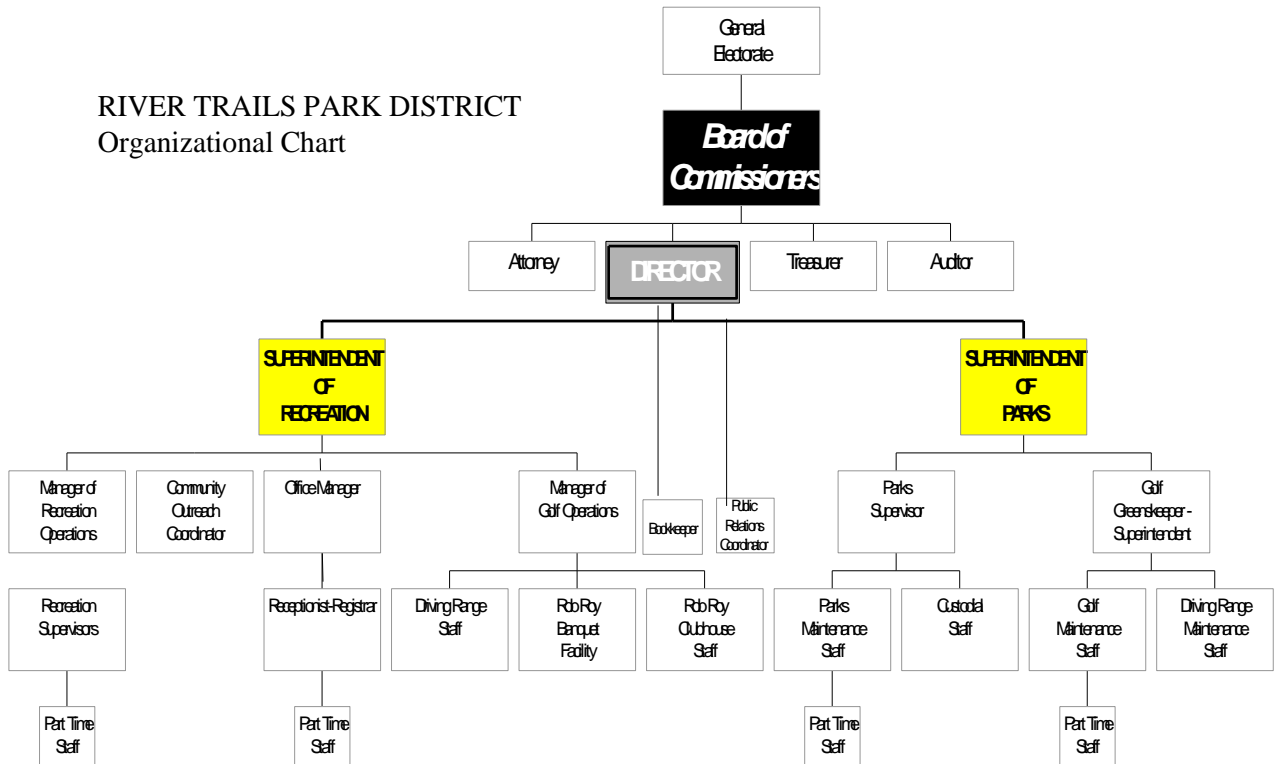
Whereas it is our intent to assume a leadership role in the development and use of sound environmental policies, practices and opportunities,

Now, therefore this park and recreation agency adopts this Environmental Policy and will use it to guide our decisions as we begin and/or continue to develop environmental action plans for the future.

\*\*See Appendix Section – Environmental Policy

3.15

RIVER TRAILS PARK DISTRICT  
Organizational Chart



3.16 Infectious Disease Policy

a. Employees with Chronic Infectious Disease

Statement of Purpose

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through reasonable accommodation, their employment does not constitute a direct threat to the health and safety of themselves or others and the employee is able to satisfactorily perform the essential functions of his/her job. Such employees shall remain subject to the River Trails Park District employment policies and procedures.

#### Administration of the Policy

Employment decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual case decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the River Trails Park District. Employees with chronic infectious diseases shall maintain all rights, privileges and services provided by the River Trails Park District.

The River Trails Park District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee or others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

#### b. Participants with Chronic Infectious Disease

##### Statement of Purpose

Participants with identified chronic infectious diseases may attend River Trails Park District programs whenever, through reasonable accommodations, their attendance does not constitute a direct threat to the health or safety of themselves or others.

##### Administration of the Policy

Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual case decisions will be made based upon the facts of the particular case.

The determination of whether a participant with a chronic infectious disease may attend District programs shall be made in accordance with procedures implemented by the River Trails Park District. Participants with chronic infectious disease shall maintain all rights, privileges, and services provided by law and the policies and procedures of the River Trails Park District.



The River Trails Park District shall respect the right to privacy of any participant who has a chronic infectious disease. Subject to applicable law, the participant's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the participant and others. The number of personnel aware of the participant's condition will be kept at a minimum needed to assure proper care of the participant and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

### **3.17 Land Dedication Ordinances**

The River Trails Park District is unique in that the boundaries of the park district are in two different municipalities, Prospect Heights and Mount Prospect. Therefore, there are two different land dedication ordinances to be followed, depending on the location of the development. It is the policy of the Park District to request land dedication funds from developments within our boundaries that affect the operation of the Park District. For example, if there is an increase in population or a loss of open space, the municipality will be approached for compensation through their specific ordinances by the Park District. The amount of compensation will be calculated by using the equation utilized by the specific municipality.

See Appendix Section for current Land Dedication Ordinances from each municipality.

### **3.20 Freedom of Information Act**

*The River Trails Park District conforms to the Freedom of Information Act (5 ILCS 140/1, et seq.) according to the law. "Public Records" will be made available to anyone inquiring within 7 to 14 working days. The procedure for obtaining records is as follows:*

- 1) The person requesting the information will complete a "Request for Information" form and turn it into the administrative office, 401 E. Camp McDonald Road, Prospect Heights, IL. A sample of the form can be found in the appendix section of this policy manual.*
- 2) This request will be processed as quickly and completely as possible, within the legal perimeters allowed by the law.*
- 3) Any denial of request will be issued within 7 working days.*
- 4) If possible, direct all requests to the Director of Parks and Recreation.*

**River Trails Park District  
Annual Fiscal Requirements/Operating & Business Procedures**

**4.01 Budget & Appropriation Ordinance**

**4.02 Levy Ordinance**

**4.03 Annual Audit**

**4.04 Official Filings**

**4.05 Statement of Economic Interest – State of Illinois**

**4.06 Annual Treasurer’s Report**

**4.07 State Comptroller’s Report**

**Fiscal Operating and Business Procedures**

**4.08 Statement of Intent**

**4.09 Creation of Debt**

**4.10 Internal Auditing**

**4.11 Deposit of Funds**

**4.12 Investment of Excess Cash Flow**

**4.13 Money Market**

**4.14 Petty Cash**

**4.15 Voucher List of Bills**

**4.16 Monthly Financial Reports**

**4.17 Records Retention**

**4.18 Check Signatures**

- 4.19       Accounts Receivable**
- 4.20       Accounts Payable**
- 4.21       Payroll**
- 4.22       Payroll Deductions**
- 4.23       Purchase Order Procedure**

#### **4.01 Budget and Appropriation Ordinance**

- A. A combined Budget and Appropriation Ordinance shall be adopted by the Board of Commissioners within the first quarter of each fiscal year (before March 31<sup>st</sup>).

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

Included in the Budget and Appropriation Ordinance is a statement of available cash at the beginning of the year, an estimate of cash to be received during such fiscal year from all sources, an estimate of expenditures, and the estimated cash expected to be on hand at the end of such year.

After the sixth month of the fiscal year, adjustments can be made in the budget to correct any errors or unforeseen circumstances. Prior to year end, the Board of Commissioners may approve transfers between various funds, not to exceed ten (10) percent of the total amount appropriated for any funds not expended.

- B. The Director shall be charged with the responsibility of the preparation of the Budget and Appropriation Ordinance. There are certain general and administrative costs incurred in the overall operation of the District. Since these general and administrative costs are a result of administering the District, the various funds should share in the administrative overhead.

Direction is given to each of the Departments Heads as to future budgetary needs. 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, the Budget and Appropriation will be put in final form.

#### **4.02 Levy Ordinance**

- A. 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.
- B. The Director shall be charged with the responsibility for the preparation of the Levy Ordinance. The Levy Ordinance form shall be substantially the same in content as the Budget and Appropriation. The levy shall be adopted in

accordance with the Truth in Taxation Law (35 ILCS 200/18-55 *et seq.*), as now existing or hereafter amended.

#### **4.03 Annual Externally Conducted Audit**

At least once annually an audit of the financial records of the entire district is to be conducted by an accredited certified public accounting firm to be named by the Board of Commissioners at the annual meeting. The examination is to be made in accordance with the generally accepted auditing standards and include such tests of accounting records and such other auditing procedures as the firm deems necessary to formulate an “opinion”. The Board of Commissioners may also determine the scope of the examination.

Following this examination of the District’s combined financial statements, the firm will notify the Board if any misappropriation or other irregularities are disclosed. The firm will furnish the Board of Commissioners with a “Management” letter which will report on deficiencies found to exist in the organization’s systems of Internal Control.

The firm will prepare the District’s annual report to the State of Illinois and Cook County. Payment is made from the Audit Fund. If needed, the firm may render advice of recommendations on accounting or other financial matters.

#### **4.04 Official Filings**

On an annual basis the Park District shall file with the appropriate County and State agencies, following the current prescribed practices for the following documents:

- 1) Budget and Appropriation Ordinance
- 2) Treasurer’s Report
- 3) Annual Report for Park and Forest Preserve Districts

#### **4.05 Statement of Economic Interest – State of Illinois**

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:

- A. Members of a commission or board created by the Illinois Constitution and candidates for nomination or election to such commission or board.
- B. Persons who are employed by any unit of local government as defined by the Illinois Constitution and are compensated for services as employees and who meet the criteria for reporting under 5 ILCS 420/4A-101.

- C. 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 Park District Board of Commissioners and file such completed form by the 30<sup>th</sup> of April each year. 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.

#### **4.06 Annual Treasurer’s Report**

Within six (6) months after the expiration of the Park District’s fiscal year and the annual audit, the Treasurer, with the assistance of the Bookkeeper, shall file an Annual Treasurer’s Report with the Board of Commissioners listing all monies received and their sources, all disbursements where the total amount paid out exceeds \$1,000. The name of the individual to whom it was paid, on what account paid, and the amount paid must all be included. All monies paid out as compensation for personal service, the amount paid, to whom paid and on what account paid shall also be listed as well as a summary statement of operations for all funds and account groups as excerpted from the annual audit. These receipts and disbursements of funds shall be printed on time in a local newspaper published in the Park District. The Treasurer shall file a copy of the report and a Certification of publication in the County Clerk’s office.

#### **4.07 State Comptroller’s Report**

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

Additionally, Form 588-A entitled, “Annual Audit Report, Park and Forest Preserve Districts”, is prepared annually by the Treasurer or the Auditors 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 the 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.

## **Fiscal Operating & Business Procedures**

### **4.08 Statement of Intent**

The financial resources of the Park District are the means by which the Park District serves the public. All financial operations shall be performed in accordance with written policies, by-laws, procedures, ordinances and manuals.

All financial transactions of the Park District shall be recorded in a prescribed manner and be conveyed in written and/or oral format. Internal controls shall be such that accurate records of all transactions will be available for audit purposes.

### **4.09 Creation of Debt**

No one other than the Board of Commissioners of the Park District shall be authorized to create any financial liability on behalf of the Park District. Said liability may be approved in nature and amount by the Board of Commissioners at a duly constituted meeting and recorded in the minutes of said meeting.

### **4.10 Internal Auditing**

Internal audits and investigations shall be conducted as are needed to guarantee the proper conduct of the Park District's activities relating specifically to collection and disbursement of funds and their accounting allocation with regards to accounts receivable, accounts payable and payroll. The results of such audits and investigations along with recommendations for improvements in controls shall be reported to the Director.

### **4.11 Deposit of Funds**

The Board of Commissioners of the Park District shall at their annual meeting designate a bank or banks or other financial institutions in which funds of the Park District may be deposited.

All depository institutions are to be insured by either the Federal Depository Insurance Corporation or the Federal Savings and Loan Insurance Corporation.

It will be at the discretion of the Treasurer to determine which institutions would best serve the Park District. A periodic review and evaluation of all institutions utilized shall be made and reported to the Board of Commissioners of the Park District.

The Park District shall require the pledge of Municipal Bonds, Treasury Note Bills, secured mortgages or bank owned commercial paper in an amount equal to or greater than the amount deposited in any institution where the total deposit exceed \$100,000.

#### **4.12 Investment of Excess Cash Flow**

During the course of a fiscal year, any and all amounts of excess cash flow should be invested in interest bearing instruments. This is only to be done after it is determined that the amounts that remain in the Park District’s current accounts are sufficient to cover the Park District’s current expenditures including personnel related expenses.

Any and all of the information resources that are at the disposal of management should be utilized to determine the availability of amounts and lengths of period that can be safely invested.

The Treasurer has the day to day authority to make judgements as to the type, amount, maturity and financial institution utilized for the investment of excess cash.

Amounts should be invested in instruments of differing maturities in order to maintain a constant flow of funds available back to the Park District without sacrificing interest earned or leaving the Park District short of available cash.

All cash receipts can be co-mingled in the Corporate Fund from which investments can be made from the Park District’s current primary banking institution’s collateral as noted in the Deposit of Funds section.

Excess funds are not to be invested in any financial institution that is not insured by either the FDIC or the F.S.L.I.C. Nor are investments to be purchased in the amount which exceed their limits unless they are protected by the financial institution’s collateral as noted in the Deposit of Funds section.

#### **4.13 Money Market**

All monies received by the Park District are deposited in the Park District’s Money Market account in the Park District’s financial institution designated by the Board of Commissioners.

In order to cover accounts payable and bi-weekly payrolls, money market transfers shall be made to the appropriate bank account from which those funds are drawn.

#### **4.14 Petty Cash**

Funds for the procurement of supplies and services which by their nature require cash payments or are incidental in nature are paid from petty cash funds allotted to the Recreation Department, the Golf Course and the Administration Department. All petty cash disbursements are charged to the appropriate expense account and receipts are attached to the petty cash disbursement voucher when submitted for approval by the Director. Upon presentation and approval, a reimbursement check is prepared and presented for the Board of Commissioners approval. Petty cash accounts are reconciled monthly and audited annually.



#### **4.15 Voucher List of Bills**

A computerized Voucher List of Bills is presented to the Board of Commissioners for their review and approval of all expenditures each month at the meeting held on the second Thursday of each month or any date designated as an official board meeting. Following review of the Voucher List, the Board of Commissioners will approve such list as submitted as of the date indicated on the list. This includes the total amount and any additions or deletions from the register.

Also attached to the Voucher List of Bills shall be a manually generated monthly update of the previous month's payroll expenditures. This includes the payroll dates, the gross payroll amount, the deductions, the net payroll amount and the number of checks issued on each date.

A manually generated monthly update shall also be presented and attached showing the District's Certificates of Deposit in the safekeeping at the financial institution, their amounts, maturity dates and the percent of interest each one generates.

#### **4.16 Monthly Financial Reports**

Financial report is presented to the Board of Commissioners for review and approval at the meeting on the third Thursday of each month or any date designated as an official Board meeting and contain the following:

- 1) A summary of the monthly and year-to-date revenue and expenses by fund.
- 2) Year-to-date balance of each fund.
- 3) Total percentage of budget attained to date.
- 4) Prior year comparison of revenue and expenses by fund.

#### **4.17 Records Retention**

The Records Management Section of the Illinois State Archives assists the Park District in making decisions relative to the retention of certain records. The Park District microfilms records to be retained. Sets of films are kept by the microfilm company and at the Park District Administration Office.

- 1) A representative of the Section inventories records maintained by the Park District, segregating those requiring permanent retention from those which would be marked for destruction at a certain time.
- 2) An inventory record is filed with the State by type, order, or maintenance and storage space required.
- 3) Guidelines are provided and are used in determining the retention of specific types of records. Records that may be destroyed after an elapsed period are marked with a destruction date.

- 4) An application is filed which seeks permission to destroy certain records. Once such permission is granted, the burden or responsibility is passed to the State relative to the destruction of the records.

#### **4.18 Check Signatures**

Two Commissioner's signatures are required on checks drawn on the general bank account (Accounts Payable) #0900-148288. The payroll bank account #0900-148261. Requires the signatures of at least one Commissioner and the Director. The checks are drawn on these accounts. when printed, they are processed through a check signature computer program which contains the correct signatures for the specific transaction. All required forms are completed after each check run to record the number of checks run, the date, and the total dollar amount of the run and the reason for the run.

#### **4.19 Accounts Receivable**

The deposit records of the daily cash received at various remote facilities is forwarded to the account office in a timely fashion for verification as to correctness and accuracy of the deposit. The accounting office performs manual entry of these deposits into the computer. Revenue is obtained in the following areas:

- 1) Real Estate and Replacement Taxes
- 2) Interest on investments
- 3) Driving Range and Miniature Golf Receipts
- 4) Golf Course and Clubhouse Miscellaneous Receipts
- 5) Recreation Programming Receipts
- 6) Swimming Pool Receipts
- 7) Community Centers Miscellaneous Receipts (Concessions, etc.)
- 8) Fitness Center Receipts
- 9) Administration Miscellaneous Receipts

Only program registration and golf course revenue is entered automatically into the computer system. The deposit records of these funds is forwarded in a timely fashion to the accounting department for review.

At month's end, the accounting office verifies the deposits of all receivables with the month end bank statement of the Money Market. This is the avenue for all deposits made at the Park District.

#### **4.20 Accounts Payable**

All payables to vendors pass through the Accounts Payable computerized system. The system's function is to record expenses and disburse payment in a timely fashion using a vouchers payable method of recording expenses. Vouchers that are approved by the Department Heads and the Director are then sent to Bookkeeping for their issuance. Checks that do not need to be mailed out to take advantage of discounts, special

situations or due dates are held until the Board of Commissioners review and approves the Voucher List of Bills. Examples of specific vendors and types of expenditures routine to the Park District include:

- 1) Commonwealth Edison
- 2) Northern Illinois Gas
- 3) Ameritech
- 4) I.M.R.F. (Retirement)
- 5) IPEHN (Health and Life Insurance)

Checks to vendors that pass through the accounts payable system may be drawn on the general account. Transfers of money to cover these expenditures are made automatically from the Money Market by the financial institution, allowing the Park District to take advantage of the interest until the money is requested.

#### **4.21 Payroll**

Salaries and wages of full-time and part-time personnel shall be paid on a biweekly basis by check drawn on the Park District's payroll account #0900-148261. Following Director approval of timesheets submitted by Department Heads for their specific employees. The checks will be available for distribution to the employees, at the latest, on the Thursday following the end of the payroll period.

#### **4.22 Payroll Deductions**

Automatic involuntary payroll deductions shall be made for:

- 1) Federal Income Tax following the federal guidelines and employees' withholding allowance certificates.
- 2) State Income Tax following the state guidelines and employee's withholding allowance certificates.
- 3) Federal Social Security (FICA) and Medicare Tax following federal wage base guidelines.
- 4) Additional federal and state income taxes as voluntarily requested by the employee on their withholding allowance certificate.
- 5) Illinois Municipal Retirement Fund following the guidelines set by the fund for full-time and part-time employees working a minimum of 1,000 hours per year.

State and Federal income taxes and Social Security and Medicare Taxes deducted from employee earnings by the Park District is authorized and stipulated by both State and Federal law. Funds withheld for State Income Tax purposes shall be forwarded to the Illinois Department of Revenue on a timely basis following guidelines listed in the IL-700 booklet. An IL-941 Employer's Quarterly Illinois Tax Return should be filed by the Park District by the last day of the month following the end of the calendar quarter. By the last day of February following the close of the preceding calendar year, an annual conciliation of State withholding (IL-W3) along with copies of the employees' W-2's should be filed with the Illinois Department of Revenue.

Funds withheld for Federal Income Tax purposes, Social Security and Medicare Tax should be deposited with a bank designated as a Federal Depository. Deposit guidelines are established in Circular E of the Internal Revenue Code. Additionally each quarter, a quarterly return should be filed with the IRS by the last day of the month following the end of the calendar quarter using the IRS form 941 mailed to the District. By the last day of February following the close of the preceding calendar year, an annual report (W-3) of withheld taxes along with copies of the employees' W-2's should be filed with the Social Security Administration.

An automatic deduction for the Illinois Municipal Retirement Fund (IMRF) which was established under state law to administer a program of retirement, annuities, disability, and death benefits for employees of Illinois municipal governments is made on the earnings of all full-time employees and part-time employees whose job position requires 1,000 or more hours of work per year. Funds withheld each month from the employees' wages for IMRF purposes should be deposited with the IMRF along with all applicable IMRF reporting forms by the 10<sup>th</sup> of the following month.

Also deposited with the IMRF by the 10<sup>th</sup> of the following month is the Park District's contribution on the total monthly earnings of the participating employees is determined yearly by IMRF and is fixed by statute. Payment of the Park District's contribution is made separately from the payroll account. The payment is vouchered as a vendor disbursement from the Retirement Fund and paid by a check drawn on the general account.

Voluntary payroll deductions shall be made for full-time employees who elect to participate in:

- 1) Metro Federal Credit Union
- 2) ICMA Retirement Corporation 457 Deferred Compensation Plan

#### **4.23 Purchase Order Procedure**

The following procedures are to be followed by all personnel who have the "authority" to enter into purchasing agreements for goods or services, with outside vendors.

Only the following personnel will have the authority to purchase:

- 1) Director
- 2) Department Heads – Superintendents of Recreation and Parks
- 3) Designated Employees - This is defined as any full-time staff member that has been given the opportunity in writing by any of the above level personnel. The document for such authority should be submitted to and on file with the Department Heads and the accounting department. All purchases are to have approval prior to the placement of the order.

The only exceptions to this are the following:

- 1) Approved Open Purchase Orders
- 2) Purchases of less than \$75

In order to obtain approval for the purchase, one of the next procedures is required:

- 1) \$75 to \$1,000 – 3 prices and approval from Supervisor
- 2) \$1,000 to \$5,000 – 3 verbal quotes from vendors with written verification to follow.
- 3) \$5,000 to \$9,500 – 3 written quotes from vendors
- 4) \$9,500 and up – Follow legal bid process

**River Trails Park District  
General Recreation Programming**

- 5.01 Purpose and Philosophy of Recreation Programming**
- 5.02 Program Participants**
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### **5.01 Purpose and Philosophy**

Recreation programs at the River Trails Park District will be for the purpose of serving the tax paying residents of the Park District.

Recreation is a broad concept. The Park District will do its best to provide directed activities as well as areas for non-directed activities. The Recreation Department will provide trained, qualified leadership to plan and lead recreational activities. The main concern will be to provide varied recreation programs for the residents of the Park District in an attempt to enrich their present and future leisure through participation.

The Park District's recreation program should strive to:

- 1) Provide quality and appropriate facilities and activities to all areas of the Park District.
- 2) Offer activities that serve all age groups.
- 3) Provide activities both indoor and outdoor.
- 4) Provide activities appropriate for varying levels of skill and ability.
- 5) Encourage individuals and groups not associated with the Park District to initiate and carry on their own activities when not in conflict with the Park District's activities.
- 6) Offer cooperative as well as competitive activities.
- 7) Accept that the River Trails Park District is not the only agency in the area responsible for providing leisure activities and work cooperatively to coordinate recreational activities through other private and public agencies, clubs, and organizations.
- 8) Be aware of the constantly changing conditions, interests, and needs of the people by programming changes from year to year.
- 9) Promote skills that can be pursued throughout the individual's life.
- 10) Be available for and open to participants' suggestions regarding new program opportunities.
- 11) Provide opportunities for staff and participants to evaluate programs and facilities.

### **5.02 Program Participants**

Activities sponsored by the Park District are open to all residents of the Park District with regards to the specific criteria of each individual program, such as age, sex, etc., or

registration limits. Non-residents of the Park District may register for programs at a higher fee and after residents have had a period of time to register first.

Participation in Park District programs and facilities is a privilege that may be denied if the participant's actions disrupt the program.

### **5.03 Registration for Recreation Programs**

Individuals may register for recreation programs in person, by mail, fax, touch-tone or e-mail. All registration for recreation programs is taken at the Marvin S. Weiss Community Center. A "Registration Form" must be filled out and be accompanied by payment to complete registration. Registration forms may be obtained from the seasonal program brochures mailed to residents or in person at the M.S.W. Community Center. Phone registration will be accepted for programs that specifically state so in the program brochures. Residents will have an opportunity to register for programs before non-residents.

#### **A. Resident Random Drawing**

A Random Drawing will be held for residents before any non-resident registrations will be accepted. To be in the Random Drawing, a resident must complete a registration form with payment and submit it to the M.S.W. Community Center. It will be placed in a box with other resident registrations. Starting on a pre-determined date, registrations will be randomly pulled from the box and processed.



This allows equal opportunity for program availability to all residents. If the Random Drawing is completed before the walk-in registration date, walk-in, fax and mail-in registrations will be accepted from residents only.

B. Open Registration

One week after the Resident Random Drawing, registration will be opened up to non-residents.

When Open Registration begins, registrations will be collected in order at the M.S.W. Community Center and will be processed in the order collected.

Registrations will be accepted in this manner until a program is full or the program begins. Waiting lists will be kept in an attempt to accommodate as many participants as possible in Park District programs.

NOTE: Registrations received for programs that have reached their maximum capacity will be placed on a waiting list. All registrants placed on a waiting list will be notified that the program is full and of their placement on the waiting list. The customer may choose whether or not to remain on the waiting list.

Registrations received by mail or fax paying by credit card will be placed on the waiting list at \$0. Those received by mail paying by check or cash will be placed on the waiting list with the amount of money received. This will later be refunded

if they so choose. Those registering in person will be placed on the waiting list at \$0.

Registrars and the recreation department staff must stay in constant contact during registration to stay up-to-date on the status of the programs.

C. Methods of Payment

Payment for programs or facility usage may be made by cash, check, or credit card. Accepted credit cards include: Visa, MasterCard and Discover.

**5.04 Fees and Charges**

Residents are entitled to participate in recreation programs and use facilities for the resident fee.

A. Resident Fee Policy

A person is considered a resident of the River Trails Park District if:

- 1) The person lives within the River Trails Park District boundaries.
- 2) The person works for a company located within the boundaries of the River Trails Park District. This does not include family members.
- 3) Rob Roy Golf resident fees also include all residents within the City of Prospect Heights boundaries.
- 4) Person or member(s) of same family who has purchased a non-resident membership. (see 5.04 C)

B. Non-Resident Fee Policy

- 1) Recreation Programs – Any non-resident wishing to participate in a recreation program may do so at 20% more than the resident fee listed in the program

brochure with a maximum of \$20. This applies to all recreation programs with a few exceptions, such as trips, etc.

- 2) Facilities – Certain facilities may have a non-resident fee which is specified in the seasonal program brochure or other brochures.

C. Non-Resident Memberships

Non-residents have the option to purchase a Non-Resident membership. A non-resident membership fee is calculated by multiplying the individual's equalized assessed valuation by the River Trails Park District current tax rate. Non-resident renters may purchase a non-resident membership by paying a pre-determined fee. A Non-Resident Membership is good for 1 year from the date of purchase and entitles the purchaser and their immediate family to all of the benefits of a resident.

## **5.05 Recreation Program Fees**

Fees and charges for all recreation programs will be determined by Department Heads and approved by the Director, consistent with Board policy. Statistics will be kept on each program showing:

- 1) Cost to participant
- 2) Cost to Park District
- 3) Net loss or profit of program
- 4) Number of registrants
- 5) Comparison between past and present years

## **5.06 Refund Policy**

- 1) Refunds will be issued without question prior to the start of any program or activity.
- 2) After the start of any program or activity, the refund will be prorated for the services used. In some instances, a full refund may be issued.
- 3) If the Park District must cancel a program or activity, a full refund will be issued to the registrant.
- 4) All refunds (made by cash or check) will be issued by check and will take 2 to 4 weeks to process. Payments made by credit card will be issued as a credit on the individual's same credit card.

## **5.07 Liability**

All program participants must read and sign an insurance liability waiver form before they are allowed to participate in a program. Participants under the age of 18 must have their parent or guardian sign for them.

The River Trails Park District does not assume financial liability for accidents that occur while a person is using park facilities or enrolled in park programs.

In the event an accident occurs and questions arise regarding liability, the Park District's Risk Management Association will make a determination. Park District employees will not make determinations regarding the liability or the Park District's intent to pay for any expenses related to the injuries.

### **5.08 Accident/Incident Policy**

The River Trails Park District does not provide insurance coverage for injuries sustained while using park facilities. In the event an accident occurs, the Park District staff should follow these steps:

- 1) Provide immediate assistance to the injured participant.
- 2) Arrange for transportation by ambulance if necessary.
- 3) Contact the parent or guardian about the situation.
- 4) Thoroughly complete an Accident/Incident Report Form and turn it in to their supervisor. Be sure the Superintendent of Recreation is aware of the situation.
- 5) Park District employees are not permitted to transport injured individuals in park or private vehicles.

### **5.09 Emergency Medical Care Procedures**

The primary concern should always be the well-being of the injured party. First-aid should be administered if the assisting person is qualified and trained in that area. The Park District assumes no responsibility for emergency aid in an effort to reduce pain or suffering or in an attempt to protect life and limbs of an injured party.

When dealing with an unconscious party, an ambulance should be called at 911. The injured party should not be moved unless absolutely necessary. If the injured party is conscious and 18 years of age or older, the decision to have an ambulance is their option.

All Park District employees should use good judgement when determining the nature of an injury and what action should be taken.

The family of the injured party must be notified as soon as possible in the following way:

- 1) Inform the family of the injury and that the injured is in route to the hospital.
- 2) Advise the family as to which hospital emergency room the injured party is destined.
- 3) In some instances, even if the injured does not need to be hospitalized, the family should be notified.

Any accidents that occur outside Park District properties should be handled in the same manner. Park District staff will thoroughly complete an Accident/Incident Report Form following the incident.

The Park District Department Heads should be notified of all emergencies and they, in turn, will notify the Director if deemed necessary.

## **5.10 Cooperative Recreation Programs and Facilities**

In an attempt to offer a wide variety of programming and facilities to Park District residents, the River Trails Park District may enter into a cooperative agreement with a neighboring park district or organization to expand the amount of programs or facilities offered to our community.

- A. Recreation Programs – When a program is offered cooperatively between two or more park districts, one district will be considered the “host” district. The host district will set up the details of the program: instructor, day, time, fee, facility, etc. The information will be made available to the co-sponsoring park districts for advertisement in their brochures. Each park district will take registration; each holding a predetermined number of spots.

Residents of each park district must register at their own district to pay the resident fee. At the conclusion of the program, the host district will use the Cooperative Program Cost worksheet to determine what the cost per participant was for the program. When this is determined, the host district will use the Cooperative Program Billing form to bill the co-sponsoring districts.

- B. Facilities – The River Trails Park District may offer facilities in a cooperative agreement with a neighboring park district or organization. This is normally done when a park district has a facility needing more usage and the neighboring district or organization does not have such a facility.

The Department Heads, the Director and the Board of Commissioners must approve details of such cooperative agreements.

## **5.11 Program Brochures**

The River Trails Park District will compile three seasonal program brochures; Summer, Fall and Winter/Spring. Each season's brochure will be mailed to each postal customer living within the boundaries of the River Trails Park District and Non-Resident Membership holders. Non-residents may pick up the brochure at various locations of the River Trails Park District or, for a small fee, register for three (3) consecutive brochure mailings.

## **5.12 Scholarships**

Scholarships may be awarded to River Trails Park District residents who are experiencing financial difficulty. Individuals must complete a Financial Assistance/Scholarship application and provide written proof that they are receiving other financial aid. After review by the Superintendent of Recreation, a decision will be made as to the type of scholarship to be awarded; i.e. partial payment or payment plan. In special instances, a full scholarship may be awarded.

## **5.13 Contractual Programs and Services**

The River Trails Park District may choose to contract with an outside agency for any particular program or service. In these instances, the “contractor” must legally qualify for the contractor status and must be willing to sign into an “Independent Contractor Agreement” to protect the Park District as well as the Contractor. The River Trails Park District will issue a 1099 tax form at the end of the fiscal year if a contractor has earned over \$600.

## **5.14 Safety Policy Statement**

The River Trails Park District recognizes the importance of safety for our employees and participants. It is our goal to develop and carry out an ongoing program where the health and safety of everyone is the most important factor. All employees will be directly involved in making safety a matter of continuing concern.



With a cooperative spirit, we will be successful and benefit all members of our Park District community.

### **5.15 Americans with Disabilities Act**

The Americans with Disabilities Act is Federal Law which was put into effect to insure that those individuals with physical and/or mental disabilities are insured the same benefits as those individuals without physical or mental disabilities. As a result, it is our responsibility to provide services and facilities to all individuals on an equal level.

### **5.16 Criminal Background Checks**

The Park District requires state criminal conviction background checks on prospective and current employees. The Director may remove persons refusing to sign the request form or to provide fingerprints when requested to do so from consideration for a position with the Park District or if already employed by the Park District.

For specific rules and procedures, see Policy Manual Section 7.04.9 on page 5.

### **5.17 The Abused and Neglected Child Reporting Act**

The Illinois Abused and Neglected Child Reporting Act (305 ILC5 5/1 et seq.) provides guidelines for the reporting of child abuse and neglect and, in certain circumstances, the taking of protective custody of abused children. Because the Act is a reporting statute, its emphasis is on the detection, reporting, and investigation of child abuse. Following are some general guidelines for child abuse detection and reporting:

#### **Indicators/Warning Signs:**

1. A child may describe events that appear to be abusive.
2. A parent may tell you of family practices that are abusive.
3. A child may have injuries that are not consistent with the stated cause.
4. A child may have unusually frequent or serious injuries.
5. A child has frequent “unexplained” bruises and injuries.
6. A child is observed to have difficulty remaining seated.
7. A child’s attitude and behaviors change dramatically.
8. A child appears to become atypically depressed, withdrawn or aggressive.
9. A child’s school performance suddenly declines.
10. A child’s social relationships adversely change.
11. A child becomes frequently truant both excused and unexcused.
12. A child may suddenly begin acting out more regularly.
13. A child may express otherwise unexplained fears of an older person or child.
14. A child’s basic needs for food, shelter, medical or dental treatment and shelter may not be met.
15. A child may have knowledge of sexual matters that are not age appropriate.
16. A child may exhibit sexually acting out behaviors with adults, peers, and younger children.
17. A child may not want or be afraid to go home after school or programs.

#### **The “Do’s” and Don’ts” in reporting suspected child abuse:**

##### **DO:**

1. Phone 1 (800) 25-ABUSE as soon as you suspect child abuse or neglect.
2. Follow the instructions the Hotline employee gives.
3. Notify the Park District Director or Superintendent immediately after the report has been made.

**DON'T:**

1. Call the child's parent to ask if an allegation is true.
2. Tell the Hotline worker that you report is an EMERGENCY unless a child is in imminent danger of physical or mental abuse or neglect.
3. Try to investigate the complaint yourself. **DO NOT GET PERSONALLY INVOLVED!!**
4. Wait a few weeks to see if the situation improves. **ACT IMMEDIATELY! CONTACT THE HOTLINE & LET PROFESSIONAL INVESTIGATORS DETERMINE IF YOUR SUSPICIONS ARE TRUE.**
5. Tell everybody else in the program what you suspect. **KEEP ANY INFORMATION YOU ARE AWARE OF TO YOURSELF AND APPROPRIATE SUPERVISORS!**
6. Promise a child who confides in you that you won't tell anyone what he or she has said.
7. Ignore a child who makes a statement about abuse.
8. Let anyone else make your decision about whether to report. **MAKE AN EDUCATED DECISION. DON'T LET EMOTIONS PLAY A PART IN THE PROCESS.**

**5.18 Human Bite Protocol**

All participants or staff who sustain a human bite during a program must have the wound evaluated by the Instructor, Recreation Supervisor, Manager, or Superintendent of Recreation.

The following first aid procedures should be initiated:

1. If the skin is not broken, wash wound well with soap, and disinfect with alcohol prep swab.
2. If the skin is broken and bleeding is minor, wash wound, control bleeding, apply antibiotic ointment and cover the wound. Ice pack can be applied to help with swelling and relieve pain.
3. If the bite is severe and bleeding cannot be controlled, the paramedics should be called.

The parent of the participant who is bitten (exposed individual) and the parent of the child who did the biting (source individual) should be notified when a bite occurs at a program.

Staff should not communicate the name of source child (biter) to the family of the exposed child. The staff should communicate to the parents of the exposed individual:

1. what happened/circumstances to best of their knowledge
2. what part of the body was bitten
3. what first aid was administered
4. if the skin is broken, parent of the exposed individual will be informed that communicable diseases can be transmitted through human bites when skin is broken. Staff should explain that in all cases when skin is broken, we recommend parents have their exposed child tested for communicable diseases.
5. In cases where the Park District is aware (including HIV, Hepatitis B) that a source child is a carrier of a communicable disease, we will strongly encourage testing after a human bite due to probable cause.
6. What the Park District will do to prevent the situation from happening again.

The staff should complete an Incident/Accident Report Form. The employee's supervisor and superintendent should be informed on the day of the incident.

If a parent requests any additional information from the Instructor, the Instructor should explain he/she cannot share information, but that the family will get a call from the Manager of Recreation Operations, Recreation Supervisor, Superintendent, or Director.

The Manager of Recreation Operations, Superintendent or Director shall call the parent/guardian. If the identity of the source individual is requested, the parent/guardian of the source individual will be called and informed of the request. Verbal permission to share their child's identity will be requested. **If verbal permission is not obtained, the family who child was bitten will be informed that the identity information will not be disclosed for privacy reasons.**

If the parent/guardian of the exposed child requests medical information or health status of the source child, the source family will be called and asked to voluntarily disclose the health status or test results to an authorized medical provider. If the parent/guardian of the source individual consents, all shared information between a common authorized medical provider and family of the exposed individual must be kept confidential and not revealed until written consent is obtained. If the parent/guardian of the source child chooses not to reveal health status or allow their child to be tested, the Park District personnel may suggest the family of the exposed individual follow up with a physician and begin periodic testing to determine if exposure has led to infections.

If an employee is bitten, an Incident/Accident Report form must be completed within 24 hours of the incident if the employee is seeking further medical evaluation. Staff members can be referred to Holy Family Medical Center for evaluation of the bite. If the employee prefers to go to a physician or facility of their choice, this is acceptable. However, the billing will not be done directly and the staff will need to bring the paperwork to the Park District and give it to their Superintendent. If an employee is advised to have work limitations by a physician, a copy of the Return to Work Restrictions should be forwarded to the Superintendent.

**RIVER TRAILS PARK DISTRICT  
USER POLICIES AND REGULATIONS FOR PARKS AND FACILITIES**

- 6.01 An Ordinance Defining Misdemeanors and Providing Penalties for Such Misdemeanors**
- 6.02 Gang Related Activities & Representation Policy**
- 6.03 Permits/Rentals**
- 6.04 Parks/Fields/Facilities Available for Permits/Rentals**
- 6.05 Fee Structure**
- 6.06 Suspension of Park/Field/Facility Usage**
- 6.07 Large Scale Special Events**
- 6.08 Noise Violations**

## **USER POLICIES AND REGULATIONS FOR PARKS AND FACILITIES**

### **6.01 An Ordinance Defining Misdemeanors and Providing Penalties for Such Misdemeanors**

BE IT ORDAINED by the Board of Commissioners of the River Trails Park District, Cook County, Illinois:

Section 1. For the purpose of this ordinance, the following terms shall have the definitions given herein:

- A. “District” is the River Trails Park District, Cook County, Illinois.
- B. “Board” is the Board of Commissioners of the River Trails Park District.
- C. “Director” is the Director of Parks and Recreation, the chief administrative officer of the District.
- D. “Park” is any playfield, playground, swimming pool, ice skating rink, open area, building or parts thereof or other facility and the materials and equipment therein owned, leased or in use by the District.
- E. “Person” is any individual, firm, partnership, group, association, corporation, governmental unit, company or organization of any kind, except the District, its employees and Board members are engaged in the performance of District duties.
- F. “Vehicle” is any conveyance, whether motor powered or self-propelled, except baby carriages, and conveyances in use by the District. This includes skate boards and roller blades.
- G. “Permit” is permission to use facilities issued by the Park District office.

Section 2. No person shall engage in any sport, game amusement or exercise in any Park, except in such parts thereof as are designated for that purpose by the Director.

Section 3. No person shall enter a Park or part thereof posted as “Closed to the Public”, nor shall any person use or abet the use of any such Park or part thereof in violation of posted notices. Each Park has its hours of operation posted at its entrance. No person shall enter any Park during its closed hours.

Section 4. No person shall hinder, interfere with or cause or threaten to do bodily harm to any employee of the District while such employee is engaged in performing his duties in and on behalf of the District.

Section 5. No person shall expose or offer for sale any article or thing, nor shall any person station or place any stand, cart, or vehicle for the transportation, sale, or display of any such article or thing in any Park, except a regularly licensed concessionaire or other person under a Permit of the Park District: nor shall any person within any Park or on its borders announce, advertise, or call the public attention in any way to any article, or service for sale or hire.

Section 6. No person shall paste, glue, tack or otherwise affix or post any sign, placard, advertisement, political endorsement, or inscription whatever, nor erect or cause to be erected any sign whatever on any structure or thing in a Park, except as authorized by the Director.

Section 7. No person shall bring or have in his possession, or set off or otherwise abuse to explode or discharge any firearms, fireworks or explosives of inflammable materials, including any substance, compound, mixture, or article that in conjunction with any other substance or compound could cause injury to human, animal or plant life, in any Park.

Section 8. No person shall light, build or attempt to light or build a fire in any Park except in such areas of a Park and under such regulations as may be designated by the Director.

Section 9. No person shall throw any stone, brick or other missile in or upon any Park.

Section 10. No person shall deface, disfigure, break, cut, tamper with or displace or remove in or from any Park, any building or part thereof, any table, bench, fireplace, coping, lamp post, fence, wall, bridge, paving or paving material, water line or other public utility or parts or appurtenances thereof, or any sign, notice or placard whether temporary or permanent, equipment, facilities or other Park property or appurtenances whatsoever, either real or personal.

Section 11. No person shall damage, cut, carve, uproot or injure the Park, or pick the flowers or seeds of any tree or plant in any Park: nor shall any person attach rope, wire or other contrivance to any tree or plant in any Park. Nor shall any person dig in or otherwise disturb grass areas, or in any other way injure or impair the beauty or usefulness of any Park.

Section 12. No person shall climb any tree nor climb, walk, stand or sit upon any wall, building, fountain, fence, railing in any Park nor upon any other Park property not designated or customarily used for such purposes.

Section 13. No person shall remove any soil, rock, stones, trees, shrubs, or plants, down timber or other wood or materials from any Park, nor make any excavation by tool, equipment, blasting, or other means or agency within any Park, except as authorized by the Director.

Section 14. No person shall throw, discharge, or otherwise place or cause to be placed in the waters or otherwise place or cause to be placed in the waters of any swimming pool, fountain, pond, lake, stream or other body of water in or adjacent to any Park or any tributary, stream, storm sewer or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution or the hindrance of the use of said waters.

Section 15. No person shall bring in or dump, deposit, or leave any bottles, broken glass, ashes, paper, fill, boxes, manure, cans, dirt, rubbish, or other trash or litter in any Park, except to deposit the same in receptacles provided therein. This does not allow dumping of garbage not generated within the Park.



## River Trails Park District

### Section 1

Section 16. No person shall hunt, molest, harm, frighten, kill, trap, chase, tease, shoot or throw stones, rocks or other missiles at any animal, or bird in any Park, nor shall any person remove or have in his possession a bird or wild animal or the eggs or nest of any bird or wild animal in any Park.

Section 17. No person shall bring a dog or other domestic animal into any Park, except as authorized by the Director.

Section 18. No person shall bring, drive, use, or ride a snowmobile or any other unauthorized vehicle within any Park boundaries, except as authorized by the Director.

Section 19. All persons using roller blades and skate boards in ways other than transportation may do so only in designated areas of the Park. This does not include playgrounds and other populated areas of the Parks.

Section 20. No person within any Park shall ride another person on a bicycle nor leave any bicycle unattended without first locking it, nor park any bicycle in any place within a Park except in a bicycle rack where provided.

Section 21. No person shall drive any vehicle in any Park, except upon paved roads or parking areas designated for such purposes and only then in accordance with posted signs as to speed, direction, parking, stopping, lane markings and traffic controls except police, fire, emergency or Park vehicles or those authorized by the Director. No person shall drive a Rob Roy golf cart off the golf course premises under any circumstances, except where designated to continue play. Cart usage for retrieval of out of bounds golf balls is a violation of this section of the River Trails Park District Ordinances and subject to a fine.

Section 22. No person shall park any Vehicle in a driveway or parking area of a Park between the posted hours that the park is closed, unless authorized by the Director, nor shall any person leave any Vehicle anywhere in a Park more than 24 hours because of mechanical failure, nor shall any person fail to notify and obtain the services of a tow truck for any Vehicle that has failed to function within a reasonable time of such failure.

Section 23. No person shall bring within, sell, give away, drink, or take alcoholic beverages or illegal drugs while in any Park. The only District facility, which serves alcoholic beverages is the Rob Roy Golf Clubhouse.

Section 24. No person shall tell fortunes, nor gamble in any park; nor shall any person participate in or abet any game of chance in any Park except as authorized by the Director.

Section 25. No person, except for children under six (6) years of age, shall enter into, loiter or remain in any toilet, restroom, bathhouse pavilion or structure or section thereof, of any Park which has been reserved and designated by the Director for use of the opposite sex.

Section 26. No person shall expose any part of the body to the public in an indecent or lewd manner, nor speak or make advances in a profane or obscene way, or make any indecent or obscene gestures in any Park. Nor shall any person take or attempt to take any immoral, improper, or indecent liberties with any child or adult of either sex in any Park.

Section 27. No person shall make use of the Park as a place to sleep during the hours in which the park is closed, except such sites authorized by the Director.

Section 28. No person shall make, aid, endorse, or assist in making any loud or raucous noise, riot or disturbance tending to a breach of the peace in any Park, or be guilty of any disorderly conduct therein or thereon or collect, with other persons, in bodies or crowds for unlawful purposes, or for any purpose to the annoyance or disturbance of the other persons using a Park or residents adjacent to a Park.

Section 29. No person shall use abusive, insulting or obscene language, or language calculated to cause a breach of the peace in any Park.

Section 30. No person shall commit in any Park any act prohibited by the Criminal Code of the State of Illinois as set forth in Chapter 720 of the Illinois Combined Statutes and the ordinances of the Village of Mount Prospect and City of Prospect Heights, in Cook County, Illinois.

Section 31. No person shall beg, solicit, collect any donations or charge any fees for any service, whether private or public, except fees as charged by the District or as authorized by the Director.

Section 32. No person shall construct or erect any building, tent or structure of whatever kind in any Park, whether permanent or temporary in character, or run or string any utility service into, or across any Park, except as authorized by the Director.

Section 33. No person shall conduct any musical concert, play upon amplified instruments nor set up or use any communication system in a Park, except as authorized by the Director.

Section 34. No person shall hold or attempt to hold any meeting, assembly, demonstration, celebration, parade, rally, religious worship, or any sponsored entertainment, political rally, social, recreational or athletic event, except as authorized by the Director.

Section 35. No person issued a Permit by the District shall fail to produce the Permit and exhibit it upon request of the Director, Park employee, Board member, or police officer.

Section 36. No person shall disturb or interfere with any person or party occupying any Park, under the authority of a Permit of the District.

Section 37. No person shall resist any police officer of the District in the discharge of the said officer's duty, or fail or refuse to obey any lawful command of any police officer, or in any way hinder or prevent such police officer from discharging his duty, or offer or endeavor to do so, or in any manner assist any person in custody to escape or attempt to escape from such custody.

Section 38. The President of the Board shall by the ex-officio Police Commissioner and at his discretion may appoint, with the approval of the Board of Commissioners, one or more of the Park Commissioners to serve for the Fiscal year as the Police Commissioner, with full police power for the purpose of formulating or making such additional rules and regulations as needed in an emergency, in the care and protection of the property of the District and for the preservation of public health and peace in and about the District.

Section 39. Any person violating any clauses or provision of any section of this ordinance shall be fined not more than *One Thousand* Dollars, for each offense upon conviction thereof.

Section 40. Each member of the Board, the Director, the Police Officers of the Village of Mount Prospect and the City of Prospect Heights and all persons employed by the District as Police Officers are hereby appointed Police Officers of the District. Each Police Officer shall enforce the provisions of this ordinance, and shall have authority to eject from any Park any person acting in violation of this ordinance and may confiscate any property, thing or devise used in violation of this ordinance.

Section 41. This ordinance shall be published in the Mount Prospect Herald, the same being a newspaper having a general circulation in the River Trails Park District and shall be effective 10 days after publication.

Section 42. All ordinances and parts of ordinances in conflict or inconsistent with any of the provisions of this ordinance are hereby repealed, as of the effective date of this ordinance.

## **6.02 Gang Related Activities & Representation Policy**

Gang-related activities will not be tolerated on any park district property or at any park district-related activities. The definition of a gang or street gang for this policy is in accordance with the Northwest Suburban Regional Action Planning Project's (NWRAPP) definition and the State of Illinois Law – STREETGANG TERRORISM OMNIBUS PREVENTION ACT.

A "street-gang" or "gang" is a cohesive group of three or more persons, usually between the ages of 11 and 23 years, who have recognizable leadership, a purpose, and various levels of membership. Factors that distinguish the gang from other groups include:

- a) consistent use of violence
- b) involvement in a course or pattern of criminal activity
- c) a designated turf
- d) a higher than normal need for recognition

No individual enrolled in any park district program:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. shall communicate, either verbally or non-verbally, (gestures, handshakes, slogans, drawings, etc.) membership in or affiliation with a gang;
3. shall commit any act which furthers gang activity, including but not limited to:
  - a) soliciting others for membership in any gang(s)

- b) requesting any person to pay protection or otherwise intimidating or threatening any person;
- c) committing any other illegal act or other violation of park district policies;
- d) inciting other individuals to act with physical violence upon any other person.

## **Park District Responses**

1. Any park district personnel will ask the violating individual(s) to correct their behavior and/or actions. This may include removal of or changing the way articles of clothing are being worn.
2. Failure to adhere to the corrective request of park district personnel may lead to the removal of that individual(s) from park district property or involvement in the park district program.
3. Staff members will document (including the possibility of taking pictures) any gang representation as outlined above and present copies of this material to the local police department. If an individual is found guilty for a commission of crime, this documentation may be used in the sentencing proceedings.

(Adopted 10/02/97)

### **6.03 Permits/Rentals**

#### **A. Priority of Park/Field/Facility Use**

Priority of park/field/facility usage may be as follows:

- 1) Park District sponsored events and activities
- 2) Resident individuals, groups, and organizations
- 3) Partner resident and non-resident individuals, groups and organizations

#### **B. Application for Permits/Rentals**

All requests for permit/rentals will be done at the Marvin S. Weiss Community Center. Requests will be made in writing using the Park District application form.

Official Park Permits will be issued to residents only after Park District approval. Park Permits must be signed by the Park District official and must be present during the event to be valid.

The Park District reserves the right to request a certificate of insurance prior to issuing a permit or approving a rental.

If a permit is issued or rental approved, it is understood by all parties that all rules and regulations governing the use of River Trails Park District parks/fields/facilities will be

strictly observed and obeyed. The organization will leave the park/field/facility in a clean and orderly condition.

Furthermore, the organization agrees to reimburse the River Trails Park District for any additional liability or expense incurred by the River Trails Park District, which result from the event or related incidents.

The River Trails Park District will retain the original official permit for records and a copy goes to the permit holder. The Park Permit holder is to carry the copy of the permit during the activity or event.

C. Expiration of Permits

Unless designated on permit, a permit expires immediately following the use of the park/field/facility.

D. Minors

When groups of participants under 20 years of age request a permit, a chaperone who is 21 years of age or older is required to sign the application and assume all responsibility for actions of the group during the permitted time.

Minors must be adequately chaperoned by an adult during the entire time the minors are on the premises. Chaperones shall enforce all rules and policies of the Park District and will use proper judgement to insure the safety of all those in attendance. In such a case where the chaperones are not present, the Park District will not honor the permit and will not allow the activity/event to take place. This could include forfeit of the permit/rental fee.

## **6.04 Parks/Fields/Facilities Available for Permit/Rentals**

A. Parks/Fields

All parks/fields will be available for permits subject to Park District approval. Park/field permits will only be issued between the hours of 6:00 a.m. and the official closing time of that specific park or field.

B. Facilities

Facilities available for rental include:

- 1) Marvin S. Weiss Community Center Gymnasium
- 2) Marvin S. Weiss Community Center Meeting Room
- 3) Marvin S. Weiss Community Center Kitchen
- 4) Burning Bush Community Center Large Room (A)
- 5) Burning Bush Community Center Kitchen
- 6) Burning Bush Community Center Small Room (B)
- 7) Rob Roy Golf Clubhouse Banquet Room
- 8) 550 Business Center Drive Glass Room

Facilities rental times vary with their location.

## 6.05 Fee Structure

### A. Parks/Fields for Picnic/Special Event Use

- 1) No Fee

### B. Athletic Field for Organized League Play

- 1) Teams playing in Park District leagues may use one field per week for practice for no charge.
- 2) Permits for leagues not belonging to the River Trails Park District will not be issued.

### C. Marvin S. Weiss Community Gymnasium

- 1) \$60 per hour with a two hour minimum – Residents
- 2) \$65 per hour with a two hour minimum – Non-residents
- 3) 50% deposit required to hold the date
- 4) Maximum Capacity is 200
- 5) For rentals of 75+ persons, an additional fee per hour will be charged

### D. Marvin S. Weiss & Burning Bush Community Centers & 550 Business Center

<b>Rooms</b>	<b>Max.</b>	<b>Resident Fee</b>	<b>Non-resident</b>	<b>Fee</b>
		<b>Capacity</b>		
Weiss Meeting Room	\$30 per hour	\$35 per hour		80
Kitchen	Flat fee/\$10	Flat fee/\$10		
Burning Bush A	\$30 per hour	\$35 per hour		90
Burning Bush B	\$25 per hour	\$30 per hour		20
The Glass Room	\$30 per hour	\$35 per hour		50

\* For rentals of 75+ persons, an additional fee will be charged to cover the cost of additional supervision

E. Rob Roy Golf Clubhouse

- 1) Each banquet has different needs and requests, which would change the cost of the event. See Clubhouse manager for specific costs and information.

**6.06 Suspension of Park/Field/Facility Usage**

Usage of any park/field/facility may be suspended at any time by the Park District if there is clear and convincing evidence that the users have violated or are violating any Park District rules. Users will be given a reasonable attempt to prove no rules were broken.

**6.07 Large Scale Special Events**

Outside groups wishing the use of a park for a special event must submit to the Director a written request detailing the event. A certificate of insurance will be required if the event is approved. The Board of Commissioners will be notified of any such events taking place.

**6.08 Noise Ordinance Violations**

The Village of Mount Prospect and the City of Prospect Heights noise ordinances will be adhered to in all of the River Trails Park District parks and facilities. Groups or activities violating the noise ordinances will be asked to comply with these regulations. If the compliance is not achieved, the authority to use the park, field or facility will be revoked. In the case of a rental, the fee will not be refunded. Depending on the level of the violation, the perspective police departments are authorized to issue tickets and appropriate fines.

**River Trails Park District  
Personnel Policies  
7.00**

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## 7.01 Introduction

There is no more important aspect of the Park District than its employees. Without their commitment, ability, and loyalty, our programs and facilities would not function. Every member contributes to the Park District’s success in fulfilling its mission. It is with this in mind that the following personnel policies are established.

Policies are not rigid rules, but rather guidelines to follow. There is flexibility within their structure. The purpose of these personnel policies is to provide employees with an understanding of their duties, responsibilities, rights and benefits. Nothing in these Personnel Policies is intended to imply that these policies serve as an employment contract. In addition, the Park District reserves the right to modify, amend, add to or delete policies at any time in its sole discretion.

### Policy Administration

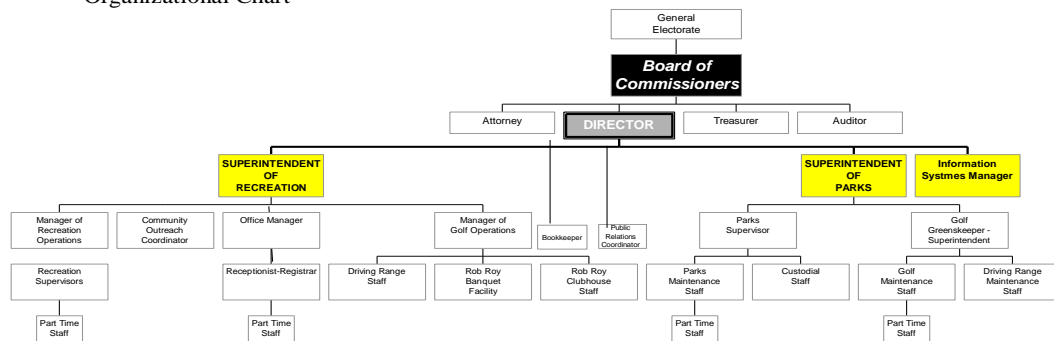
The Director of Parks and Recreation shall be responsible for the administration of these policies. The Director and Department Heads will discuss all matters pertaining to employees and shall administer fair and equal treatment.

## Equal Opportunity Employment

It is the policy of the River Trails Park District, in accordance with state and federal law, to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, sexual orientation, national origin, citizenship status, ancestry, age, marital status, military status, or physical or mental disability unrelated to a person’s ability to perform the essential functions of his job.

## 7.02

RIVER TRAILS PARK DISTRICT  
Organizational Chart



### 7.03 **Definitions**

Administrative Staff – The Director and Department Heads shall be directly responsible for the daily operation of the Park District, with the final approval of the Director. The Department Heads are in charge of operations in the absence of the Director.

Board Appointed Employees – The position of Director and other position(s), such as Treasurer and Secretary, are appointed by the Board of Commissioners. The employees in this classification shall be responsible directly to the Board of Commissioners who shall set their compensation and duties.

Board of Commissioners – The elected or legally appointed Board of Park Commissioners of the River Trails Park District.

**Director – The Director of Parks and Recreation, the person hired by the Board to be the chief administrative officer of the Park District.**

Department Heads – Superintendent of Recreation (Operations) and Superintendent of Parks (Maintenance)

Supervisory Employees – Employees who manage and/or have supervisory responsibility over employees employed at the Park District facilities or grounds. Supervisory Employees shall include Park Foreman, Program Manager, Golf Superintendent, Golf Manager, Recreation Supervisors, and Office Managers. Supervisory Employees shall be employed by their respective Department Heads, with approval of the Director, and shall be responsible directly to the same.

**Fiscal/Calendar Year – January 1 through December 31**

Full-time Employees – The position of a full-time employee is defined as a minimum of 40 hours per week, 12 months per year. This includes salaried as well as hourly staff. These positions include all areas of the Park District and are employed by and responsible to the Department Heads. The Department Heads shall set their compensation and duties subject to approval by the Director.

Seasonal and Part-time Employees – Personnel employed for a specific job or for seasonal work shall not be considered a full-time classification. Unless specifically stated, full-time employees' benefits will not be applicable to persons in this classification. Part-time employee benefits will apply. Volunteers shall also be considered in this classification.

## **7.04 Employment Procedures**

Employment shall be based on an employee’s competence to perform the required duties and upon recommendation by Appointive Personal, Department Heads, or Supervisory Employees with the approval or authority of their supervisor. Each employee will be reported to the Illinois Department of Employment Security in accordance with the law. The River Trails Park District requires specific professional qualifying factors for each area of responsibility and will only hire the person if these are met.

The following procedures will be a part of the hiring process.

### 1. Application

All potential candidates applying for employment within the River Trails Park District will complete an “Application for Employment” in an honest and forthright manner.

### 2. Interviews

Prior to hiring for a full or part-time position, the applicant will be personally interviewed by the person who is responsible for the position.

### 3. Testing

To determine the ability of a possible employee, departments within the Park District may use various forms of testing to better determine basic knowledge and skill. The River Trails Park District requires specific professional qualifying factors for each area of responsibility and will only hire the person if these are met.

### 4. Notification

Each applicant for employment will receive notification from the River Trails Park District of acceptance or rejection for employment. This notification will be either by mail or phone.

### 5. Merit

The best-qualified applicant as determined by the Park District shall be awarded each position available with the Park District. Advancement shall be based on merit as determined by the Park District.

### 6. Medical Examinations

Each applicant who is offered a full-time position will be required to take a medical examination to better determine his or her qualifications before employment begins. A physician of the Park District’s choice will perform the

medical examination. Employment shall be contingent on the results of such examination.

The applicant must consent to the disclosure of the physician’s findings, conclusions and opinions to the Park District. Information contained in their medical file will not be released or disclosed without their written consent, except to persons with a lawful right or need to know.

Any employee may be required to undergo subsequent medical examinations when such an examination is job-related. Such examinations will be conducted under the same guidelines as outlined above.

7. Nepotism

A relative of a Park Commissioner may not be employed full or part-time within the Park District. A relative of Appointed Personnel or Department Heads may not be employed for any full-time position within the Park District. A relative of any Full-time Personnel may be hired part-time or full-time provided they meet the necessary position qualifications and competence to fulfill the vacant position.

8. Residency

Employees are not required to live within the Park District boundaries.

9. Criminal Background Checks

The Park District requires State criminal conviction background checks on every prospective and current employees. The Director may remove persons refusing to sign the request form or to provide fingerprints when requested to do from consideration for a position with the Park District. Or if already employed by the Park District that employee may be dismissed.

Certain rules and procedures must be followed when requesting conviction information.

These include:

- Under the Illinois Uniform Conviction Information Act (20 ILCS 263/1 et seq.), only a form approved by the State Police can be used for obtaining requested information.
- The individual to whom the request pertains must sign the request form.
- The Park District will provide the individual named in the request with one of the copies of the response furnished by the State Police. The Park District copy will be kept in a separate folder that is considered confidential.
- Within seven (7) working days of receipt of such copy, the individual named in the request must notify the Director if the information furnished by the State Police is inaccurate or incomplete.

If a conviction record is present, the Director, in consultation with appropriate staff, will determine whether the person's criminal background affects the decision to place a person in a particular position or continue a person in his current position. Some of the factors to be considered include: a) the nature of the conviction(s); b) relationship of the conviction(s) to the nature and duties of the position; c) the number of convictions; d) age at the time of conviction(s); e) length of time elapsed since the last conviction; f) evidence, if any, of rehabilitation; and, g) references regarding the person's character.

Criminal conviction background checks may be required periodically during a person's continuing employment with the Park District.

#### 10. Outside Employment

Providing it does not conflict with the duties associated with the Park District, employees may secure outside employment. Notification of outside employment must be given to the employee's immediate supervisor. If said supervisors deem the outside employment detrimental to the employee's performance, permission for outside employment may be revoked at any time.

Employees are prohibited from entering into any contracts with an individual or company for the performance of services while on duty or while using Park District vehicles, equipment or other Park District property. No employee shall receive pay other than Park District pay for performing services while on duty.

Failure to terminate outside employment when directed by your immediate Supervisor, Department Head, or the Director may be cause for disciplinary action up to and including dismissal.

11. Dual Employment within the Park District

Provided that the primary job is not compromised in any manner and the employee receives permission from the appropriate Department Head or the Director, you may work an additional part-time or seasonal job within the Park District. According to law, over 40 hours per week must be paid time and a half. Permission may be subsequently revoked.

**7.05 Conditions of Employment**

A. Work Week

Each position in the Park District involves different requirements for successful completion. All employees are employed to do a particular job and are required to work the number of hours necessary to properly complete all work assigned. The normal work week is Monday through Sunday. The descriptions of the number of hours needed for specific positions are as follows:

1. Appointive Personnel, Department Heads, and Full-time Salaried Personnel

Due to the nature of these positions, salaried personnel are expected to work a schedule that fulfills the objectives of the Park District and the department in which they work. This may include working on evenings and weekends for work related meetings and programs. This includes job share and half-time positions.

2. Hourly Full-time Personnel

Full-time hourly personnel should have their work schedule outlined for them at the time of hiring. These schedules shall be based on a 40 hour week, 52 weeks a year.

3. Seasonal/Part-time Personnel

All employees in this category working in any department will have their work schedule outlined at the time of hiring by their immediate supervisor.

4. Work Breaks

Department Heads and full-time staff are authorized to establish eating breaks during the work day. These are to be arranged as to not impede the operation of the Park District's facilities. Illinois State Labor Law requires a 20 minute meal break after 5 hours of work.

B. Personnel File

A personnel file will be established and maintained for each employee. All pertinent employment information and forms, including without limitation, job descriptions, salary/wage information, employment applications, job performance evaluations (formal and informal), commendations, disciplinary actions, and other employment records will be contained in this file.

An employee may review their personnel file in accordance with applicable law and established Park District procedures. If the employee wishes to review their personnel file, they should contact the administration office and set up a time for review.

The employee is responsible for and must promptly advise the Park District of changes in their residence address and telephone number and any other pertinent information. It is to their advantage to ensure that their personnel file is accurate and up-to-date.

**7.06 Salaries and Wage Compensation**

A. Purpose

The Park District recognizes that the purpose of wage and salary administration is to attract and retain qualified employees. The compensation of each employee bears a relationship to the requirements and responsibilities of their position and is



comparable in relation to other Park District positions. The Park District strives to provide good working conditions, fair compensation, and opportunities for advancement and to further education in exchange for loyal and professional service.

Salaries are based on the following:

1. Relative difficulty and responsibility of the position
2. Qualifications of the employee
3. Prevailing rates of pay within similar positions
4. Financial position of the Park District
5. Length of service
6. Other economic conditions

B. Salary and Wage Adjustments

The financial condition of the Park District will take precedence in the consideration of salary increases, if any. All salary and wage compensation decisions shall be made in sole discretion of the Park District in accordance with applicable law, budgetary constraints, and other factors deemed relevant by the Park District.

The Board of Commissioners may approve an annual salary increase pool to be distributed to employees based on merit, work performance and possibly length of service. Annual performance review will be used as a measure of the employee's merit adjustment, if any. Salary adjustment, if any, may be given in the first pay period of each fiscal year, or at other times, with the approval of the Director.

C. Salary and Wage Payment

All employees will be paid bi-weekly on alternate Wednesdays for the previous two weeks of work. The pay periods will begin on a Sunday and end on the second Saturday after that Sunday. Salaried employees are paid one twenty-sixth (1/26) of their annual salary on each pay day.

D. Payroll Deductions

Automatic payroll deductions will be made for federal and state income taxes, pension contributions (if any), Social Security and any other item ordered by a court or applicable law. Additional payroll deductions may be made if special arrangements are made in writing with the Park District. Please contact the administration office for more details.

E. Employee Performance

Supervisors will be evaluating, complimenting or correcting their employee's performance on a daily basis. Formal, written evaluations will be discussed with the employee, at least once a year or more frequently as required in the supervisor's judgement, to better determine the acceptability and proficiency of an employee's job performance. The evaluation process is also designed to provide employees with an opportunity to make known specific ambitions, desires, and concerns. The employee and the supervisor (evaluator) will sign all evaluations. This document will be placed in the employee's personnel file. Salary reviews and performance evaluations are not necessarily one in the same.

F. Overtime Compensation/Administrative (Flex) Time Off

Due to the nature of Parks and Recreation profession and the public services to be rendered, time beyond the normal work schedule may be necessary. When asked to work overtime, as much notice as possible will be given. Each position has unique requirements to complete to be successful. The Park District will attempt to distribute overtime hours among employees with similar job descriptions on a rotating basis. The Park District is in compliance with the Fair Labor Standards Act (FLSA). The following are the ways to compensate overtime.

1. Appointive, Department Heads, and Full-time Salaried Personnel

It is up to the discretion of the Director or Department Heads to allow "administrative (flex) time off" for work accomplished by subordinates. Administrative Time is defined as time granted in lieu of financial reimbursement. Due to the requirement that salaried personnel may work many additional hours in

the evenings and on weekends, it is fitting that from time to time they be granted time off from work when the schedules permit. Said time off shall be pre-approved by the immediate supervisor, who shall consider the circumstances before granting the request. It should be understood by all eligible that administrative (flex) time is not on an hour-for-hour matching basis.

2. Full-time Hourly Personnel

The compensation for hours worked in addition to the normal work schedule will be given either as pay or compensation time off calculated at a rate of time and a half.

3. Holiday Pay

It is foreseeable that the Park District may require employees to work on holidays. When employees in the classification of Appointive, Department Heads, or Full-time Salaried are required to work, the immediate supervisor may grant administrative time off to the employee as compensation.

Full-time Hourly Personnel will be compensated at a pay rate of time and a half or credit for the holiday, with immediate supervisory approval. Any holiday not taken at the prescribed time must be taken within the fiscal year unless approved otherwise.

4. Car Allowance

A. Director of Parks and Recreation

The Director shall be provided with a monthly car stipend. The actual vehicle/mileage expenses will be computed into a dollar amount and taxed on the difference of the amount compensated and the actual amount used.

B. Department Heads, Managers and Recreation Supervisors

Due to the high amount of driving required in their positions, a monthly mileage stipend is given. This stipend is to aid in the cost of travel; including tolls, gasoline, parking, etc. The actual miles used will be computed into a dollar amount using the correct rate per mile. Personnel will be taxed on the difference of the amount compensated and the actual amount used.

C. All Other Employees

Employees who occasionally use their personal vehicles for Park District business shall be reimbursed at the budgeted rate for authorized travel. This is subject to submission of an approved gas allowance form and with the approval of the immediate supervisor.

The Park and Golf maintenance staff have Park District vehicles available for staff use. There should be no need to use personal vehicles in these cases.

5. Gifts and Gratuities

Employees are not to perform their jobs with the expectation of receiving rewards, gifts or other favors from outside individuals or organizations. Acceptance of such gifts, monies or gratuities from individuals, vendors, business firms, or organizations associated with the Park District *is not permitted*. This policy applies to all employees, full and part-time, as stated by the Illinois Gift Ban Act adopted July 1, 1999.

6. Damage of Private Property

On occasion it may be necessary for an employee to use personal property to perform Park District tasks. If damage occurs to said property while being used in connection with an authorized work-related task, the cost of repair or replacement may be submitted for consideration to the Director.

## **7.07 Fringe Benefits**

1. Worker's Compensation

In the event an employee is injured in connection with the Park District while on the job, the employee is covered by Worker's Compensation Insurance. This is paid for by the Park District through the risk management pool (Park District Risk Management Agency-PDRMA). All employees shall benefit from the payment of medical costs due to the injury, as approved by the State Industrial Commission.

2. Insurance

Insurance is a very volatile area. With the continuous, exorbitant increases, the status of this benefit will be under constant observation and could need

restructuring in the future. Currently, the Park District offers the following insurance programs to the employees that are eligible for coverage.

- A. As of January 1, 2001, the Park District belongs to the Park District Risk Management Agency Health Program. The policy with them has a \$1000 deductible if in the network and \$1,000 deductible. The Park District is self-insuring \$700 of the \$1,000 to keep the employee deductible at \$300. This saves the Park District money in the overall premium area and allows the benefit to stay at its current status. This is for the employee only and does not cover the spouse or children. All employees should be aware that the doctors and hospitals within the program plan network have negotiated discounts. Using them will save you and your family money.

Park District Risk Management Agency Health Program covers health, dental (with Orthodontia), vision, pharmacy, and life insurance policies. Specific details of coverage are stated in the annual policy package given to each employee. It is very important reading.

Our health plan administrators are also current with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). All full-time employees are eligible for extended coverage under the terms of this Act when they resign or otherwise leave the Park District employment.

- B. Life insurance is one times the annual salary of the full-time employee.
- C. All policies of insurance are subject to modification at the Board of Commissioners full discretion.

### 3. Social Security

All employees, full and part-time, shall have Social Security deducted from their paycheck according to Social Security regulations. The Park District shall match all deductions that the employees contribute to Social Security requirements.

### 4. Retirement Benefits

- A. Illinois Municipal Retirement Fund – The Park District contributes to the IMRF, an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois.

All employees hired in positions that meet or exceed the prescribed annual hourly standard (1,000 hours) must be enrolled in IMRF as participating members. Pension benefits vest after eight years of service. Participating members who retire at or after age 55 with 8 years of credited service are entitled to an annual retirement benefit, payable monthly for life. IMRF also provides death and disability benefits. These benefit provisions are established by state statute. All employees receive continuous newsletters from IMRF with pertinent information.

- B. Deferred Compensation (ICMA) – The Park District offers its employees a deferred compensation plan credited in accordance with the Internal Revenue Code Section 457. The plan is available to all full-time employees. The deferred compensation is not available to employees until termination, retirement, or unforeseeable emergency.

Under the plan’s waiver, the Park District shall not be liable to the participant or any beneficiary for any mistakes in judgement in making or retaining of any investments, nor for any loss from investing the funds so long as the Park District performs its obligation in good faith.

- C. Metro Federal Credit Union – The Park District offers the services of a credit union. This provides an easy savings plan, checking, loans, etc. The Credit Union deductions are taken directly from the employee’s paycheck. For more information, contact the administration offices.

## 5. Conferences and Seminars

The philosophy of the Park District is that attendance at conferences and seminars not only benefits the employee, but the Park District as well. Therefore, an annual budgeted amount will be passed by the Park Board to all eligible employees of the Park District to attend such conferences and seminars which do not interfere with their duties at the Park District. Persons who are authorized to attend conferences and seminars will be paid their usual salary for the times they are absent from work. The Park District may pay for their travel, registration, lodging and meals. The immediate supervisor and Director must approve conference attendance.

- A. Travel Allowance – The Park District shall determine the public transportation (train, bus or plane) to be used for travel and either purchase the ticket or reimburse the individual the amount of the ticket. If the individual traveling uses a Park District owned vehicle, the Park District only will pay direct operation costs. If the employee traveling uses their private car, they will be compensated by their regular, monthly car allowance. If the employee does not receive a monthly car allowance, they will be reimbursed the current rate per mile subject to the submission of an approved gas allowance form and with approval of the Superintendent of the Department.

B. Lodging – The individual will be allotted an amount covering room cost. In all cases, the employee shall supply a statement from the hotel upon return stating the amount or the Park District may choose to pay the hotel directly for lodging.

C. Food – A per diem amount will be allowed for each day away on business, except as herein provided. This amount shall be assumed to pay the following: breakfast, lunch, dinner, and/or related expenses, including gratuities. This amount will vary depending on the location of the conference/seminar.

D. Registration – The Park District shall pay the total cost of registration for the employee only. Family members are not included.

E. Room and Board – When room and board are included in the registration, the Park District shall pay the exact cost of room and board and allow the individual a per diem for related expenses.

#### 6. Tuition Reimbursement

The River Trails Park District Board of Commissioners has instituted this benefit to encourage the continuing development of the staff. The Park District acknowledges that the education obtained will be brought back to the Park District and used for its betterment. The Board may determine the amount of funds, if any, that may be allocated for tuition reimbursement on an annual basis.

Listed below are the requirements for qualifying for tuition reimbursement consideration:

- A. You must be a full-time employee for a minimum of six (6) months.
- B. Undergraduate or graduate courses are acceptable. A minimum grade of “C” is necessary for reimbursement.
- C. The course/degree must be approved by the Director and must be related to the profession.
- D. There is a budgetary limitation on the benefit each year. If requests for reimbursement exceed this limitation, one of the two possible alternatives will be instituted.
  - 1. A maximum of \$500 per class will be allocated
  - Or
  - 2. The budgeted amount will be divided up according to either time of the request or need of the employee. Administrative discretion will be instituted.

7. Professional Memberships

The Park District will cover the costs or partial costs of annual memberships to professional organizations relating to Park District work for full-time employees. An amount of money will be budgeted per employee for these purposes and is subject to budgetary restrictions.

8. Vacations

Vacation time allotted for full-time employees will follow this schedule:

1 year through 4 years	10 days per year
5 years through 9 years	15 days per year
10 years or more	20 days per year

The following procedures and restrictions are required:

- a. The employee requesting the vacation time must fill out a compensation day request form. The employee's immediate supervisor will approve or disapprove the request depending on the work load and available vacation time. The supervisor shall submit said form to the Superintendent of that department for final approval.
- b. Vacations are normally to be taken in the year in which they accrue. Under no circumstances will an employee be allowed to accrue more than the equivalent of two years vacation time, i.e., as determined by the reference to number of years of employment with the Park District.
- c. No vacation will be granted until an employee has completed six months of employment, unless approved by the Director.
- d. New employees will have vacation time prorated for each full month worked until the new fiscal year.
- e. Holidays that fall on a regular work day during an employee's vacation are counted as holidays, not vacation days.
- f. Upon termination of employment, the employee shall be paid for unused vacation time. However, an employee will not be compensated for more than the equivalent of two years accrued vacation time.

9. Holidays

The Park District's purpose is to provide activities for the community's leisure time. This means that the Park District is open as often as possible. Therefore, flexibility among staff when taking their holiday time is essential for the operation of the Park District.



All full-time employees shall be entitled to the following recognized holidays with pay:

New Year's Day	New Year's Eve (1/2 day)	Memorial Day
Independence Day	Labor Day	Thanksgiving Day
Thanksgiving Friday	Christmas Day	Christmas Eve (1/2 day)
Employee's Birthday		

(This benefit is flexible depending on the employees' religious orientation. The employee should arrange alternate religious holidays with their supervisor.)

When a holiday falls on a Saturday or Sunday, the nearest working day (Monday or Friday) shall be declared a holiday. Staff will rotate time taken to ensure the constant operation of the Park District. Full-time salaried personnel who work on a holiday shall be granted equivalent time off.

#### 10. Personal Days

Each employee is entitled to one personal day for the first six months of the fiscal year. It may be taken at any time during the six month period. The personal day from the first six months may carry over into the second six months of the fiscal year. All personal days must be used before December 31st of each fiscal year. No personal days will be carried over to the next year. These personal days are for the unexpected events in life, but if possible, an advance request for the day is preferred. The compensation days request form is to be used whenever possible.

Personal days will not be paid as vacation time upon termination and will not be used as notice time prior to termination.

#### 11. Full-time Employee Facility and Program Usage

All full-time employees and their immediate families are eligible to use all facilities and programs without charge with the following conditions:

- a. Full-time employees may register according to the same dates advertised for resident registration. All registration forms must be filled out and waivers signed according to the same procedures as resident registration.

- b. When registering for a program, there will be no fee IF the programs does not fill to capacity. However, if the program fills to capacity and has a waiting list, the employee must pay the resident fee to remain in the program.
- c. When registering for a program, a full-time employee registered at \$0 will not be considered toward the minimum number of registrants needed to allow the program to run. The posted minimum must be met with paid participants for the program to run. As each program has variable expenses, exceptions can be made depending on the financial impact of the program.
- d. For outside contracted trips, programs or services, the full-time employee will be responsible for fees owed to the “outside contractor” for the trip, program or service. Park District administrative fees that have been added to the contractor’s fees are waived.
- e. Usage of the pool, driving range, miniature golf and fitness club is free of charge as long as it is used during non-peak hours, being sure to give the community users first chance.
- f. During the golf season, full-time employees are allowed 10 passes per month for a free round of golf with gas cart at the Rob Roy Golf Course. The employee must request passes as needed. Any passes not requested during a month will not be carried over to the next month. Full-time employees may use passes themselves or may give them away at their discretion. Under no circumstances are free golf passes to be sold for a profit.
- g. Full-time employees may purchase items at Rob Roy Pro Shop at a 20% discount. This applies to all items except for custom fit golf clubs and club repair contracted through private vendors.
- h. Usage of the Weiss Center gym and meeting room and the Burning Bush meeting room for personal activities will have a nominal charge as follows: \$5.00 per hour for the meeting rooms and \$15.00 per hour for the gym. This type of usage must be done on a limited basis with the approval of the Department Head or Director.
- i. Full-time employees may use the Rob Roy Golf Course Clubhouse banquet room and Fireside Lounge with the following conditions:
  - 1. The room rental fee will be waived.
  - 2. All beverages must be purchased from the Rob Roy Golf Course. Open bar package prices as listed to the public.
  - 3. No staff rentals during the following times:
    - \*Friday, Saturday, Sunday from November 10 to January 5
    - \*May, June, July – weekends after 3:00 p.m. includes cleanup

\*All holidays

4. Usage is restricted to employee and his/her immediate family's events (Spouse, children and parents qualify as immediate family)
  5. The employee is responsible for any fees related to staffing including banquet manager, bartenders, and/or servers. Banquet manager must be present. Handling of AV equipment and PA equipment is restricted to Rob Roy staff.
  6. The employee can pay to have the room set-up or may do the set-up personally.
  7. The employee can pay to have the room cleaned up or may do the clean-up his/herself. Clean-up includes removing all food and drinks, wiping down all tables and vacuuming.
  8. The employee is responsible for obtaining a caterer.
  9. All requests must be turned in to the Manager of Golf Operations.
  10. Contract contingent on approval by Superintendent of Recreation or Director.
  11. Any functions may be denied by the River Trails Park District.
  12. A minimum notice of two weeks is necessary for all functions.
- J. Full-time employees are welcome to enjoy the beverage services at the Rob Roy Clubhouse. However, there will be a limit of 2 alcoholic beverages served per day. Professional behavior on Park District property is compulsory.
- K. All the above policies have many variables and will be enforced fairly at the discretion of the Director.

## **7.08 Employee Leaves of Absence**

1. Sick Leave
  - a. Sick leave with pay shall be granted to all full-time employees at the rate of one work day for each full month of service. Sick leave shall be granted in the case of sickness or disability of the employee or an immediate family member. Employees shall notify their immediate supervisor as soon as possible of illness.
  - b. When absence is for more than five consecutive working days, the employee may be required to furnish a physician's statement. Where proof of illness is requested and not provided, the employee's leave will not be charged to sick leave, but shall, at the discretion of the Department Head, be charged to vacation leave or leave without pay. The employee shall be informed of the action taken.
  - c. Any claim of sick leave under false pretenses shall be considered just cause for immediate dismissal.
  - d. Sick leave may be accumulated to a total of not more than 102 days, including the current year (90 + 12). Unused sick leave shall be canceled when employment is

terminated with no payment made for those unused days. Only 90 of the 102 days may be carried over into the new year. The excess may be applied to one of the two options explained in e. and f.

- e. After five years of service, if an employee has 30 days of accrued sick time, an employee may cash in sick days for a payment of 1/3 of the employee's salary per day for each sick day over the 30 day accrued for acute illness. A maximum of 60 days may be applied for in one year. Application cannot be made until after July 1<sup>st</sup> of any said year. For example, if the employee has 45 days, they may apply for 15 x 1/3 x 8 hours x their hourly salary.
- f. IMRF offers unused, unpaid sick time to be added as service credit at the time of retirement. In addition to the above option, sick days accumulated over the 90 days allow as carry over may be put into a benefit called IMRF sick time. These unused sick days would not be lost, but rather saved for use when the employee retires. These days may not be used as additional sick time over the 90 days. Nor may they be used in the way explained in option e. They are only to be used as additional service credit for IMRF retirement pension.

The 90 days allowed for carryover (d. above) may also be applied to the IMRF service credit at the time of retirement. There must be 90 days accumulated in option d. before sick time can be added to option f. Therefore, the maximum limit for accumulation in IMRF Sick Time (f.) is 150 days plus the basic sick leave explained in option d. This would equal a maximum of one year of additional service credit. (20 days = one month, 40 days = 2 months, etc.) An employee may opt to do both benefits, such as, if they had an extra 12 days, adding 6 days to IMRF service and asking for 6 days reimbursed.

- g. Leave for an illness in the immediate family is granted according to the Family and Medical Leave Act. Employees will be granted emergency leave by their supervisor for illness in the immediate family. See #6 of this section.

## 2. Emergency Leave

- a. Death in the Family – When a death occurs in an employee's family, emergency leave with pay may be granted for up to three (3) working days. Requests should be made to the appropriate supervisor and permission obtained. The employee's family is defined as the spouse of the employee, children, parents, legal guardian, grandparents, brother or sister of the employee or spouse.
- b. Jury Duty – Employees shall be granted leave with full pay for jury duty. The employee shall be allowed to keep the jury compensation to offset travel and other miscellaneous expenses.

3. Military Leave

- a. Full-time service – If an employee leaves the employment of the Park District to enter any military service of the United States, the employee will be granted Military Leave of Absence without pay. Such leave shall have a normal maximum of four years, except if a state of war exists. You should provide the Park District with at least thirty (30) days advance written notice prior to the start of leave for military service unless such notice is not possible due to a national emergency. Such notice must include a copy of your orders. In this case, Military Leave of Absence will be granted for the duration of the military commitment plus three months. Upon completion of this leave, the employee will be reinstated in the former position or a similar position if available provided that:

+ The employee has not been separated from service under “bad conduct”, “dishonorable”, “undesirable” or other similar conditions.

+ The employee applies for reinstatement within ninety days after separation from the service.

+ The employee is physically qualified to perform the duties required for the position.

- b. Reserve Service – Regular employees may be granted up to two weeks Military Leave to serve on annual active duty for training with a reserve component of the United States Armed Forces, including the National Guard and Coast Guard. Upon presentation of a copy of orders indicating the compensation received during a training period, employees will be paid the difference between their normal Park District pay and the gross pay earned from the Armed Forces.

4. Absence Without Leave

No employee shall be absent without authorization of his or her Department Head or Director. After three (3) days of unauthorized absence, the Director may declare the position abandoned and that the employee has resigned.

5. Leave Without Pay

Employees seeking special leaves of absence must apply in writing to the Department Head, and the request must be approved by the Director. Leaves without pay may be granted for reasons of additional education, training, and travel calculated to improve the employee’s service to the Park District. Leaves may also be granted for health or welfare problems of the employee’s family. Leaves may not exceed one (1) calendar year. The employee shall pay the insurance premium on all policies they elect to remain in force during their leave.

6. Family and Medical Leave

If an employee has been employed by the Park District for at least twelve (12) months and has worked at least 1,250 hours for the Park District during the previous twelve (12) month period immediately preceding the commencement of leave, they are entitled to twelve (12) weeks of unpaid leave during any twelve (12) month period for (1) the birth and care of a child, (2) the placement of a child in the home for either adoption or foster care; (3) in order to care for your spouse, child or parent with a serious health condition; and/or (4) the employee's own serious health condition that makes you unable to perform the function of the job. Where such leave is foreseeable, the employee must give at least (30) days written notice of the intention to take such leave to the Immediate Supervisor.

The employee may elect, or the Park District may require, to substitute accrued paid leave such as vacation and sick time or paid lost time under the Illinois Workers' Compensation Act for a corresponding portion of the family leave. The balance of the twelve (12) weeks of family leave remaining after substituting such paid leave shall be taken without pay.

Family leave taken for the birth or placement of a child may not be taken intermittently or on a leave schedule that reduces the number of hours per week or hours per day that you work ("Reduced Leave Schedule") unless the employee and the Director, in his/her sole discretion, agree on such a schedule. However, the employee may take leave on a Reduced Leave Schedule for their own serious health condition or to care for their spouse, child or parent with a serious condition. If the employee is going to request a Reduced Leave Schedule for the foreseeable medical treatment, they must make every reasonable effort to schedule planned medical treatment on off-duty hours. If necessary, the Park District reserves the right to temporarily transfer the employee to an available position for which they are qualified.

While on family leave, the employee will not accrue or earn vacation leave, personal leave, sick leave or any other leave. The employee will receive health benefits, but be required to pay any costs associated with the health insurance the same as if not on leave. (e.g., deductibles, dependent's premiums). If the employee returns to work following family leave, as scheduled, the Park District will return the employee to their previous position or to an equivalent position. However, the employee will not be restored to the previous position or an equivalent position if the employee would have been laid off had they not gone on leave. The same status remains had the employee not gone on leave. If the employee fails to return to work following the leave, the position will be considered abandoned and for this reason the employee will be dismissed. Further, the Park District may institute legal proceedings to recover the cost of maintaining the health insurance during the leave.

In accordance with the Family Medical Leave Act of 1993, the Park District reserves the right to require the employee to obtain a second or third medical opinion, submit all certifications, and maintain periodic contact with the Park District regarding the status during leave. If the employee is on leave due to a personal condition, the employee must submit a certification from the doctor that they are able to resume work. Further, the Park District reserves any and all rights granted to it by such Act. Employees seeking family leave may receive a detailed statement concerning their rights and privileges under the Act, as well as those of the Park District, by making a request to the Director.

7. Return to Work/Limited Duty

If an employee is absent from work for more than five (5) consecutive working days due to illness or injury, he/she will be required to furnish a physician's statement allowing return to work. If the physician will only allow the employee to return to work in a limited capacity, the Park District will make an effort to find duties for the employee which meet the physician's recommendation.

**7.09 GUIDELINES FOR EMPLOYEE CONDUCT**

The River Trails Park District is a community service agency. Therefore, all employees are expected to demonstrate the highest standards of personal and professional integrity, honesty and responsibility in the performance of their duties. The employees are further expected to serve the public with respect, concern, courtesy, diligence, and responsiveness, and to approach their duties with dedication and a positive, cooperative, and supportive attitude.

1. Compliance with Park District Policies and Procedures/Supervisory Directives – Employees are required to comply with all policies and procedures established by the Board of Commissioners, Director, Department Heads, and your immediate Supervisor and with all directives from their immediate supervisors in an expeditious and diligent manner.
2. Proper Dress and Appearance – Being in the public view is a continuous part of River Trails Park District employees. It is imperative that employees' attire and appearance portray good taste, neatness, and good physical hygiene. It is also important that it is appropriate for the job's specific duties. Safety equipment and other appropriate attire may be required for certain jobs. Each employee should contact their immediate supervisor for specific details.
3. Cooperation and Courtesy – As a member of the Park District staff, employees must cooperate with fellow workers and the public in order to achieve a high standard of work performance. Wrongful conduct undermines the cooperative relationship needed when

working in a team. Employees must treat fellow workers and the public with respect and courtesy.

4. Sobriety – At no time during working hours should an employee be under the influence or in possession of alcohol or illegal drugs. If the employee works on or near vehicles or machinery, handles toxic or hazardous materials or substances of any kind (e.g., pesticides), or has public safety responsibilities (e.g., transporting Park District patrons to outings or supervising programs or facilities operations) and the employee has taken or is under the influence of legal drugs which cause drowsiness or alters perception, the employee must report the use of such legal drugs to their Immediate Supervisor.
5. Attendance – Attendance is an essential part of total job performance and is critical to the proper and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on the other employees. Accordingly, it is imperative that the employee reports to work regularly, promptly and be ready to perform the assigned duties at the beginning of the work period.

#### **7.10 Disciplinary Actions/Separations**

All employees are expected to engage in acceptable conduct and to satisfactorily perform their job responsibilities under the guidelines contained in the Manual, other Park District guidelines as promulgated periodically, performance standards as determined by the Park District in its sole discretion, the directions of Immediate Supervisors, Department Heads and the Director, and in accordance with federal, state, and local law. Employees who engage in misconduct or who do not satisfactorily perform their job responsibilities, will be disciplined accordingly.

The Immediate Supervisor, Department Head and/or Director may apply progressive discipline when, in their sole discretion, it may be appropriate. The employee may be dismissed after disciplinary action has not improved any substandard performance or ceased misconduct. However, the Park District in its sole discretion, may forego lesser forms of discipline and proceed immediately to the employee's dismissal.

**NOTHING IN THIS SECTION SHALL LIMIT OR RESTRICT THE PARK DISTRICT'S RIGHT TO DISMISS AN EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE. AS A PARK DISTRICT EMPLOYEE, EMPLOYEES MAY TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE. LIKEWISE THE PARK DISTRICT RETAINS A SIMILAR RIGHT.**

1. Verbal Warning – Verbal warnings may be issued by the Immediate Supervisor, Department Head or the Director, if it is the administrative opinion that the nature of the conduct or nonperformance is not sufficient to warrant more severe disciplinary action.



Verbal warnings will be issued for the purpose of expressing disapproval of conduct or poor work performance, clarifying applicable procedures or guidelines, and warning that repetition of the conduct or failure to improve work performance may result in more severe discipline. The Immediate Supervisor, Department Head, and/or Director will meet with the employee and discuss the warning and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in the employee's personal file.

2. **Written Warning** – Written warnings may be issued by the Immediate Supervisor, Department Head, and/or Director. Written warnings consist of a conference between the employee and the Immediate Supervisor, Department Head, and/or Director who will issue a written communication expressing disapproval of conduct or poor work performance and warning that repetition of the conduct or failure to improve work performance may result in more severe discipline. Copies of the written warnings will be maintained in the employee's personal file.

The employee is required to sign the written warning indicating the receipt and understanding of the reason for the warning. An opportunity is also provided for the employee to comment in writing on the warning. If the employee refuses to sign, another Administrative and/or Supervisory staff member will be brought into the meeting to witness the fact that the employee was issued the warning but refused to sign it.

3. **Suspension** – A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Director. The Department Head and/or the Director will meet with the employee and provide the reasons for suspension, the duration of the suspension, and other pertinent information. During this meeting, the reasons for the suspension will be discussed with the employee and the employee will have the opportunity to respond. The Department Head may suspend the employee, with the Director's approval, for such period of time as the Director, in their sole discretion deems appropriate.
4. **Dismissal** – A dismissal is a termination of employment instituted by the Park District. The employee may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District. The notice of dismissal, including the effective date and time of dismissal shall be in writing and shall state the specific charges. The Department Head will meet with the employee prior to dismissal to explain the charges contained in the notice and offer an opportunity for response to the circumstance regarding the dismissal. A formal review procedure may be requested as outlined in # 7 of this section.
5. **Examples of Reasons for Disciplinary Action** - An employee may be warned, suspended, and/or dismissed for any lawful reason, including without limitation violating any policy in this Manual. The examples of reasons for disciplinary action listed here do not constitute an exhaustive list of all of the acts, which may cause disciplinary action. The

following list sets forth some of the more typical cases that can arise in the course of an employment relationship.

- + Felony conviction
- + Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by the Immediate Supervisor, Department Head or Director or Supervisory/Administrative Staff.
- + Failure to adhere to the Park District policies and/or procedures including, without limitation, all safety policies, ordinances and procedures.
- + Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or the employee failing to notify the Park District that they are taking legal drugs when such notice is required.
- + Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
- + Careless, negligent or improper use of Park District funds or property.
- + Attempting to use, or threatening to use, personal or political influence in securing promotion, leave of absence, transfer, change of pay rate, or nature of work assignment.
- + Receiving from any person for personal use any fee, gift, or other item of value in the course of performing the duties.
- + Absent from duty without permission, habitual tardiness, excessive absenteeism, abandonment of employment or misrepresenting material facts relating to use of leave. Failure to return to work as scheduled from vacation, personal leave, absence without leave, or any other approved leave.
- + Inability or unwillingness to work effectively with other Park District personnel.
- + Inability or unwillingness to take orders from Immediate Supervisor, Department Heads, Supervisory/Administrative Staff or the Director.
- + Uncooperative, hostile or discourteous attitude or conduct toward Immediate Supervisor, co-workers, members of the public, Department Head, the Director or the Board.
- + Failure to maintain valid drivers license or other license or certification pertinent to the position responsibilities or as provided in this Manual.
- + Smoking in restricted areas.
- + Sexual, racial, ethnic or other harassment.
- + Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including, without limitation, accident reports, employment application/resume, financial reports, reimbursement reports, and departmental reports.

- + Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
  - + Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
  - + Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
  - + Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by the Manual or department manual, rules and/or procedures.
  - + Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
  - + Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
  - + Failing to report an accident or known hazardous conditions to the Immediate Supervisor.
  - + Gambling or fighting while on duty.
  - + Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public; using or taking for personal use Park District property or private property in the care or custody of the Park District.
  - + Possession of weapons in or on Park District property or while on duty.
6. Review of Disciplinary Action Other than Dismissal – In the case of disciplinary action other than dismissal, the employee may request a review of the action by submitting a written request to the supervisor who took the action against the employee within five (5) working days from the date of the action. Such supervisor should meet with the employee and issue a written determination within fifteen (15) working days following the receipt of the written request.

This determination shall be final if it was the Director who took the disciplinary action against the employee in question. However, if the Director did not take the disciplinary action, the employee may seek review through the following procedure:

1. If the Immediate Supervisor took the disciplinary action, the employee must submit a written request, along with the written determination from the Immediate Supervisor, to the Department Head within five (5) working days after the date of the written determination.

2. If the Department Head took the disciplinary action, the employee must submit a written request, along with the written determination of the Department Head, to the Director within five (5) working days after the date of the written determination.
3. Department Heads may request a review of disciplinary action taken in respect to them directly to the Board of Commissioners by submitting a written request to the Board within five (5) working days from the date of the action. It will be reviewed by the Board or a person(s) appointed by the Board. A written determination will be issued within fifteen (15) working days following the written request. This determination is final.

As appropriate, either the Department Head or the Director will attempt to meet with you within ten (10) working days of the receipt of the written review request. Thereafter, a written determination will be issued within ten (10) working days after such meeting. The decision at this level of authority will be final.

**The Park District’s failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action.** This procedure should be followed to the extent that it is, in the Park District’s sole discretion, practicable.

7. Review of Dismissal – An employee dismissed will receive written notice of the reasons for dismissal. If the employee wishes to request a review of this action, a written request must be submitted to the Director within five (5) working days of the action. The Director or the designee(s) may, in their sole discretion, meet with the employee and investigate the circumstances surrounding the dismissal. A written determination will be issued within ten(10) working days of the receipt of the written request. The Director’s decision is final.

**Nothing in this section shall limit or restrict the Park District’s right to dismiss an employee at any time, with or without cause. The Park District’s failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action.** This procedure should be followed to the extent that it is, in the Park District’s sole discretion, practicable. The Park District reserves the right to proceed directly to the Director’s or the designees’ review of an employee’s dismissal.

8. Employee’s Response – The employee may respond to any disciplinary action taken by preparing a written response stating their position or objection to the disciplinary action and have it placed in their personnel file.

## **7.11 GRIEVANCES AND APPEALS**

An employee who has a grievance arising from their employment with the Park District is encouraged to attempt to resolve problems with the person(s) involved. If that is not successful or if, for any reason, the employee feels uncomfortable discussing the problem with the person(s) involved, the following procedure may be used.

Step 1: Any employee with a grievance shall first discuss the matter with their immediate supervisor to attempt to reach a settlement.

Step 2: If such a grievance is not settled by the immediate supervisor, the employee shall indicate their desire to discuss the matter with the Department Head. At this point, the grievance will be stated in writing by the employee and a meeting with the Department Head will be arranged.

Step 3: If no settlement is reached with the Department Head regarding the grievance, it shall then be submitted in writing to the Director. The written grievance must be accompanied by a Department Head's response. A meeting will then be arranged with the employee, the Department Head and the Director to discuss the grievance. The decision of the Director shall be final and sent to the employee in writing.

The Director may form an Employee Advisory Committee to review suggestions and/or grievances by employees who wish to have their suggestions and/or grievances heard by the Committee rather than through the process outlined above. An employee seeking review by the Committee must submit a written request to the Committee Chairperson. The request shall detail the specifics of the suggestion or grievance. A copy of the request must also be provided simultaneously to the Director. The Committee shall function in an advisory capacity to the Director. The Director's decision shall be final.

If the employee feels uncomfortable discussing the grievance with the person or Immediate Supervisor, they may proceed immediately to Step 3. Department Heads may bring grievances directly to the Director for review.

## **7.12 DRUG-FREE WORKPLACE POLICY**

All employees of the Park District are hereby notified pursuant to 41 USC, Section 701, that the Park District maintains a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at the Park District's workplace.

The Park District shall establish a drug-free awareness program to inform employees of the following:

1. The dangers of drug abuse in the workplace.
2. The Park District's policy of maintaining a drug-free workplace
3. Any available drug counseling, rehabilitation, and employee assistance programs
4. The penalties that may be imposed upon employees for drug abuse

Each Park District employee shall be given a copy of this statement. As a term and condition of employment, the employee will:

1. abide by the terms of this statement
2. notify the Park District of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within thirty (30) days after receiving actual notice of an employee's conviction for a violation of a criminal drug statute, the Park District will take appropriate action against the employee up to and including termination.

### **7.13 HARASSMENT**

It is the responsibility of each and every Park District employee to refrain from harassment of persons based upon race, color, religion, sex, sexual orientation, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability, association with a person with a disability or unfavorable discharge from military service. Such harassment is illegal, unacceptable, and violates the policies of the Park District.

The employee is encouraged to report incidents of harassment, regardless of who the offender may be or whether or not the employee is the intended victim. If the employee witnesses harassment of any kind or believes he/she is the object of harassment, the employee should proceed in accordance with the procedures outlined in the Park District's Sexual harassment Policy. It is not necessary that the harassment is personally directed to make a complaint. The employee is encouraged to report complaints promptly so that prompt response and appropriate action may be taken. No employee making a complaint will be retaliated against even if the complaint is not substantiated, provided the complaint was made in good faith. In addition, witnesses will not be retaliated against if their testimony is made in good faith. If the Park District receives a complaint of harassment, it will attempt to follow the procedures outlined in its Sexual Harassment Policy located in the Appendix section of this manual.

## **7.14 INFECTIOUS DISEASE POLICY**

### **c. Employees with Chronic Infectious Disease**

#### Statement of Purpose

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through reasonable accommodation, their employment does not constitute a direct threat to the health and safety of themselves or others and the employee is able to satisfactorily perform the essential functions of their job. Such employees shall remain subject to the River Trails Park District employment policies and procedures.

#### Administration of the Policy

Employment decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual case decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the River Trails Park District. Employees with chronic infectious diseases shall maintain all rights, privileges and services provided by the River Trails Park District.

The River Trails Park District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee or others. The number of personnel aware of the employee's medical condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission may increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

### **d. Participants with Chronic Infectious Disease**

#### Statement of Purpose

Participants with identified chronic infectious diseases may attend River Trails Park District programs whenever, through reasonable accommodations, their

attendance does not constitute a direct threat to the health or safety of themselves or others.

#### Administration of the Policy

Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual case decisions will be made based upon the facts of the particular case.

The determination of whether a participant with a chronic infectious disease may attend District programs shall be made in accordance with procedures implemented by the River Trails Park District. Participants with chronic infectious disease shall maintain all rights, privileges, and services provided by law and the policies and procedures of the River Trails Park District.

The River Trails Park District shall respect the right to privacy of any participant who has a chronic infectious disease. Subject to applicable law, the participant's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the participant and others. The number of personnel aware of the participant's condition will be kept at a minimum needed to assure proper care of the participant and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

### **7.15 EMPLOYEE ASSISTANCE PROGRAM**

1. Purpose – The following procedures establish guidelines for recognizing, referring, and providing professional guidance and treatment to employees experiencing personal problems. The primary objective in implementing an EAP is to provide troubled employees with a confidential, convenient, and no cost opportunity to resolve personal problems independently and at an early stage, before it becomes more serious. Should work performance deteriorate and should non-work related problems appear to be contributing to noted deficiencies, the EAP will serve as a resource for employees to restore their performance to a satisfactory level.
2. Eligibility – The policy applies to all full-time employees and their immediate family members.



3. Nature of the Program – It is voluntary. In all cases, the employee is responsible for deciding whether to request assistance and accept treatment through the EAP. Under no circumstances may an employee be required to participate in this program or follow through with the recommendation received.

Exceptions to this rule may occur only with the written permission of the employee and would typically apply when a supervisor encourages the employee to seek assistance for job-related reasons. The employee also must want the supervisor to be informed of follow-through or progress. This exception would also apply when special accommodations affecting work are necessary, such as a Leave of Absence.

4. Services Provided and their costs – Qualified EAP counselors are available by telephone 24 hours a day, 7 days a week. Problem assessment will be provided to each employee (or family member) at no cost. Should longer term treatment be required, the employee will be responsible for any additional costs incurred.

The EAP is designed to assist with personal problems in areas including, but not limited to, marital, family, alcohol and chemical dependencies, financial, legal, stress, depression, and emotional difficulties.

#### 5. Utilization Procedure

- a. Upon calling the EAP for assistance, depending upon the outcome of the telephone conversation, a staff counselor will generally schedule an appointment at a mutually convenient time and office location. In the event of a “crisis”, these issues are dealt with on an immediate basis.
- b. Following the assessment session(s), the problem will either be resolved, the counselor will recommend further treatment by an outside therapist, or suggest another course of action. In referring an employee to an external source, whether it is a counselor or rehabilitation center, the EAP will consider the nature and severity of the problem, the desired geographic area for treatment, the employee’s benefit coverage and their ability to pay.
- c. In any case, the initial EAP counselor will follow up to ensure that the employee is satisfied with the treatment received, and, if not provide a more appropriate referral.

#### 6. Supervisory Referrals (Performance Related)

- a. In adherence to the Park District’s corrective action procedure, supervisory personnel are responsible for identifying employees whose performance and/or behavior is

marginal or below standard. Performance deficiencies are to be documented, employees confronted, and expectations for improvement clearly outlined.

- b. When there is reason to believe that an employee’s work related difficulties are due to personal problems, the supervisor will recommend that the employee seek assistance through the EAP. The supervisor’s role is to make the employee aware of the EAP and motivate them to utilize the service. It is important that the focus of this discussion be on encouraging the employee to accept personal responsibility for correcting the performance/problem behavior, rather than on the method by which the problem is solved; i.e. whether they seek help through the EAP or correct the problem on their own is irrelevant.
  - c. The supervisor should contact a personnel representative for guidance in handling potentially difficult or non-routine situations. The EAP staff may also be consulted directly for advice in specific cases.
  - d. In situations where an employee’s job is in jeopardy, and with the written permission of the employee, the EAP will inform the supervisor of the employee’s follow-through and/or progress. Note that this will only occur when the employee voluntarily signs a written consent form. Should the employee not wish to authorize release of information, this decision may not be held against them in anyway. (See b under section 8 titled “Limitations”)
  - e. Regardless of participation in the program, it is the responsibility of the supervisor to document and monitor performance. If performance/behavior problems are not satisfactorily corrected within the specified period of time, the Park District’s usual disciplinary procedures should continue to be followed.
7. Other Types of Referrals – In addition to the above mentioned uses, the EAP can also serve as a resource for supervisors concerned about the well-being of subordinates, employees concerned about peers, or can be called upon for any other service that is consistent with the program’s objective.

## 8. Limitations

- a. Benefits – Any employee utilizing the EAP will be provided the same benefits coverage available under the existing plan as employees who do not participate in the program. Any costs incurred that exceed the limitations of the Park District’s benefit are the responsibility of the employee.
- b. Job Performance and Retention – No employee who seeks assistance through the EAP will be terminated or denied any job opportunity due solely to participation in the program. Should an employee refuse a recommendation to seek treatment through the

program, they will be handled according to the same disciplinary/corrective action procedures as any other employee. Participation in the program does not relieve an employee of the responsibility to perform their job at an acceptable level.

## **7.16 EMPLOYEE RECOGNITION**

1. Employee of the Season – A part-time employee will be chosen as the “Employee of the Season” three (3) times a year. These times are Fall, Winter/Spring and Summer. Full-time employees of the Park District will nominate deserving part-time personnel for the award. The Superintendents will choose the Employee of the Season based on the information submitted. The “Employee of the Season” will a) have their name engraved on the plaque displayed at the Marvin S. Weiss Community Center, b) receive a check for \$50, a River Trails Park District watch and pin c) be recognized in the next Park District brochure.
2. Full-time Employee Longevity Awards – All full-time employees will be awarded by the River Trails Park District for length of service. Awards will be given accordingly:

1 year of service	River Trails Park District pin and watch
5 years of service	Gift worth a maximum of \$100
10 years of service	Gift worth a maximum of \$250
15 years of service	Gift worth a maximum of \$300
20 years of service	Gift worth a maximum of \$500

## **7.17 General Personnel Policies**

### Information Systems Policy

The Park District’s phone/voice mail, computer, Internet and e-mail systems are agency property. Anything created or loaded into the system becomes the property of the agency. These systems are in place to assist employees in doing their jobs productively and efficiently. To that end, these systems are solely for business purposes. Inappropriate usage of the phone, e-mail, Internet or other information systems will not be tolerated. Passwords created for voice mailboxes and computer files do not guarantee privacy. There may be occasions when mailboxes or files must be accessed to gain information in an emergency or to fulfill an agency business obligation.

Downloading of software programs onto the Park District computers from an outside disk is allowed only when approved by the Department Head. Furthermore, the disk must be checked for viruses before installation may begin.

The Park District reserves the right to intercept, monitor, copy, review, and download any communications or files staff create or maintain on these systems, at any time, without prior notice to the employee.

Staff communications via voice mail, computer, Internet and e-mail are held to the same standard as all other business communications with regard to anti-discrimination and anti-harassment policies. Staff is expected to use good judgement in the use of the agency information systems. Staff should notify their supervisor of any unsolicited, offensive materials received on any of these systems.

Consent to, and compliance with, these information system policies is a term and condition of employment with the Park District. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination of employment.

#### Personal Use of Park District Property

Employees must sign out any vehicle or equipment and return it in the same condition as it was taken. Each incident of use must be approved by the Supervisor. Denial of usage is subject to the sole discretion of the Director. Usage is allowed on a limited basis.

### **7.18 Separation From Employment**

#### Resignations

In order to resign in good standing from the Park District, a written statement of intent to resign should be submitted to the Department Head. In turn, the Department Head will notify the Director. Resignations should be given to the Director at least two (2) weeks prior to the termination date. Employees may not use accumulated sick leave or vacation days after they have submitted their resignation. Only employees that resign in good standing may be rehired.

### Retirement

Retirement means a resignation for the purpose of obtaining retirement and/or Social Security benefits. Please see the Administration Office for details regarding benefits for which you may be eligible under the Illinois Municipal Retirement Fund and Social Security.

### Return of Park District Property

Before officially separating from the Park District's employment for any reason, all Park District property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards must be returned.

### Upon Separation of Service

Upon separation, the employee's vacation leave earned, but not used, will be paid to the employee or, if applicable, to their heirs at the rate of pay as of the separation date. The health insurance may be continued under applicable law. The Administration Office will provide the employee with the appropriate information at the time of separation.

### Employee References

Information provided by the Park district in response to requests for employment references will be limited to the following:

1. Job title(s)
2. Job description(s)
3. Employment Dates

The employee must complete and submit a written release to the Park District before any additional information will be released.

**APPENDIX - Section 3.17**  
**LAND DEDICATION ORDINANCES**  
**Village of Mount Prospect**

**Section 16.610 Village Donation.** Any residential development or subdivision shall be required to donate fees to the Village on the basis of the type of dwelling unit in the development. Such donation shall assist the Village in serving the immediate and future needs of the residents of the development and to ensure adequate provision of public services to persons who are expected to reside within the subdivision or development.

- A. Donation Calculation. Fees shall be donated to the Village based upon the type of dwelling unit within the development as indicated in Table VI-1. The fee shall be calculated by multiplying the total number of dwelling units times the appropriate fee for the specific type of dwelling unit as listed in Table VI-1.

TABLE VI-1

VILLAGE DONATION BY TYPE OF DWELLING UNIT

<u>Type of Unit</u>	<u>Fee</u>
Detached Single-family	\$1,450.00
Attached Single-family (Townhouse, row house, quadruplex, etc.)	\$1,350.00
Apartments	\$ 850.00

- B. Payment. Such Village donation shall be due and payable in full prior to commencement of any construction within the development or subdivision (Ord. 4712, 3-7-95)

**APPENDIX - Section 3.17**  
**LAND DEDICATION ORDINANCES**  
**City of Prospect Heights**

**6-3-5: DEDICATION OF PARK AND RECREATION LANDS:**

As a condition of approval of a final plat of subdivision or of a final plat of a planned unit development, each sub divider or developer is hereby required to dedicate land for park and recreation purposes, to serve the immediate and future needs of the residents of the development, or cash contribution in lieu or actual land dedication, or a combination of both, at the option of the City in accordance with the following criteria and formula.

(Ord. 0-78-11, 4-3-1978)

**6-3-5-1: CRITERIA FOR REQUIRING PARK AND RECREATIONAL LAND DEDICATION:**

**A. Requirement And Population Ratio: The ultimate density of a proposed development shall bear directly upon the amount of land required for dedication. The total requirement shall be five and one-half (5.5) acres of land per one thousand (1,000) of ultimate population in accordance with the following classifications:**