



Buffalo Grove Park District Workshop
Monday, November 13, 2023
Alcott Center – Room 24
530 Bernard Drive, Buffalo Grove
6 pm

Special Board Meeting Agenda

As a courtesy to all in attendance at this meeting, please turn off your cell phone or put it on vibrate. Thank you.

- I. Call to Order
 - A. Roll Call

- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Special Meeting Agenda

- V. Motion to Appoint Park Board Commissioner to Fill Vacancy
 - A. Roll Call Vote

- VI. Introduction and Swearing in of Kim Page as Buffalo Grove Park District Park Board Commissioner

- VII. Adjournment

WORKSHOP AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests
- III. Approval of Agenda
- IV. Topics from the Floor

- V. Recreation (HW)
 - A. Museum STEPS –Updated Mission and Vision Statements

- VI. Policy and Legislation (LR)
 - A. PT Personnel Policy Manual Update
 - B. Quarter B Update of Executive Director Work Plan
 - C. Quarter B Update of Departmental Goals & Objectives
 - D. Renewal of Vista 2024 Health, Dental, Vision and Life Insurance Plans
 - E. Bond Pricing Report
 - F. BG Days Wrap-Up

- VII. Correspondence

- VIII. President and Commissioners' Reports
- IX. Old Business
- X. New Business

- XI. Executive Session for the Purpose of:
 - A. Imminent Litigation
 - B. Personnel
 - C. Land Acquisition

- XII. Action to be taken from Executive Session
- XIII. Adjournment

"Enriching life and community through premier parks, programs and facilities."



BUFFALO GROVE PARK DISTRICT
PARK COMMISSIONER
OATH OF OFFICE

I, Kim Page, do solemnly swear, that I will support the Constitution of the United States of America, the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Park Commissioner of the Buffalo Grove Park District, according to the best of my ability.

Signature

Secretary

President

Date



BUFFALO
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Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR

FROM: MARINA MAYNE, MUSEUM REGISTRAR AND PUBLIC EDUCATOR

RE: STEPS PROJECT – MISSION & VISION STATEMENTS

DATE: OCTOBER 31, 2023

Actions Requested:

- Approve the proposed changes to the Raupp Museum Mission and Vision Statements.
- Acknowledgement of potential sustainability issues related to how carrying out the Museum's Mission may impact the environment.
- Acknowledgement of the Museum's origin story, and the importance of honestly and accurately sharing its origin story internally and externally.

Background Information:

Marina has enrolled the Raupp Museum in the Standards and Excellence Program for History Organizations (STEPS) through the American Association for State and Local History (AASLH). This is a self-guided assessment program. This certificate project will help the Raupp Museum achieve basic standards of excellence in museum practice by 2025.

This program requires the Board of Commissioners understand, support, and approve the Museum's Mission and Vision Statements, which have been reviewed and updated by Museum and Park District staff. In addition, the program requires that Commissioners be aware of any potential sustainability issues related to fulfilling this mission and vision, and that Commissioners are also aware of the Museum's origin story, its importance, and how it relates to the mission.

Enclosed: Proposed changes to the Museum Mission Statement and Vision Statement
Potential Museum Sustainability Issues
Museum Origin Story

RAUPP MUSEUM MISSION STATEMENT

According to the American Alliance of Museums, the museum's "mission is purpose", and guides everything the museum does. Proposed changes to the Raupp Museum Mission Statement, along with previous iterations, are below.

ORIGINAL MISSION STATEMENT (1993):

The purpose of the Raupp Historical Museum is to provide opportunities for the people of our rapidly urbanizing area to remain in touch with the Village of Buffalo Grove as it has developed over time, and to understand the historical context of the community in relation to state and national events. The Museum shall be devoted primarily to the research, collection, preservation, and interpretation of all matters of historical interest in the Village of Buffalo Grove and its environs, and shall be responsible for the housing of such records.

The collection of the Museum shall include objects that illustrate how social, political, and economic factors have affected the development of Buffalo Grove. The Museum shall make every effort to provide protection for collection items in order to extend their existence for the enjoyment and education of future generations.

The Raupp Museum will disseminate information to local and regional schools and will provide the broadest possible access to knowledge about Buffalo Grove and its history to the general public through exhibits, classes, special events, and other programming.

To meet the objects of this mission statement, the Museum will continually seek outside professional assistance whenever necessary.

CURRENT MISSION STATEMENT (Revised 2009):

The purpose of the Raupp Museum is to preserve Buffalo Grove's heritage and to provide the broadest possible public access to knowledge of community history.

PROPOSED CHANGES:

~~The purpose of the~~The Raupp Museum ~~is to preserve~~s Buffalo Grove's heritage and ~~to provide~~provides the broadest possible public access to ~~knowledge of~~community history.

NEW MISSION STATEMENT - CLEAN COPY:

The Raupp Museum preserves Buffalo Grove's heritage and provides the broadest possible public access to community history.

RAUPP MUSEUM VISION STATEMENT

According to the American Alliance of Museums, the museum's "vision is future", and guides what the museum hopes to become. Proposed changes to the Raupp Museum Vision Statement, along with previous iterations, are below. Staff are proposing a new vision statement, as they have achieved their previous vision.

CURRENT VISION STATEMENT (2009):

To become a regional resource for preserving and presenting the history of Northern Illinois. The Raupp Museum will use an ever-evolving series of exhibits, educational programs, and special events to provide opportunities for people to experience how the Buffalo Grove area has developed over time, and to understand the historical context of their community in relation to state and national events.

PROPOSED CHANGES:

~~To become a regional resource for preserving and presenting the history of Northern Illinois. The Raupp Museum will use an ever-evolving series of exhibits, educational programs, and special events to provide opportunities for people to experience how the Buffalo Grove area has developed over time, and to understand the historical context of their community in relation to state and national events.~~

NEW VISION STATEMENT:

The Raupp Museum strives to be a space that reflects the stories and histories of our diverse community. In doing so, the community will have the opportunity to see themselves in the history presented and understand how choices today shape the future stories that will be told. The Museum will use its collections, as well as partnerships with other museums, groups, and community members, to create exhibits, events, and educational programs that focus on the history, cultures, and traditions of Buffalo Grove and Northern Illinois.

POTENTIAL SUSTAINABILITY ISSUES

How does fulfilling the Museum's mission and vision impact the environment?

Negative impacts:

- Preserving material culture: It takes energy and space to preserve objects, including running dehumidifiers, maintaining consistent temperature and humidity, and buying paper archival materials to preserve objects.
- Maintaining a public building: It takes energy and strain on mechanical systems to maintain a building open to public for viewing exhibits and programming.

Positive impacts:

- Nature Classroom and Educational Gardens: Staff at the Museum teach the public about the environment and how it has changed, in the Nature Classroom. These educational objectives of the mission could result in positive environmental action by the public.

MUSEUM ORIGIN STORY

The Raupp Museum started to take shape in the early 1960s. In 1964, Carl, Philip, and John Raupp donated three acres and their farmhouse to the Village of Buffalo Grove, with the stipulation that it would be turned into a Museum or Library. On May 25, 1971, the Village transferred the land to the Buffalo Grove Park District for \$1.00, with the same conditions. The Park District prepared to make the Raupp farmhouse into the museum, but it burned down in 1972. The Levitt Company, a housing development company that was building houses in Buffalo Grove, donated their sales office to the Park District and the office was moved onsite in 1975, to serve as the new Museum building. The Museum opened in 1979, a partnership between the Buffalo Grove Historical Society and Park District. Volunteers of the Buffalo Grove Historical Society solicited donations from decedents of the founding families and community members, in addition to purchasing some items from local antique fairs. The Society volunteers ran the Museum for several years. However, in 2015, the Buffalo Grove Park District Board of Commissioners voted to dissolve the Buffalo Grove Historical Society, since it had not been operational since the late 1980s. Today, the Museum is solely managed by the Buffalo Grove Park District.



BUFFALO
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Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: SCOTT SPITZ, HUMAN RESOURCES & RISK MANAGER
RE: PART-TIME PERSONNEL POLICY MANUAL APPROVAL
DATE: NOVEMBER 1, 2023

Action Requested:

Recommend approval of updated parttime personnel policy manual at the November 2023 Board meeting.

Background Information:

There are minor typographical revisions and clarifications throughout the manual. These are showed by red-lined and blue-lined corrections.

Several policies from the recently approved full-time personnel policy manual were added/revised to the part-time personnel policy manual. Those include:

- "Boundary Violations" policy (Section 1.15)
- "Electronic Communications with Minors and Vulnerable Adults" policy (Section 1.16)
- Changes to the "Bereavement Leave" policy (Section 3.6)
- "Social Media Policy" (Section 4.4)

New policies / revisions that were added to this manual are:

- "Paid Time Off" (Section 3.1)
- "Employee Awards" (Section 3.2)

Enclosed:

A "red-lined and blue-lined" version of the Part-Time Personnel Policy Manual. This shows the changes that are proposed since the last revision that was completed in April 2021.



BUFFALO
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Part Time Employee Manual

Approved by Board of Commissioners – ~~April, 2021~~ Pending |

bgparks.org/ptmanual.pdf |



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INTRODUCTION AND AT-WILL DISCLAIMER

Welcome to the Buffalo Grove Park District. The Park District is proud of its record of continuing growth and expansion of services offered to the residents of the Park District. The growth and reputation of the Buffalo Grove Park District are the direct results of individual efforts and cooperation by all of our employees. Our future success depends upon the continuation of these efforts, along with good safety habits and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this Manual. First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide.

Second, this Manual supersedes all previously issued manuals. Your decision to continue employment with the Park District after this revision and any future revisions to this Manual shall be deemed to constitute your agreement with all such revisions. The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual. Therefore, the Park District may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The Park District will try to inform you of any changes as they occur.

Third, nothing contained in this Manual, or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create nor shall create an employment contract, either expressed or implied, to remain in the Park District's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the Park District, or you may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice, and the Park District retains a similar right. No supervisor, department head, Executive Director, or other representative of the Park District (except as delegated and approved by the Board of Park Commissioners) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, you must sign, date and return the Employee Acknowledgment Form found at the end of the manual. This form will be maintained in the Park District's files and your personnel file. If you have any comments, suggestions, or questions about any aspect of your employment, you are encouraged to discuss them with your immediate supervisor or department head. They will listen to your concerns, consider appropriate action to be taken, if necessary, and/or provide you with the information you need, or direct you to someone who can provide you with that information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Where the context of this Manual permits, words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, nor are used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

Note

Please review the Employment Contract Disclaimer and Acknowledgment Form at the end of the manual. Sign and return the Acknowledgment Form to immediate supervisor.

MISSION STATEMENT:

Enriching life and community through premier parks, programs and facilities.

Core Value Statements

- Character:** build respect, integrity and trust
foster teamwork through communication and collaboration
demonstrate professionalism
- Excellence:** promote staff development
follow best practices
provide quality experience through guest-centered services
exceed expectations
assure safety through comprehensive risk management program
- Stewardship:** demand fiscal responsibility to assure transparency
build green infrastructure
ensure resource efficiency
create and maintain effective partnerships
celebrate history
- Community:** embrace cultural diversity
encourage inclusion
celebrate contributions of residents, board, staff and volunteers
- Innovation:** implement new technology
communicate a shared vision
recognize trends by being responsive and adaptive
inspire creativity

The Value Statements were last reviewed and adopted by the Board of Commissioners, December 2012.

4 Keys to Success

1. Safety 2. Courtesy 3. Program/Facilities 4. Efficiency
-

Buffalo Grove Park District Environmental Policies and Procedures

Approved on June 26, 2007 by
Park District Board of Commissioners

Buffalo Grove Park District as a whole, as well as individuals in the Buffalo Grove community, has an impact on the environment. Buffalo Grove Park District Board members, administrators and staff should commit themselves to understanding their personal responsibility for the local and natural environment.

Buffalo Grove Park District recognizes its responsibilities to take a leadership role in environmental stewardship by promoting environmental awareness, local action and global thinking.

As a way to capture this environment ethic, the following Environmental Mission Statement has been developed. Being mindful of our use of and adverse impacts on the Earth's natural resources, Buffalo Grove Park District is committed to leading by example to integrate environmental awareness and responsibility throughout the Buffalo Grove community. Buffalo Grove Park District shall:

- *Encourage environmentally sustainable practices in its daily decision making processes, including program events, building, operations planning and purchasing.*
- *Undertake alternative practices and procedures to minimize negative impacts on the environment.*
- *Integrate environmental awareness and responsibility throughout Buffalo Grove Park District and the community.*
- *Take into account, in the operations of the Park District all appropriate economic, environmental, and social concerns.*

To implement the mission statement within and beyond the Buffalo Grove community, the Park District commits itself to the following actions:

Environmental Awareness

Environmental Research

Environmental Education

Environmental Policy

IMPORTANT TELEPHONE NUMBERS

Supervisor's Name: _____

Work #: _____ Mobile #: _____

FACILITIES

Alcott Center
530 Bernard Drive.
Buffalo Grove, IL 60089
847.850.2100
Fax: 847.459.5741

Community Arts Center	847.850.2175
Emmerich Park - Parks Department	847.850.2163
Fitness Center	847.353.7500
Golf Dome	847.353.7575
Raupp Museum	847.850.2135

HOSPITAL AND POLICE

Emergency	911
Fire - Non-Emergency	847.537.0995
Police - Non-Emergency	847.459.2560
Northwest Community Hospital	847.259.1000
Buffalo Grove Treatment Center	847.459.6100

SECTION 1-EMPLOYMENT POLICIES AND PROCEDURES

1.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Buffalo Grove Park District, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, marital status, veteran status, disability, sexual orientation, [work authorization](#) or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures 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, national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service or military status or any other category protected by state or federal law. Residents of the Buffalo Grove Park District will be given preference in employment when qualifications for the position are equal to or better than non-residents.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with their supervisor or ADA Compliance Officer (See Section 1.4).

1.2 PRE-EMPLOYMENT TESTS

Introduction

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

State Criminal Conviction Background Check

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Pre-Employment Drug Test

Employees who are required to have a commercial driver's license (CDL) for their position with the Park District will be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy. In addition, all part time employees who are designated in their job description as being responsible for transferring program participants in a motorized vehicle, shall be tested in accordance with the Park District's Controlled Substance and Alcohol Testing Policy.

Drivers License Abstract

Although employees are not generally required to have a drivers license as a condition of their employment, any employee who may be expected to drive either their personal vehicle or a Park District vehicle in the course of their normal duties will be required to have a valid drivers license with the proper classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis

thereafter, the Park District will request a drivers license abstract review from the Illinois Secretary of State's office. In addition, all employees must conform to all requirements as outlined in the Park District Fleet Safety Policy.

1.3 INTRODUCTORY EMPLOYMENT PERIOD AND ORIENTATION

Every employee goes through an initial period of adjustment in order to learn about the Park District and about their job. During this time the employee will have an opportunity to find out if the employee is suited to, and likes, their new position.

Also, during this time, each employee, including transferred or promoted employees, may be required to complete a job training and orientation session within the first two weeks of their employment in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidelines promulgated by the Park District Risk Management Agency (PDRMA). Employees will be required to sign an "Employee Orientation Checklist" to confirm that they have received and understand the necessary material.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate the employee's performance including, determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position.

The immediate supervisor will utilize the introductory period to assist the employee in adjusting to the new position. The employee may be discharged at any time during this period if the supervisor concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. Additionally, as is true at all times during an employee's employment with the Park District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the introductory employment period, the employee and their supervisor may discuss performance or provide a work review. Provided the job performance meets the expectations of the Park District at the end of the initial employment period, the employee will continue in our employment as an at-will employee.

Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District.

1.4 AMERICANS WITH DISABILITIES ACT POLICY

The Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Park District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Park District.

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

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The Park District encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head or you believe your accommodation request was not properly managed, report to the Human Resources Manager or Executive Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the Park District might make to help overcome those limitations and perform the essential job functions of your position.

The Park District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the Park District to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the department head, Human Resources Manager or Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

1.5 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Introduction

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, elected officials, and others. Actions, words, jokes, or comments based on an individual's gender, race, color, national origin, age, religion, disability, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of gender, sexual orientation, civil union partnership, race, color, national origin, age, religion, disability, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

1. *Sexual harassment* may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;

- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee/intern; or
- c. The harassment has the purpose or effect of interfering with the employee/intern's work performance creating an environment that is intimidating, hostile, or offensive to the employee/intern.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and/or text messages); and other physical, verbal or visual conduct of a sexual nature.

2. *Harassment on the basis of any other protected characteristic* is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail and or text messages).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Note	Any employee/intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind shall be subject to disciplinary action, up to and including discharge.
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Retaliation Is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination harassment, or retaliation, who participates in an investigation of such reports, and/or who files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

In addition to the Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing discriminatory, or retaliatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, Human Resources Manager, Director of Business & Human Resources, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, tweets, social media postings, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory, or retaliatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, and if you feel comfortable doing so, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are not required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, Department Head, Human Resources Manager, Director of Business & Human Resources or the Executive Director. If you feel uncomfortable doing so, or if your immediate supervisor is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.
- **Report to Executive Director/President of the Board of Park Commissioners:** An employee/intern may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination, or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.
- **When an allegation of discrimination, harassment, or retaliation is reported,** an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation. Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director (or his designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable efforts to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

<i>Important Notice To All Employees</i>	Employees/interns who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.
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Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible sexual misconduct, sexual or other harassment, discrimination and/or retaliation of or by any employee/intern should immediately advise the Executive Director, and the Director (or his designee). will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

All employees/interns are encouraged to report incidents of harassment, discrimination, and/or retaliation regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality, as the Park District must be able to fully investigate and take prompt remedial action when necessary.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, and/or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

Responsive Action

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination), as the Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

1.6 PREGNANCY RIGHTS IN THE WORKPLACE

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

The Park District will not deny or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions—the employee's ability to satisfactorily perform the essential duties of the job in question, with or without reasonable accommodation.

If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your department head. If you feel uncomfortable doing so, or if your department head is the source of the problem, condones the problem, or ignores the problem, report to the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the President of the Board of Park Commissioners. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Reasonable Accommodation

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head. The Park District encourages employees to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head, or you believe your accommodation request was not properly managed, report the occurrence to the Executive Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the pregnancy and the potential accommodation the Park District might make to help overcome those limitations to allow you to perform the essential job functions of your position.

The Park District will determine the feasibility of the requested accommodation, considering various factors, including but not limited to, the nature and cost of the accommodation, the Park District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and the Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees/unpaid interns will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request.

While we hope to be able to resolve any complaints of discrimination within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint, and if it determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC). If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

1.7 OPEN DOOR POLICY

The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their immediate supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the department head and Executive Director are available for consultation and guidance. The Park District is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.

1.8 ANTI NEPOTISM POLICY

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, if employment would:

- 1) Create a supervisor/subordinate relationship with a family member;
- 2) Have the potential for creating an adverse impact on work performance; or
- 3) Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of household. This policy also applies to romantic relationships (See Section 5.18 - Relationships).

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Park District to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Park District will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot make a decision, the Park District will decide in its sole discretion which employee will remain employed.

This policy does not apply to immediate family who already are employed by the Park District as of January 26, 2004. This waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy. Further, this waiver does not prohibit personnel action if such employment:

- 1) Creates a supervisor/subordinate relationship with a family member;
- 2) Has the potential for creating an adverse impact on work performance; or
- 3) Creates an actual conflict of interest or the appearance of a conflict of interest.

1.9 EMPLOYMENT IN MORE THAN ONE DEPARTMENT

Part-time employees are usually hired for a specific position in a department. Provided that your primary job with the Park District is not compromised in any manner and you receive written, advance permission from your department head, you may work an additional part-time or seasonal job with the Park District. Permission may be subsequently revoked, however, if the Park District determines in its sole discretion that such additional job adversely interferes with your primary job.

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1.10 PERFORMANCE EVALUATIONS

Purpose

The Park District has a formal performance appraisal system for employees to provide a means of attempting to evaluate an employee's performance and progress. The performance appraisal assists the Park District in making personnel decisions related to such matters as promotions, transfers, demotions, terminations and salary adjustments. Performance appraisals are an essential part of an employee's personnel records. In accordance with standard business practices, raises will not be initiated until an appropriate performance appraisal is completed and provided to the Business Office.

Frequency

Under usual and appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun. Formal evaluations generally will be conducted by your immediate supervisor on a pre-determined annual schedule as set forth by the Executive Director. In addition, you or your supervisor may request an informal review at any time.

Informal Review of Employee Performance

Your immediate supervisor, department head and/or Executive Director generally observe and informally evaluate your performance on a daily basis. They will attempt to notify you of observed strengths and achievements in your work as well as any deficiencies in your work performance or inappropriate conduct.

Unsatisfactory Review

If you receive an unsatisfactory formal performance evaluation you are ineligible for a *merit* pay increase and may be subject to disciplinary action up to and including discharge.

Appeal

If you disagree with a formal performance evaluation, you may request another review with your immediate supervisor to discuss the evaluation. If an agreement is not reached as to the evaluation, you may:

- 1) Request in writing, within five (5) working days of receipt of your performance evaluation, a meeting with the supervisor at the succeeding level of authority in your department. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. If you do not timely request a meeting, the evaluation of your immediate supervisor will be final. If you timely request a meeting, the supervisor will meet with you and investigate the circumstances surrounding your evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director shall be final.
- 2) You may also prepare a written response stating your position or objection to your evaluation and requesting that your response be placed in your personnel file. It is your responsibility to make certain that your response is placed in your personnel file.

1.11 PERSONNEL FILES

Each employee has a personnel file established. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Information contained in your files will not be released or disclosed without your written consent, except when there is a lawful right or need to know.

You may review your personnel file in accordance with applicable law and established Park District procedures. If you wish to review your personnel file, you should contact the Business Office.

It is to your advantage to see that all of your personnel records are accurate and up-to-date. You are responsible for and must promptly advise the Park District of any changes in:

- Name and/or marital status and /or turning 18 years old
- Address and/or telephone number
- Number of eligible dependents / W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that the Park District needs to know properly administer its programs.
- Your immigration status (if your eligibility for employment in the United States is affected).

Note	<i>Immediately notify the Business/Finance Office of any changes in pertinent information.</i>
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1.12 CHILD LABOR LAWS: EMPLOYMENT OF MINORS

The Park District complies with all Federal and State Child Labor Laws regarding the employment of minors.

All minors under age 16 must have an Employment Certificate before they will be allowed to work for the District. The Superintendent of Schools or a duly authorized agent issues Employment Certificates.

For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.

Federal/Illinois Child Labor Laws mandate that a minor *cannot* work the following hours:

- a. During school hours when school is in session;
- b. More than six consecutive days in a calendar week;
- c. Over forty hours in a calendar week and over eight hours a day when school is out;
- d. Earlier than 7 a.m. and later than 7 p.m., except from June 1 to Labor Day, when the minor may work up to 9 p.m.;
- e. Over three hours a day when school is in session; and
- f. Over eighteen hours in a calendar week when school is in session.

An unpaid meal period of at least thirty minutes must be provided to minors no later than the fifth consecutive hour of work.

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

1.13 SEARCH OF LOCKERS, DESKS AND OTHER PARK DISTRICT PROPERTY

Introduction

Employees should understand that while certain Park District property such as desks, lockers, and vehicles are available for their use, they remain the property of the Park District and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on Park District property or otherwise misuse Park District property.

Note

Whenever necessary, and at the Park District's discretion, Park District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate.

The Park District will generally try to obtain an employee's consent before conducting a search of Park District property or work areas, but may not always be able to do so.

Any property belonging to the Park District is subject to search if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

Workplace Inspections

To safeguard the property and personal safety of our employees and the Park District, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District property by employees and all other persons leaving and entering the Park District's premises.

The Park District reserves the right to inspect an employee's office, desk, files, lockers or other area or article on Park District premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of the Park District and are issued for the employee use only during their employment with the Park District.

Inspections may be conducted at any time at the discretion of the Park District. The Park District is not responsible for the loss of personal property.

Employees working on Park Direct premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized Park District property, confidential material, stolen property, weapons, alcohol, cannabis, or illicit drugs, will be subject to disciplinary action, up to and including discharge.

1.14 CHILD ABUSE AND NEGLECT POLICY

It shall be the policy of the Park District to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. All Park District employees are Mandated Reporters who will make every reasonable effort and precaution to prevent, detect, handle and report cases of suspected child abuse and neglect for children who come in direct contact with Park District programs, areas, and facilities.

Specific hiring, training, supervision, employee conduct and reporting procedures have been developed for applicants and employees who will supervise children. Specifically:

- 1) All full and part-time employees, shall sign a statement on a form, to the effect that the employee has knowledge and understanding of the reporting requirements of the Abused and the Neglected Child Reporting Act. The statement shall be signed prior to commencement of employment, and the Park District will retain this statement.
- 2) The Park District will complete a Prior Conviction and Reference check and is inclusive with the policies set forth by the Board of Commissioners.
- 3) All prospective staff will be interviewed in person prior to the decision to accept them as an employee for the Park District. Reference checks will be conducted.

- 4) All full and part-time staff will receive in-service training by supervisory administrative staff. This orientation may include audio-visual, verbal and written materials on Park District policies and procedures regarding child abuse and neglect. Specific training guidelines will also include:
 - a. Training programs regarding abuse and neglect indicators and reporting procedures.
 - b. Appropriate discipline and rewarding practices.
 - c. Using expressions of normal affection through physical contact.
 - d. Requiring that one-adult and one-child situations be avoided.
 - e. Respect and protecting the privacy of children, as well as their own.
 - f. Avoiding sexually suggestive discussions in front of children.
 - g. Wearing staff identification at all times, when appropriate. (Clubhouse, trips, etc.)
 - h. Being alert to the physical and emotional state of children in their care.
- 5) Administrative/supervisory staff will make periodic unannounced visits to program sites to observe staff interaction with children and the behavior of individual children.
- 6) Attendance/illness records of children participating in programs will be periodically reviewed by administrative/supervising staff for instances of unusual absenteeism or reluctance of children to participate in the programs.
- 7) All reports of suspected child neglect or abuse would be channeled through the Superintendent of Recreation or the Director in his/her absence. In the event that neither is available, a report will be made directly to the Department of Children and Family Services and written notice submitted to the Superintendent of Recreation and Recreation Supervisor within 24 hours. Details of the report shall not be discussed with other staff or participants. Specific procedures for staff on handling allegations of abuse can be found below.
- 8) The Executive Director will notify the President of the Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services.

Handling Allegations of Abuse

- 1) If a child advises Park District staff that someone has molested or otherwise abused them, staff should be prepared to help the child. It is suggested that District staff be counseled to consider the following guidelines:
 - a. Remain calm and reassuring. If you panic, become angry or overreact to the information disclosed, so will the child. The child needs to feel that the person with whom they are speaking is in control of the situation and will reassure the child that everything will be okay.
 - b. Don't criticize the child, question the child's story or imply that the child may have misunderstood what happened. Accept the information openly without indicating value judgment.
 - c. Encourage the child to speak with the Superintendent of Recreation and Recreation Supervisor about what happened. Tell the child that no one should ask to keep a secret about what happened and that it is okay to talk to the administrative personnel about it. Make sure the child feels that they are not to blame for what happened. Avoid repeated interviews about the incident and other dealings with the child that may be stressful for the child.
 - d. Respect the child's privacy. Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the matter only with the Superintendent of Recreation and Recreation Supervisor, or with the appropriate DCFS personnel and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off, District premises. The child and their family or other persons involved should not pay the price of your indiscretion. If you disclose the information to such other persons, you are violating the child's right to privacy and the privacy rights of other persons involved, and may be subject to legal liability.

- 2) The Superintendent of Recreation and appropriate Recreation Supervisor should be the contact person for reporting suspected child abuse. In his/her absence the Director of Parks and Recreation should be notified. The Superintendent and Recreation Supervisor should become thoroughly familiar with the reporting requirements under the Act as summarized in the following paragraphs. If the report is made directly to DCFS, the staff member is responsible to notify the Superintendent of Recreation, or Director of Recreation & Facilities within 24 hours of contacting DCFS.
- 3) The Superintendent and staff person reporting the suspected abuse should immediately notify DCFS as required under the Act by telephone to the DCFS "central register" (1.800.252.2873) or in person or by telephone through the nearest DCFS office. Reports are immediately transmitted to the appropriate DCFS Child Protective Service Unit ("CPS"), which will in turn investigate.
- 4) The report should include, if known, the name and address of child and his or her parents or other person having custody, the child's age, the nature of the child's condition, including any evidence of previous injuries or disabilities; and any other information that the reporting staff person believes might be helpful in establishing the cause of such abuse or neglect and the identity of the person believed to have caused such abuse or neglect.
- 5) The oral report should be confirmed by the reporting staff person in writing to the assigned "CPS" within 48 hours of the initial report.
- 6) The Executive Director will notify the President of the Board of Commissioners of all reports of child abuse or neglect that are suspected and reported to the Department of Child and Family Services.

State of Illinois Abused and Neglected Child Reporting Act

"Abused child" means a child whose parent or family member, or any person responsible for the child's welfare, or any individual residing in the same home as the child, or a paramour of the child's parent:

- 1) Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- 2) Creates a substantial risk of physical injury to such child by other than accidental means, which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;
- 3) Commits or allows to be committed any sex offense against such child, as such sex offenses are defined in the Criminal Code 1961, as amended, and extending those definitions of sex offense to include children under the age of 18 years of age;
- 4) Commits or allows to be committed an act or acts of torture upon such a child; or inflicts excessive corporal punishment.

"Neglected Child" means any child whose parent or other person responsible for the child's welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise does not provide the proper or necessary support, education as required by law, or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his or her well-being, including adequate food, clothing and shelter; or who is abandoned by his or her parents or other person responsible for the child's welfare. A child shall not be considered neglected or abused for the sole reason that such child's parent or other person responsible for his or her welfare depends upon spiritual means through prayer alone for the treatment or cure of the disease or remedial care as provided under Section 4 of the Act.

Any recreational program or facility personnel having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Child and Family Services. Whenever such person is required to report under this Act in his capacity as a member of the staff shall make the report immediately to the Department in accordance with the provisions of this Act and may also notify the person in charge of the facility, or agency, or designated agent that such report has been made. Under no circumstances shall any person exercise any control, restraint, modification or other change in the report or forwarding of such report to the Department. The privileged quality of communication between any professional person required to report and their client shall not apply to situations involving abused or neglected children, and shall not constitute grounds for failure to report as required by this Act.

In addition to the above persons required to report suspected cases of abused or neglected children, any other person may make a report if such person has reasonable cause to believe a child may be an abused or neglected child.

1.15 BOUNDARY VIOLATIONS

The Buffalo Grove Park District (the "Agency") is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional and behavioral boundaries of minor and vulnerable adult participants and volunteers. The behaviors outlined in this policy are a non-exhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action and possible termination of employment at the Agency.

Application

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of Agency employees and volunteers toward minor children and vulnerable adult participants in Agency programs or facilities as well as minor child- and vulnerable-adult volunteers of the Agency, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Agency. Nothing in this policy restricts the Agency's right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Reporting Obligations

If an employee or volunteer of the Agency suspects a minor child under the age of 18 (a "minor") is being sexually abused or neglected, they must contact both the appropriate individuals within the Agency and report their concerns to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE. If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Agency and DCFS. If an employee or volunteer of the Agency suspects an adult with disabilities above the age of 18 (a "vulnerable adult") is being sexually abused or neglected, they must contact both the appropriate individuals within the Agency and report their concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409. If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Agency and IAPS.

Employees and volunteers can find more information on mandated reporting in the Agency's Mandated Reporter Policy. However, this Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the Agency prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations below – even if they do not have a reasonable belief that sexual abuse is actually happening – they still should report that conduct to the appropriate individuals within the Agency, so the Agency can investigate and take remedial action when warranted regarding the boundary violation. The individuals

within the Agency to report boundary violation-related concerns include the Human Resources & Risk Manager, and the Director of Recreation & Facilities.

Prohibited Conduct

The conduct prohibited under this policy includes, but is not limited to:

Physical boundary violations (absent exigent circumstances).

- ☐Shoulder, neck, feet or other types of massages, whether from adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult).
- ☐Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- ☐Tickling or poking a minor or vulnerable adult.
- ☐Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of time.
- ☐Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., gymnastics or figure skating coach positioning an arm, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if still needed, keeping the touch professional, witnessed and to the minimum length needed to complete the task.
- ☐Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- ☐Violence intentionally directed toward a minor or vulnerable adult.
- ☐Taking minors or vulnerable adults to remote areas (1:1) or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with Agency protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with special needs for disabilities may need the assistance of one-on-one aides and such assistance may involve certain physical interaction such as for bathroom assistance, feeding or other accommodations. However, please be sure other Agency employees or volunteers are aware of the scope of the one-on-one aide's roles, responsibilities and location while working with participants one-on-one. Additionally, the Agency should maintain activities and staffing levels to eliminate altogether or minimize one-on-one activities, or so a second staff member or Agency volunteer can still witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation.

Emotional boundary violations

- ☐Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- ☐Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the Agency's Policy on Electronic Communication with Minors and Vulnerable Adults.
- ☐Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- ☐Disclosing private information to minors or vulnerable adults.
- ☐Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- ☐Demanding minors or vulnerable adults reveal private information.
- ☐One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral boundary violations

- ☐Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g. giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- ☐Cursing in the presence of a minor or vulnerable adult or allowing them to curse.

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- [□Sexually explicit conversations or humor with minors or vulnerable adults.](#)
- [□Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.](#)
- [□Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.](#)
- [□Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials \(e.g., sexual- or adult-themed magazines, cards, videos, films, clothing, etc.\).](#)
- [□Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.](#)
- [□Violating the Agency's Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the Agency to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.](#)

[Vehicle boundary violations](#)

- [□Employees with no transportation duties for the Agency \(i.e., non-drivers\) and all volunteers of the Agency are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of Agency programs, whether in Agency vehicles or personal vehicles.](#)
- [□Employees with transportation duties of patrons for the Agency \(i.e., Agency drivers\) should only use Agency vehicles \(not personal vehicles\) to transport participants and must endeavor to have a second Agency employee or volunteer in the vehicle when transporting minors or vulnerable adults at all times. NOTE: All minors and vulnerable adults being transported as part of Agency programs should have a Transportation Waiver on file with the Agency.](#)
- [□Employees and volunteers of the Agency are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of Agency programs \(such as in personal vehicles to/from Agency programs\) unless those minors or vulnerable adults are family members. If an employee or volunteer of the Agency does give rides to minor/vulnerable adult participants or volunteers outside of program, the parents/guardians of that minor or vulnerable adult need to give written permission to the Agency regarding the private transportation arrangement. NOTE: The Agency will inform all parties in writing that such rides are not part of the Agency program and are at the parents'/guardians' sole discretion.](#)
- [□If parents/guardians give written permission to an Agency employee or volunteer to give personal rides to minors/vulnerable adults outside of Agency programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat \(with all required safety devices\).](#)
- [□Employees and volunteers of the Agency must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the Agency's Vehicle Policy.](#)

[Discipline](#)

[The Agency will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this Policy may lead to intervention, corrective action and/or discipline up to and including termination of employment.](#)

[1.16 ELECTRONIC COMMUNICATION WITH MINORS AND VULNERABLE ADULTS](#)

[Purpose](#)

[The Agency is aware that issues of unfettered electronic communication can lead to the opportunity for miscommunication, and that the perception of malfeasance can occur even in innocent situations. As a result, and for all involved, the Agency has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.](#)

[Application](#)

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of Agency employees and volunteers toward minor children and vulnerable adult participants in Agency programs or facilities, as well as toward minor child- and vulnerable-adult volunteers of the Agency, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Agency. Nothing in this policy restricts the Agency's right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Policy Requirements

- The requirements of this Policy apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult or not.
- All electronic communications between employees/volunteers and minors/vulnerable adults must relate solely to and be solely for the purpose of communicating information about Agency activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of Agency business constitute public records, and employees and volunteers must maintain them in a format and location so the Agency has timely access to the communications for the purposes of complying with IL FOIA, record retention laws and other applicable laws. No electronic communication may utilize any format that does not allow for the permanent retention of the full content of the electronic communication (e.g., WhatsApp, SnapChat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and must refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying and similar conduct. For more information, please see the Agency's Boundary Violations Policy.
- All electronic communications to a sports team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult must copy or include at least one parent/guardian of the minor/vulnerable adult or member of the Agency's management team. When possible, if the parent/guardian of one team member is included on a team-wide electronic communication, then employees/volunteers should include the parents/guardians of all team members.
- The Agency has provided an official form of electronic communication in which authorized employees/volunteers may communicate with other employees, participants and parents/guardians for the purpose of the Agency, such as regarding upcoming activities, calendars of events, expectations, logistics, motivation, team building and answering questions. Employees/volunteers should not communicate with minors/vulnerable adults using electronic communication outside of the Agency's official form of electronic communication.
- Employees/volunteers must save copies of communications with minors/vulnerable adults (and all Agency business) for compliance with record-keeping obligations, among other reasons. If employees/volunteers need assistance in saving such records, please contact their supervisor.
- To the fullest extent possible, the person approved to provide electronic communication on behalf of the Agency should use privacy settings to block private direct communication for non-group discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the Agency's programs.
- Other than those assigned by the Agency, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. When the Agency assigns an employee/volunteer a duty that uses social media to communicate with minors or vulnerable adults, those assigned employees/volunteers can only use electronic platforms that allow open and transparent communication (e.g., no SnapChat, WhatsApp or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult or a member of the Agency's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from the electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the

emergency situation before immediately including the minor's parent/guardian, other adult family member(s) and/or Agency management. Employees/volunteers should immediately report to a supervisor any emergency, inappropriate communication and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.

- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by Agency management. Even when assigned, such photographs and videos are for use only by the Agency and in no case shall employees/volunteers post such photos or videos on their personal texts, emails, social media or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GotoMeeting, Microsoft Teams, Google Meet, etc. are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.
- Employees/volunteers must receive authorization from the Agency to lead such a session.
- Parents/guardians must maintain any account for their minor/vulnerable adult.
- Video conferencing/virtual learning activities must have Agency preapproval.
- Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for an Agency management member to attend.
- Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
- Private chatting during a session is prohibited; public chatting is encouraged.

Policy Exceptions

If one of the following exceptions exists with appropriate consent, the Agency does not require electronic communications to be open and transparent:

- Emergency – However, employees/volunteers must limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.
- Dual Relationship – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers must comply with the Agency's expectation regarding open and transparent communications for all electronic communications sent on behalf of the Agency and must comply with the Agency's Boundary Violations Policy at all times.
- Non-substantive Communication – It is not a violation of this policy for an employee/volunteer to "follow" a minor's or vulnerable adult's social media feed or to "like" a post.
- However, employees/volunteers should be mindful of the perception of doing so, and the Agency encourages employees/volunteers to refrain from doing so.
- Employees/volunteers should be mindful that non-substantive communications may violate other policies (e.g., "liking" photos of minors or vulnerable adults in swimsuits on the beach could be a violation of the Agency's anti-harassment policy).
- For purposes of this policy, posting to, sending a message within or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this Policy.

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult

The parents or guardians of a minor or vulnerable adult may request in writing that their child/ward not be contacted by employees/volunteers through any form of electronic communication or through only limited forms of electronic communication. In such instance, the parents/guardians should make the request in writing to the Human Resources & Risk Manager at sspiitz@bgparks.org. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

Other

To ensure the efficient operation of the Agency, this policy does not apply to electronic communications between employees/volunteers and other Agency employees who are under the age of 18 or vulnerable adults. However, the Agency expects employees/volunteers to use reasonable efforts to keep another member of Agency management on electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.

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1.175 WHISTLEBLOWER PROTECTION POLICY

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

Improper Governmental Action

For purposes of this Policy, "improper governmental action" means any action by an employee of the Buffalo Grove Park District, an appointed member of a board, commission or committee, or an elected official of the Buffalo Grove Park District that:

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

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

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

Confidentiality

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

No Retaliation

The Buffalo Grove Park District will not retaliate against an employee or contractor who:

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

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

Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report to the Buffalo Grove Park District's Human Resources Manager, who serves as the Auditing Official.

To invoke the protections of the Act and this policy, any employee who believes that he or she is being retaliated in violation of the Act and this Policy must submit a **written** report to the Buffalo Grove Park District Auditing Official, within 60 days of learning of the retaliatory conduct.

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

Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the Buffalo Grove Park District's ~~policy~~ against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official may notify the Buffalo Grove Park District's corporate counsel and/or the General Counsel of the Park District Risk Management Agency of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or his/her designee) concludes that an improper governmental action has taken place or concludes that the any person has hindered the investigation, the Auditing Official shall notify in writing the Buffalo Grove Park District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the Buffalo Grove Park District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

Other Duties Of The Auditing Official

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

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

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

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

1.186 CHILDREN IN THE WORKPLACE

The presence of children in the workplace with the employee/parent during the employee's workday is inappropriate and is to be avoided except in extraordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, and help maintain the company's professional work environment. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee/parent and must be accompanied and be under the direct supervision of the employee/parent at all times. Excessive need to bring a child to the workplace may result in discipline, including termination.

SECTION 2 - PAYROLL POLICIES AND PROCEDURES

2.1 PAYROLL PERIODS AND PAYDAY

Park District employees are paid bi-weekly (every other) Friday. Employees are paid every other Friday for the two week (14 day) period which ends at midnight the preceding Saturday. If payday is a Park District-recognized holiday, employees will be paid on the preceding working day. Your paycheck will be ready for distribution on alternating Fridays at Alcott Center front desk. Your paycheck may not be given to anyone other than you without your written consent. Please make arrangements with your immediate supervisor to collect your paycheck if you are not scheduled to work on a payday. If you terminate your employment in the middle of a pay period, you will be paid for the actual hours you worked.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (providing the bank has direct deposit capability). To activate a direct deposit, a Direct Deposit Authorization form is available from the Business/Finance Office. The completed form must then be returned with a voided personal check to the Business/Finance Office. Direct Deposit banking requirements, may take one pay period cycle for activation. In the event of a lost paycheck, the Business/Finance Office must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and the Park District identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the Park District within 24 hours of the time it is demanded.

2.2 PAYCHECK STUB DISCREPANCIES

Please check all paycheck stubs for accuracy. If you believe there is a discrepancy, speak with your supervisor first. Then, if needed, both supervisor and employee should talk to the payroll department.

2.3 PAYROLL DEDUCTIONS

Deductions required by law include Social Security, Medicare, and federal and state income taxes. Please contact the Business/Finance Office for information on payroll deductions. Except as required by law or court order, deductions will not be taken without your written authorization. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld. Please see immediate supervisor for more information on IMRF.

2.4 WORK SCHEDULES

Your immediate supervisor or department head, based on the needs of the Park District, establishes department work schedules. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the Park District's discretion, the Park District may change the work schedules.

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

2.5 RECORDING OF HOURS WORKED

All part-time employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet, time clock or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Note	<i>Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including dismissal.</i>
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Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock in or sign out, the employee must notify their supervisor immediately so the time may be accurately recorded for payroll.

2.6 TRAVEL OUTSIDE OF PARK DISTRICT

The Park District recognizes that there are occasions when employees must travel to another town or city for the day, or travel overnight. It is important that employees are compensated properly in these instances.

Hourly employees (non-exempt) – Non-exempt employees (full-time and part-time are treated the same) are paid for the number of hours worked. Day travel and overnight travel will be treated differently.

Hourly Employees – Travel for the Day: Employees will be paid for the amount of time traveling minus the employee's average commute time. For example, an employee has to drive 2.5 hours each way to Bloomington, and their typical commute is 30 minutes each way. The employee would receive 4 hours of pay for their commute on this day. They also receive pay for any work performed, or time spent at a conference or meeting during that day. Meal periods and social activities where attendance is not required and work is not performed is not compensable time. Employees are eligible for any applicable per diem and mileage reimbursement.

Hourly Employees – Overnight Travel: Any portion of authorized travel, including time spent waiting at an airport, bus station, etc., will be compensable. Time spent at conferences, meetings, or other related activities is compensable. Time spent at meals or during meal breaks when work is being performed is compensable. If attendance is required at social functions, that is compensable as well. All other instances when the employee is not expected to be working will be considered non-compensable. Employees are eligible for any applicable per diem and mileage reimbursement.

2.7 BREAKS & MEAL PERIODS

Employees that work 7.5 hours or more are required to take a 30 minute unpaid meal period within the first 5 hours of their shift. Any additional break or meal periods may be given at the discretion of the employee's supervisor.

2.8 PAY TRANSPARENCY NON-DISCRIMINATION

The Park District will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the Park District, or (c) consistent with the Park District's legal duty to furnish information.

2.9 EMERGENCY CLOSINGS

On occasion, due to inclement weather, national crisis, or other emergency, the Park District may close for all or part of a normally scheduled workday. The Park District will attempt to notify employees of its closure through announcements on predetermined local area radio stations. Refer to the Buffalo Grove Park District website (bgparks.org) for updates.

SECTION 3 - EMPLOYEE BENEFITS

3.1 INCENTIVES & BENEFITS

Purpose

To provide incentives and benefits for part-time employees as the Park District recognizes their significant contribution to overall operations. Some benefits are available to all part-time employees, while others have requirements based on the number of hours worked. The Finance office determines the number of "Hours Worked" by checking payroll records for the last 365 days. Only active employees (hours worked in last 90 days) are eligible for benefits. In rare cases, hours will be re-evaluated at 6 months if job responsibilities change dramatically.

The Buffalo Grove Park District reserves the right to withhold or remove benefits to individual staff members due to disciplinary action. In addition, the Park District reserves the right to withhold benefits from family members or remove benefits from family members when warranted.

Benefits will begin as soon as a payroll check has been created. Employees will be required to show their current ID card and a check stub when asking to receive benefits. Rental discounts are for personal rentals only and cannot be used for revenue generating events. All Park District rules must be followed. Rentals cannot be used for organized team events or practices and cannot be rented more than once a year.

Employees will be placed into categories based on the number of hours they worked in the previous year. New employees will be placed into Category #1. Categories are divided as follows:

- Category #1: 52 - 399 hours
- Category #2: 400 - 999 hours
- Category #3: 1000 + hours

Note	<i>All discounts must be determined prior to registration for programs, pool passes and other services. Discounts are given through the Finance Office. Discounts can not be combined with other discounts. Consult the following chart to see which benefits apply. Questions should be directed to the Finance office.</i>
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ADDITIONAL BENEFITS

IMRF

Employees scheduled to work more than 1000 hours in a calendar year must be put on IMRF, a retirement fund. While enrolled in IMRF, 4½% of each check is put into the fund (approx. 5 cents to every dollar earned).

Paid Time Off

Year-round employees that worked 52-399 hours in the previous fiscal year receive 8 hours of paid time off that can be used between the months of September and April in the following fiscal year. Year-round employees that worked 400-999 hours, receive 16 hours of paid time off. These hours do not rollover, and must be paid out by the last paycheck in April.

Employees scheduled to work more than 1000 hours in a calendar year will earn 2.5 hours of paid time off for every full calendar month completed.

Employees scheduled to work more than 1000 hours in a calendar year who have worked in an IMRF position at the Park District for 5 or more years earn 5 hours of paid time off for every full calendar month completed.

All hours earned in the previous fiscal year (May – April) must be used by the end of the current fiscal year. Time off requests must be submitted to your supervisor at least 3 working days prior to your scheduled shift.

Incentives and Benefits Chart	52 – 399	400 – 999	1000 +
Category:	#1	#2	#3
Program discount for non-contractual programs for part-time employee, employee's spouse and children	20%	35%	50%
Program discount for non-contractual programs for part-time employee's siblings, grandchildren and parents (living in household)	10%	20%	30%
Pay direct costs for contractual programs and per diem services for part-time employee, employee's spouse, and children	N/A	Yes	Yes
Discount on membership at Buffalo Grove Fitness Center for part-time employee only (from regular resident rate)	25%	50% Free	Free
Discount on membership at Buffalo Grove Fitness Center for part-time employee's spouse and children	Regular Add-On Rate		
Employee pays resident rate and is allowed to register at the time of resident registration	Yes	Yes	Yes
Harper College in-district tuition / Credit Union (both require additional forms)	Yes	Yes	Yes
Discount on Spray N Play admission for part-time employee, employee's spouse and children	20%	35%	50%
Individual aquatic pass for part-time employee at Willow Stream Pool	Free		
Discount on Golf Dome usage for part-time employee	50% off 30 minutes	50% off 30 minutes	Free 30 minutes
Discount on Golf Dome usage for any family member (living in household)	20%	20%	20%
Discount on dog park annual permit application (one dog only)	50 % off with current staff ID		
Discount on "Big Deal Productions" & "Studio 83" performances at the Community Arts Center	\$5 off per order with discount code		
Discount on annual/summer pool pass for the employee's immediate family (living in household)	20%	35%	50%
Discount on one Spray and Play rental for part-time employee	20%	35%	50%
Discount on one field rental for part-time employee	\$20 off with current staff ID		
Discount on one shelter rental for part-time employee	20%	35%	50%
Discount on one Alcott room rental for part-time employee	20%	35%	50%
Discount on one Community Arts Center room rental for part-time employee. (Theater is not available for rental)	20%	35%	50%

* Increased benefits may be granted to an employee at the facility/program where employee works with Department Head approval. *

Note: Rental discounts are for personal/family use only. All Park District rules must be followed. Any other uses must be approved by the Director of Recreation & Facilities.

ADDITIONAL BENEFITS - Buffalo Grove Fitness Center Membership

To apply for the discount:

The part time staff should obtain a confirmation letter from the Park District Finance/Human Resources Department. This letter along with your Park District photo ID should be brought to Membership Services at the Fitness Center where you will be given the normal membership paperwork to sign. Please note, membership dues are billed monthly and the Fitness Center will require either a credit card or a bank account to which to charge the dues. Additionally, the Fitness Center will continue to bill you until termination paperwork is filled out and given to the front desk staff. This must be done on or before the 25th day of the month prior to termination.

100 Day Pass

Summer Season only Part-Time Staff will be able to purchase a 100 consecutive day pass for a discounted price of \$80 versus the standard \$100 Buffalo Grove Park District Resident rate in the months of May and June. The pass will automatically expire 100 days from the date of purchase, and cannot be renewed. This is an individual pass and is only good for your use. This is a benefit strictly offered to summer season part-time staff of the BGPLD.

Year-round part-time staff that are students and/or 23 years and younger, can purchase a 100 consecutive day pass for a discounted price of \$80 all year round. All other year-round part-time staff must sign up for a membership at their applicable discounted rate.

To apply for the pass:

The part-time staff should obtain a confirmation letter from the Park District Finance/Human Resource Department. The verification letter along with a current photo ID should be brought to Membership Services at the Fitness Center. There will be a one time \$80 payment at the time of obtaining the pass.

See membership services for additional restrictions to employee memberships.

3.2 EMPLOYEE AWARDS

The Park District recognizes continuing employment of its employees. Recognition is given to all employees who complete ten years, twenty years, and twenty-five years, of continuous service to the Park District. Recognition includes gifts, a brick at one of our Parks/Facilities, and a tree at a Buffalo Grove Park District park with an accompanied plaque.

3.3 EXPENSE REIMBURSEMENT

The Park District will reimburse employees for necessary and reasonable expenses incurred while conducting Park District business. In order to qualify for reimbursement, you must request prior written approval from your immediate supervisor for expenses and provide proof of the expenses incurred on official Park District business (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by the Park District) within 30 days of the incurred expense. Check with your supervisor for specific policies and procedures prior to incurring any expenses.

3.4 EDUCATION TRAINING AND PROFESSIONAL PARTICIPATION

All employees are required to attend orientation meetings, staff meetings and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of the Park District.

3.5 FAMILY MEDICAL LEAVE ACT (FMLA)

This section briefly summarizes rights and regulations under the Family and Medical Leave Act of 1993 ("FMLA"). The FMLA provides eligible employees with up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period (and up to 26 workweeks of unpaid leave to care for a Covered Servicemember). At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

A Part-time employee who has worked for the Park District for at least 12 months, and for at least 1,250 working hours during the preceding 12-month period, is eligible for FMLA.

For further information on your rights and obligations under the FMLA, see Human Resources.

3.6 ~~CHILD-FAMILY BEREAVEMENT LEAVE~~

~~All employees eligible for FMLA (Section 3.5) are allowed up to ten (10) unpaid working days for the following reasons: (1) to attend the funeral or alternative of a covered family member. 2) Make arrangements necessitated by the death of a covered family member. 3) Grieve the death of a covered family member. 4) Be absent from work due to a miscarriage, unsuccessful round of IVF or similar procedure, failed adoption match, failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. These days are to be taken consecutively within 60 days of the employee receiving notice of the event. Employees are entitled to a maximum of 6 weeks of leave per 12 month period. For purposes of this policy, "covered family member" is defined as the employee's spouse, domestic partner, child, stepchild, foster child, parent, grandparent, sibling, grandchild, parent-in-law, son-in-law, daughter-in-law, stepparent, brother-in-law, and sister-in-law.~~

~~"Domestic partner," used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.~~

~~"Child" means an employee's son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.~~

~~Proof of death and relationship to the deceased may be required.~~

~~All employees eligible for leave under the federal Family and Medical Leave Act of 1993 (the "FMLA") shall be eligible for bereavement leave in accordance with the Illinois Child Bereavement Leave Act (the "Act") which provides up to a maximum of 2 weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or alternative to a funeral of a child; (2) make arrangements necessitated by the death of the child; or (3) grieve the death of a child.~~

~~The Act defines "child" as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.~~

3.7 JURY DUTY

Part-time employees will receive jury duty leave without pay from the Park District. All employees must provide written notice, supported with appropriate documentation of jury duty (e.g., the jury duty summons), to their

immediate supervisor as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, employees must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty. The above policy also applies if an employee has received a subpoena to appear in court as a witness.

3.8 ABSENCE WITHOUT LEAVE

Absence without leave is any absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay may be denied and the employee may be subject to disciplinary action, up to and including dismissal. If you are absent without leave for three consecutive working days, you will be considered to have voluntarily resigned your position.

3.9 VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

Introduction

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act of 2003 ("VESSA"). The VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic violence or sexual or gender violence to themselves or their family or household member who is a victim of domestic violence or sexual violence.

Basis of Leave

The Park District will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual or gender violence (or who has a family or household member who is a victim of domestic or sexual or gender violence) to address domestic or sexual violence if the employee is:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual or gender violence or ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual or gender violence.

Definitions

"Family or household member" means a spouse, civil union partner, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual or gender violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

Period of Leave

Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

Existing Leave

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

Notice

The employee shall provide the Park District with at least 48 hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

Certification

The Park District may require the employee to provide certification to the Park District that:

- a. the employee or the employee's family or household member is a victim of domestic_ or sexual_ or gender_ violence; and
- b. the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee shall provide such certification to the Park District within a reasonable period after the Park District requests certification. An employee may satisfy the above certification requirement by providing to the Park District a signed and dated statement of the employee, and upon obtaining such documents the employee shall provide:

- a. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic_ or sexual_ or gender_ violence and the effects of the violence;
- b. a police or court record; or
- c. other corroborating evidence.

Confidentiality

All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the Park District, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

Restoration to Position

In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- a. to be restored by the Park District to the position of employment held by the employee when the leave commenced; or
- b. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

Loss of Benefits

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of unpaid leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Reporting to the Park District

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

Maintenance of Health Benefits

Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the Park District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Failure to Return From Leave

The Park District may recover the premium that the Park District paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

- a. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
- b. the employee fails to return to work for a reason other than:
 - I. the continuation, recurrence, or onset of domestic_ or sexual_or gender violence that entitles the employee to leave; or
 - II. other circumstances beyond the control of the employee.

The Park District may require an employee who claims that the employee is unable to return to work because of a reason described in (I) or (II) above to provide, within a reasonable period after making the claim, certification to the Park District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the Park District:

- a sworn statement of the employee;
- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic_ or sexual_or gender violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

SECTION 4 - PARK DISTRICT PROPERTY AND FACILITIES

4.1 USE OF PARK DISTRICT INFORMATION, PROPERTY AND EQUIPMENT

The protection of the Park District's business information, property and all other Park District assets are vital to the interests and success of the Park District. Except in the ordinary course of performing duties for the Park District, or otherwise permitted, no Park District property may be removed from the Park District's premises.

Accordingly, when an employee leaves the Park District, the employee must return to the Park District all related Park District information and property that the employee has in their possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

No employee, elected official or member of the public may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the facility manager and/or department head that is responsible for the equipment or property. The Executive Director can only approve personal use of Park District vehicles.

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

Loss, damages or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination.

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

Upon termination of employment, the employee must return all Park District property, keys, identification cards, credit cards, uniforms, equipment, work product and documents in their possession or control. The Board of Commissioners may choose to provide some of its employees with district owned automobiles. Unless otherwise authorized by the Board, Park District vehicles are to be used only in connection with Park District business. Other regular employees, unless otherwise authorized by the Executive Director, shall use these vehicles on work-related matters rather than submitting mileage reimbursement requests for the use of their privately owned vehicles.

4.2 TRAVEL AND VEHICLE USE

Introduction

You must obtain the prior written approval of your immediate supervisor in order to operate a motor vehicle, whether owned by the Park District or your own personal vehicle, on Park District business. The following general rules apply to the use of motor vehicles on Park District business. Please see your immediate supervisor for further details.

Applicable to All Vehicles Operated on Park District Business

- 1) Your immediate supervisor must authorize use of any vehicle for Park District business. Employees operating any vehicle for Park District business must have a valid drivers license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your drivers license changes.
- 2) Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on, and use of electronic communication devices including cell phones, personal digital assistants, and mobile/portable computers.
- 3) All accidents must be immediately reported to your immediate supervisor. A copy of the police report must also be included. No employee may be under the influence of alcohol, cannabis, illegal substances or legal drugs while operating any vehicle for Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

Park District Owned Vehicles

In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Executive Director to operate a Park District vehicle.

- 1) Employees operating Park District vehicles must be 18 years or older. Park District vehicles will not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency.
- 2) Park District owned vehicles cannot leave the boundaries of the Buffalo Grove Park District for non-work related purposes without authorization from the employee's Department Head.
- 3) Any employee who is required to have a Commercial Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations.
- 4) Employees are responsible for the care and conservation of Park District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.
- 5) The Park District has the right to search any Park District vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to Park District vehicles.
- 6) No employee may be under the influence of alcohol, cannabis, illegal substances or legal drugs while operating any Park District-owned vehicle at any time; irrespective as to whether the use is for personal or Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

Personal Vehicles

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

- 1) Employees using their personal vehicle for Park District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The Park District's liability insurance is secondary to the employee's own coverage.

- 2) Using your personal vehicle to transport participants in any Park District programs is strictly prohibited.
- 3) Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

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

4.3 INFORMATION TECHNOLOGY POLICY

It is the policy of the Park District that the use of its Information Technology (IT) is limited solely to appropriate business use. Except as otherwise provided below, employees are not allowed to use the Park District's IT for their personal benefit. IT is the property of the Park District and is defined as Park District issued mobile phones, desk phones with voicemail, computers, e-mail, cloud computing or any other installed ~~software~~-software. Any questions about this policy should be directed to the Superintendent of Recreation (IT Manager), herein to be referred to as IT Manager.

The Park District encourages authorized and trained personnel to make use of information technology in any way that will improve the efficiency or effectiveness of Park District services. Park District employees are encouraged to be creative in their use of technology and to share their discoveries of techniques with other employees. The following guidelines are intended to establish a process whereby the Buffalo Grove Park District employees can use technology and cloud services without jeopardizing district data and computing resources. This applies to all employees in all departments of the Buffalo Grove Park District, without exception.

This cloud computing policy is meant to ensure that cloud services are not used without the knowledge of the IT Manager. It is imperative that employees not open cloud services accounts or enter into cloud service contracts for the storage, manipulation or exchange of company-related communications or park district-owned data without the input of the IT Manager. This is necessary to protect the integrity and confidentiality of the Buffalo Grove Park District data and security of the district's network.

Guidelines

All communications and information transmitted by, received from, or stored in this system, and cloud services are Park District records and property of the Park District. This policy reaffirms that the Park District's employees have no reasonable expectation of privacy with respect to IT, whether or not the employees have private access or an entry code into the computer system.

This policy pertains to all external cloud services such as but not limited to cloud-based email and document storage.

- Software-as-a-Service (SaaS): Google Apps, Dropbox, Salesforce, Zoom, HelloSign.
- Infrastructure-as-a-Service (IaaS): Amazon Web Services, Microsoft Azure, Storage.
- Platform-as-a-Service (PaaS): Google Drive, Google Music, Pandora, Spotify, iCloud.

When unsure whether a service is cloud-based or not, please contact the (IT Manager) for clarification.

Any user name and/or password used by employees to access websites for job related sole use tasks (i.e. iTunes, When to Work, Facebook, SignUp Genius, etc.) must be submitted to the IT Manager. This is necessary to protect

the integrity and confidentiality of the Buffalo Grove Park District data and security. We do not allow multiple licenses for same software; if such licenses are discovered, a review will be conducted for cost reduction and merging of accounts. Employees are prohibited from encrypting or password protecting computer files without authorization from the IT Manager.

The Park District reserves the right to monitor the use of its IT, including, but not limited to, monitoring sites visited by employees on the Internet, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

An employee's occasional use of Park District IT for personal use and outside projects may be acceptable. However, in order to keep these uses to a reasonable level, approval to use the system in such a manner must be given by their department head, or in their absence, the Executive Director, Director of Recreation & Facilities, Director of Parks & Planning or Director of Business Services & Human Resources. The use of the system for such personal efforts must occur outside of the employee's working time, and any files created are to be deleted at the end of the project or personal use. Moreover, please be aware that the Park District may purge files on its computer at any time, without notice. The Park District is not responsible for any personal files or outside project files that may be purged or lost.

The Park District's policies against sexual or other harassment, and Equal Employment Opportunity Policy, apply fully to all IT, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, gender or other classification protected by law.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, sexual orientation, race, color, national origin, religion, age, disability, gender, or other characteristic protected by law), or violation of the Park District's Equal Employment Opportunity Policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in Park District IT. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisors or the Business Office.

IT may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

IT shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from Park District management. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult the employee's department head or Executive Director.

Users should routinely delete outdated or otherwise unnecessary E-mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Violations of the Park District's IT policy will result in disciplinary action, up to and including discharge. As with any policy, the Park District reserves the right to modify this policy at any time, with or without notice. Employees are required to sign an E-mail and Internet Policy Acknowledgment Form as a condition of employment.

Any employee who discovers misuse of IT should immediately contact their department head, or in their absence, the Executive Director, Director of Recreation & Facilities, Director of Parks & Planning, Director of Business & Human Resources, or IT Manager.

Hardware and Software Installation

Only hardware and software that has been approved by the IT Manager shall be installed on Park District IT. This includes all personal computers, laptops, peripherals, and accessories. Only the IT Manager or contracted partners/personnel shall install or uninstall hardware. Hardware can not be relocated, connected or disconnected from any IT without the prior approval of the IT Manager.

It is against Park District policy to install, access or execute any software or data that has not been approved for use. This includes but is not limited to the following:

1. Screensaver Downloads
2. Instant Messenger Services (i.e. Facebook, Messenger, Skype, Windows Live Messenger)
3. Music (MP3) Downloads Google play, Spotify, iTunes
4. Background Templates
5. Social Media (Facebook, Twitter, SnapChat, Instagram, Pinterest)

The IT Manager must approve data to be entered on any computer via any method other than keyboard or mouse entry. All removal or erasure of software from any storage device requires prior written approval from the IT Manager. Transfer of software applications from one computer to another computer or storage device on or off site requires the approval of the IT Manager.

Protection of Sensitive, Confidential, and Proprietary Information

All employees are expected to maintain the integrity of the sensitive, confidential and proprietary information that is stored on or is passed through Park District IT.

Examples of such information include but are not limited to: Personnel information including salaries, performance reviews, medical records, names, addresses or personal information about Park District residents or vendors.

Park District personnel shall observe the following practices:

1. Access to network directories and databases shall be restricted to personnel with a demonstrated "need to know."
2. Personal access codes and passwords shall not be shared, even with other Park District employees.
3. All employees are prohibited from allowing unauthorized individuals access to Park District IT.
4. Employees should log off their computers any time they plan to be away from their workstation for more than thirty minutes. Screen savers with passwords shall be utilized, where operationally practical.
5. No employee shall make copies of information stored on Park District IT without authorization from the IT Manager or Department Head. This includes printed reports or electronic media such as tapes and disks.

Software Licensing and Copyrights

The Park District purchases or licenses the use of copies of all computer software. The Park District does not own the copyright to any of this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it for use on more than one computer.

With regard to use on local area networks or on multiple machines, Park District employees shall use the software only in accordance with the license agreement.

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not

agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the IT Manager or Department Head.

Park District employees learning of any misuse of software within Park District departments shall notify their department head or in their absence the Executive Director, Director of Recreation & Facilities, Director of Parks & Planning, Director of Business Services & Human Resources or Superintendent of Recreation (IT Manager).

E-mails / Voicemails

Employees should be aware that deletion of any email or voicemails (messages) will not truly eliminate the messages from the system. All messages are stored on a central back-up system in the normal course of data management. Even though the Park District has the right to retrieve and read any messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any messages that are not sent to them. Any exception to this policy must receive the prior approval of the Park District management.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should deliver messages with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Park District letterhead.

Without the express permission of their immediate supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Employees should also use professional and courteous greetings on their voicemail boxes so as to properly represent the Park District to outside callers. In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to voicemail messages while using the speakerphone feature.

Internet

Management approval is required before anyone can post any information on the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Park District to act as an official representative of the Park District, employees posting information must include a disclaimer in that information stating:

"Views expressed by the author do not necessarily represent those of the Buffalo Grove Park District."

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment. If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Disclaimer of Liability for Use of Internet

The Park District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive conduct. Users accessing the Internet do so at their own risk.

Duty Not to Waste Computer Resources

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies

of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

Blocking of Inappropriate Content

The Park District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Park District networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Park District blocking software.

Games and Entertainment Software

Employees may not use the Park District's IT to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Accessing the Internet

To ensure security and to avoid the spread of viruses, employees accessing the Internet through IT must do so through an approved Internet firewall.

Virus Detection

Files obtained from sources outside the Park District, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Park District's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Park District sources, without first scanning the material with Park District-approved virus checking software. If you suspect that a virus has been introduced into the Park District's network, notify the information technology manager immediately.

Unauthorized Use of the Internet

The Park District prohibits accessing streaming audio or video sites (i.e. youtube.com, online radio stations).

Accessing or transmitting obscene language, sexually explicit materials or materials that disparage any person, group, or classification of individuals is prohibited except if required for official business.

Any other use of the internet that violates Federal, State or local laws is prohibited.

Cell Phones

In order to fulfill the requirements of Park District programs, facilities and services, Park District staff may be issued "cell" phones. These phones are issued to ensure operational efficiency and immediate communication in the event of an emergency. It is therefore imperative that these phones be used for business purposes and that personal use is limited to emergency use.

Specific procedures follow:

Personal Cell Phones

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of District phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard the District encourages is to limit personal calls during work time to no more than one per day as needed. Employees are therefore asked to make any other personal calls on non-work time where possible. Flexibility will be provided in circumstances demanding immediate attention.

The District will not be liable for the loss of personal cell phones brought into the workplace.

Personal Use of District-Provided Cell Phones

Where job or business needs demand immediate access to an employee the District may issue a business cell phone to an employee for work-related communications. Each cell phone will be allotted a certain number of minutes, either individually allocated or part of a group-rate program. Employees may be required to reimburse the District for any unauthorized personal, long distance or other charges, which result in charges to the account over the package limit. Phone logs will be monitored regularly. The Finance Department will inform either the Director of Recreation and Facilities or the Director of Parks & Risk Management of all unauthorized overage of minutes. Abuse of phone will lead to removal of Park District phone and or dismissal from employment at the Buffalo Grove Park District.

Employees in possession of company equipment such as cell phones and the chargers are expected to protect the equipment from loss, damage or theft. All District-issued cell telephones are the property of the Buffalo Grove Park District. An employee may be financially responsible for loss, damage, or failure to return an assigned cell telephone if:

- Equipment is lost, stolen, or damaged while in the employee's care and loss or damage is due to the employee's gross negligence.
- Equipment is not returned by the employee within a specified time or is damaged upon its return.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone and charger for return or inspection. Employees unable to present the phone and charger in good working condition within the time period requested (i.e. 24 hours) may be expected to bear the cost of a replacement.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and are subject to legal action for recovery of the loss.

Safety Issues for Cell Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; while parked on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above.

Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

Key Part –Time Employee Cell Phone Responsibilities

Some part time employees are issued an agency cell phone to be used for Park District program(s); summer day camp, Clubhouse Coordinators and site supervisors. The phone may be used two hours before the start of the program, during the program and one hour after the end of the program. It is not to be considered as a "personal phone".

Each cell phone will be allotted a certain number of minutes each staff member will be notified of the minutes available per phone.

Employees may be required to reimburse the District for any unauthorized personal, long distance or other charges, which result in charges to the account over the package limit. Phone logs will be monitored regularly.

The Buffalo Grove Park District Finance Department will inform the Superintendent of Recreation (IT Manager) of all unauthorized overage of minutes. Abuse of phone will lead to removal of Park District phone and or dismissal from employment at the Buffalo Grove Park District.

4.4 BLOGGING AND SOCIAL NETWORKING AND SOCIAL MEDIA -POLICY

In general, the Park District respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If you choose to identify yourself as a Park District employee or to discuss matters related to our agency, staff or patrons on your website, weblog or other online social network (i.e., Facebook, Instagram, YouTube, etc.), please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the Park District. In light of this possibility, we ask that you observe the following guidelines:

1. Make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the Park District. Only those employees officially designated by the District have the authorization to speak on behalf of the agency. To help reduce the potential for confusion, we would appreciate it if you put the following notice – or something similar – in a reasonably prominent place on your site (e.g., at the bottom of your "about me" page): *The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer.* Many bloggers put a disclaimer on their home page saying who they work for, but that they're not speaking officially. This is good practice, but may not have much legal effect. It is not necessary to post this notice on every page, but please use reasonable efforts to draw attention to it – if at all possible, from the home page of your site.
2. Be careful to avoid disclosing any information that is confidential or proprietary to the agency (including our patrons, staff, partner agencies/affiliates or vendors), or to any third party that has disclosed information to us.
3. Since your site, blog or other posting is in a public space, be respectful to the Park District, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork.
4. You may provide a link from your site to the Park District website; however, you will require permission to use the Park District logo or reproduce any Park District material on your site.

5. When using Park District computers, you are subject to both the agency's Internet Use Policy and Computer Use Policy.
6. One of the Park District's core values is "trust and personal responsibility in all relationships." As a public agency, the District trusts – and expects – staff to exercise personal responsibility whenever they participate in social media. Remember, what you publish will be around for a long time, so consider the content carefully and also be judicious in disclosing personal details.
7. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of the Park District's protected intranet environment should not be used for internal communications among fellow employees. It is fine for staff to disagree, but please don't use your external blog or other online social media to air your differences in an inappropriate or counterproductive manner.
8. Recognize that both during working hours and non-working hours you are an ambassador of the Park District. You are expected to act and conduct yourself at all times in the best interest of the Park District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the Park District, staff morale, and/or create divisiveness or friction among staff, you may be disciplined, up to and including termination.
9. Lastly, *use your best judgment*. Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to the Park District. If you're about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media.

[If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your supervisor.](#)

[No Buffalo Grove Park District employee, part time or full time, will be permitted to post photos or video of Park District participants at Park District programs or events on their personal social media pages, or on group pages. The only exception to this is with Fitness Center personal trainers who obtain written permission on the waiver form to use the client's likeness in photographs and videos on the trainer's personal social media pages for the purpose of promoting their business and building their client base." Staff members can share District posts that contain photos and videos on their personal pages; however, those photos and videos must originate with a District post, and cannot originate on a staff member's personal page, or on a non-District group page. Participants that sign a waiver or attend events give the District permission to use their likeness on social media; however, that waiver does not give District employees permission to use their likeness on their personal pages, or on non-District group pages. All social media content and posts are subject to the Illinois Freedom and Information Act; therefore, any posts on social media that are removed for any reason must be archived by creating a digital screen shot of the post and all comments in its entirety. Furthermore, staff should be aware that even under their personal accounts that are listed under their own name, any communication on social media where one identifies oneself as a representative of the public body, speaking on behalf of the public body is subject to the Illinois Freedom and Information Act. Therefore, if a staff member posts or comments on behalf of the District, and then decides to delete the post or comment, that staff member must first archive the post and/or comment before it is deleted. Park District employees will not engage in arguments or disagreements, or any kind of communication that could be construed as defensive, confrontational or negative while speaking on behalf of the District on any of our social media platforms. Furthermore, Park District employees are not permitted to identify themselves as representing the Park District while on their personal social media accounts, and engage in arguments or disagreements, or any kind of communication that could be construed as defensive, confrontational or negative. Instead, if an employee notices something on social media that should be addressed by the District, the employee should notify the marketing department. For social media groups that do not allow for comments from the organization, but rather only from an individual, a member of the marketing staff will be authorized to respond on behalf of the District when deemed necessary.](#)

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[If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to your supervisor.](#)

4.5 RECORDING POLICY

Security cameras are used throughout Park District property. The primary use of security cameras will be to record video images for use by law enforcement and District officials charged with investigating alleged violations of law or District policy. Employees are advised that they may be filmed at any time or location with or without knowledge while on Park District property.

It is a violation of Park District policy for employees to record conversations with a tape, digital recorder or other recording device unless prior approval is received from your department head or *all* parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

SECTION 5 – EMPLOYEE CONDUCT

5.1 INTRODUCTION

Employees of the Park District work together as a team to develop, promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel would be of benefit to the Park District and our patrons that would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As a Park District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat Park District patrons and their fellow employees honestly, fairly and courteously. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. These rules are designed to promote orderly, safe and efficient operations. All employees are required to carefully read these rules and to conduct themselves accordingly.

5.2 COMPLIANCE WITH PARK DISTRICT POLICIES AND PROCEDURES

You are required to comply with all policies and procedures established by the Board of Park Commissioners, immediate supervisors, and administrative staff of the Park District.

5.3 COMPLIANCE WITH SUPERVISORY DIRECTIVE

You are required to comply with the directives of your immediate supervisors, the Board, and administrative staff in the performance of your duties. Failure to do so is considered insubordination.

5.4 SMOKING

As of July 25, 2005, the Buffalo Grove Park District Board of Commissioners has banned smoking on all BGPDP property. This includes all parks, playgrounds, facilities, buildings, athletic fields, vehicles and parking lots. Staff will not smoke while on duty or on BGPDP property. Employees who violate this policy may be subject to disciplinary action, up to and including termination.

“Smoking” means the act of inhaling the smoke from or possessing a lighted cigarette, cigar, pipe or any other form of tobacco or similar substance used for smoking. This includes electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS) or any other device that simulates tobacco smoking by producing an aerosol that resembles smoke.

5.5 EXPEDITIOUS AND DILIGENT PERFORMANCE OF DUTIES

You are expected to expeditiously and diligently perform your duties to the best of your ability.

5.6 ACTING IN PARK DISTRICT’S INTERESTS

You are expected to act and conduct yourself at all times in the best interest of the Park District.

5.7 ACCURATE RECORDS

Any reports you produce, or records you maintain, are important to the administration of the Park District and they must be accurate and complete.

5.8 ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness constitutes unsatisfactory performance, and may subject you to disciplinary action up to and including dismissal.

If you are going to be late or absent for any reason, you or someone else for you must telephone your immediate supervisor at least thirty (30) minutes prior to your scheduled starting time. If your immediate supervisor is not available, contact the supervisor at the succeeding level of authority in your department. If you are unable to contact either supervisor directly, you may leave a voice mail. It is your personal responsibility to ensure that proper notification is given.

Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness.

If you find it necessary to leave work because of illness or personal emergency, you must obtain prior approval from your immediate supervisor. If your immediate supervisor is unavailable, contact the supervisor at the succeeding level of authority in your department.

The foregoing notice requirements apply to each day of absence or tardiness. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including dismissal. Moreover, if you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with the Park District and for that reason you will be dismissed.

5.9 PROPER DRESS AND APPEARANCE

The personal appearance of employees conveys to the public a general impression of the Park District. Your attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the duties being performed. The Park District expects that you will be mature in choosing the type of hairstyle, accessories, shoes, and make-up that you wear while working. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job. For specific details, see department work rules.

Employees must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair so that it does not hang below the ears.

Exposed body piercing and tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Jewelry is permissible as long as the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District. Any tattoo or body piercing deemed to be inappropriate by management will not be allowed.

Note

Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Executive Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

It is your responsibility to wear your nametag and/or uniform while on duty if it is required by your department. Please remember that uniforms, nametags, keys, and other Park District property are and remain the property of the Park District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost Park District property.

Please note that uniforms, nametags, and other identifying items identify you as a Park District employee while you are on duty. It is preferred that employees refrain from wearing Park District uniforms when not on duty. If wearing these items is unavoidable, remember that you are a representative of the Buffalo Grove Park District and you should behave in a manner consistent with existing Park District regulations and behavior guidelines.

5.10 WORK AREA

Work areas will be kept clean and orderly at all times. Apparel such, as boots, coats and umbrellas will be stored in designated areas. Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

5.11 SOBRIETY AND SUBSTANCE ABUSE

Employees are expected and required to report to work on time and in an appropriate mental and physical condition. To do so, employees must not have alcohol, cannabis, or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including dismissal.

At no time during your service to the Park District should you be under the influence or in the possession of alcohol (for the purposes of consumption), cannabis, or illegal drugs during working hours.

Any employees who are using prescription drugs that cause adverse side effects should inform their supervisor or department head as soon as possible that they are taking medication on the advice of a physician. Such employees are responsible for disclosing to the supervisor or department head the possible side effects of the drug in regards to work safety or performance, and the expected duration of its use.

Employees are forbidden to sell or make transactions involving cannabis or illegal drugs during work or at Park District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, termination. Any sale of cannabis or illegal drugs during work or on Park District's premises, facilities, or in Park District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

Procedure for Reporting Violations of Alcohol, Cannabis, and/or Illegal Drug Policy

If you know of possession of alcohol for the purposes of consumption, or use of alcohol during working hours, or possession or use of cannabis or illegal drugs on Park District property -by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

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

5.12 DRUG SCREENING AND TESTING

The Park District may require employees whose job functions require them to have Public Safety Responsibilities to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

If found with an illegal substance during random tests, The District may, at the employee's expense:

1. Refer to an authorized Substance Abuse Professional (SAP) for evaluation and referral to an appropriate program for counseling.
2. Attend appropriate counseling.
3. Return to SAP.
4. Follow SAP's follow up testing program. (Minimum 6 times in following 12 months. May extend testing for 60 months if necessary.)

Each Park District employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee. Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

VEHICLES

This policy will cover driving during Park District business in an agency owned or personal vehicle. Employees will be screened to determine whether the employee tests positive for drugs and/or alcohol under the following circumstance:

- The employee is involved in an on-the-job driving accident that results in a citation to the employee under state or local law for a moving traffic violation arising from the accident, or any involved person requires

medical treatment away from the accident scene. Employees are allowed to continue driving for work purposes while waiting for the results of a drug test, if there is no reasonable suspicion of intoxication.

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TREATMENT

If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in the sole discretion of the Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Park District, which may include, but is not limited to, future alcohol and/or drug testing.

USE OF LEGAL DRUGS

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal.

MEDICAL CANNABIS

The Buffalo Grove Park District will not discipline or terminate an employee solely for their use or status as a medical marijuana user. However, the Park District is a "Drug-Free Workplace" and will enforce all existing policies relating to drug use in a non-discriminatory manner.

NOTICE OF CONVICTIONS

Drug Conviction - Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including dismissal.

Criminal Conviction - If you are convicted of any felony while employed by the Buffalo Grove Park District, you are required to inform your supervisor within 5 days of the conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body. Failure to do so may result in disciplinary action up to and including termination.

DISCIPLINE/PENALTIES FOR VIOLATIONS

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who possesses alcohol (for the purposes of consumption), or manufactures, uses, sells or dispenses alcohol, controlled substances, or cannabis (including medical cannabis) while on District property or while acting on behalf of the Park District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's Part Time Personnel Policy Manual.

In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the Park District may, at the employee's expense, require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Park District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including dismissal for the following:

- (1) if employee refuses to submit to diagnosis, testing or screening upon request of the Park District;
- (2) if employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing;
- (3) if employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or,
- (4) if employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

PRE-EMPLOYMENT SCREENING

As a final prerequisite in the Park District's employment selection procedure, persons otherwise offered a part-time, labor intensive position with the Park District will be required to undertake a physical examination which may include a drug and alcohol screening test.

INSPECTIONS

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana), employees may be subject to inspection as follows:

Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

RECORDS

The Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The Park District will not disclose these records to persons outside the Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

5.13 WEAPONS POLICY

The Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event. Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual.

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

Procedure for Reporting Possession of a Weapon

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

5.14 EMPLOYEE COOPERATION

Park District employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the Park District must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including dismissal.

5.15 CARELESSNESS POLICY

The Park District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting Park District business.

The Park District expects and demands that its employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow employees, and to Park District quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate discharge. Employees who fail to respond to the Park District's efforts to correct carelessness may be subject to disciplinary action, up to and including discharge.

Procedure for Reporting Careless, Hazardous or Substandard Work Practices

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the President of the Board. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

5.16 WORKPLACE WRONGDOING POLICY

The Park District does not tolerate workplace wrongdoing on Park District premises, property, Park District-sponsored events, or while acting within the scope of employment.

The Park District does not tolerate theft of property, whether from the Park District, patron or from a co-worker. Employees should seek permission before removing Park District material, tools, or other items, including damaged goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The Park District prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to immediate discharge. The Park District prohibits horseplay, practical jokes, and pranks. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

The Park District prohibits embezzlement or stealing of Park District funds, including but not limited to, stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges. The Park District prohibits false information on any expense account sheet. Any employee who violates this policy may be subject to disciplinary action, up to immediate discharge.

Procedure for Reporting Workplace Wrongdoing

If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Executive Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the President of the Board. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

5.17 SECURITY AND KEYS

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, key cards, security codes, passwords, safe combinations or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including discharge. Keys may not be transferred from one employee to another without the prior written authorization by the appropriate facility manager.

5.18 ROMANTIC OR SEXUAL RELATIONSHIPS

Relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager and the Park District. Any such relationship may, therefore, be contrary to the best interests of the Park District.

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

By its discouragement of relationships, the Park District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee's department head. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

The department head shall inform the Executive Director and others who need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

In addition, and in order for the Park District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that they have been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make their views about the matter known to your immediate supervisor. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

5.19 VIOLENCE IN THE WORKPLACE

The Park District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or the department head. All complaints will be investigated.

The Park District will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

5.20 REPORTING IMPROPER OR UNSAFE ACTIVITY

You are expected to act and conduct yourself at all times in the best interests of the Park District. If you reasonably suspect or you know that another Park District employee is engaged in or has engaged in unlawful conduct while on duty, you must report such misconduct together with any supporting information to the Executive Director.

5.21 POLITICAL ACTIVITY

Park District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the Park District.

Park District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the Park District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petition, distribute political literature, or encouraging others to do any of the above. For purposes of this paragraph "while on duty" includes hours you are scheduled to work and are working for the Park District but does not include, breaks, lunches, or other duty-free periods of time. Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a Park District employee. Employees of the Park District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

5.22 SOLICITATION, DISTRIBUTION AND USE OF BULLETIN BOARDS

Introduction

Employees may not solicit any other employee during work hours, nor may employees distribute literature on Park District premises, which includes all areas where employees perform their assigned work tasks, during working time. You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy "while on duty" does not include breaks, lunches, or other duty-free periods of time.

Bulletin Boards

Bulletin boards maintained by the Park District are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Park District business.
2. Announcements of a business nature which are equally applicable and of interest to employees.
3. All posted material must have authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Any employee who violates this policy is subject to disciplinary action, up to and including discharge.

5.23 GIFTS

You must not solicit or accept, nor should you expect people who use our programs or facilities to give you gifts, gratuities or other rewards, or other remunerative devices or favors for performing your job, except as otherwise provided in this section.

If someone offers or gives you a gift as a result of your position as our employee, you must report it to the Executive Director. The Executive Director must report any offers or gifts made to the Executive Director to the Ethics Officer of the Board of Commissioners. This policy does not apply to nominal non-cash matters such as a cup of coffee, a soft drink, a sandwich, or other similar items. However, you must report such non-cash matters to your department head.

If you are in doubt about any provisions of this section, contact your department head; department heads may contact the Executive Director and the Executive Director may contact the Board. This policy applies to all employees. Retention of any gift will be conditional upon the approval of the Executive Director after consultation with the appropriate department head. Failure to properly report a gift, gratuity or other reward may subject you to disciplinary action up to and including dismissal.

5.24 CONFLICT OF INTEREST

The Park District expects employees to conduct business to the highest ethical standards. Employees are expected to devote themselves to the interests of the Park District. Business dealings that appear to create a conflict between the interests of the Park District and an employee are unacceptable.

The Park District recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Park District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of

interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Park District's business dealings.

It is the responsibility of every Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Park District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the Park District. Such disclosure must be made in writing by the employee and forwarded to the Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones, which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Director of Business & HR or Executive Director to obtain advice on the issue. Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois Law. Please see the Executive Director for details.

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

5.25 OUTSIDE ACTIVITIES

Outside work activities are not allowed when they:

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

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

Further, employees shall not enter 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.

5.26 PUBLICITY AND MARKETING

The Buffalo Grove Park District has been awarded the Distinguished Leisure Service Award and is considered to be one of the best park districts in Illinois. One of the reasons for this is the talented and dedicated part-time employees that work here. The positive image of the Park District is the responsibility of everyone, part-time and full-time, and all employees are expected to represent the Park District in a positive manner. Anyone who feels they cannot speak positively of, or represent the Buffalo Grove Park District in a positive manner should not be working here.

As an employee it is your job to market and promote Park District programs with in the community. There are a number of ways to do this:

- Talk about what you do with family and friends. Word of mouth advertising is extremely effective, and you would be amazed at how many people you talk to about your programs tell other people.

- At the end of your program, tell participants how and when to register for the next session. This is the best time to put the idea of signing up for the next class in someone’s head.
- Communicate information with your supervisor. When something special is going on, your supervisor can arrange for the Park District’s Marketing Manager to take pictures or generate press releases.

Share your ideas! You were hired because you are talented. We want to know if you have an idea on how to improve a program or publicize it.

5.27 FACILITATION OF PLAY WITHIN PROGRAMS

Certain positions may require Park District employees to actively interact and engage with children during certain activities and programs. Park District employees are expected to participate in physical activities appropriately and at the skill level of the children – prioritizing the safety of the children at all times. Employees must remember they are not playing with their peers, and that they are expected to be a role model to the children. Play fairly, uphold and enforce games rules, do not be competitive. Do not let children enforce rules or choose teams. The employee is the decision maker, and should ensure the children are being safe and having fun. |

SECTION 6 – SAFETY IN THE WORKPLACE

6.1 INTRODUCTION

It is the Park District's intention to provide a safe environment for employees and the public who use our programs, facilities and parks. Employees are expected to perform their assignments in a manner that will avoid injury. Supervisory personnel and the Risk Manager are available for assistance in safety-related matters.

In keeping with this objective, the following safety rules have been developed. Employees are required to read and follow these rules, policies and procedures of their respective facilities or departments.

6.2 STAFF PRECAUTIONS

Any staff working with or interacting with children are potentially vulnerable to charges of sexual physical abuse. The following precautions will minimize misperceptions and help deter false accusations:

- Always be in view of others;
- Do not allow program participants into private staff areas;
- Use established procedures for handling discipline;
- Be aware of what you share with participants or what you ask – i.e. refrain from discussions of personal relationships, dating, sexual activity, discussions or jokes, etc.;
- Supervise private activities in pairs (i.e. participant use of bathrooms or locker rooms);
- Recognize acceptable and unacceptable physical interaction between staff and young participants – i.e. patting a child on the head, back or shoulder vs. a full frontal hug; sitting close vs. holding a child on your lap; light hand slapping or “high fives” vs. touching a child on his/her buttocks or thigh area, etc. Refrain from tickling, kissing, wrestling, and games involving inappropriate touching.

6.3 HEALTH AWARENESS

Staff needs to be aware there may be individuals with severe allergies or contagious diseases that participate in park district programs. The Buffalo Grove Park District is concerned for the health and safety of all children and staff in our programs. Buffalo Grove Park District will make reasonable accommodations to allow the individual to successfully participate in public recreation programs and activities. Prior to start of programs, Recreation Supervisors will provide an in-service regarding emergency information and proper protocol on handling health and safety measures.

6.4 LADDER SAFETY

Employees will not use any other object as a ladder (i.e.) chair or table. Carrying materials or other items on a ladder with one hand while using the other hand to climb is prohibited. Portable ladders should be secured to protect from displacement.

Employees using ladders are expected to maintain three points of contact at all times. If you maintain three points of contact while you climb, you can limit your exposure to slips and falls. The three points of contact rule is simple—always maintain one hand and two feet, or two hands and one foot, when climbing or descending ladders.

6.5 GENERAL SAFETY POLICY AND RULES

Safety while on the job is the responsibility of every Park District employee. With proper precautions, most accidents on the job can be prevented. It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglectfulness and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. The Park District will not condone any breach of safety rules or regulations by employees. You are expected to be alert for safety hazards that may exist and could affect the general public or employees of the Park District. You are also responsible for reporting any unsafe equipment or condition to your immediate supervisor immediately upon your discovery of such condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not create safety hazards and that safety hazards are eliminated.

It is the intent of the Park District to provide a safe working environment for you and a safe leisure environment for the public using our programs, facilities and parks. It is also the intent of the Park District to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support. Accordingly, all employees shall adhere to the following rules:

- 1) Horseplay and fighting will not be tolerated in the work place.
- 2) Possession of unauthorized firearms, alcoholic beverages for the purposes of consumption, cannabis, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- 3) Your immediate supervisor must be informed if you are required to take medication during work hours which may cause drowsiness, alter judgment, perception or reaction time. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- 4) Your immediate supervisor must be notified of any permanent or temporary impairment that reduces your ability to perform in a safe manner or prevent or hinder your performance of the essential functions of your position.
- 5) Personal protective equipment must be used when potential hazards cannot be eliminated.
- 6) Equipment is to be operated only by trained and authorized personnel.
- 7) Periodic inspections of workstations may be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- 8) Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
- 9) If there is any doubt about the safety of a work method, your immediate supervisor should be consulted before beginning work.
- 10) All accidents, near misses, injuries and property damage must be reported to your immediate supervisor, regardless of the severity of the injury or damage.
- 11) Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including dismissal.
- 12) All employees must follow recommended work procedures outlined for their job, department and/or facility.
- 13) Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- 14) Any smoke, fire or unusual odors must be reported promptly to your immediate supervisor.

- 15) If you create a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- 16) Safety and restraint belts must be fastened before operating any motorized vehicle. Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws.
- 17) Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. You must report revocation or suspension of your driver's license to your immediate supervisor.
- 18) All employees must know departmental rules regarding accident reporting, evacuation routes and fire department notification.
- 19) Each employee in the department must follow departmental and facility rules and procedures specific to departmental operations.
- 20) Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

6.6 SAFETY COMMITTEE

The Park District Safety Committee is intended to assist Park District employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each facility. The Safety Committee makes safety inspections of Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations where safety can be improved. Meetings are held monthly. Please speak with your immediate supervisor if you would like to attend a meeting.

6.7 YOUR RIGHT TO KNOW

Working with Hazardous Substances

The Park District is committed to protecting you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW.

OSHA's hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials. Chemical manufacturers must determine the physical and health hazards of each product they make, and they have to let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

- Employers must train employees about the Hazard Communication Standard and explain how the standard is in effect in the workplace.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand and use labels and SDS sheets, and the correct safety procedures for working with hazardous substances.

Note	<i>Employees have to read labels and SDS sheets, and they have to follow the company's safety procedures for storing, handling and using hazardous materials.</i>
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What Information is on the Label?

Although labels differ from company to company, all labels will contain similar types of information. The label will use words and/or symbols to tell you:

- 1) The common name of the substance. The name, address, and emergency phone number of the company that made or imported the substance. A signal word that outlines the seriousness of the substance. Signal words, ranked from the most serious to the least serious, are Danger, Warning, and Caution.
- 2) The physical hazards (Will it explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?) of the substance. The precautionary measures to be taken, including basic protective clothing, equipment, and procedures that are recommended when working with this substance.
- 3) First aid instructions, in case of exposure. Proper handling and storing instructions. Special instructions concerning children.

What Information is on SDS Sheets?

The SDS sheet is your guide to working safely with hazardous substances. This sheet provides information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, SDS sheets cover:

- 1) **Identity**, including the manufacturer's name, address and phone number, and the date the substance was produced.
- 2) **Hazardous ingredients**, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other limits are also included.
- 3) **Physical and chemical characteristics**, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions. **Physical hazards**, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures).
- 4) **Reactivity**, including whether or not the substance is stable, and which substances and situation to keep it away from so it won't react. **Health hazards**, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether or not the substance is carcinogenic. Emergency and first aid procedures are also outlined.
- 5) **Precautions for safe handling and use**, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions.
- 6) **Control measures** will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

For the "Right-to-Know" Standard to be effective, you must:

- Respect and follow all warnings and precautions – don't take any chances!
- Read all substance labels and SDS sheets.
- Use the correct personal protective equipment when handling hazardous substances.
- Know in advance what could go wrong. Practice sensible, safe work habits.
- Ask your supervisor, when in doubt

6.8 PARK DISTRICT RISK MANAGEMENT AGENCY (PDRMA)

The Park District is a member of the Park District Risk Management Agency (PDRMA). PDRMA is an organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability and worker's compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services. All employees are expected to cooperate fully with PDRMA staff.

6.9 WORKERS' COMPENSATION

As a Park District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with the Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are not covered under the Act. If you have any questions regarding workers' compensation, please see the Risk Manager, or contact the Park District's Workers' Compensation Coverage provider, PDRMA at 630-769-0332.

All employees must adhere to the following conditions:

1. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's immediate supervisor or department head if the immediate supervisor cannot be reached directly.
2. Upon notification, the Park District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the Park District's Physician Network Referral Service if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the Risk Manager for the duration of your period of leave.
4. The Park District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Park District's expense and the physician will submit the results to the Park District. The employee is entitled to a copy of this report.
5. The Park District may assign an injured employee to a modified duty assignment in accordance with the Park District's Modified Duty Program. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the Park District.
6. The Park District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
7. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The Park District reserves the right to verify the time of the visit.

Note

Failure to immediately report an injury or illness may jeopardize an employee's eligibility for workers' compensation benefits.

SECTION 7 - DISCIPLINARY ACTION

7.1 INTRODUCTION

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

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

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Park District. You may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part.

Note	<i>Notwithstanding the Park District's option to use progressive discipline, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your dismissal.</i>
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While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from a coaching sessions, verbal warnings to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

Coaching Session / Verbal Warning

Your supervisor may use a variety of coaching methods such as directing, instructing and training a person or group of people, with the aim to achieve some goal or develop specific skills.

Your supervisor(s) may issue verbal warnings. Verbal warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn you that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the verbal warning will discuss the warning with you and suggest how to correct the offending conduct.

Documentation of a coaching session / verbal warning may be placed in your personnel file.

Written Warning

Your supervisor(s) may issue written warnings. Written warnings consist of a conference between you and the supervisor, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the Park District's opinion does not warrant suspension or discharge.

You are required to sign the written warning indicating receipt of the warning and your understanding of the reason for the warning. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written warning will be placed in your personnel file.

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 Executive Director. The supervisor(s) imposing the suspension will meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension.

The duration of your suspension shall be determined in the sole discretion of the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments.

You are required to sign the written notice of your suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. You will also be given an opportunity to provide written comments on the notice. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the notice will be placed in your personnel file.

Dismissal

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

If you are dismissed you will receive written notice of the reasons for your dismissal including effective date and time of dismissal. Under ordinary and usual circumstances, your supervisor or designee will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor may be asked to witness your refusal. A copy of the notice will be placed in your personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

7.2 EXAMPLES OF REASONS FOR DISCIPLINARY ACTION

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

- 1) Failure to adhere to Park District policies and/or procedures including but not limited to safety policies, ordinances and procedures;
- 2) Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave;
- 3) Extending breaks or lunches and/or not taking breaks or lunches at scheduled times;
- 4) Leaving job during working hours without permission;
- 5) Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s);
- 6) Inability or unwillingness to take orders from supervisor(s);

- 7) Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities;
- 8) Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property;
- 9) Failure to wear uniform, appropriate clothing, or safety equipment (i.e. safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals.
- 10) Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties;
- 11) Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property;
- 12) Failing to report an accident or known hazardous conditions to your immediate supervisor;
- 13) Gambling or fighting while on duty;
- 14) Being under the influence or possession of alcohol for the purposes of consumption, cannabis, or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required;
- 15) Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public;
- 16) Possession of weapons in or on Park District property or while on duty;
- 17) Felony conviction;
- 18) Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly;
- 19) Failure to maintain valid drivers license or other license or certification which may be required for your position or as provided in this Manual;
- 20) Harassment of other employees or members of the public;
- 21) Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports;
- 22) Time Pro or sign-in book violations
- 23) Unauthorized possession, use or copying of any records that are the property of the Park District;
- 24) Excessive or unauthorized use of a personal cell phone during work hours.
- 25) Sleeping on duty;
- 26) Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests;
- 27) Violation of policies or procedures regarding the privacy of individually identifiable health information.

7.3 REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review.

If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Director. Any decision of the Director shall be final.

Note	<i>The Park District's failure to strictly adhere to the time limits or the procedure in this section 7-3 shall not affect the resolution of any disciplinary action.</i>
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This procedure should be followed to the extent that it is, in the Park District's sole discretion, practicable under the circumstances.

7.4 REVIEW OF DISMISSAL

The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with you and investigate the circumstances surrounding your dismissal. The Director or the designee(s) should issue a written determination within ten (10) working days of receipt of your written request. The Executive Director's decision shall be final.

This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable. The Park District reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's dismissal.

7.5 EMPLOYEE'S RESPONSE

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your personnel file.

Note	<i>Nothing in this Section 7 shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice and the Park District retains a similar right.</i>
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SECTION 8 - GRIEVANCE PROCESS AND PROCEDURE

8.1 GRIEVANCE PROCESS AND PROCEDURE

Any 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 unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

(1) You may present a grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a response within three working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.

(2) You may present a written grievance to the supervisor at the succeeding level of authority in your department. The supervisor will investigate the matter, discuss the matter with you and your immediate supervisor and should give you a written response within three working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director should issue a written decision within ten working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor you may immediately proceed to step 2. In all cases, the Executive Director's decision shall be final.

Note	<i>The Park District's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.</i>
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This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions, which may be reviewed in accordance with Section 8-1.

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

SECTION 9 - SEPARATION OF EMPLOYMENT

9.1 SEPARATION OF EMPLOYMENT

Employment At-Will

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

Lay-Offs

The Park District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the Park District.

Resignations

As an at-will employee, you may resign your position with the Park District at any time, with or without notice or cause. However, the Park District requests that you give your immediate supervisor sufficient notice of your intention to resign to enable the Park District to minimize departmental hardship and to make proper provisions for the filling of your position. The Park District requests that you should give written notice to your immediate supervisor at least ten working days prior to your last workday; however, twenty working days notice is preferred. You may leave anytime during the ten days with your immediate supervisor's consent and remain in good standing. If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early.

Return of Park District Property

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

References

Information provided by the Park District in response to requests for employment references will generally be limited to your starting date, ending date, job title, and job description. You should complete and deliver a written release to the Park District, in the form required by the Park District, before any additional information will be provided.

Exit Interview

Ordinarily, the departing employee's immediate supervisor or Department Head will conduct an exit interview when separating from the Park District. At this meeting, you are required to return all Park District property not previously returned, such as IDs, keys, security cards, and all other Park District property. Additionally, you should speak with Human Resources regarding required completion of forms for insurance continuation, IMRF and other termination related matters.

PART TIME EMPLOYEE MANUAL ACKNOWLEDGEMENT FORMS

Illinois Abused and Neglected Child Act

As an activity supervisor, instructor, or volunteer of recreation programs involving children, you are required by the Illinois Abused and Neglected Child Reporting Act, to make a report whenever you have reasonable cause to believe a child has been abused or neglected.

Further information regarding this Act can be found in section 1.14 of the Part Time Manual.

Reports made in good faith are immune from liability – civil, criminal or otherwise. Any person who willingly transmits a false report, however, commits the offense of disorderly conduct. Any person who willfully fails to report suspected child abuse or neglect commits the offense of a Class A misdemeanor.

All reports should be channeled through the Director of Recreation and Facilities (847.850.2133) or the Executive Director (847.850.2122). In his/her absence, reports should not be discussed with other staff members or participants. In the event that neither is available, the Recreation Supervisor/Program Coordinator should contact the State of Illinois Division of Child and Family Services at (800.252.2873).

Information Technology Policy

I acknowledge that I have received a copy of the Buffalo Grove Park District's Information Technology Policy. I agree to read it thoroughly, and agree that if there is any policy or provision in these policies I do not understand, I will seek clarification from my supervisor, or the Superintendent of Recreation (IT Manager).

I understand that my use of the Park District's Computers, E-mail, Cell Phones, and Voice Mail System constitutes my consent to all the terms and conditions of those policies. In particular, I understand that (1) the Computers, the use of E-mail, Cell Phones, Blogging and Voicemail system and all information transmitted by, received from, or stored in that system are the property of the Park District, (2) the system is to be used only for business purposes and not for personal purposes, and (3) I have no expectation of privacy in connection with the use of the Computers, the use of E-mail, Cell Phones, and Voicemail system or with the transmission, receipt, or storage of information in that system.

I agree not to use a code, access a file, or retrieve stored communications unless authorized. I acknowledge and consent to the Park District monitoring my use of Computers, E-mail, and Cell Phones, and Voicemail system at any time at its discretion, including reviewing the records on Computers, E-mail, Cell Phones, and Voicemail

Consent to Drug and/or Alcohol Screening or Testing

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

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

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

I hereby acknowledge and affirm having received a copy of the Buffalo Grove Park District Part Time Employee Manual and agree to read and become familiar with its contents.

I understand that this manual is not an express or implied contract of employment, nor does it create any rights in the nature of any employment contract. Rather, this manual is an overview of personnel policies related to my employment.

I further understand that I am an at-will employee and nothing contained in this handbook shall restrict my right to terminate my employment at any time or restrict the right of the Buffalo Grove Park District to terminate my employment at any time.

I also understand that all policies, rules and regulations in this manual may be changed from time to time. I further understand that I may ask administrative or supervisory personnel for an explanation or for further information on any subject contained in this manual.

I understand that I waive my option to receive a Manual but I can request one at anytime. I can print a Manual at www.bgparks.org/Ptmanual.pdf

I hereby acknowledge that I have understanding and knowledge of the following acknowledgment forms: "Illinois Abused & Neglected Child Act", "Information Technology Policy", and "Consent to Drug and/or Alcohol Screening or Testing" policies.

Employee's Printed Name

Employee's Signature

Date

Boundary Violations Sign-Off

All interaction with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate, and employees and volunteers of the Agency should make every effort to avoid the appearance of impropriety with minors and vulnerable adults. As such, I agree to follow these rules and guidelines.

As an employee/volunteer, I WILL:

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- Work in open environments, avoid seclusion and work in teams when with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the head, back or shoulder or short side/shoulder hugs.
- Be familiar with and comply with the Agency's Boundary Violations Policy.
- Be familiar with and comply with the Agency's Overnight and Travel Abroad Events and Programs Policy, as well as all other policies and requirements imposed by the Agency to prevent sexual abuse of minors or vulnerable adults.
- Be familiar with and comply with all applicable mandated reporter laws, policies and requirements when applicable.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.
- Report any violations of the Boundary Violations policy that I witness.

As an employee/volunteer, I WILL NOT:

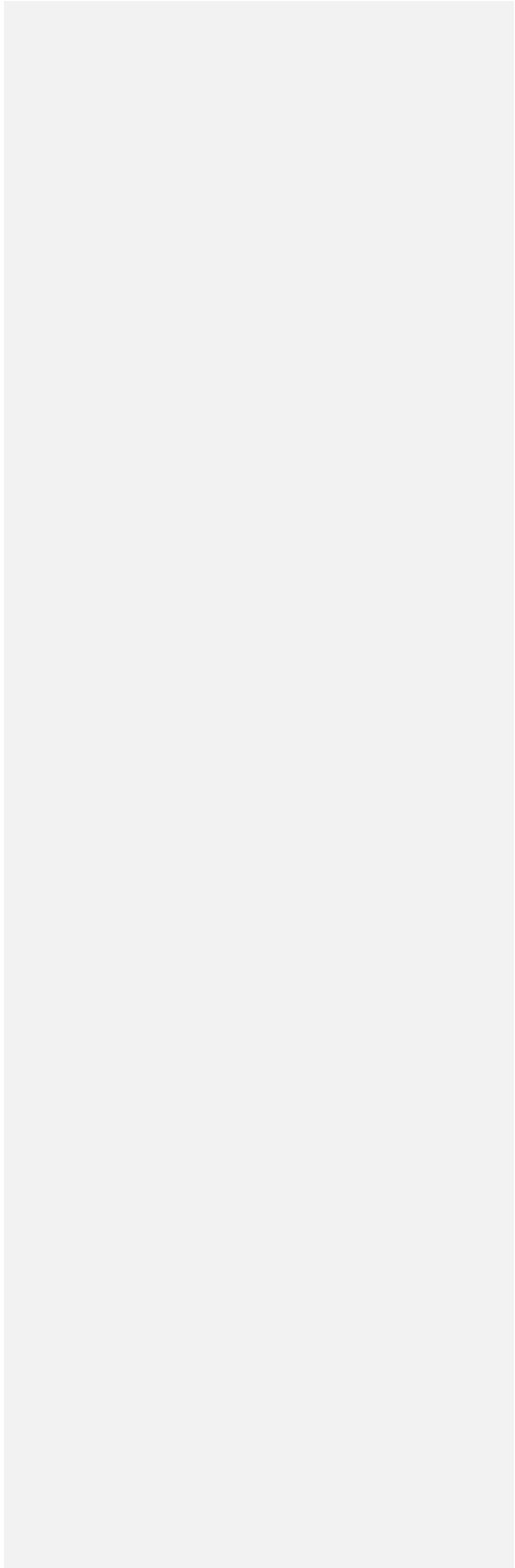
- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, inappropriate, flirtatious or inappropriate manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.
- Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Agency programs, unless I am specifically trained by, and given permission by, the Agency to do so.
- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Agency programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual and I provide proof of the written permission to my immediate supervisor at the Agency.
- Use personal communications (e.g., mobile phone, social networking sites, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Agency. For more information, please see the Agency's Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers. I understand and agree this Code of Conduct for Individuals Working with Minors and/or Vulnerable

Adult Participants and Volunteers is in addition to any other policies, rules and regulations established by the Agency, and I will abide by those policies, rules and regulations.

Employee Name

Employee Signature

Date



Executive Director Work Plan 2023-24 (Quarters A & B - Quarter B Updates)				
Establish and maintain positive working relationships with the board.				
Objectives	Quarter(s)	Source	Status	Comments
Survey the board on their communication preferences. Use responses and discussion with President to institute a proactive approach to board communication.	A	Annual Goal	Complete	At this time, Erika has worked with the board, especially the President, on how to communicate with the board, how often, etc. She will continue to refine communication as we move along.
Attend IAPD's Boot Camp to obtain more knowledge and understanding of board roles and relationships with staff.	A	Annual Goal	Complete	Erika attended the Boot Camp on May 31. She gained a better understanding of a board members' role in advocacy, finance, open meetings act, executive relationship, and ethics.
Assist the board in their search to fill the current board vacancy. Establish a timeline, get information out to the public, schedule interviews, and ensure compliancy with OMA.	AB	Annual Goal	Progress	Board vacancy process is coming along. The board conducted interviews and chose a final candidate. That candidate will officially be sworn in at the November 13 meeting.
Once board vacancy has been filled, onboard the new board member.	B	Annual Goal	Not Started	
Leads and directs organizational operations, vision, and strategy.				
Objectives	Quarter(s)	Source	Status	Comments
Research and select facilitator to develop next strategic plan.	AB	Annual Goal	Progress	Erika received a lot of feedback from industry contacts as well as internally from staff. She has narrowed it down to one facilitator and they have a meeting scheduled to discuss next steps.
Assess current comprehensive master plan and ADA Transition plan to determine when to schedule and budget for new ones that include a community survey.	B	Annual Goal	Not Started	
Measure and review opportunities for the purchase of AI software that provides data tracking of attendance and parks and facility usage.	B	Annual Goal	Complete	Erika worked with Joe on vetting PlacerAi. They had preliminary meetings, were provided data sets and samples, and decided to sign-on for one year. Joe is now onboarding a select group of staff to have access and start determining appropriate uses for the data.
Initiate discussions with D214 on creating a new intergovernmental shared-use agreement for the Natatorium and plan for budget impacts due to maintenance costs.	AB	Annual Goal	Progress	Staff have begun preliminary discussion of the Natatorium with D214 representatives. They are very in favor of continuing the relationship, however, will be asking for shared costs.

Leads and directs organizational operations, vision, and strategy.				
Objectives	Quarter(s)	Source	Status	Comments
Fully transition BG Days responsibilities to Director of Recreation including the management of the in-house committee and Village relations.	AB	Annual Goal	Complete	Erika stayed involved through the conclusion of this year's event. Joe is prepared to take it on fully coming into the 2024 event. They have already had a wrap-up meeting to discuss future changes with the Village team.
Stay on top of legal issues, mandates, and laws pertaining to the District and its operations.	AB	Annual Goal	Progress	This is going to be a continuous goal as there are constant changes. Erika attended Legal Symposium and will be working with staff on updates concerning overtime salary basis, equal pay act, crown act, electronic file access (staff), employee leave rules, maintenance of public property, and more.
Determine next steps for the Bernard house once it is vacated.	AB	Annual Goal	Complete	Due to concerns over losing the land, the house will remain property of the Park District for the time being. Erika has received a proposal for an Alcott Master Plan that would assist the District in future decisions about Alcott and the property.
Oversee capital projects and effectively plan for future capital needs.				
Objectives	Quarter(s)	Source	Status	Comments
Seek and investigate how best to track and obtain legislative monies appropriated in various funds from Springfield for capital improvements. Create a checklist/timeline to help stay on task.	AB	Annual Goal	Complete	Erika has worked to identify the Springfield money (capital projects) in the new state budget. She has had discussions with many people on the "process" for getting money released, and at this time, it appears it is a wait and see.
Get the money promised from Springfield (DCEO and capital grants) and Village of Buffalo Grove for various capital projects.	AB	Annual Goal	Progress	Erika received notification of the first \$250K from Senator Morrison's office. She would like to use this first installment to pay the District back for the removal of room 1, and do a full assessment and master plan for Alcott. VBG funds have already been requested and partially received.
Work with Director of Business to prepare for the BINA hearing and ratings call in order to go out for bonds for capital projects (including Rylko Park).	AB	Annual Goal	Progress	Erika worked with John, Raymond James and Chapman & Cutler on the \$6M in Alternate Revenue Bonds and next FY's Limited Bonds. Bonds were put out to market with no buyers on October 25. They plan to go back out for a second time November 1.
Work with Planning to develop a checklist for projects including individual and departmental tasks, as well as the methods for informing the public (before, during, and after).	AB	Annual Goal	Progress	Erika is already working with Laurie on this. Erika has been working with her on best practices when it comes to parks/facilities vs. planning, and getting out information to the community. The first three projects (FC roof, Willow parking lot, and Prairie Grove Park development) are coming along well and Erika is very pleased with Laurie's leadership over these projects.

Oversee capital projects and effectively plan for future capital needs.				
Objectives	Quarter(s)	Source	Status	Comments
Lead the Rylko Park renovation project beginning fall 2023. Work closely with Planning to ensure the project gets off the ground and completed in a timely fashion.	AB	Annual Goal	Progress	The second Rylko bid came back better than anticipated. The first phase (amphitheater and pavilion) was awarded to Boller Construction. The permit process is still ongoing and we are hoping to break around within the next couple weeks.
Create a Rylko Park (East) renovation plan in preparation for next round of OSAD applications.	AB	Annual Goal	Complete	Erika put this plan on hold and did not apply for another OSAD. Due to priorities over other projects and financial considerations, this project was not feasible at this time. Communication has been sent out to residents who participated in the planning sessions, and Erika plans to tackle this in the coming years.
Ensure current OSAD projects get completed - Prairie Grove Park and Parkchester.	AB	Annual Goal	Progress	After a slow start, Prairie Grove Park project is well on its way toward completion. Parkchester Park paperwork and planning has begun. Staff have some concerns with the playground proposed being smaller than current footprint, so they are working on ways to adjust costs to potentially add more pieces.
Design a plan for Alcott (Room 1, front office, parking lot, and pathway improvements).	B	Annual Goal	Progress	Erika met with Matt Bickel from Wold Architects. They discussed the various components surrounding Alcott and toured the facility. Erika has received a proposal from Wold Architects to complete a facility master plan for Alcott. She is proposing using the money from Sorinafield to help get this done this year.
Oversee capital projects and effectively plan for future capital needs.				
Objectives	Quarter(s)	Source	Status	Comments
Gain understanding of Allen Force/HMHB and reset the internal management of the program including funding and training.	AB	Annual Goal	Complete	Erika hosted an Allen Force meeting with the owners and Rec team. They all walked away with a much better understanding of the program and how it should be managed. Erika also confirmed that ADA reimbursement can be used to pay for training components for FC Staff.
Continue to develop long-term Capital Improvement Plan that considers beyond 3-5 years. Take into account all possible funding sources.	B	Annual Goal	Progress	This will be an ongoing goal. She will be working with Laurie and John on priorities over the next couple months and will have an updated plan for the board during the budget cycle.

Lead and manage staff effectively.				
Objectives	Quarter(s)	Source	Status	Comments
Foster and support staff transitions. Meet regularly with department heads and ensure they are best supporting new leaders in their transitions.	AB	Annual Goal	Progress	Erika continues to meet weekly with Department heads. With the movement of Jenn out of Recreation and the resignation of Jessi, Erika has been working closely with Joe on restructuring some roles and responsibilities in that department. They are also looking at work loads to identify growth opportunities for a few roles. Erika also hired a new planner, Laurie, and her first month couple months have gone very well. She will also be reporting directly to Erika moving forward and not under Parks.
Work with Tim Howe on key position vacancies (Superintendent of Parks and Foreman). Fill roles quickly and promote cross-training.	AB	Annual Goal	Progress	Changes continue to come forward. The Superintendent position was filled by Dani and there has already been a noticeable culture change. The Foreman position was given to Matt Raupp, and due to Dan's passing, they are now preparing to fill another Foreman role along with another land management staff.
Explore opportunities for revamping Risk Manager position and work with HR to post and fill the position promptly.	AB	Annual Goal	Complete	Erika worked with the business office to develop a new system for risk that moves it under that department. The HR Manager is now HR & Risk, and a new supporting position was created - Safety and Training Supervisor (which has been filled by Jenn Foreman).
Open up 1:1's for full-time staff to have discussions on their needs, roles, and responsibilities to help foster future strategy for the organization.	B	Annual Goal	Not Started	With all of the changes at the district (we have lost five FT Staff over the past 5 months), Erika has not had the time to dedicate to this quite yet.
Develop a plan for committee rotations and staff involvement expectations. This includes BG Days, Uniquely Us, and ALICE.	B	Annual Goal	Progress	Erika is working with Joe on a proposal he put together. They are looking at term limits next so rotating on/off is equal for all, and they are considering putting the Uniquely Us series under the new cultural arts position.
Advocate for the Park District on local, state, regional and national levels.				
Objectives	Quarter(s)	Source	Status	Comments
Establish relationships with key legislators. Communicate on issues that are critical, invite them to attend events and programs, and thank them for their support.	ABCD	Annual Goal	Progress	Erika continues to stay active in this area. She is attending Senator Johnson's 30 wonders event, she has spoken with Representative Didech on other grant opportunities as well as setting up an introduction with our new Rep once Carroll's term is up. She is also working with Senator Morrison's office on the first round of grant money for Alcott

Advocate for the Park District on local, state, regional and national levels.				
Objectives	Quarter(s)	Source	Status	Comments
Attend events and programs that allow for interaction with key stakeholders of the Park District community.	ABCD	Annual Goal	Progress	Erika has attended Rotary, BG Days weekend, Bowling for Buddies, Board/FOP Park Tour, FOP's Broadway Love Story, and Diwali event, all of which provide opportunities for relationship building with the community.
Establish relationships with local leaders including the Village of Buffalo Grove, D96, D21, D102, and D214.	ABCD	Annual Goal	Progress	Relationships with VBG are very positive. Erika has been working closely with engineering and planning (Rylko, Prairie Grove, Parkchester, Bison Park, Dome alcohol, and ComEd issues at Alcott). She also has a meeting to discuss the future of Buddy Baseball with Dane, Eric, and Evan. She also has an upcoming meeting with D102 to discuss their referendum plans and potential for the District with those changes. She is waiting to hear back from D214 on financial considerations for the Natatorium and then will seek an
Serve on the Board of the Friends of the Parks Foundation as Secretary.	ABCD	Annual Goal	Progress	Erika continues to work with Mike P. on timelines for FOP to assist in their planning. She would like to discuss opportunities to shorten the number of meetings per year, and will be looking at previous meeting minutes and need for votes first. She is also going to provide them more information on their specific funds as they have the desire to use them differently
Serve as the Park District's NWVSR Board representative and bring important inclusion related information back to the staff at the Park District.	ABCD	Annual Goal	Progress	Erika had her 1:1 with Tracy Crawford (ED) and it went very well. She attended her first meeting as well, and she was able to bring back options to the staff here as it relates to inclusion staffing concerns.
Complete Ryan's final year of service on the SLSF Board.	ABC	Annual Goal	Progress	Erika helped plan and attended the SLSF/Rotary golf outing. She continues to be a rep on their board.
Actively participate in the Rotary Club of Buffalo Grove.	ABCD	Annual Goal	Progress	Erika's meeting attendance has slowed down this fall due to all of the things going on at the District. She was able to attend their golf outing and was asked to do the ball drop from the Fire Department's bucket truck. It was quite an experience, and she's glad she did it. She also attended their Bowling for Buddies program which was a total delight; the participants very much enjoyed themselves and it was nice to feel like a "programmer" again.
Serve as a Secretary on the IPRA Board of Directors.	ABC	Annual Goal	Progress	This role continues, and Erika has been voted in to be the Chairman of the Board in 2025. She is also actively participating in the ED search.

Buffalo Grove Park District

23-24 Goals and Objectives

Business, HR and IT

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Core Values

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Improve the work flow by re-evaluating Adobe Acrobat Pro and e-signatures (new feature offered with pro plans) vs. current HelloSign plan	B	Greg Ney	Innovation	In Progress
				Working with Adobe sales rep. to coordinate a demo for myself and staff in Quarter C. AdobeSign cost too expensive. Will compare other options
The audit will be completed and approved by the Board in September, 2023.	B	John Short	Stewardship	Complete
				Audit was approved by the Board on 9/26/23.
Explore additional health insurance options for the District.	B	John Short	Innovation	Complete
				Received renewal from Vista on 10/5/23 - remaining with our current plans.
Manage process of completing mandated sexual harassment training	B	Scott Spitz	Excellence	In Progress
				Training has been sent out to all employees. Most have been completed.
Hold Benefit Fair for Full-Time & Key part-time Employees	B	Scott Spitz	Excellence	Complete
Revise Part-Time Employee Manual	B	Scott Spitz	Excellence	In Progress
				The revision has been completed. Will be sent to the Board in November for approval
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Recreation

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Develop a P.A. system FAQ sheet to help staff understand what speaker system will perform best for special events and programs. This will ensure sound quality is sufficient for each event or program.	B	T.J. Wilkes	Excellence	Select One
		Mike Terson		
Implement CIT participant and parent survey to gather feedback on the program structure, program activities, communication, and overall satisfaction at the end of the session.	B	Keri Isacovici	Excellence	Complete
				Keri composed a survey on Google Forms and sent out the form to families on July 28 and again on August 4.
Generate leads for new hires through Instagram posts, Indeed listing, and the park district website.	B	Keri Isacovici	Excellence	Complete
				Keri hired two new staff members after posting positions on the park district website, Indeed, and through Instagram posts.
Add afternoon Park Playdate to foster inclusion and connect families in the preschool community in late August or early September.	B	Keri Isacovici	Community	Complete
				Keri and Colleen Torf hosted an event called Park Playdate on the morning on September 6. About 150 families participated.
Add bimonthly newsletter for families to showcase classroom activities across all age groups, drive attention to park district events, and provide avenues for involvement in preschool program.	B	Keri Isacovici	Community	Select One
Guide the Raupp Museum through the STEPS accreditation process. She will work on one module every six months.	B	Marina Mayne	Excellence	In Progress
				Marina will complete Mission, Vision, Governance section in November. She has already begun working on the next 2 modules (Audience Engagement and Interpretation), set to complete in the next 6 months.
Attend year 2 of IPRA's Professional Development School.	B	Amanda Busch	Excellence	Not Complete
				Amanda attended NRPA instead of Professional Development School. Amanda plans to attend PDS next year.

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Buffalo Grove Park District

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Sean and Jenn will work together to clean out, replace, and update all Aquatics related storage located at the Buffalo Grove High School.	B	Sean Berry	Excellence	In Progress
		Jenn Foreman		Staff completed during the summer season. Will be working on this in between swim lesson sessions in the winter as well.
Work with Carol Verzani to inventory birthday party costumes and transport them back to the Safety Town storage closet. From there, they will order new costumes and replace missing items.	B	Brian O'Malley	Character	In Progress
				Brian and Carol inventoried and organized costumes at the CAC. The Safety Town classroom is no longer available for storing costumes, so Brian will find a space to store them at the CAC.
Create a volunteer guide for classroom assistants to provide more clarity for teachers and volunteers.	B	Aly Stanczak	Excellence	Not Complete
		Jessica Hersman		Aly did meet with all classroom assistants, from theater and dance, to go over guidelines and expectations. A formal handbook was not created.
Begin classes online to earn her DEI certification through eCornell University.	B	Jessica Hersman	Community	Not Complete
				Jessi no longer works at the Park District.
Create opening/closing checklists for concession operations to provide written procedures to give clear direction on how to prepare for the season and how to close down for the off season.	B	T.J. Wilkes	Excellence	Select One
Create a "New Teacher Presentation" (both online and live) to introduce new teachers to museum program offerings. She will approach three school districts about giving the presentation during new staff orientation.	B	Debbie Fandrei	Community	Select One
Become cross-trained on all museum educational programs for K-5 students.	B	Marina Mayne	Excellence	In Progress
				Marina is trained in about half of all educational programs (7 of 13). She will continue to work on learning the 6 programs remaining.

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Buffalo Grove Park District

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Create mini bus tours of Buffalo Grove, to be tested as a senior program in Quarter 3 and 4.	B	Debbie Fandrei Marina Mayne	Community	In Progress This goal has changed into a New Resident Night program which will meet for four months at the museum in 2024. If there is demand, the museum will implement the bus tour.
Work with technical staff to gain proficiency on the sound and lighting boards in hopes of running technical aspects of smaller scale productions and concerts.	B	Lindsay Grandt	Excellence	In Progress Lindsay will work with technical staff during the upcoming tech process for "Mean Girls, Jr." to learn more about the light and sound boards.
Coordinate a "Fall Kick-Off" merchandise sale for Big Deal Productions apparel.	B	Jessica Hersman Lindsay Grandt	Community	In Progress Lindsay has adjusted the timeline on this, and will offer a Big Deal merchandise sale in the winter of 2024.
Adjust the rental applications for the Community Arts Center and Alcott Center. Main concern would be having similar set up/take down times.	B	Elizabeth Quinzio	Excellence	In Progress This goal is to be completed soon. Elizabeth is working on updating the rental applications in hopes to be easier for renters and staff.
Schedule a monthly walk-thru with EcoClean to evaluate their service at our outdoor bathrooms and satellite facilities. This will help ensure consistency and cleanliness at these sites.	B	Chuck Burgess	Excellence	Complete Chuck has meet with EcoClean staff each month. These walk-thru meetings will continue at various locations throughout the duration of the contract.
Work with Donna Shapin, Dance Assistant, to re-organize and inventory the dance storage.	B	Aly Stanczak	Excellence	Complete All old costumes have been inventoried, organized, and hung on racks so teachers can better see what is already in stock.
Offer choreography jump start to at least 8 of the competition routines for the 2023/2024 season. This will give dancers the ability to learn their competition choreography earlier, as well as allow more guest choreographers.	B	Aly Stanczak	Excellence	Complete The company was able to jump start 12 routines.

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Recreation

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Establish KPIs with each superintendent as part of the goal to incorporate a more data-driven approach to the rec department.	B	Joe Zimmermann	Innovation	Complete KPI metrics have been determined and all that is left is the data entry. This will take some time, but should be up-to-date by end of Oct.
Meet with the admin, parks, and key part-time staff to better understand their roles and responsibilities within the park district.	B	Joe Zimmermann	Community	In Progress Informal meetings have been had, but Joe still needs to find time to meet with parks. It will be easier to meet with them during the late fall and winter compared to their busy season in the summer.
Host a "School Year Kick-Off" meeting between aquatics and front line fitness staff to establish expectations when aquatics programming is occurring at the Fitness Center. This will include running through various scenarios.	B	Jenn Foreman Carol Lucido	Character	Select One
Create a survey, open to the public and program users of Willow Stream Pool to determine what the needs and wants are from both parties to create a summer schedule that meets the needs and wants from both.	B	Jenn Foreman	Community	Not Complete A survey will not be sent out as a summer schedule will be discussed internally.
Work with Marketing on redesigning the basketball jersey with Storm no longer being a the team branding.	B	Mike Pfeiffer	Excellence	In Progress Getting the final option before the 2024 season.
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

23-24 Goals and Objectives

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Core Values

Parks, Planning and Facilities

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure; ensure resource efficiency; create and maintain effective partnerships; celebrate history

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Feasibility study for Energy Star portfolio manager for facilities, starting with Community Arts Center or Raupp Museum.	B	Mike Maloney	Stewardship	Not Complete
		Jerry Kolodziej		Mike has resigned from the Park District. Tim will discuss with Jerry and Laurie to determine if we will proceed.
		Clint Poynor		
Update all facility exit plans, update Willow Stream Park signage, and complete the shelter rental diagrams.	B	Mike Maloney	Excellence	Not Complete
		Dani Hoefle		Mike has resigned from the Park District. Dani will bring this idea to Laurie and Jenn to determine if it will proceed.
Nick will create two social media posts a month connecting the community to safety for the Safety Committee.	B	Nick Cozzi	Community	Not Complete
				Nick has created social media posts but the committee has chosen to go another way for community outreach.
Tony will create a system for vehicle and equipment key organization for the District.	B	Tony Vraniak	Character	Not Complete
				Moving to Quarter C.
Dan and Karsten will apply for their Burn Boss certification, will allow the agency to do controlled burns of our natural areas independently as a management tool.	B	Dan Anderson	Excellence	Complete
		Karsten Ziemann		Dan and Karsten submitted application to IDNR in June.
Leading and motivating my team to perform better and be more efficient.	B	Jerry Kolodziej	Excellence	In Progress
				This is on-going. Jerry has some team building ideas planned for the facility staff.
Professional development (going to conferences or trainings to develop new skills).	B	Jerry Kolodziej	Excellence	In Progress
				Jerry is researching potential conferences to attend.

Do not add any additional Rows or Columns

Buffalo Grove Park District

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
Train staff at buildings regarding equipment operations and troubleshooting.	B	Clint Poynor	Excellence	In Progress
				Staff will have more time to dedicate during the winter months to help with training of Kyle and Andy
Take additional continuing education classes.	B	Dave Anderson	Excellence	In Progress
Learn and operate new fitness equipment technology.	B	Felix Yarovsky	Excellence	In Progress
				Felix continues to work with Dave and Jerry on fitness equipment maintenance
Learn how to weld from Tony.	B	Andy McDowell	Excellence	In Progress
		Tony Vraniak		Andy will discuss with Tony some time where they can practice welding
Learn and operate HVAC BAS computer program.	B	Kyle Moody	Excellence	In Progress
		Felix Yarovsky		Staff will have more time to dedicate during the winter months to help with training of Kyle and Andy
		Andy McDowell		
Assist the Village of Buffalo Grove with a grant called America in Bloom.	B	Tim Howe	Community	In Progress
				The Village has asked us to help with their tour of the Village on July 13 & 14. Tim will take them on a tour of Willow Stream, Mike Rylko, and Reiner Park.
Nick will take his CPRP exam.	B	Nick Cozzi	Excellence	Complete
				Nick passed his CPRP exam in October! He is the only non-exempt employee to hold this certification.

Do not add any additional Rows or Columns

Buffalo Grove Park District

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Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

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Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Core Values

Parks, Planning and Facilities

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure; ensure resource efficiency; create and maintain effective partnerships; celebrate history

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Objectives	Quarter to be Complete	Staff	Core Value	Comments
The Beautification Crew will stump grind from tree removals.	B	Jose Soto	Excellence	Not Complete
				This project has been moved to Quarter C with an expected completion of the end of November.
Tony will reorganize the shop at Emmerich for installation of a vehicle lift.	B	Tony Vraniak	Excellence	Not Complete
				Moving to Quarter D.
The Turf Crew will top dress, reseed, and fertilize areas where tree stumps have been removed.	B	Rosendo Soto	Excellence	Not Complete
		Tom Hoffman		Moving to Quarter C after the tree stumps have been removed.
Rosendo, Tom, Jose, and Esteban will help Tony research and demo brush chipper safety solutions.	B	Rosendo Soto	Excellence Innovation	Complete
		Tom Hoffman		Tony brought in a Bandit chipper for the staff to demo. Tony has sent a purchase order to proceed with the order and has contacted Chip Safe to install a Safety Shield (auto-shut off) once delivered.
		Jose Soto		
		Tony Vraniak		
The Athletics Crew will paint the foul ball posts at Rylko, Emmerich, and Churchill, as well as paint the goal posts of the football field at Emmerich East.	B	Steve Houde	Excellence	Not Complete
		Matt Raupp		Moving to Quarter D with warmer weather.
		Mark Bajno		
		Joe Jagiello		
The Athletics Crew will work on parking lot maintenance including repainting the handicapped and parking lot lines and pothole filling.	B	Steve Houde	Excellence	In Progress
		Mark Bajno		Parking lot and handicap lines at the museum were repainted. Mark is continuing to repaint handicapped and parking lot lines and fill potholes. Many lots will need to wait until sealcoating is complete.
The Athletics Crew will research tennis and basketball court crack solution ideas, locate a contractor for major repairs, and conduct preventative maintenance on smaller cracks.	B	Steve Houde	Excellence	In Progress
		Matt Raupp		New products were purchased. Windsor Ridge basketball and Emmerich tennis courts were crack filled. A contractor is still being located. Athletics will be looking for warm weather days to resume.
		Mark Bajno		
		Joe Jagiello		

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Parks, Planning and Facilities

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure; ensure resource efficiency; create and maintain effective partnerships; celebrate history

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Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Dani will shadow various Grounds crews to continue learning about day-to-day work.	B	Select One	Character	Not Complete
		Dani Hoefle		Dani has not been able to fit this in to her schedule yet. This will be moved to Quarter D.
Dani will explore software solutions to manage work orders, inspections, and fleet management to replace MainTrac.	B	Tim Howe	Innovation	In Progress
		Dani Hoefle		Greg, Dani, and Tim have been demoing various software solutions.
Dani will help onboard and train the new risk management team.	B	Select One	Character	In Progress
		Dani Hoefle		Dani has been meeting weekly with Jenn Foreman, the new Safety & Training Supervisor, to train her on risk management responsibilities.
Dani and Tim will finalize reviewing and revising the PPE Manual, by adding additional equipment and conducting hazard analyses for equipment as needed.	B	Tim Howe	Excellence	Not Complete
		Dani Hoefle		Moving to Quarter D.
Tim will update the master inventory of all of the park amenities in the parks including benches, bleachers, playgrounds, basketball rims, etc as part of the presentation in the winter.	B	Tim Howe	Excellence	In Progress
				Tim has been working slowly on the inventory of the parks. This will be moved to Quarter D
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

23-24 Goals and Objectives

Marketing

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Core Values

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Research camera options so we can budget appropriately for a new one next fiscal year.	B	Mike Terson	Innovation	Complete I researched what to buy, and was given the okay to purchase this fiscal year.
Work with Carol L to produce a geofencing campaign to attract corporate accounts.	B	Jennifer Johns Carol Lucido	Innovation	In Progress This project has been put on hold until the corporate brochure is underway. Moved to Quarter D.
Work with Debra S. to update the QR codes on the new fitness equipment with new "how to" videos .	B	Jennifer Johns Debra Saper	Innovation	Not Complete Debra has put this project on hold since new fitness equipment arrived in August. Will move to Quarter D.
Update the social media Business of the Week and New Business graphics for a fresh look.	B	Wendy Friedman	Innovation	Complete Designed new graphics for Business of the Week and new Welcome Business social media posts.
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns

Buffalo Grove Park District

Character: build respect, integrity and trust, foster teamwork through communication and collaboration, demonstrate professionalism

Excellence: promote staff development, follow best practices, provide quality experience through guest-centered services, exceed expectations, assure safety through comprehensive risk management program

23-24 Goals and Objectives

Innovation: implement new technology, communicate a shared vision, recognize trends by being responsive and adaptive, inspire creativity

Core Values

Fitness Center and Golf Dome

Stewardship: demand fiscal responsibility to assure transparency; build green infrastructure ; ensure resource efficiency; create and maintain effective partnerships; celebrate history

Community: embrace cultural diversity; encourage inclusion; celebrate contributions of residents, board, staff and volunteers

Objectives	Quarter to be Complete	Staff	Core Value	Comments
Work with marketing to produce a geofencing campaign for potential corporate clients.	B	Carol Lucido	Innovation	In Progress
				Marketing is hiring a new graphic designer so this has been pushed back.
Revise and restructure the Manager on Duty training at the FC.	B	Carol Lucido	Excellence	In Progress
		Chris Eckert		Carol has put together a training outline just need to meet with Dave to go over what he wants covered for the facility.
		Debra Saper		
Host a team building activity with fitness center employees held after hours on a weekend.	B	Chris Eckert	Community	In Progress
		Debra Saper		Staff are planning a paint party for PT staff along with dinner. Due to scheduling we have moved this goal to D.
		Carol Lucido		
		Jenay Gordon		
Create a orientation membership program for ages 16-17 and review facility rules and etiquette form.	B	Debra Saper	Character	Not Complete
		Chris Eckert		After staff discussions, staff feel this age group does not need membership orientation at this time.
		Carol Lucido		
Work with Mike Terson, Chris Eckert and Chuck Burgees to redesign the outdoor rental portion of the website, to include more information as well as pictures of the shelters	B	Jimmy Mix	Innovation	In Progress
		Chris Eckert		Jimmy and Chris had a meeting with Mike, to discuss changes for the 2024 rental season. Jimmy will add photos and descriptions of our shelters to the website.
		Chuck Burgess		
		Mike Terson		
Adjust the current parameters of Member Appreciation Day to serve members thru out the day. To keep within budget member appreciation will be will move from being a whole day event and instead target morning. Afternoon or evening members	B	Jenay Gordon	Stewardship	Complete
				Member appreciation day events are now divided into Morning, afternoon and evening hour. The changes have allowed us to reach many more members and have been extremely successful.
	Select One	Select One	Select One	Select One

Do not add any additional Rows or Columns



BUFFALO
GROVE
PARK
DISTRICT

Memo

TO: PARK BOARD OF COMMISSIONERS
ERIKA STROJINC, EXECUTIVE DIRECTOR
FROM: JOHN SHORT, DIRECTOR OF BUSINESS SERVICES & HUMAN RESOURCES
RE: DENTAL, HEALTH, LIFE & VISION INSURANCE COVERAGE FOR 2024
DATE: NOVEMBER 6, 2022

Action Requested:

We recommend that the Board of Commissioners approve the Health, Dental, Life and Vision coverage for 2024.

Envision Healthcare (Envision) is our current third party administrator for our FSA and HRA plans. We have been pleased with their service and recommend retaining Envision as our 3rd party administrator of our Flexible Spending Plan.

Background Information:

We received our renewal proposal for 2024 from Bill Novak of Vista National. The health insurance increase will be under 9% for the same coverages. We have offered an HRA plan through Blue Cross for many years and the District has reimbursed a large part of the deductible. The deductible plan is:

Single – Total deductible is \$3,500. Employee pays \$1,000 - \$500 on front end and \$500 on back end – the District would reimburse up to \$2,500.

E+1/Family – Total deductible is \$6,850. Employee pays \$2,000 - \$1,000 on front end and \$1,000 on back end - the District would reimburse up to \$4,850.

We will continue to offer an incentive to employees who might have other coverage available through their spouse. The budget for FY 23-24 included an 8% increase for health insurance for the year.

We have received quotes for our Dental, Life and Vision insurance from Vista as well. The carriers will remain the same for 2024. The details are:

Dental – a 7% increase in annual cost with the same coverage
Life – Year 2 of a 2 year rate guarantee
Vision – Year 2 of a 4 year rate guarantee

Pricing Report

General Obligation Park Bonds (Alternate Revenue Source),
Series 2023A

General Obligation Limited Tax Park Bonds, Series 2023B

PREPARED BY: LINDA BYRON, *Director*
PARKER COLVIN, *Managing Director*

PREPARED FOR:

Buffalo Grove Park District



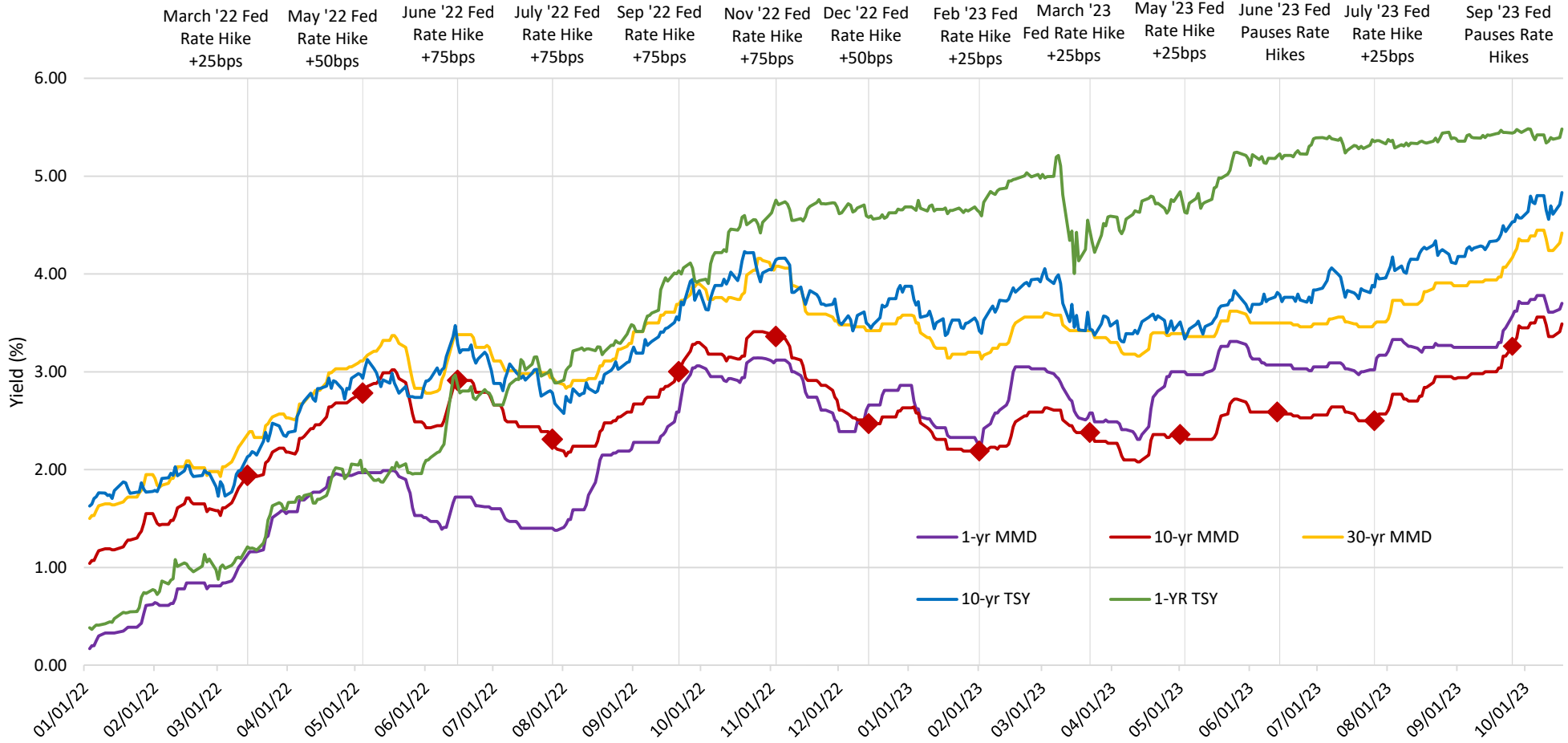
October 31, 2023

RAYMOND JAMES

- From August 14 to October 31, MMD, the index municipal bonds are priced to, increased an average of 77 bp over the maturity length of the District's Bonds.
- The True Interest Cost ("TIC") of the Bonds in August was 3.90%. The TIC increased to 4.73% when we priced the Bonds, an increase of 83 bp increase. Given the rating change to AA, this was a moderate adjustment.

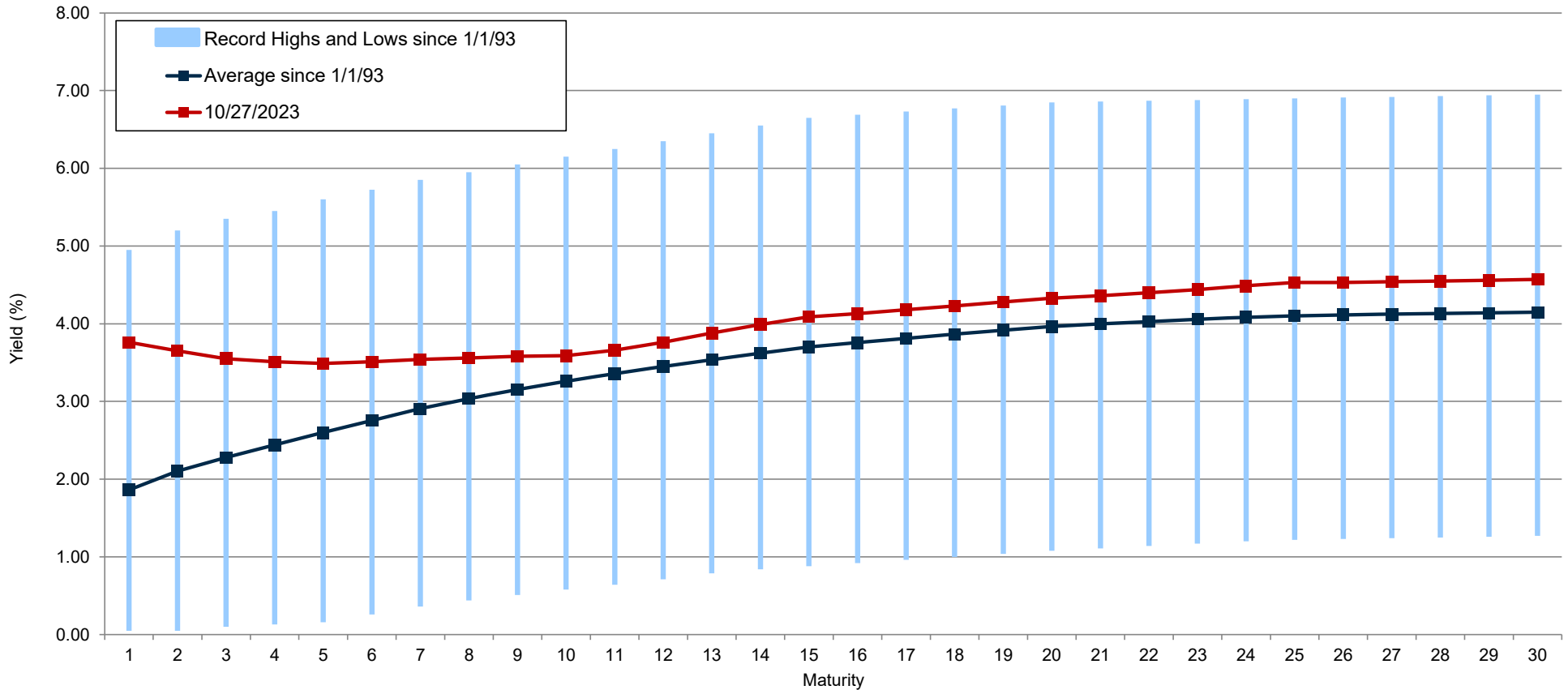
MMD Year	1	3	5	7	10	12	15
8/9/2023	3.30	2.94	2.79	2.68	2.74	2.91	3.23
10/31/2023	3.76	3.57	3.51	3.56	3.62	3.79	4.09
Change	0.46	0.63	0.72	0.88	0.88	0.88	0.86

AAA-MMD Index and Treasury Rates



HISTORICAL AAA MMD RATES

The graph below shows the range between the record highs and lows of AAA MMD at each maturity since 1993, along with average rates over this time frame and the current rates.

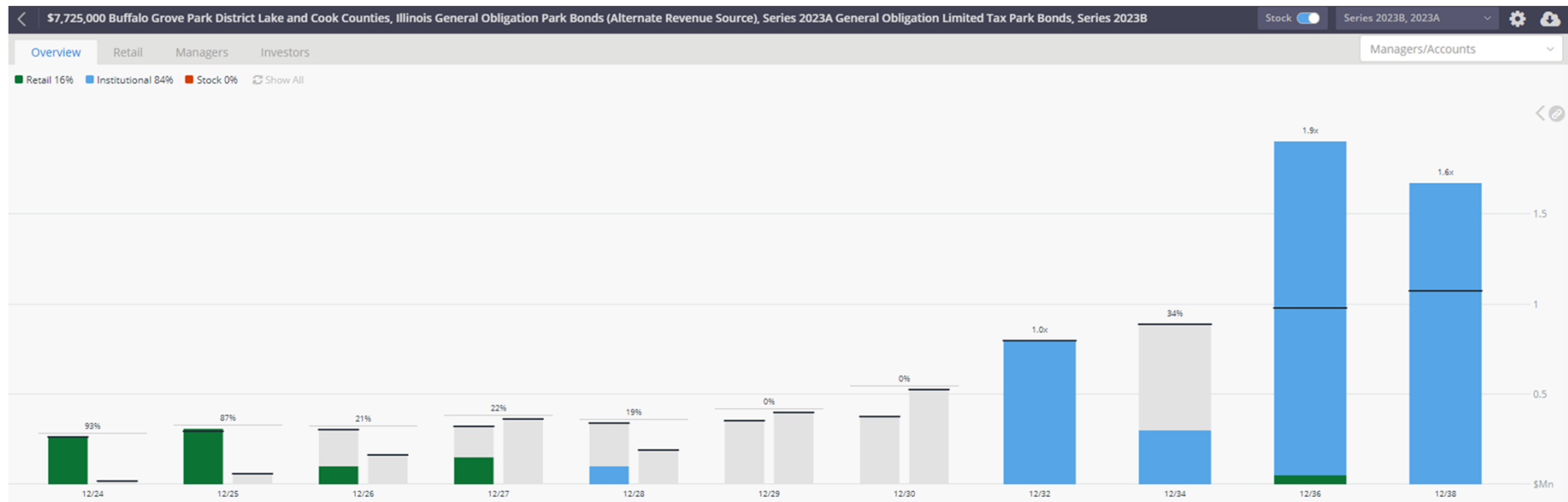


	1	5	10	15	20	25	30
Record Low since 1/1/93	0.05	0.16	0.58	0.88	1.08	1.22	1.27
Record High since 1/1/93	4.95	5.60	6.15	6.65	6.85	6.90	6.95
Average since 1/1/93	1.87	2.60	3.26	3.70	3.97	4.10	4.15
Current (10/27/23)	3.76	3.49	3.59	4.09	4.33	4.53	4.57

SERIES 2023A AND 2023B ORDER SUMMARY

- 8 institutional accounts accounted for \$5,195,000 of Bonds sold while there was also \$865,000 of individual retail participation.
- \$1,665,000 of the Bonds were unsold. Raymond James took the risk and underwrote those bonds, which represented 21.55% of the Bonds.

Account	Retail	Institutional
Fiduciary Trust Company	-	100
Cypress Capital Inc.	-	400
D.A. Davidson & Company	-	775
Riverbend Capital Advisors LLC	-	800
Northland Securities	-	1,965
Suncoast Equity Management LLC	-	250
Home State Bank	-	230
Performance Trust	-	675
Individuals	865	-
Total	865	5,195



Annual Debt Service Requirements on Alternate Revenue Bonds	
Payment Year	Annual Debt Service
2024	\$580,435
2025	583,763
2026	579,013
2027	578,763
2028	582,763
2029	580,763
2030	583,013
2031	579,263
2032	578,788
2033	582,263
2034	579,425
2035	580,538
2036	578,938
2037	581,438
2038	578,875
	\$8,708,035
Capital Improvements	\$6,026,628
Costs of Issuance	\$120,690

Buffalo Grove Park District
Debt Service Extension Base Summary
\$1,725,000 Series 2023 Bonds

Tax Year	Debt Service Extension Base	CPI Growth ⁽¹⁾	Non-Referendum (Limited Tax)			Remaining DSEB Capacity
			Current Debt Service	Series 2023 Debt Service ⁽²⁾	Total DSEB Debt Service	
2023	\$1,988,887.84	5.00%	\$1,876,299.70	\$110,083.33	\$1,986,383.03	\$2,504.81
2024	2,048,554.48	3.00%	1,814,618.60	145,250.00	1,959,868.60	88,685.88
2025	2,069,040.02	1.00%	1,647,082.40	247,250.00	1,894,332.40	174,707.62
2026	2,089,730.42	1.00%	1,400,850.60	439,000.00	1,839,850.60	249,879.82
2027	2,110,627.73	1.00%	1,202,392.50	245,750.00	1,448,142.50	662,485.23
2028	2,131,734.01	1.00%	858,442.50	446,250.00	1,304,692.50	827,041.51
2029	2,153,051.35	1.00%	0	551,250.00	551,250.00	1,601,801.35
			\$8,799,686.30	\$2,184,833.33	\$10,984,519.63	

Capital Improvement and Costs of Issuance Funds: \$1,780,583

(1) DSEB for levy year 2023 is actual; projected growth for levy year 2024 is 3%; and 1% annually thereafter.

Comparison of Rates on October 31, 2023

	<u>Buffalo Grove Park District</u>	<u>IL School District</u>	<u>Actual Bank Bids</u>
12/1/2024	4.26%	4.66%	4.900%
12/1/2025	4.26%	4.61%	4.700%
12/1/2026	4.22%	4.57%	4.500%
12/1/2027	4.23%	4.58%	4.530%
12/1/2028	4.26%		4.550%
12/1/2029	4.33%	4.68%	4.600%
12/1/2030	4.36%	4.78%	4.650%
12/1/2031			
12/1/2032	4.40%	4.85%	
12/1/2033			
12/1/2034	4.49%	4.94%	
12/1/2035			
12/1/2036	4.81%		
12/1/2037			
12/1/2038	4.89%		
Bond Rating:	AA	Aa3	Non-rated

The information contained herein is solely intended to facilitate discussion of potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement. While we believe that the outlined financial structure or marketing strategy is the best approach under the current market conditions, the market conditions at the time any proposed transaction is structured or sold may be different, which may require a different approach.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive.

Raymond James shall have no liability, contingent or otherwise, to the recipient hereof or to any third party, or any responsibility whatsoever, for the accuracy, correctness, timeliness, reliability or completeness of the data or formulae provided herein or for the performance of or any other aspect of the materials, structures and strategies presented herein. This Presentation is provided to you for the purpose of your consideration of the engagement of Raymond James as an underwriter and not as your financial advisor or Municipal Advisor (as defined in Section 15B of the Exchange Act of 1934, as amended), and we expressly disclaim any intention to act as your fiduciary in connection with the subject matter of this Presentation. The information provided is not intended to be and should not be construed as a recommendation or “advice” within the meaning of Section 15B of the above-referenced Act. Any portion of this Presentation which provides information on municipal financial products or the issuance of municipal securities is only given to provide you with factual information or to demonstrate our experience with respect to municipal markets and products. Municipal Securities Rulemaking Board (“MSRB”) Rule G-17 requires that we make the following disclosure to you at the earliest stages of our relationship, as underwriter, with respect to an issue of municipal securities: the underwriter’s primary role is to purchase securities with a view to distribution in an arm’s-length commercial transaction with the issuer and it has financial and other interests that differ from those of the issuer.

Raymond James does not provide accounting, tax or legal advice; however, you should be aware that any proposed transaction could have accounting, tax, legal or other implications that should be discussed with your advisors and/or legal counsel.

Raymond James and affiliates, and officers, directors and employees thereof, including individuals who may be involved in the preparation or presentation of this material, may from time to time have positions in, and buy or sell, the securities, derivatives (including options) or other financial products of entities mentioned herein. In addition, Raymond James or affiliates thereof may have served as an underwriter or placement agent with respect to a public or private offering of securities by one or more of the entities referenced herein.

This Presentation is not a binding commitment, obligation, or undertaking of Raymond James. No obligation or liability with respect to any issuance or purchase of any Bonds or other securities described herein shall exist, nor shall any representations be deemed made, nor any reliance on any communications regarding the subject matter hereof be reasonable or justified unless and until (1) all necessary Raymond James, rating agency or other third party approvals, as applicable, shall have been obtained, including, without limitation, any required Raymond James senior management and credit committee approvals, (2) all of the terms and conditions of the documents pertaining to the subject transaction are agreed to by the parties thereto as evidenced by the execution and delivery of all such documents by all such parties, and (3) all conditions hereafter established by Raymond James for closing of the transaction have been satisfied in our sole discretion. Until execution and delivery of all such definitive agreements, all parties shall have the absolute right to amend this Presentation and/or terminate all negotiations for any reason without liability therefor.



MEMORANDUM

DATE: November 5, 2023

TO: Village Board, Village of Buffalo Grove
Board of Commissioners, Buffalo Grove Park District

FROM: Joe Zimmermann, Director of Recreation and Facilities
Mike Skibbe, Deputy Village Manager/Director of Public Works

SUBJECT: Buffalo Grove Days 2023

Highlights

A successful Buffalo Grove Days event was held August 31 - September 4, 2023. This was the third year that the event was planned and hosted under a 50/50 partnership between the Village and the Park District.

Financially, the event had a positive cash flow for the third year in a row. \$28,002.38 was realized for each agency.

2023 was the first year of a new 3-year agreement with the Buffalo Grove – Lincolnshire Chamber of Commerce. They hosted the second annual 'Main Street BG' business and craft fair at BG Days.

The Rick Kahen Commission for Residents with Disabilities (RK-CRD) hosted Fun and Food, Buddy Baseball, and managed sign-ups for the courtesy shuttle drivers at the event.

The Rotary Club of Buffalo Grove hosted Bingo on Thursday and volunteered many member hours at the info tent throughout the weekend.

Newly formed in 2023, the Village's Community Events Committee brought back the parade, ran the BBQ challenge, and helped fill in needed shifts at the info tent and courtesy shuttle service.

The event continues to develop meaningful relationships with community groups while maintaining a stable financial model.

Background and Planning

The 50/50 partnership highlighted the skills of each agency, with the Park District leading sponsorship acquisition, beverage sales, food trucks, and entertainment at the event. They also assisted with site preparation, website, and kid's entertainment activities. The Village continued to coordinate purchasing, contract execution, public safety planning, site set up, and more. In addition, the Village worked with Rotary and the Village's volunteer group to coordinate the many volunteer hours needed to host this event.

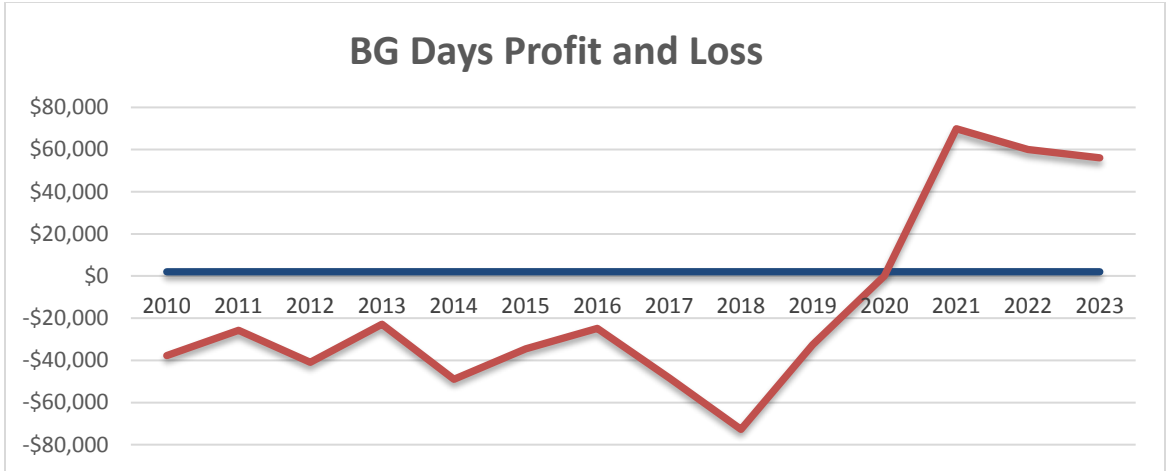
The event itself consisted of the following:

- 1) Carnival was held with its expanded footprint from 2022.
- 2) Entertainment consisted of eight bands (one band during the car show for the first time), Kids 90 (including a magic and animal show), a puzzle palooza, and the Park District's Big Deal Productions Highlight Show. A focal point of the entertainment was a large video wall, showing sponsor logos during the day and band video during headliner acts. These band and entertainment options contributed to one of the most highly attended days in recent history, with over 17k visitors on Saturday.
- 3) Over 20 food trucks and stand-alone food vendors provided food, alongside the carnival concession offerings. An open eating area with picnic tables and standing bar tables was provided in the main field.
- 4) Beverage sales were run by the Park District, including alcoholic and non-alcoholic options, at the back of the main field.
- 5) Both Buddy Baseball and Fun and Food events were hosted by the RK-CRD disability program this year. Both events had a great turnout.

Financial Highlights

Below is a profit and loss chart from 2010-2023. This year was positive, at \$56,000 net. As a reminder, this only covers hard costs of the event contracts, and does not include staff time for either the Park District or Village.

- 1) The Park District was able to acquire \$33,500 in sponsorships.
- 2) The carnival had a banner year. Total sales came in at \$285,371.23. The Village's portion of this income, per contract, was \$106,858.64.
- 3) Beverage sales were strong. Total sales were \$57,784.60, up from \$47,702 in 2022.
- 4) The entertainment budget was held at \$22,500.00 for bands and kid's activities. The Park District was able to secure deals that kept this under the \$25,000 budgeted.



Next Steps

The Village and the Park District look forward to another great event in 2024. They are very thankful for all the work everyone put into another successful event.

The overall agreement between the Village and Park District has two more years, for the 2024 and 2025 events. In addition, the Chamber agreement continues to 2025 as well. No modifications are necessary at this time.

For 2024, it is recommended that a formal agreement with the Rotary Club of Buffalo Grove be pursued to cover Bingo, Duck Sales, and info tent volunteers at the event. Staff will reach out to the club to discuss and bring a recommendation for an MOU early in 2024.

Enclosed

Final Revenue/Expenses Doc

BG Days 2023 - Buffalo Grove Park District

Revenues	
Sponsorship	
Total	\$ 33,500.00
Food Vendors	
Vendor Fees	\$ 8,065.00
Total	\$ 8,065.00
Beverage Tent Sales	
Thursday Credit Card	\$ 957.00
Thursday Cash Sales	\$ 1,677.00
Friday Credit Card	\$ 5,043.00
Friday Cash Sales	\$ 7,293.00
Saturday Credit Card	\$ 11,552.60
Saturday Cash Sales	\$ 14,744.00
Sunday Credit Card	\$ 5,745.00
Sunday Cash Sales	\$ 9,039.00
Monday Credit Card	\$ 645.00
Monday Cash Sales	\$ 1,089.00
Total	\$ 57,784.60
Activities	
Puzzle Contest	\$ 60.00
Face Paint Sales	\$ 380.00
Total	\$ 440.00
Grand Total Expenses	\$ 99,789.60

Expenses	
Beverage Tent Items	
Drink Tickets	\$ 435.19
Wristbands	\$ 563.38
Wine Cups	\$ 152.80
Beer Cups	\$ 2,365.96
Total	\$ 3,517.33
Non-Alcoholic Beverages	
Woodman's Order	\$ 654.66
Total	\$ 654.66
Alcoholic Beverages	
Liquid Love	\$ 1,512.00
Kloss Distributing	\$ 12,402.50
Total	\$ 13,914.50
Misc.	
BG Days Sponsor Shirts	\$ 487.80
State Liquor License	\$ 150.00
Total	\$ 637.80
Food Trucks / Vending	
Food Permit Fees - Village	\$ 1,425.00
Total	\$ 1,425.00
Sponsorship	
Commission	\$ 5,782.00
Total	\$ 5,782.00
Bands	
Hi Infidelity (F 6 PM)	\$ 4,500.00
Austin Edwards (F 8:30 PM)	\$ 4,400.00
7th Heaven (Sa 3:30 PM)	\$ 3,000.00
The Chain (Sa 6 PM)	\$ 1,500.00
Modern Day Romeos (Sa 8:30 PM)	\$ 4,000.00
Abby Kay Band (Su 3:30 PM)	\$ 600.00
Bucket Number 6 (Su 6 PM)	\$ 1,000.00
Kashmir (Su 8:30 PM)	\$ 2,500.00
Jeff's Invention (M 11 am)	\$ 200.00
Project Nostalgia (M 12:30 PM)	\$ 800.00
Total	\$ 22,500.00
Kids Activities	
Face Painters (3)	\$ 560.00
Super Stolie	\$ 600.00
Reptile Show	\$ 425.00
Magic by Gary	\$ 475.00
Puzzle Contest	\$ 92.76
Total	\$ 2,152.76
Grand Total Revenues	\$ 50,584.05

BG Days 2023 - Village of Buffalo Grove

Revenues	
Carnival	
Total to VBG	\$106,858.64
Other	
Eventbrite Sales BBQ Challenge	\$ 493.12
Chamber Reimbursement (Tables/Tents)	\$ 2,252.00
Grand Total Expenses	\$109,603.76
Expenses	
Transportation	
Bus (First Student)	\$ 18,800.00
Total	\$ 18,800.00
Equipment Contracts	
Portable Restrooms	\$ 10,000
AmeriTemp - Service Sanitation	\$ 11,526
Indestructo Tents	\$ 12,697
Chicago Events Management - Big Tent, Tables, Chairs	\$ 7,800
Sound Works Productions - Video Walls	\$ 22,490
United Rentals - Stage, Audio, Video	\$ 3,380
Golf Carts (Included in E-Z-Go Contract, no additional cost)	\$ -
Rent a fence	\$ 3,784
Custodial Service	\$ 3,000
Car Show Magnets	\$ 293
BBQ Challenge	\$ 1,377.00
Mobilecomm Radio Rental	\$ 1,267.00
Total	\$ 77,614.00
Other Expenses	
Ice Chest & Refills	\$ 1,490.66
Volunteer Water Supply, Lock Smith	\$ 727.72
Menards (Tie Downs, Fence Posts, etc.)	\$ 878.24
Amazon (Zip Ties)	\$ 79.98
Sign Materials	\$ 1,904.04
Al Warren Oil (Diesel Fuel Generators)	\$ 1,310.04
Total	\$ 6,390.68
Grand Total Revenues	\$ 102,804.68

BG Days 2023 - Overall

Park District Overall	
Revenues	\$ 99,789.60
Expenses	\$ 50,584.05
Net	\$ 49,205.55

Village Overall	
Revenues	\$ 109,603.76
Expenses	\$ 102,804.68
Net	\$ 6,799.08

BG Days Final 2023	
Revenue Net	\$ 56,004.63
Final Split (each agency)	\$ 28,002.32
Park District Owes Village	\$ 21,203.24

BUFFALO GROVE

It's Howl-O-Ween



JOHN STARKS/jstarks@dailyherald.com

“Bad Pet” Ollie the golden retriever tries to convince his owners Natalie, 11, and Sabrina Singh that he doesn’t deserve the title, despite being convicted of “destroying shoes.” He was a contestant Saturday in the large dog category of the Buffalo Grove Park District Howl-O-Ween Canine Costume Contest at Willow Stream Park.





BUFFALO
GROVE
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Thank you
Enid Silverman
for 25+ years

BUFFALO GROVE

Choral group uses ukeleles painted by local artists for fundraiser

Instruments given for helping kids through music therapy at Lurie, Comer and Advocate hospitals

By Myrna Petlicki
For Pioneer Press

The Buffalo Grove Park District-based chorus, The BG Singers, found a way to spread music beyond their concerts, recently soliciting local businesses to donate money to buy ukeleles that ended up being part of a fundraiser.

The musical instruments were each painted by local artists, put on display and sold to raise money for the Ukulele Kids Club, a nonprofit organization that provides them to hospitalized children. Thirty-five ukeleles were recently showcased and for sale for \$100 each at the Community Arts Center at 225 McHenry Rd. in Buffalo Grove, according to organizers of the project.

The effort was a collaboration between The BG Singers, the Village of Buffalo Grove Community Foundation and the Buffalo Grove Friends of the Parks Foundation. Linda Rosen, choral director of The BG Singers for 30 years, and Cathy Novak, president of the Buffalo Grove Friends of the Park Foundation and a member of The BG Singers for 18 years, spearheaded the fundraiser.

Rosen said the project began during the COVID-19 pandemic when 30 singers purchased ukeleles.

"They could figure out how to play it," she said.

Also, the Ukulele Kids Club website offers resources for music teachers.

"Linda and I decided, 'wouldn't it be great to revitalize this whole thing,' because we missed three years from COVID, and bring it to the community?" Novak said. "So Linda and I reached out to both the village of Buffalo Grove and the Friends of the Park Foundation, and they gave us seed money to get this going again."

Next, the pair contacted businesses located in Buffalo Grove "to bring the community together through this by having

an art installation within each of their businesses," Novak said. "If they buy a ukelele for \$100, they get one decorated for their business to hang in their business and a matching medical-grade ukelele goes to the hospitals."

The hospitals are ones that have music therapy programs for children who are patients, including Comer Children's Hospital, Ann and Robert H. Lurie, Advocate Children's Hospital, and Shriners Children's Chicago, organizers explained.

To have the ukeleles painted, Rosen and Novak put a call out to local artists who were willing to donate their time and talent. Initially, the artists decorated the ukeleles to reflect the businesses that had donated money for the instrument.

"Then we went back to the artists and said, 'Why don't you paint something you would love to have on a ukelele,'" Novak said.

Rosen called the project far-reaching since it attracted artists beyond even Illinois.

"We even had artists from Ohio and Connecticut," she said.

In total, about 65 ukeleles were painted.

While Novak and Rosen said they hoped to raise \$20,000 with this project, Rosen told Pioneer Press that over \$25,000 was raised.

They said the project received some generous donations, including \$6,000 from former village of Buffalo Grove President Elliott Hartstein's grandson as his bar mitzvah project.

Lifelong musician Corey Bergman and his wife Edda incorporated the Ukulele Kids Club in 2014, and the international charity has a mission to give a ukelele to medically fragile children during their hospital stay and let them take the instrument home with them when they're released, according to the organization's website. The Bergmans chose the ukelele because the small size of the instrument makes it easier for children to hold and play than other instruments, like a guitar.

According to the organization's website, theukc.org, thousands of ukuleles get delivered each year through the nonprofit organization to more than 300 music programs in hospitals in the United States and other parts of North America, as well as South America, Europe and Asia, that work with vulnerable children.

Myrna Petlicki is a freelance reporter for Pioneer Press.

WHAT TO DO COMMUNITY CALENDAR

Thursday Night Bingo at the Knights of Columbus Hall, Lake Zurich: 7-9:30 p.m. Knights of Columbus Hall, 365 Surryse Road, Lake Zurich. \$20-\$50. (847) 376-1951. koclzfun.org. Minimum guaranteed payout \$100/game. Doors open at 6 p.m. \$20 paper; \$40-\$50 computer with more chances to win; \$30 computer only.

Ghost Wauk Tour: 6:30 p.m. Genesee Theatre, 203 N. Genesee St., Waukegan. waukeganil.gov. Learn about the Genesee's eerie past, reported paranormal activities and unsettling stories that simply cannot be explained. This hair-raising walking tour is frightening fun and sure to spook you! For tickets, contact The Genesee Theatre Box Office at 847-263-6300 or Tickets@GeneseeTheatre.com

Live Thursday Trivia at ZümBier: 6:30 p.m. ZümBier, 3232 W. Monroe St., Waukegan. waukeganil.gov. Fun is in the forecast every Thursday night with Live Trivia! Bring your friends and your own food or order delivery. It's free and there are prizes each round. No excuse for feeling like you are terrible at trivia. Come for the fun night.

Rosalind Franklin Community Care Connection at Waukegan Library: 1:30-4:30 p.m. Waukegan Public Library, 128 N. County St., Waukegan. waukeganil.gov. Rosalind Franklin Community Care Connection will be at Waukegan Library to offer prevention tips, education and resources to the community. Also, testing for blood sugar, blood pressure, cholesterol (fasting) and more are available for free. No appointment necessary.

Friday, Oct. 20

Trick or Treat Trail: 5-7 p.m. Buffalo Grove Park District Community Arts Center, 225 McHenry Road, Buffalo Grove. Free. (847) 850-2108. bgparks.org. Walk through the indoor trail, where friendly characters hand out candy to all children. There will be games, entertainment, and family fun. Parents must accompany children during this scare-free event.

the Village XVIII, a biennial quilt show. Proceeds support our charity quilt making efforts, educational speakers, and hands-on workshops. For more information, visit www.villagequilters.org/show.

Grab & Go Crafts In-Person: 10 a.m. Lake Bluff Library, 123 E Scranton Ave, Lake Bluff. lakeblufflibrary.libcal.com. Pop into the library each week to grab a different craft to go! This is offered every Friday this Fall while supplies last.

A Morning Chat with Diane Wilson: 10-11 a.m. Lake Forest Library, 360 E. Deerpath Road, Lake Forest. (847) 234-0636. lakeforestlibrary.org. Register and join in person for a morning chat with author Diane Wilson. She is a Mdewakanton descendent, enrolled on the Rosebud Reservation. Q & A and book signing to follow.

After Hours with Diane Wilson: 7-8 p.m. Lake Forest Library, 360 E. Deerpath Road, Lake Forest. (847) 234-0636. lakeforestlibrary.org. This in-person, adult event (21 & up), is a special after-hours event at the Library featuring wine, hors d'oeuvres, and a presentation by award-winning author Diane Wilson. Q&A and book signing to follow. Register. Her 2021 novel, *The Seed Keeper*, received the 2022 Minnesota Book Award for Fiction.

Drop-in Playtime: 10 a.m.-1 p.m. Lake Forest Library, 360 E. Deerpath Road, Lake Forest. (847) 234-0636, (847) 234-0648. lakeforestlibrary.org. Drop in to enjoy toys, puppets, LEGOs, and more in the Children's Library! No registration is required to attend. You may come any time within the time range listed. A caregiver is required to attend with children age 7 or younger.

Self-Guided StoryWalk around the Library Lawn: 9 a.m. Lake Forest Library, 360 E. Deerpath Road, Lake Forest. (847) 234-0636, (847) 810-4631. lakeforestlibrary.org. Slow down and enjoy some family and friend time, fresh air, and a story! Take in the images and prose of

Realm of Terror: 7 p.m. Realm of Terror, 421 W. Rollins Road, Round Lake Beach. \$19.99-\$29.99. (847) 270-8061. realmofterror.com. One of the top-rated haunts in the state, this house is full of terrifying creatures—it is hungry for its next victim...you! Back for its 21st year, it boasts new and enhanced scares. Enjoy the haunt bar, gift shop, mini escape rooms, and horror carnival games and prizes to enhance your experience.

Bachman-Turner Overdrive: 8 p.m. Genesee Theatre, 203 N. Genesee St., Waukegan. \$79-\$139. Their comeback tour features all the classic rock hits you remember from the '70s. In addition to BTO's greatest hits, they perform other chart-topping songs written by legendary singer and guitarist Randy Bachman during his time with The Guess Who, such as "American Woman," "These Eyes" and "No Time."

Third Friday Open Mic with Low-reen at ZümBier: 6:30 p.m. ZümBier, 3232 W. Monroe St., Waukegan. waukeganil.gov. ZümBier and Low-reen Live Blues have an Open Mic every 3rd Friday of the month. Come out and bring your talents!

Saturday, Oct. 21

Howl-O-Ween Canine Costume Contest: 10:45-11:45 a.m. Willow Stream Park (Dan Schimmel Pavilion), 651 Old Checker Road, Buffalo Grove. Free. (847) 850-2108. bgparks.org. This event includes a canine costume contest and a doggy egg hunt. Registration will be accepted on the day of the event.

Arts and Crafts Fair: 10 a.m.-3 p.m. Buffalo Grove Park District Community Arts Center, 225 N. McHenry Road, Buffalo Grove. Free. (847) 850-2105. bgparks.org. Choose from a variety of items from local crafters and business owners that are perfect for the holidays and other special occasions. Help support small businesses in our community.