



**AGENDA**

**FULL TIME 3Q STAFF MEETING**  
**Thursday, September 29, 2016**  
**9:00am**  
**Bridges of Poplar Creek**

1. BREAKFAST
2. CALL TO ORDER
3. EXECUTIVE DIRECTOR COMMENTS
  - A. Distinguished Agency Accreditation – October 12, 2016
4. POLICY & PROCEDURE REVIEW/UPDATES/TRAINING
  - A. Review and Distribution of Current Policies (Eric)
    - a) Harassment Policy
    - b) Drug-Free Workplace Policy
    - c) Family and Medical Leave (FMLA), including new Child Bereavement Leave
    - d) Abused & Neglected Child Reporting
    - e) Crisis Communication Plan
    - f) Ethics Ordinance Review
  - B. Training on Updated Policies/Procedures (Eric)
    - a) Illinois Identity Protection Act
    - b) Communicable Disease Guidelines / Universal Precaution
  - C. Review of Updated Policies/Procedures (CT)
    - a) Purchasing Authority
    - b) Non-Budgeted Emergency Purchases
    - c) Permit Requirement (Drones)
    - d) Smoke Free Policy
    - e) Military Discount Policy
    - f) Transgender Policy
    - g) Payment Card Industry (PCI) Security Standards Policy
    - h) Cyber Security Policy (formerly Computer Network Policy)
    - i) Guidelines for Employee Conduct
    - j) Grievance Procedure
    - k) Legal Bidding Procedure
    - l) Commissioner use of District facilities and services

5. DIVISION UPDATES
  - Recreation & Facilities
  - Golf
  - Parks/Risk Management
  - Planning & Development
  - Admin & Finance
6. LONGEVITY AWARDS
6. PART TIME EMPLOYEE OF THE 3<sup>rd</sup> QTR
7. FULL TIME EMPLOYEE OF THE 3<sup>rd</sup> QTR
8. ADJOURNMENT

## **SECTION XV. NON-DISCRIMINATION, ANTI-HARASSMENT & ANTI-BULLYING**

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 businesslike and free of bias, prejudice and harassment.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, 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 sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against discrimination, harassment, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **PREGNANCY**

The park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy and is committed to making reasonable accommodations 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 preform 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 Director.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to 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 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 (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 365<sup>th</sup> and the 395<sup>th</sup> day.

It is the responsibility of each and every employee, 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 and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

## 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; or,
  - c. the harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

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 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 verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, 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).

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 engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including discharge.

## RETALIATION IS PROHIBITED

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

## 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 or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

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, and/or the 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, 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 the Offender:** If there is harassing or discriminatory 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, 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. 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 or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.

- Report to Director/President of the Board of Park Commissioners: An employee may also report incidents of harassment or discrimination directly to the Director. The Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Director, or if the Director condones the problem or ignores the problem, you should immediately report the incident(s) in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

## HARASSMENT ALLEGATIONS AGAINST NON-EMPLOYEES / THIRD PARTIES

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Director will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable effort 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.

Important – Notice to All Employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

## RESPONSIBILITY OF SUPERVISORS AND WITNESSES

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Director who will investigate the conduct and resolve the matter as soon as possible.

All employees are encouraged to report incidents of harassment, 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. 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 relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

## RESPONSIVE ACTION

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, 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, 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 harassment 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 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 365<sup>th</sup> and the 395<sup>th</sup> day.



## XVI. ALCOHOL AND DRUG ABUSE

### 1. PURPOSE

The District ("District") has implemented this Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. Since District employees design, prepare, operate, and maintain District facilities, programs, equipment, parks, and services for use by District patrons and are in contact, either directly or indirectly, with District patrons, the District wishes to assure the health, safety, and welfare of its patrons and employees. This Policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug and alcohol free workplace.

The purpose of this Policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. This Policy shall be deemed part of the District's personnel policies. As such, all District employees shall abide by its terms. This Policy is subject to periodic addition, modification, or deletion upon notice to employees.

### 2. ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis (legal/medical or otherwise) and alcohol is prohibited on District Property or while operating a park district vehicle, or any other vehicle in pursuit of Park District business.

### 3. DEFINITIONS

- a. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
- b. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy by reference and attached hereto. Medical cannabis may not be possessed while on or in District property.
- c. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code which provisions are specifically incorporated in this Policy by reference and attached hereto.
- d. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance.

- e. "Director" is the Executive Director of the Hoffman Estates Park District.
- f. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property shall include property used by District patrons while on District sponsored events or field trips.
- g. "Drugs" mean Legal Drugs and Controlled Substances, including Cannabis.
- h. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- i. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
- j. "Policy" means this Alcohol and Drug Abuse Policy of the District.
- k. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
- l. "Public Safety Responsibility" means jobs in which an employee is entrusted with direct responsibility over the health, safety and welfare of District patrons, either through supervision of programs or operation or maintenance of equipment.
- m. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being Under the Influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

#### 4. VOLUNTARY TREATMENT

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. Employees who suffer from alcohol or drug abuse are encouraged to voluntarily consult with District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense. District management will keep such voluntary discussions and medical treatment confidential in accordance with this Policy. The District wishes to assure all employees that there will be no adverse employment consequences as a direct result of an employee voluntarily and successfully completing medical treatment.

## 5. SCREENING AND TESTING

The District may require employees who work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have Public Safety Responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested 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 District at 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 circumstances of their use.

Each District employee is required to sign a consent form at the time this Policy is distributed to the employee. Prospective employees 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. Such disciplinary action may include termination as deemed appropriate by the District, in its sole discretion, under the circumstances.

## 6. TREATMENT

If the Medical Facility recommends treatment, the District will give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the 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 District will reinstate the employee provided that the employee submits a statement issued by the Medical Facility certifying that the employee has successfully completed the treatment program and that the employee is released to return to work.

## 7. USE OF LEGAL DRUGS

Any employee who works on or near vehicles 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 the Director if the Legal Drug causes drowsiness or if it alters perception or reaction time (this includes legal medical cannabis). The burden is on the employee to ascertain from his doctor or pharmacist whether or not the Legal Drug has such a potential side effect. The information will be retained by the 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 Director, will decide whether

or not an employee may safely continue to perform his job while using the Legal Drug. Failure to declare the use of such Legal Drugs will be cause for discipline.

## 8. NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug statute on District Property must notify the 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.

## 9. DISCIPLINE/PENALTIES FOR VIOLATION

- A. An employee who reports to work Under the Influence of Alcohol, Controlled Substances, or Cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District Property, is convicted of a drug related crime, causes financial or physical damage to the District, District Property or its employees, or fails to report the use of Legal Drugs in accordance with this Policy, will be disciplined or must successfully complete a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency and by the District. On the first occurrence, discipline may consist of suspension with or without pay, termination, and/or successful completion of a drug assistance or rehabilitation program as deemed appropriate by the District, in its sole discretion, under the circumstances. The employee will be terminated on the second occurrence.
- B. The District will terminate an employee (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the Medical Facility for purposes of drug screening or testing; (3) if the Medical Facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, who undergoes treatment, is again Under the Influence of Alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Director of a conviction for violating any Federal or State Criminal Drug Statute in accordance with Section VIII of this Policy.
- C. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory. The District, however, will not take adverse action against

an employee because he voluntarily and successfully completes medical treatment.

#### 10. PRE-EMPLOYMENT SCREENING

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

#### 11. INSPECTIONS

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

- A. Lockers, desks, files, vehicles, equipment and other District containers and property that an employee is permitted to use during employment with the District are and remain the property of the 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 District.
- B. Any refusal to submit to such an inspection will be treated as an act of insubordination and will result in disciplinary action which may include termination.

#### 12. RECORDS

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

#### 13. DISTRIBUTION OF POLICY TO EMPLOYEES - EFFECTIVE DATE

Every District employee, including employees who may be engaged in the performance of any contract for the procurement of any property or services from any federal or state agency, shall be given access to the District's shared drive to view or print a copy of this Policy upon the earlier to occur of such employee's initial employment with the District or the effective date of this Policy. The employee must acknowledge that they have reviewed and understand the personnel policies of the district. This document will be filed in the employees personnel file. The effective date of this Policy is May 27, 2009.

## 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 Hoffman Estates Park District ("District") at the 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 District official or his designee.

I hereby further consent to District's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the 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 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 District the use of legal drugs as required by the Policy, will result in non-hire or disciplinary action which may include termination.

Name \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## **SECTION XIV. FAMILY AND MEDICAL LEAVE**

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

You may elect, or the District may require you, to substitute accrued paid leave for a corresponding portion of Family and Medical Leave. The balance of the twelve (12) weeks of Family and Medical Leave remaining after substituting such paid leave shall be without pay.

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

While on Family and Medical Leave, you will not accrue, earn, or be granted vacation leave, personal leave, sick leave or any other leave or benefit. You will receive health insurance benefits, but you will be required to pay any and all costs, if any, associated with the health insurance as if you were not on leave (e.g., deductibles, dependent's premiums). If you return to work following Family and Medical Leave, as scheduled, the District will return you to your previous position or an equivalent position. However, you will not be restored to your previous position or an equivalent position if you would have been laid off had you not gone on leave; you will be put on the same status you would have been on had you not gone on leave. If you fail to return to work following your leave, you will be considered to have voluntarily abandoned your position and for that reason you will be dismissed. Further, the District may institute legal proceedings to recover the cost of maintaining your health insurance (including dependent coverage as well as your own) during your leave.

The District reserves the right to require you to obtain a second or third medical opinion (at the District's cost), submit all certifications, and maintain periodic contact with the District regarding your status during leave. If you are on leave for your own serious health condition, you must submit a certification from your doctor that you are able to

work prior to resuming to work. Further, the District reserves any and all other rights granted to it by such Act.

Employees seeking Family and Medical Leave may receive a detailed statement concerning their rights and privileges under the Family and Medical Leave Act, as well as those of the District, by contacting the Business Services Office.

Employees will be notified of their right to utilize the Family Medical Leave Act if it becomes apparent to the District that the employee may miss more than three days of work for covered reasons.

### Military Family Leave

On January 28, President Bush signed into law the National Defense Authorization Act for FT 2008 (NDAA), Public Law 110-181. Section 585 (a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

1. **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.
2. **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

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This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid



## **Child Bereavement Leave**

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 (FMLA) shall be eligible for bereavement leave in accordance with the Child Bereavement Leave Act, which provides up to a maximum of 2 weeks (10 working 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 a child; or (3) grieve the death of a child.

The Child Bereavement Leave 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.

Eligible employees may elect to substitute accrued and unused paid leave for unpaid leave for bereavement leave under the Child Bereavement Leave Act.

## XVIII. PARK DISTRICT 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. The Park District 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. An Acknowledgement Form will be signed by all full and part-time employees, Recreation Department volunteers and Contractual Service Providers, and retained on file by the District, indicating that they have knowledge and understanding of the Abused and Neglected Child Reporting Act requirements. (See Attachment A)
2. A Prior Conviction and Reference check will be completed by the Park District 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.
4. All full and part-time staff, Recreation Department volunteers, and Contractual Service Providers 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. Periodic training programs by the Cook County Health Department to explain what are 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 a means of staff identification at all times.

- 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. These visits to program sites will be documented noting program, staff, time, location and observation.
  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 child neglect or abuse will be channeled through the Director of Recreation or the Executive Director in his/her absence. In the event that neither is available, a report will be made directly to the Department of Child and Family Services, and written notice submitted to Director of Recreation and Program Manager within 24 hours. Details of the report shall not be discussed with other staff or participants. Specific procedure for staff to handle allegations of abuse can be found in Attachment B.
  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.

## Hoffman Estates Park District Procedure for Crisis Communication

### Section XIX

#### 3.001 Crisis Communication

A crisis (as it pertains to the Park District) is defined as any event that attracts keen public or media interest. Crisis may include the following: an accident, drowning, allegations of abuse, presentation of a legal action, a criminal act, allegations of official misconduct, etc. For crisis involving weather, fire, floods, hazardous materials, earthquakes, utility emergencies, civil or national disorders, ozone or heat alerts or serious illnesses or injuries, employees should refer to the *Emergency Action Plan*.

Any staff member, who discovers a situation he/she thinks may be a crisis or a potential crisis that would concern the public or media, must contact his/her supervisor who will then contact the head of the crisis team immediately. The head of the crisis team will decide whether to implement the crisis communication plan or simply to monitor and handle the situation carefully. If the head of the crisis team is unavailable, staff members will contact the next individual listed on the crisis team contact sheet who will initiate the crisis communication plan.

#### A. Front Line Staff

1. Administer first aid/CPR if trained to do so.
2. Contact local police and EMS.
3. Minimize further loss (if property related).
4. Contact supervisor and provide him/her with all the details immediately available.
5. Notify employees at the site that an emergency exists.
6. Inform PDRMA (see page 6 for number) so they may conduct a comprehensive accident investigation as soon as possible.
7. Gather the employees involved in order to obtain a full and accurate account of the incident. Fill out the proper incident/accident report careful to document the emergency and the response.
8. Cooperate with local emergency service and police personnel.
9. Continue to compile accurate information as quickly as possible.
10. Do not talk to the media. See Subsection V.

#### B. Supervisor Staff

1. Contact head of crisis team.

#### C. Crisis Team Members

1. Crisis team head contacts crisis team members.
2. Crisis team head contacts Board.
3. Crisis team meets to share information and confirm facts.
4. Interview staff involved.
5. Review the "fast facts" (available in the crisis management folder at each facility) pertinent to this particular crisis.
6. Designate the following: someone to monitor radio and television; someone to clip newspapers; someone to verify the facts obtained thus far.
7. Take immediate, corrective measures.
8. Draft a response statement (should indicate concern for public welfare, sympathy for the victims and a statement of corrective actions).
9. Inform clerical team (including office staff and receptionist of their duties. See Subsection III, part C, #5).
10. Draft a statement and/or press release and distribute to media. (This option may be adopted in lieu of a formal press conference.)
11. Schedule a press conference (if necessary).

12. Spokesperson addresses the media (via press conference, press release or interview).

*Reveal only the verified facts.  
Do not reveal names of victims.  
Do not assign blame.  
Do not speculate.*

*If you do not know an answer, say so, and then find the answer.*

#### D. Action Plan for the Crisis Team

The following is a list of questions the crisis team should address immediately. Check as completed.

- Have the proper authorities been informed? (Police, fire, poison control, EPA, utility companies, etc.)
- Have the Park District attorney and Board members been notified?
- Has PDRMA been notified?
- Have the victims' families been contacted?
- Has the crisis been investigated? Is there a possibility of a second crisis?
- Has damage been estimated? Qualitative and Quantitative.
- How will the crisis team assure the public the crisis is under control?
- Has the media been made comfortable (power for equipment, coffee, etc.)?
- Will a press conference be scheduled? If so, press conferences will be held at the CCIA, 1685 W. Higgins Road, Hoffman Estates IL in the Board Room.
- Does the spokesperson have updated information and has he/she rehearsed possible responses?
- If necessary, the crisis center will be designated at the Administrative Office, 1685 W. Higgins Road, Hoffman Estates IL. All files, records and collected information will be located there.
- Have all inaccurate statements reported by the media been balanced and/or verified with facts?
- Have photos been taken or videotape made to document damage?
- Is it necessary to contact counseling services for employees or public involved in the crisis?

#### E. The Crisis Team and Their Roles

##### 1. Chain of Responsibility/Crisis Team Members

All decisions and public/media response will come through a consensus of the crisis team members. The Executive Director (and/or his/her designate) will be responsible for making official statements to the press. Note: In the absence of the head of the crisis team, the first available team member will be responsible for implementing the crisis communication plan. You may check off names as contacted.

- Executive Director – Spokesman and head of the crisis team
- Deputy Director / Division Director, Finance
- Division Director, Recreation / Facilities
- Division Director, Park Services / Risk Management
- Division Director, Planning & Development
- Communications & Marketing Manager
- Park District Attorney
- PDRMA Representative

##### 2. Spokesperson

The primary spokesperson is the Executive Director. In the absence of the Executive Director, the first available team member listed below will be responsible for making official statements to the media on behalf of the crisis team

- \_\_\_ Deputy Director / Division Director Administration / Finance
- \_\_\_ Division Director, Recreation / Facilities
- \_\_\_ Division Director, Park Services Development / Risk Management
- \_\_\_ Division Director, Planning & Development
- \_\_\_ Communications & Marketing Manager
- \_\_\_ Park District Attorney

### 3. Roles of the Crisis Team Members and Staff Responsibilities

#### a. Executive Director / Official Spokesperson / Crisis Team Head

The Executive Director will be responsible for coordinating the Park District's crisis management plan. The Executive Director will also be the voice of the Park District throughout the crisis, but may also request that other employees (including department heads) with specific knowledge of the affected departments speak to the media on occasion. Crisis team members should provide only the information that has been approved by the spokesperson and the crisis team.

#### b. Division Directors

The Division Director coordinates and processes incoming information on the crisis. The Division Director is responsible for securing accident/incident reports and must process and monitor information like witness statements, telephone calls, radio and television reports and investigation reports by the safety coordinator, PDRMA and local authorities. The Division Director is also responsible for securing the following information and presenting it to the crisis team at their initial meeting. The Division Director is also responsible for updating the spokesperson about changes as they occur.

PLEASE NOTE: Division Directors will not make any statements or comments about the incident. All comments will issue from the spokesperson or those individuals designated by the spokesperson. Division Directors provide only the information that has been approved by the spokesperson and the crisis team.

- \_\_\_ What happened? When did it happen?
- \_\_\_ Who was involved? What is his/her status?
- \_\_\_ Where did the incident occur?
- \_\_\_ Why did it happen?
- \_\_\_ What was the result? What is being done to control or minimize the crisis?
- \_\_\_ If the answers to the above questions are not available, when will they be?

#### c. Director of Park Services / Risk Management

The Director of Park Services / Risk Management will ensure that the crisis management team has access to the necessary buildings, facilities and power sources. Depending upon the crisis, the Director of Park Services / Risk Management will coordinate efforts with the Village Public Works Department, the Police Department, Utility Companies, etc.

The Director of Park Services / Risk Management will also be responsible for establishing and maintaining the physical aspects of the media center. The media center is a place where the press can monitor the crisis and receive up-to-date information. The Hoffman Estates Park District's media center will be at the Blackhawk Community Center, 1685 W. Higgins Road, Hoffman Estates IL (Board Room). The Director of Parks & Development will also be responsible for obtaining any audio/visual equipment including, but not limited to, television, VCR, radio, microphone, etc.

PLEASE NOTE: The Director of Park Services / Risk Management will not make any statements or comments about the incident. All comments will issue from the spokesperson or those individuals designated by the spokesperson. The Director of Park Services / Risk Management should provide only the information that has been approved by the spokesperson and the crisis team.

#### d. Program Managers and/or Supervisors

Program Managers may be required to assist the Director, spokesperson, Division Directors, crisis team members, public relations manager, safety coordinator or clerical staff. Assignments may include, but are not limited to, the following:

1. Providing specific information on programs or facilities. Include content, participant population (non-names), enrollment, staff, training, safety measures, etc.
2. Help assemble accurate information so that the crisis team may craft an official response.
3. Contact the news media as directed by the spokesperson or public information coordinator.
4. Obtain information about callers and inquiries.
5. Record and date all statements given to the media.

#### 4. Board Members and their Role

If a Commissioner is asked about a crisis situation, he/she is encouraged to respond by stating the following: **"The situation is under investigation. The Park District will release appropriate information upon completion of its investigation."** This statement provides the crisis team with time to complete its assessment and formulate its response plan. Please note that Commissioners are encouraged to refer all questions to the designated spokesperson. The Executive Director/Crisis Team Head will consult with and update the President of the Park Board of Commissioners (and other Commissioners) as soon as possible after an incident to assess the situation and inform the Board of the Park District's response.

#### 5. Employee/Commissioners: How to Deal with the Media

During a crisis, all information released to the media and the public will come through the crisis team via the designated Park District spokesperson. Employees who witness the event, responded to the event, or are in some way knowledgeable about the event may be approached by the media.

**EMPLOYEES/COMMISSIONERS SHOULD DIRECT ALL INQUIRIES FROM REPORTERS OR OTHER INDIVIDUALS TO THE PARK DISTRICT SPOKESPERSON FOR ACCURATE INFORMATION.**

Here are a few guidelines for employee/commissioners who are approached by reporters or other members of the public.

1. You do not have to speak to the press. A good response is as follows: **I AM NOT THE PROPER PERSON TO ANSWER THAT QUESTION. YOU MAY WANT TO DISCUSS THAT WITH OUR OFFICIAL AGENCY SPOKESPERSON (NAME OF PROPER PERSON).**
2. If you do not know the answer, simply say, "I do not know" and direct the reporter or individual to the Park District spokesperson.
3. It is permissible to express sympathy for any involved individuals, but you should direct specific questions to the Park District spokesperson.

4. DO NOT SAY, "NO COMMENT." It tends to imply guilt. Instead say, "It would be premature to discuss this matter until further investigation is completed" and then refer the reporter or individual to the Park District spokesperson.
5. Don't joke. Don't say anything you wouldn't want to see in print.
6. Don't make an "off-the-record" statement. The confidentiality cannot be guaranteed.
7. Crisis Team Emergency Contact List

In the event of a crisis or emergency, the highest-ranking staff member will contact the following individuals in the order in which they are listed to implement the crisis management plan. Please make note of the date and time each team member was contacted. If you do not receive an answer, move to the next person on the list.

<b>Name</b>	<b>Time / Date</b>
<b>Dean R. Bostrom</b> <b>Executive Director / Media Spokesperson</b> Office: (847) 310-3604; (847) 885-7500 Cell: (847) 561-2150 26164 N. Willow, Barrington IL 60010	<hr/>
<b>Craig Talsma</b> <b>Deputy Director</b> <b>Division Director of Administration &amp; Finance</b> Office: (847) 310-3607; (847) 885-7500 Cell: (847) 561-2200 4476 Sundance Circle Hoffman Estates IL 60192	<hr/>
<b>John Giacalone</b> <b>Division Director Park Services / Risk Management</b> Office: (847) 285-5465 Cell: (847) 561-1325 Home: (847) 836-1575 3254 White Oak Circle, Carpentersville IL 60110	<hr/>
<b>Gary T. Buczkowski</b> <b>Division Director Planning &amp; Development</b> Office: (847) 310-3606; (847) 885-7500 Cell: (847) 561-2172 Home: (847) 364-9543 964 Brantwood, Elk Grove Village IL 60007	<hr/>
<b>Mike Kies</b> <b>Director Recreation / Facilities</b> Office: (847) 285-5422 Cell/Home (847) 489-9263 322 Grand Ridge, St. Charles IL 60175	
<b>Sandy Manisco</b> <b>Communications &amp; Marketing Superintendent</b> Office: (847) 781-3672	<hr/>



**Brett Davis**  
**Executive Director**

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**Steve Kleinman**  
**Attorney, PDRMA**  
Office: (630) 769-0332

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**Rob Bush**  
Office: (312) 782-7606

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After the crisis team has been contacted and a meeting set up, the crisis team head will call the Board president and the remaining members of the Board.

**AN ORDINANCE IMPLEMENTING THE PROVISIONS OF THE  
STATE OFFICIALS AND EMPLOYEES ETHICS ACT (5 ILCS 430/1-1 ET SEQ.)  
FOR THE HOFFMAN ESTATES PARK DISTRICT, COOK COUNTY, ILLINOIS**

**WHEREAS**, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., ("Act") which is a comprehensive revision of the state statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by state officials and the employees; and

**WHEREAS**, pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, "in a manner no less restrictive" than the provisions of the Act, on or before May 19, 2004; and

**WHEREAS**, the Hoffman Estates Park District desires to come into compliance with the provisions of the Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE HOFFMAN ESTATES PARK  
DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION 1:**

- A. The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5/ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this Section) are hereby adopted by reference and made applicable to the officers and employees of this governmental entity to the extent required by 5 ILCS 430/70-5.
- B. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee is hereby prohibited.
- C. The offering or making of gifts prohibited to be offered or made to an officer or employee is hereby prohibited.
- D. The participation in political activities prohibited under the Act, by any officer or employee is hereby prohibited.
- E. For purposes of this Section, the terms "officer" and "employee" shall be defined as set forth in 5 ILCS 430/70-5(c).

- F. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.
- G. This Section does not repeal or otherwise amend or modify any existing enactment which regulates the conduct of officers and employees. To the extent that any such existing ordinances or policies are less restrictive than this Section, however, the provisions of this Section shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).
- H. Any amendment to the Act that becomes effective after the effective date of this Section shall be incorporated into this Section by reference and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities. However, any amendment that makes its provisions optional for adoption shall not be incorporated into this Section by reference without formal action by this governmental entity.
- I. If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Section shall be repealed as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. This Section shall be deemed repealed without further action if the Act is found unconstitutional by the Illinois Supreme Court.
- J. If the Illinois Supreme court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Section shall remain in full force and effect; however, that part of this Section relating to the part of the Act found unconstitutional shall be deemed repealed without further action by this governmental entity.

**SECTION 2:** A violation of any provision of this Ordinance shall be punished through the bringing of a quasi-criminal judicial complaint by an attorney chosen in the manner provided by law for this governmental entity. That prosecutor shall utilize prosecutorial discretion in enforcing this Ordinance and may seek such penalties for a violation of this Ordinance as are allowed to be sought under local or state law.

**SECTION 3:** If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**SECTION 4:** All Ordinances in conflict herewith are hereby repealed to the extent of such conflict. All previous Ordinances adopting the Gift Ban Act of its provisions are hereby repealed.

**SECTION 5:** This Ordinance shall be in full force and effect immediately as provided by law.

PASSED this 18th day of May 2004, pursuant to a roll call vote as follows:

AYES: 7 Bernacki, Guiney, Howell, Mohan, Rathman, Satkowski, Triphahn

NAYS: 0

ABSENT: 0

APPROVED this 18th day of May 2004.

  
BOARD PRESIDENT

ATTEST:

  
PARK DISTRICT SECRETARY

**4.2.18 STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

No officer (elected or appointed official) or employee (full-time, part-time or contractual) shall intentionally perform any prohibited political activity during any compensated time.

No officer or employee shall intentionally use any property or resource of the governmental entity in connection with any prohibited political activity.

No officer or employee shall intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

No officer or employee and their immediate family members shall accept any gift from any source that does or may do business with the district that has a cumulative value of more than \$100 in any calendar year (\$75 for food or refreshments).

**4.2.19 RECOGNITION OF PAST EMPLOYEES:**

The Board recognizes the time and effort contributed by former, full-time Hoffman Estates Park District employees who have served at least twenty-five (25) years full time by issuing an individual, lifetime membership to the Scott R. Triphahn Community Center and Ice Arena, Willow Recreation Center, Seascape Family Aquatic Center and Prairie Stone™ Sports and Wellness Center.

Board Approved – September 19, 2006

This recognition is based on an annual renewal that must be requested by the individual each year.

Past employees are responsible for any tax liability for such benefits. If the total value of such benefits exceeds \$600 in a calendar year the past employee will be issued a 1099 from the District.

**Board Approved 7/24/2012**

The district shall designate one or more officials or employees to act as its FOIA officers. If only one FOIA officer is designated, the district shall designate a designee who will act on the FOIA officer's behalf in the event that the FOIA office is unavailable. Any FOIA officer who is subsequently appointed shall complete the required electronic training curriculum within 30 days after assuming the position.

Representatives of the District, including commissioners, board members, and employees, are prohibited from engaging in electronic communication (including but not limited to e-mails, texts, tweets, blog postings, and/or posting on any social media site) during any public District meeting subject to the Open Meetings Act, including but not limited to board meetings and committee meetings. Any electronic communications transmitted during any public District meeting are subject to a Freedom of Information Act (FOIA) request, regardless if they originated from the individual's personal electronic device, or a device issued by the District.

**Board Approved January 2014**

### **5.19 IDENTITY PROTECTION POLICY**

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.* (the "Act"), which requires all local government agencies to approve an identity-protection policy.

In conformance with the provisions of said Act:

1. All employees who have access to social security numbers in the course performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers may access such information or documents.
3. Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used.
5. Social Security numbers will only be collected or disclosed for documented purposes as defined with the Illinois Identity Protection Act, 5ILCS 179/1 *et seq.*

Violation of the provisions of this policy by employees of the Park District shall be grounds for discipline up to and including dismissal.

### **5.20 Cellular Antenna (Tower)**

Cellular antennas in today's society are widely accepted as necessary infrastructures required to support the use of cellular phones. With the need to locate cellular antennas in all areas requiring coverage, the number of cellular antennas located within the park district's boundaries is substantial.

Regarding the ultimate placement of cellular antennas, regulations require cellular antenna companies to place their cellular antennas on publicly owned property if available and approved

## XVII. BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES GUIDELINES

The following guidelines have been approved by the Board effective January 1996. These guidelines are based on an extensive review of currently available data, including recommendations from and guidelines published by the Centers for Disease Control, the American Academy of Pediatrics, the U.S. Public Health Service and the office of the Surgeon General, as well as regulations as adopted by the Illinois Department of Labor (IDOL) with respect to blood borne pathogens. These guidelines may be revised as deemed appropriate, as additional information becomes available.

Communicable diseases are a hazard to which all humans are constantly exposed. The existence, transmission, infection and severity of associated illness vary according to the type of disease. In recent years concern has been demonstrated over the "blood borne pathogens." The Hepatitis B Virus ("HBV") has been a concern for many years; however, more recently, the Human Immunodeficiency Virus ("HIV"), which can also cause Acquired Immunodeficiency Syndrome ("AIDS"), has emerged as one of the most serious blood borne pathogens.

The District recognizes that the AIDS epidemic is a genuine health crisis. It is the District's desire to exercise appropriate measures to assist in the prevention of the spread of the disease and to minimize workplace exposure to the disease. The existence of the crisis, however, does not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the District to the public or the dignity of the people it serves. The Board acknowledges its desire and obligation to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

While serving the public, park and recreation agencies and their employees are subject to situations where communicable disease exposure and transmission is possible. The points of exposure involve staff and the public alike.

The District further recognizes that employees with life-threatening illness, or infectious diseases including but not limited to AIDS and Hepatitis B, may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a health threat to others, the District believes it should take affirmative steps to reasonably ensure that they are treated consistently with other employees.

The following guidelines are intended to assist the District in achieving a reasonable balance between individual and societal concerns relating to AIDS, Hepatitis B, and other communicable diseases as they pertain to the operations of the District. They are not intended to create, and shall not be construed as creating contractual or other obligations on the part of the District or rights on the part of employees, program participants or park users, which are not already (and independent of the promulgation of these guidelines) imposed by law.

Where the context of these guidelines permit, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of these guidelines are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of these guidelines or any of its provisions.

## I. CURRENT INFORMATION

### A. Human Immunodeficiency Virus (HIV) and AIDS

All current scientific evidence supports the following conclusions:

1. The HIV virus, which can cause AIDS, is fragile outside the body. Soap and water, rubbing alcohol and household bleach will kill the virus.
2. HIV is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold or measles or chicken pox. The HIV virus is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one's bloodstream infected blood or blood products, from mother to fetus and possibly through breast feeding. It also can be transmitted by infected blood or other body fluids coming into contact with non-intact skin (i.e., cuts, open sores or lesions, skin that is chafed or abraded, and even hang-nails).
3. There is no current evidence that HIV or AIDS is spread by casual social contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting or runny nose.
4. There is no current evidence that HIV or AIDS has been contracted from swimming in pools or hot tubs, from toilet seats, bathtubs or showers, or from eating in restaurants, or using dishes, glasses, straws, utensils or food handled by a person with HIV or AIDS.
5. There is no current evidence that HIV or AIDS has been contracted from common surfaces, linens, clothing, telephones, office machinery, furniture or other articles touched by a person with HIV or AIDS.
6. Although in an infected person the HIV virus or AIDS may be found in a variety of body fluids and secretions including semen, blood, mucus, saliva, and tears, there is no current evidence that saliva or tears have transmitted the HIV virus or AIDS.
7. Although current evidence indicates that the HIV virus or AIDS may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, tuberculosis, and salmonellosis, which may be so transmitted, are sometimes also found in persons with HIV or AIDS in the



latter stages of the disease, and may be so transmitted. These other opportunistic infections may be transmitted through social contact.

#### B. Hepatitis B Virus (HBV)

The Hepatitis B Virus ("HBV") causes Hepatitis B, a serious liver disease previously known as Serum Hepatitis. Symptoms of Hepatitis B include anorexia, malaise, nausea, vomiting, abdominal pain, jaundice, skin rashes, arthralgia and arthritis. The fatality rate for the disease is less than two percent. Hepatitis B can also cause acute and chronic hepatitis, cirrhosis and cancer of the liver.

Like HIV, HBV is an infectious and contagious disease. HBV also is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle or other sharp object, receiving into one's bloodstream infected blood or blood products, and from mother to fetus. Like HIV, HBV also can be transmitted by infected blood or other body fluids coming into contact with a person's mouth, nose, other mucous membrane or non-intact skin (i.e., cuts, open sores or lesions, skin that is chafed or abraded and even hang-nails).

HBV is a heartier virus than HIV. According to the Centers for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

There are two types of hepatitis B vaccines currently licensed and available in the United States. Vaccination is recommended for persons who may have occupational exposure to blood or blood-contaminated body fluids and for unvaccinated persons who actually have contacted such fluids.

#### C. Other Communicable Diseases

Other common infectious diseases which can pose a threat to children and adults include the following:

Disease	Transmission
Chicken Pox (Varicella) .....	Respiratory Secretions & Lesion Secretions
Meningitis .....	Respiratory Secretions
Mumps.....	Respiratory Secretions
Measles (Rubeola) .....	Respiratory Secretions
Pneumonia .....	Respiratory Secretions
Salmonellosis .....	Food Handling

Tuberculosis ..... Airborne Droplets

Whooping Cough (Pertussis)..... Respiratory Secretions

Although these diseases are not regarded as bloodborne pathogen diseases, they can become serious if unrecognized and untreated. Many are common to children and exhibit signs and symptoms which are identifiable (e.g., measles result in spots). Sound hygienic practices are necessary to prevent the spread of these diseases.

II. PARTICIPATION IN DISTRICT PROGRAMS BY PERSONS INFECTED WITH THE HIV AND HBV VIRUSES, AND AIDS

A. In General

1. Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS in registering for any program. In view of current evidence regarding HIV, AIDS or HBV transmission, infected persons should not be routinely excluded from or restricted with respect to any program. Decisions regarding participation shall be considered on a case by case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:
  - a. The nature of the risk (how the diseases are transmitted);
  - b. The duration of the risk (how long is the carrier infectious);
  - c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
  - d. The probabilities that the disease(s) will be transmitted and will cause varying degrees of harm;
  - e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection(s).
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate District personnel

and the tasks or procedures being performed in the area. In particular, all equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood, and at the end of the work shift if the surface may have become contaminated since the last cleaning.

## VII. PRECAUTIONS

Because other infections in addition to the HIV virus, the Hepatitis B virus and AIDS can be present in blood or non-intact skin or exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g., cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. It is to be emphasized that these procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. These procedures should be followed and enforced routinely.

### A. General Procedures

1. Hand washing is one of the most important techniques for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any body fluids, etc. The District will provide single-use towels or hot air drying machines for such hand washing. Where soap and water is not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.
2. Non-sterile gloves which are puncture-resistant and impervious to blood must be worn. Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including e.g., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted one (1) part bleach to ten (10) parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. Therefore, large quantities

of bodily waste or fluids should be cleaned up prior to disinfecting. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.

4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers or cleaning up sharp objects (e.g., broken glass), employees must wear non-sterile, puncture-resistant gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Puncture-proof or puncture-resistant gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic first aid procedures. Protective coverings, Band-Aids, bandage, etc. should be worn by all staff, volunteers or participants and provided by the District. Staff and volunteers are responsible for providing protective coverings to participants who have open lesions.
8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc., should be avoided. Whenever possible, disposable items (e.g., cups and utensils) should be provided and not be shared by others.
9. Disinfectant should be stored in a safe area that is inaccessible to participants. (Note: Material Safety Data Sheets should be maintained for each disinfectant.)
10. Documentation of an incident of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

B. Procedures for Cleaning Up Blood or Other Body Fluid Spills

1. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
2. Clean and disinfect soiled area immediately using paper towels, soap and water.

3. Disinfect area with 70%-90% isopropyl alcohol solution, or one (1) to ten (10) chlorine bleach solution, or quest.
4. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
5. Place soiled sanitary napkins in plastic bags, secure and dispose.
6. Place paper towels and disposable gloves in plastic bags and dispose of same.
7. Wash hands and other skin that may have come in contact with bodily fluids thoroughly with soap and water or other antiseptic hand cleanser or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body areas with blood, body fluids or other potentially infectious materials.
8. In situation where bleeding due to lacerations, cuts, etc. must be immediately controlled, persons administering first aid should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).

C. Procedures for the Cleaning of Equipment

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

D. Procedures for the Use of CPR Mouthpieces

The CPR Mouthpiece is designed to prevent direct physical contact between the user and victim. Mouthpieces will be provided by the District under conditions where staff/volunteers may be required to administer CPR.

1. Follow instructions for use that are provided with the mouthpiece.
2. If using a disposable mouthpiece, discard after use in an appropriate receptacle.

3. If using a reusable mouthpiece, clean in disinfectant solution of 70%-90% isopropyl alcohol, then rinse with water.
4. Wash hands immediately or as soon as feasible after removal and disposal of/disinfective of mouthpiece.

#### E. Food Handling

1. Maintain a clean area in the kitchen for serving food.
2. Utensils should be washed, rinsed and sanitized prior to food preparation.
3. Maintain a separate area of the kitchen for cleanups.
4. All leftover food, dishes, and utensils should be treated as if they were contaminated.
5. Pour liquid into sink drains.
6. Place disposable dishes in plastic-lined, covered receptacles.
7. Rinse dishes and utensils with warm water before placing them into dishwashers.
8. Rinse recyclable materials (e.g., cans, bottles) prior to placing them in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays, and other areas; follow up by applying an approved disinfectant.
10. Wash hands prior to removing clean dishes from the dishwasher or from cabinets.

#### F. Laundry

1. Use latex gloves when handling soiled items.
2. Launder diapers or other items soaked with body fluids separately.
3. Pre-soak heavily soiled items.
4. Follow manufacturer's directions for detergent use.
5. If the material is bleachable, add ½ cup of household bleach to the wash cycle.

6. If the material is not colorfast, add ½ cup non-chlorine bleach to the wash cycle.
7. Use hot cycle on washer and dryer.
8. Clean laundry carts when soiled linen is washing before using them for clean linen.

G. Diapering

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle (especially for cloth diapers), disinfectant, and personal protective equipment.
2. Wash hands in all cases of diapering.
3. Put on latex gloves prior to diapering and remove gloves and dispose of properly after diapering.
4. Remove soiled diaper and place in appropriate receptacle. Disposable plastic bag should be removed at least once a day.
5. If other clothing is soiled, remove, rinse and place it directly in a plastic bag that is marked with the child's name, secure the bag with a fastener, and send the bag home with the child at the end of the day.
6. Cleanse genitals, perineum and buttocks with disposable baby wipes or soap and water.
7. Rinse well and dry skin prior to applying a clean diaper.
8. Wash the child's hands and then wash your own hands.
9. Wear disposable latex gloves to rinse and wring out cloth diapers in the toilet.
10. Report abnormal conditions (e.g., blood) to administration so that parents and health professionals can be properly notified.

## Attachment to Hoffman Estates Park District Memorandum # 16-103

### Child Bereavement Leave

*Personnel Policy Manual Page 46, Section XIV – Family and Medical Leave*

All employees eligible for leave under the federal Family and Medical Leave Act of 1993 (FMLA) shall be eligible for bereavement leave in accordance with the Child Bereavement Leave Act, which provides up to a maximum of 2 weeks (10 working 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 a child; or (3) grieve the death of a child.

The Child Bereavement Leave 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.

Eligible employees may elect to substitute accrued and unused paid leave for unpaid leave for bereavement leave under the Child Bereavement Leave Act.

### Purchasing Authority

*Policy Manual Page 69, Section 7.13 – Purchase Requisition System*

Based on the total dollar amount of the PO, the following progressive level of approval is required.

Manager	\$1 ( <del>up to \$500</del> ) (up to \$1,000)
Division Director	\$500 ( <del>up to \$2,500</del> ) (up to \$5,000)
Finance Director	\$2,500 ( <del>up to \$7,500</del> ) (up to \$15,000)
Executive Director	\$7,500 ( <del>up to \$20,000</del> ) (up to \$25,000)
Board of Commissioners	\$20,000 (above \$25,000)

All budgeted purchases over \$1,000 but less than \$5,000 require at least three (3) competitive quotes whenever possible. All purchases over \$5,000 but less than \$20,000 \$25,000 require three (3) competitive written quotes whenever possible or my still be bid if in the interest of the District.

All quote information must be included as a comment on the purchase order and written quotes must be submitted to the business office.



Additionally in lieu of quotes or bids for purchases up to ~~\$20,000~~ \$25,000, the District may utilize the official state issued bid program or may utilize District approved joint purchasing programs.

Policy Manual Page 70, Section 7.14 – Legal Bidding Procedures

Purchase of goods or services estimated to exceed ~~\$20,000~~ \$25,000 in value shall follow these legal bidding procedures and/or requirements as provided by law; whichever are more restrictive:

Policy Manual Page 16, Section 4.1.02 – Primary Functions of the Board

4.1.02.13 Approves contracts and expenditures to individual vendors which exceed ~~\$20,000~~ \$25,000.

Policy Manual Page 25, Section 4.2.14 – Director Authority / Board Relationship

4.2.14.04 Approval of contracts and expenditures to individual vendors less than ~~\$20,000~~ \$25,000.

**Non-Budgeted Emergency Purchase Procedure Policy 7.32**

In certain situations transfers between line items in the budget may be necessary to cover the cost of unanticipated or emergency purchases. This may also include the need to make additional purchases or expenditures due to a related increase in revenues over anticipated amounts. Emergency purchases (non-budgeted) up to \$25,000 require the Executive Director's approval. These purchase will be appropriately categorized in an unbudgeted account to then follow the below process to amend the budget to reallocate funds to cover such purchases. Emergency purchases over \$25,000 are addressed in the Purchasing Policy and require Board approval by a ¾ vote. If the purchase must be made prior to a Board meeting then this vote may be taken by the Executive Direct by phone or electronically and then ratified at the next regular Board meeting.

The Board may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate 10% of the total amount appropriated in such fund by such ordinance, and may amend such budget and appropriation ordinance from time to time by the same procedure as is herein provided for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfers between funds required by law to be kept separate. However, during any fiscal year, the governing body of any Park District may adopt a supplemental

appropriation ordinance subsequent to the adoption of the annual appropriation ordinance for that fiscal year in an amount not to exceed the aggregate of any additional revenue available to the Park District or estimated to be received by the Park District. The provisions of this Section regarding publication, notice, and public hearing shall not apply to the supplemental ordinance or to the budget document forming the basis of the ordinance.

After the first 6 months of any fiscal year have elapsed the board may by two-thirds vote transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation, theretofore made, and the item to which said transfer is made may be increased to the extent of the amount so transferred.

### **Permit Requirement (Drones)**

*Policy Manual Page 102, Section 9.4.3 – Permit Requirement*

No person shall, without a permit and paying appropriate fees:

- k. bring, land or cause to ascent or descent or alight on District property, any airplane, helicopter, flying machine, balloon, parachute, model aircraft, **drone**, or other apparatus for aviation;

### **Smoke Free Policy**

*Policy Manual Page 100, Section 9.3.20 – Smoking*

- 1.) **With the exception of the Bridges of Poplar Creek Country Club, Hoffman Estates Park District is entirely smoke-free.** No person shall smoke, burn, or exhale any cigar, cigarette, pipe, electronic-cigarette or any other device designed to inhale and/or exhale tobacco or any vaporizer related products (hereinafter “smoking”) ~~within any building~~ **while on District property other than the Bridges of Poplar Creek Country Club.**
- 2.) **While at the Bridges of Poplar Creek Country Club,** no person shall engage in smoking within a building, in violation of the “Smoke Free Illinois Act” 410 ILCS 82/1 et seq., as may be amended from time to time. All Buildings, enclosed areas, and facilities will have a designated smoking area. The designated smoking are will be within 50 feet (50’) of any public entrance/exit to the building, enclosed area, or facility, not including designated emergency exits. Except for the designated smoking area, smoking shall be prohibited within fifteen feet (15’) of all public sidewalks, walkways, or plaza areas adjacent to an enclosed area, and within fifteen feet (15’) of mechanical air intakes at

any building or facility or which would serve as a means of public ingress or egress to an enclosed area, building, or facility. ~~Cannon Crossings and Sycamore Park Restroom/Concession Facilities will not have a designated smoking area as the facilities are located within fifty feet (50') of the athletic fields.~~

- 3.) Smoking is prohibited within fifteen feet (15') of any outdoor eating establishment or facility **at The Bridges of Poplar Creek Country Club**, ~~on park district property.~~
- 4.) Smoking is prohibited within fifty feet (50') of all designated program or special event areas **at The Bridges of Poplar Creek Country Club** ~~on park district property and all athletic fields, hard court playing surfaces, bleachers and playgrounds.~~
- 5.) Smoking is prohibited in/on any park district equipment or vehicle.
- 6.) All personnel (staff, vendors, outside contractors, volunteers) are prohibited from smoking while working directly with the public.

Personnel Policy Manual Page 12, Smoking

Smoking: Smoking of any type and the use of electronic e-cigarettes or vapor emitters is prohibited on District property (**with the exception of Bridges of Poplar Creek Country Club**), in or on any District building, facility, equipment, or vehicle or while working directly with the public. See Policy Manual Chapter 9.3.20

## **Military Discount Policy**

Policy Manual Page 82, Section 8.4 – Establishing Fees: Special Situations and Groups

### H. Military Discount

**Active members of the United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard), and their immediate household family members, are eligible for a 20% discount on program registrations and memberships. Proof of active service / leave authorization form must be provided at the time of registration.**

## **Transgender Policy**

*To be inserted into policy manual and personnel policy manual.*

All transgender employees, patrons, and participants are afforded all protections as provided by Federal and State laws, including civil rights laws. Each situation of employment, facility usage, or program participation will be evaluated on a case-by-case basis in order to ensure the rights of all parties involved are recognized and protected.

## **Payment Card Industry (PCI) Security Standards Policy 5.24**

### **Our Commitment to Privacy**

Our Privacy Policy was developed as an extension of our commitment to combine the highest-quality products and services with the highest level of integrity in dealing with our clients and partners. The Policy is designed to assist you in understanding how we collect, use, and safeguard the personal information you provide to us and to assist you in making informed decisions when using our site, products, and services. This statement will be continuously assessed against new technologies, business practices, and our customers' needs.

### **What Information Do We Collect?**

When you visit our website you may provide us with two (2) types of information:

1. Personal Information you knowingly choose to disclose that is collected on an individual basis.
2. Website Use Information collected on an aggregate basis as you and others browse our Website.

### **1. Personal Information You Choose to Provide**

For example, you may need to provide the following information:

- Name
- Mailing address
- Email address
- Home and/or business phone number
- Credit card number
- Other personal information

If you choose to correspond with us through email, we may retain the content of your email messages together with your email address and our responses. We provide the same

protections for these electronic communications that we employ in the maintenance of information received by mail and telephone.

## **2. Website Use Information**

Similar to other commercial websites, our website utilizes "cookies" (see explanation below, "What Are Cookies?") and web server logs to collect information about how our website is used. Information gathered through cookies and web server logs may include the date and time of visits, the pages viewed, and time spent on our website. This information is collected on an aggregate basis. None of this information is associated with you as an individual.

### **How Do We Use the Information That You Provide to Us?**

Broadly speaking, we use personal information for purposes of administering our business activities, providing customer service, and making available other products and services to our customers and prospective customers. Occasionally, we may also use the information we collect to notify you about important changes to our website, as well as new services and special offers we think you will find valuable. The lists used to send you product and service offers are developed and managed under our traditional corporate standards designed to safeguard the security and privacy of our customers' personal information.

### **What Are Cookies?**

Cookies are a feature of internet browsers that allows web servers to recognize the computer used to access a website. Cookies are small pieces of data that are stored by a user's internet browser on the user's hard drive. Cookies can remember what information a user accesses on one web page to simplify subsequent interactions with that website by the same user or to use the information to streamline the user's transactions on related web pages. This makes it easier for a user to move from different web pages to complete commercial transactions over the internet. Cookies should make your online experience easier and more personalized.

### **How Do We Use Information We Collect from Cookies?**

We use internet browser software tools such as cookies and web server logs to gather information about our website users' browsing activities, in order to constantly improve our website and better serve our customers. This information assists us to design and arrange our web pages in the most user-friendly manner and to continually improve our website to better meet the needs of our current customers as well as prospective customers.

Cookies help us collect important business and technical statistics. The information in the cookies lets us trace the paths followed by users to our website as they move from one page to another. Web server logs allow us to count how many people visit our website and evaluate our

website's visitor capacity. We do not use these technologies to capture your individual email address or any personally identifiable information about you although they do permit us to send focused online banner advertisements or other such responses to you.

### **Sharing Information with Third Parties**

We do not share, rent, or trade information with third parties for their promotional purposes. We may enter into alliances, partnerships or other business arrangements with third parties who may be given access to personal information including your name, address, telephone number and e-mail for the purpose of providing you information regarding products and services that we think will be of interest to you.

We also use third parties to facilitate our business, including, but not limited to, sending e-mail and processing credit card payments. In connection with these offerings and business operations, our partners and other third parties may have access to your personal information for use in connection with business activities.

### **How Do We Protect Your Information?**

#### **Payment Card Industry Data Security Standard (PCI DSS)**

The PCI DSS is a set of data security requirements established and governed by VISA, MasterCard, American Express and Discover to protect cardholder account information. PCI DSS includes best practices to identify vulnerabilities, processes, procedures, and website configurations. These practices help us protect ourselves against security breaches, safeguard your data, and protect the integrity of electronic payments. Annually we complete a PCI self-assessment questionnaire as well as undergo a monthly vulnerability scan performed by Trustwave in order to maintain our PCI certification. Maintaining our compliance helps to build the right security to protect your customer data and prevent theft and fraud.

#### **Secure Information Transmissions**

E-mail is not recognized as a secure medium of communication. For this reason, we request that you do not send private information to us by e-mail. Some of the information you may enter on our website may be transmitted securely via Secure Sockets Layer SSL, 128-bit encryption services. Pages utilizing this technology will have URLs that start with HTTPS instead of HTTP.

#### **Certain Disclosures**

We may disclose your personal information if required to do so by law or subpoena or if we believe that such action is necessary to (a) conform to the law or comply with legal process served on us or Affiliated Parties; (b) protect and defend our rights and property, the Site, the

users of the Site, and/or our Affiliated Parties; (c) act under circumstances to protect the safety of users of the Site, us, or third parties.

### **What About Other Websites Linked to Our Website?**

We are not responsible for the practices employed by websites linked to or from our website nor the information or content contained therein. Often, links to other websites are provided solely as pointers to information on topics that may be useful to the users of our website. Please remember that when you use a link to go from our website to another website, our Privacy Policy is no longer in effect. Your browsing and interaction on any other website, including websites which have a link on our website, is subject to that website's own rules and policies. Please read over those rules and policies before proceeding.

### **Your Consent**

By using our website you consent to our collection and use of your personal information as described in this Privacy Policy. If we change our privacy policies and procedures, we will post those changes on our website to keep you aware of what information we collect, how we use it and under what circumstances we may disclose it.

We reserve the right to modify this privacy statement at any time, so please review it frequently. If we make material changes to this policy, we will notify you here, by email, or by means of a notice on our home page.

### **Customer Surveys**

From time to time, we may conduct customer satisfaction surveys concerning our services, programs and usability functions related to our website in order to improve our services and programs. We welcome customer feedback, always, but the contact information requested in the survey is optional. We also occasionally share this survey data with third parties, but only in a cumulative, statistical format, without disclosing any personal or identifiable information.

### **Security**

The security of your personal information is important to us. When you enter sensitive information (such as credit card number) electronically on our registration or order forms, or have your credit/debit card swiped at one of our designated service desks, we encrypt that information using secure socket layer technology (SSL) encryption protocol as provided by our gateway processor. To learn more about SSL, follow this link <http://www.geotrust.com/> Sensitive information (such as credit card or financial institution numbers) provided hand written is entered in 3<sup>rd</sup> party gateway software as quickly as possible. Once this information has been processed, the written information is rendered unreadable with the exception of the

first 4 and last 2 digits. Those digits are kept only as a means of identifying to the customer which information was supplied. Even after the information is rendered unreadable, these documents are kept in a secure environment.

We follow generally accepted industry standards to protect the personally identifiable information submitted to us, both during transmission and once we receive it. No method of transmission over the Internet, or method of electronic storage, is 100% secure, however. Therefore, while we strive to use commercially acceptable means to protect your personal information, we cannot guarantee its absolute security.

## **Cyber Security Policy (formerly Computer Network Policy) Policy 5.23**

*Policy manual, Page 52 Section 5.23*

### **VPN, Remote Access, & Passwords**

#### **Network Login / Computer Passwords.**

- Passwords expire every 90 days.
- Users cannot reuse their past ten (10) passwords.
- Users have twelve (12) attempts before their account becomes locked out. If it is locked out there is a 30min wait time before they can try again. The user can also contact IT support for immediate help.
- The password cannot contain any part of the user's login account name or full name.
- Be at least eight (8) characters in length
- Contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, \$, #, %)



## **Guidelines for Employee Conduct**

*Policy Manual Section 11; Personnel Policy Manual Section VII*

Compliance with District Policies and Procedures: You are required to comply with all policies and procedures established by the Board, Immediate Supervisors, and Directors of the District.

All employees will be given access to the District's shared drive and be required to review and understand the District's Policy Manual. Each employee must do so and acknowledge this by signing off on the District's "Policy Manual Acknowledgement Form".

Whenever there is a new or updated policy for the District approved by the Board, such policy will be updated on the shared drive by the Administrative Assistant. This update will then be electronically communicated to all supervisory staff by the HR Manager. Supervisory staff will be required to share the policy with all of their employees and respond electronically to the HR Manager that this has been completed.

## **Grievance Procedure**

*Personnel Policy Manual, Page 25*

Grievances: The following grievance procedure has been established to provide you with a review mechanism in connection with terms and conditions of employment ~~except for disciplinary actions which is covered under Section VIII, Disciplinary Actions and Separations.~~ With the exception of complaints and grievances initiated by District, complaints and grievances will receive final determination by the **Executive** Director.

1. If you have a grievance, discuss the matter with your Immediate Supervisor. Resolution of grievances is strongly encouraged at this level.
2. If your grievance is not resolved by your Immediate Supervisor, you may submit your grievance in writing to your Division Director within five (5) working days after receipt of your Immediate Supervisor's written response. Your Division Director will investigate the matter and respond to you in writing within five (5) working days following his receipt of your written grievance regarding the disposition of your grievance and stating the reasons for such disposition.
3. If your grievance is not resolved by your Division Director, your grievance may be submitted in writing to the **Executive** Director, within five (5) working days after receipt of the Division Director's written response. The **Executive** Director will investigate the matter and respond in writing within five (5) working days following his receipt of your

written grievance regarding his disposition of the matter and stating the reasons for such disposition. The decision of the Executive Director will be final in all cases, except for grievances initiated by a Division Director.

4. If a grievance initiated by a Division Director is not resolved by the Executive Director, a Division Director may submit the grievance in writing to the Board of Directors. The Board of Directors will investigate the matter and respond in writing within 30 (thirty) calendar days following receipt of the grievance. The decision of the Board of Directors will be final.

The District's failure to strictly adhere to the time suggestions stated above will not affect the resolution of the grievance.

There will be no discrimination or retaliation against an employee if he, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation.

Any complaint of harassment brought to the attention of a Division Director or the Human Resource Manager will be forwarded to the Executive Director. All such complaints will be taken seriously and investigated. Any employee that is found to have made a frivolous or false complaint shall be subject to disciplinary action up to and including dismissal.

## **Legal Bidding Procedure**

### *Policy Manual Page 70, Section 7.14 – Legal Bidding Procedures*

To acquire by gift, legacy, or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$25,000 shall be let to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and service ability, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for the printing of finance committee reports and departmental reports, contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness, contracts for duplicating machines and supplies, contracts for goods or services procured from another governmental agency, purchases of equipment previously owned by some entity other than the district itself, and contracts for the purchase of magazines, books, periodicals, pamphlets and reports and

exception where funds are expended in an emergency and such emergency expenditure is approved by  $\frac{3}{4}$  of the members of the board.

All competitive bids for contracts involving an expenditure in excess of \$25,000 must be sealed by the bidder and must be opened by a member or employee of the park board at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least 3 day's notice of the time and place of the bid opening.

For purposes of this section, "due advertisement" includes, but is not limited to, at least one public notice at least 10 days before the bid date in a newspaper published in the district or, if no newspaper is published in the district, in a newspaper of general circulation in the area of the district.

Purchases of goods or services estimated to exceed \$25,000 in value, and not entitled to one of the aforementioned exceptions, shall follow these legal bidding procedures and/or requirements as provided by law; whichever are more restrictive:

1. A Legal advertisement shall be placed in a local newspaper at least ten (10) days before opening, which will bring notice of the District's request for bids to those organizations best qualified to provide the needed goods or services.
2. Specifications shall be prepared and made available to all interested parties.
3. Copies of specifications should be sent to qualified sources outside the circulation area of the local newspaper; to ensure fair bidding and increase opportunities for lower bids.
4. Instructions to Bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
5. Instructions to Bidders for construction projects shall include all requirements including Business References, Bid Surety and Performance Bond, Insurance, Indemnification, Protection of District Property, Compliance with labor Standards and Prevailing Wage Laws, Subcontract, Change Orders, Payment Procedures and Guarantees. The nature of construction projects necessitates more clearly defined conditions.

Following the issuance of Specifications and Instructions to Bidders, bids have to be received prior to the time and date specified for return. They will be opened publicly and contracts awarded in conformity with Section 5 of the Public Contracts provisions of the Criminal Code of Illinois 720 ILCS5/33E-5.

## **Commissioner use of District facilities and services, Policy 4.2.2**

*Policy Manual, Page 27*

Commissioner use of District facilities and services is governed by Ordinance No. O-12-17 which states, in relevant part:

The Park Board of Commissioners declares that it is necessary and convenient to provide to the Commissioners free attendance to and participation in the District's facilities, property and seasonal non-individual direct cost fee base programs to assist them in exercising their duty to manage and control all of the District's property and to plan, establish and maintain recreational programs for the District's residents.

The Park Board of Commissioners declares that, to the extent it is necessary, the Park Commissioners shall receive feedback from the residents of the District concerning the District's facilities and programs to assist them in managing and controlling the District's property and planning, establishing and maintaining recreational programs, and it is within the best interests of the District for Commissioners to invite guests to attend and participant in District programs and facilities to facilitate a free exchange of ideas and generate feedback.

For the purpose of assisting Commissioners in collecting feedback and ideas regarding existing or new facilities and programs of the District, the Park Board of Commissioners finds it necessary to permit up to 10 guests of each Commissioner, per quarter, to participate in and attend District facilities and seasonal non-individual fee based programs without charge.

The District shall provide a means to measure the free quarterly guest usage for each commissioner. Each quarter's usage shall be limited to the amount per quarter and is neither non-transferable nor cumulative and the commissioner must accompany the guest for such usage.

To further the free exchange of feedback and communication between residents and participants utilizing the District's programs and facilities, the Park Board of Commissioners further declares that in so much as a Commissioner may feel the need to accompany more than ten guests in a given quarter then those guests will be charged the then current District full-time employee guest rate.