



**SEASONAL & PART TIME  
EMPLOYEE MANUAL**

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## **MISSION STATEMENT**

The Butterfield Park District mission is to promote ongoing development of a park system providing recreational opportunities for all residents. Butterfield Park district strives to offer diversified programs and activities encompassing personal enjoyment contributing to self-fulfillment and enhancing the quality of life.

## **WELCOME**

We're glad you decided to choose the BPD for your summer employment. As a part-time employee of the Butterfield Park District, you may take pride in being a member of a Park District that is providing the best recreation programs, facilities and parks to its community members. It is sincerely hoped that this will be a long, happy, period of employment. Whatever your area of responsibility, your welfare and progress is very important to us. You and your fellow employees are the Park District's greatest assets.

This manual is a condensed version of the full-time employee manual. It has been designed for the seasonal employee as a reference and tool and should acquaint you with the Park District operations and procedures. Should questions not contained in this manual arise, please refer to the full time employee manual or contact the Human Resource Office.

The following characteristics emphasize the Butterfield Park District style:

1. First impressions count! Employees and the area in which they work should be neat in appearance. Smile when you greet people! If you're having a rough day, smile anyway...it will help!
2. Listen and understand. When attempting to help someone in person or over the phone, listen carefully to his or her problem. Try to put yourself in their place and help them when you can.
3. Exceed Customer Expectations. Take that extra step to assist a customer. For example, if someone asks you for directions in the building, take them rather than pointing. Or if you see garbage on the ground, please pick it up. We are all trying to make this park district a fun, clean place to live and work.
4. Every role is vital. Participate. Share your ideas. Think for yourself, develop solutions and be proactive. If a commissioner asks you your opinion, or has questions, answer with the best of your knowledge.
5. Service, Service, Service. Know how the customers expect to be treated. Never sacrifice the integrity of the Park District, but provide fair, prompt attention to the needs of the participant. Tell the customer how you are going to react to a problem. Go beyond routine expectations. Use your good judgment to solve problems. Attitudes shape life, not circumstances.

The purpose of this outline is not to dictate behavior, but to serve as a guideline of expectations and attitudes the Park District strives to achieve. This includes interaction with your internal and external customers, co-workers, administrators, participants, observers and the community. We are successful if you are successful.

Your supervisor and the officials of the Butterfield Park District would like for you to enjoy your job and to perform to the best of your abilities. We will help you learn and give you support. Your supervisor will provide detailed information regarding your position.

## INTRODUCTION

Welcome to the Butterfield Park District. The Park District is proud of its record of continuing growth and expansion of services offered to the residents of the Park District. The growth and reputation of the Park District are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals. There are several things that are important to keep in mind about this Manual.

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

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

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

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

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

**Where the context of this Manual permits, 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 this Manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of this Manual or any of its provisions.**

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

**Note** Please review the Employment Contract Disclaimer and Signed Acknowledgment Form that follows.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

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

In accordance with federal, state and local laws, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, civil union partnership, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation or any other category protected by state or federal law.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with the Superintendent of Business.

The Business Office has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Business Manager. If the employee is uncomfortable reporting to the Superintendent of Business, the employee should report to his or her Department Head, Executive Director or President of the Board of Commissioners.

## **OPEN DOOR POLICY**

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

### **Supervisors within our Organization:**

|               |   |                       |
|---------------|---|-----------------------|
| Larry Reiner  | Executive Director                            | Office) 858-2229 x 12 |
| Connie Murphy | Superintendent of Business and Communications | Office) 858-2229 x 19 |
| Tim White     | Superintendent of Parks & Facilities          | Office) 858-2229 x 20 |
| Sara June     | Superintendent of Recreation                  | Office) 858-2229 x 13 |
| Erika Rubo    | Early Childhood and Aquatics Supervisor       | Office) 858-2229 x 14 |
| Derek Hoffman | Recreation Specialist                         | Office) 858-2229 x 11 |
| Oona Kelly    | Administrative Coordinator                    | Office) 858-2229 x 10 |

### **Board of Commissioners:**

Todd Berntsen  
Michael Kryger  
Larry Montgomery  
Michele Piotrowski  
Lisa Saunderson

## **INTRODUCTION TO THE BUTTERFIELD PARK DISTRICT**

### **The Park District Is a Municipal Government**

Organized in 1965, the Park District is governed by a board of five elected commissioners each serving a six-year term. Park Board Meetings are held the second Thursday of the month at the Recreation & Aquatic Center.

### **Park District Residents**

The Park District serves the residents of Unincorporated Lombard, Glen Ellyn, and a small section of Downers Grove, Rt. 53 to Finely Rd. and Sheehan to Butterfield Rd. in Milton Township. The population we serve is 10,000.

A wide range of services and activities are available.

The District maintains 6 parks/recreational sites encompassing 45 acres, the Learning Nest Preschool, the Rec Kids Before and After School program at Butterfield School/ Butterfield Park District, Administrative/Maintenance complex and activity rooms at the Recreation Center. Programs and services are offered for ages 6 months through senior citizens in a wide variety of interests. Many activities are offered seasonally for the community.

### **Rentals**

Includes Activity Rooms, Picnic Shelters, Baseball fields, Tennis Courts, Athletic Fields and the Pool.

### **Recreation Programs**

Classes and activities are offered for preschool, youth, teen adults and family, aquatics, camps, special events, and the before and after school program.

### **Promotional Information**

Brochures are printed and mailed to each home three times yearly describing the full range of services. These are supplemented by banners, news releases to newspapers, flyers, posters, and the use of the marquee sign on Butterfield Road. We also provide special sales, discounts and coupons to our patrons to encourage early registration for programs, events and services.



## **GENERAL EMPLOYMENT**

### **Introductory Period**

All part-time employees begin their employment with an introductory period during which supervisory staff will orient the employee, train the employee, if any, and determine if the employee appears to possess the aptitude and attitude necessary for him/her to meet the requirements of his/her position. The Introductory period is 29 working days.

### **Employment Forms**

During the initial application process, you must complete the application for employment and any other forms that the Park District, at its sole discretion, deems necessary or are required by law. The notice of hire form outlining pay, dates of employment, hours, holidays and or evening work (if applicable), required certifications and any other information that the Park District deems necessary shall be completed by your immediate supervisor. All forms will remain in the Human Resources Office. You will receive a copy of the notice of hire once all required paperwork has been processed by the Human Resources Department. All employees will be required to participate in a background check conducted through the Illinois State Police, Bureau of Identification. Your employment agreement is a confidential document between you and your supervisor. Your pay rate should not be discussed with anyone other than your supervisor. These discussions regarding your pay rate should be discussed in a private manner. If this policy is violated it could result in termination. Employment forms are included in your hire packet and must be filled out and approved by the Human Resources Office prior to your start date.

### **Personnel Files**

A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Your medical and benefit records will be maintained in a separate file. Information contained in your files will not be released or disclosed without your written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order. You may review your personnel file in accordance with applicable law and established Park District procedures. If you wish to review your personnel file, you should contact the Human Resource Office to complete the appropriate forms.

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

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

**Note You should immediately notify the Human Resources Office of any changes in pertinent information.**

### **Background Checks**

We strive to promote safety for children and adults by conducting background checks on all of our employees.

## **Security & Keys**

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees will receive keys necessary to carry out duties. Employees must guard against loss of keys and report any lost keys immediately. Employees must not lend their keys to anyone without authorization from their immediate supervisor. Employees may not duplicate keys provided. Employees must turn in keys to their supervisor when employment has ended and/or terminated.

## **Job Descriptions**

All Park District personnel positions have a job description outlining the work to be performed. If you were not given a copy of your job descriptions ask your supervisor for it. They will be happy to answer any questions you may have.

## **Hours of Work**

Starting times will vary according to department. Work scheduling is automated on the WhenToWork website for employees. Via WhenToWork, employees have the flexibility to set their preferences, request time off, trade shifts, communicate with managers and coworkers and view the company bulletin board. Office Administration and Recreation departments will receive a schedule from their direct supervisor. Employment for Seasonal Instructors is dependent upon class registration meeting the minimum enrollment requirement. Instructors will not receive pay for the time in-between scheduled classes. All employees will be expected to report for work promptly.

## **Breaks/Lunch**

Minors under 17 must have at least a 30-minute break period, if they work more than 5 hours continuously. All adult employees will be provided a 30-minute break period if scheduled for 7.5 hours or more hours. If you do not punch out or in (required) the break time will be automatically deducted from the total. All 15 minute breaks for lifeguards are paid for, and there is no need to sign in or out. Maintenance employees will receive a 30 minute break period if scheduled for 6.5 hours or more. Employees cannot take their 30 minute break at the beginning or ending of their shift to either come in late or leave early.

## **Overtime**

Except as follows, any and all overtime hours must be approved in writing by your immediate supervisor prior to working the overtime. Overtime hours may also be worked at the express direction of your immediate supervisor when it is impractical to issue written permission. However, such authorization must be memorialized within twenty-four (24) hours following the overtime hours worked. Overtime hours can be referenced as additional hours from your scheduled hours.

You are required to work overtime when necessary and your unwillingness or refusal to do so may be cause for disciplinary action up to and including dismissal.

## **Minor Employees (14, 15)**

The Statute treats all persons 16 years of age and older as “adults” for purposes of assessing an individual’s right to work without limitation. The statute permits 14 and 15 year –olds to work under numerous restrictions (“Authorized Minors”).

Authorized Minors are students who obtain a “Certificate of Employment” for work purposes from the Superintendent (of the school he/she attends) or designee authorized to issue “Certificates of Employment” permitting minors to work outside of school hours and during summer vacation. The prospective employer must sign applications for “certificate of employment”, and describe the nature of the work and the hours the minor will be working.

Authorized Minors are restricted to the following hours of work from Labor Day until June 1st (during the school year). Authorized Minors working in recreational or educational activity by a Park District, may work up to 3 hours per school day, up to 9:00 PM, twice a week, so long as the total number of hours worked outside school in any week does not exceed 24.

Authorized Minors are restricted to the following hours of work from June 1st until Labor Day (Summer Vacation). Authorized Minors working for recreations or educational activity by a Park District, are only limited from working between 10:00 PM and 7:00 AM. They may not work more than six (6) consecutive days in any one-week or more than 48 hours in one week, or more than 8 hours in one day. **Time Cards & Pay Periods**

The Park District uses two systems to track your hours and process payment checks. To track hours, the Park District uses Time Clock. Employees are responsible for clocking in and out of every shift and correctly recording their hours in the department that they worked. To process payment checks, the Park District uses the Lauterbach and Amen Payment System (also known as "ACS"). Before the end of each payment period, employees are responsible for recording the hours they worked during that period in the ACS system. Employees will not be paid for hours recorded in ACS that are not recorded in Time Clock. Employees will not be paid for hours recorded in Time Clock that are not recorded in ACS. In other words, you will not be paid for hours worked unless the time is reflected in BOTH systems.

Pay periods and pay dates are enclosed in this packet. Employees will be paid every two weeks on the Friday following the end of the pay period.

The district offers payment via direct deposit or paper check. Direct deposit requires an authorization form be filled out and submitted. Payroll funds will be deposited into your personal account(s) on payday for immediate use, however, check with your banking institution regarding the timeliness of their ACH (direct deposit) transaction posting. If you receive payment via direct deposit, you will be able to view past check stubs on the ACS system. If you elect to receive payment via paper check, you will have to pick up your check from the BPD office on pay day after 12:00pm.

### **Pay Increases/Evaluations**

All part time employees are evaluated on an annual basis. Your evaluation will be completed at the end of your class session and/or season. You will receive a copy of your evaluation. Your progress with the Park District depends on you. Whenever possible, there are job openings which are filled from within the Park District. Salary increases are based on job position and performance. These raises are given out once a year, on the start of our fiscal year which is May 1<sup>st</sup>. Each year the range of raises will be established by your supervisor, and the Director.

### **Communication Tips You Will Receive On Your Evaluation**

- Give clear, concise direction with specific goals, and provide opportunities for growth
- Encourage two-way communication and be available to the employee
- Keep an open mind and listen to the employee
- Ask if there is something you can do to improve the situation

### **Absences**

In the event of an absence, you must report your absence directly to your supervisor at least 30 minutes prior to the beginning of your work shift. LEAVING A MESSAGE WITH A CO-WORKER OR SIMILAR SOURCE IS NOT PROPER NOTIFICATION. If you are unable to reach your supervisor, you should leave a message for him or her advising of your inability to come to work. If because of illness, you are unable to call personally, have a member of your family or a friend to do it for you. If you have any questions your supervisor will advise you concerning absence reporting. Employees may use the WhenToWork website to request time off, trade shifts, and communicate with managers and coworkers about absences. Unauthorized, unreported or excessive absenteeism will result in disciplinary action and/or termination.

### **Tardiness**

While it is recognized that occasionally you may have a good reason for being late for work, excessive tardiness cannot be tolerated. The Park District considers habitual lateness to be a serious matter which, if continuously practiced, may result in disciplinary action or termination.

## **Holidays**

Butterfield Park District **office** is closed on the following holidays: Thanksgiving Day, Christmas Eve (Directors discretion), Christmas Day, New Year's Eve (Directors Discretion), New Year's Day, Good Friday, Easter Sunday, Memorial Day, 4<sup>th</sup> of July, and Labor Day. The **pool will remain open** for the following holidays, Memorial Day, 4<sup>th</sup> of July, and Labor Day. All Staff are expected to be available to work when scheduled on holidays.

## **Payroll Deductions**

Social Security (FICA) State and Federal taxes are deducted from the employee's paycheck. Login to your Net Client ACS portal to change your deductions. See your supervisor if you need assistance.

## **When Information Is Requested**

As an employee of the Park District you may be asked questions pertaining to the program you work at or about other items relating to the Park District. We encourage you to learn as much as possible about the Park District and the services it offers. The employee is expected to be able to relay information to the public concerning their program services available. For questions you cannot answer refer to the brochure or your supervisor. Only a public well informed of our services will be encouraged to return.

## **Proper Dress & Appearance**

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

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

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District.

Tattoos must not be offensive in nature (i.e., words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire.

## **Money Handling**

Staff is to follow the District's cash handling procedures at all times. Your manager will familiarize and train you in these procedures. Please follow them.

## **Search of Lockers, Desks, and Other Park District Property**

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

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

The Park District will generally try to obtain an employee's consent before conducting a search of Park District property or work areas, but may not always be able to do so. Any property belonging to the Park District is subject to search if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

### **Workplace Inspections**

To safeguard the property and personal safety of our employees and the Park District, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District property by employees and all other persons leaving and entering the Park District's premises. The Park District reserves the right to inspect an employee's office, desk, files, lockers or other area or article on Park District premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of the Park District and are issued for the use of employees only during their employment with the Park District. Inspections may be conducted at any time at the discretion of the Park District. The Park District is not responsible for the loss of personal property.

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

### **Technology Use Policy**

#### **Purpose**

The purpose of a Technology Use Policy is to establish clear and definite guidelines for staff use of technology. Any use of Butterfield Park District ("BPD") technology will in no way exempt any user from normal requirements of ethical, legal or moral behavior as dictated by local, state, national, or international law.

BPD will make every effort to protect staff and patrons from any misuses or abuses of the information service. All BPD PCs will have virus protection and be updated at least monthly. Contact your supervisor with any questions or issues regarding viruses. All users must be continuously on guard to avoid inappropriate and or illegal interaction with the information service. Use of computer and network systems that are shared by many users imposes certain additional obligations. Legitimate use of these systems does not extend to whatever an individual is capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what an individual can do or can see. In any event, each user is responsible for his/her actions whether or not rules are built-in and whether or not they can be circumvented.

#### **Definitions**

- a) Technology Equipment - This relates to all forms of electronic communications. This would include but is not limited to computers, printers, copy machines, facsimile machines, telephones, cell phones and voice mail.
- b) Internet - This is the international network of computers that is most often accessed through the use of phone lines and modems. Some related terms are the web, World Wide Web, and the information superhighway.
- c) E-mail - This is electronic mail sent via computing devices. This could be distributed either within a given location or throughout the world through the Internet.
- d) Incidental Personal Use - The use of technology systems does not include any outside employment or anything that may constitute an intrusion or disruption into the BPD mission. Incidental Personal Use might include the occasional letter, e-mail, or telephone call to family, friends, or business associates. Any abuse of this privilege may result in disciplinary action.

### **Ownership**

All technologies (such as e-mail, computer, Internet connections, and voice systems) are property of BPD. Anything you create or load on the systems becomes property of the BPD. The BPD reserves the right to intercept, monitor, copy, review, and download any communications or files you create or maintain on these systems, at any time, without prior notice to you.

### **Personal Responsibility**

Each user will accept personal responsibility for reporting misuse of the network to the Director. Misuse can come in many forms and includes, but is not limited to, any e-mails, messages, text, photographs, graphics, videos, music and sound sent, received, uploaded, downloaded or viewed, that indicate or suggest pornography, jokes or humor, unethical or illegal solicitation, racism, sexism, inappropriate language, and other similar inappropriate or illegal matters. When in doubt, be conservative and refrain from sending or receiving such information. Any misuse of the network may result in discipline up to and including termination.

### **Acceptable Use**

- a) Technology systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes and only incidental personal use is allowed.
- b) Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
- c) Transmission of any material in violation of any International, Federal, state, or local laws is prohibited. This includes, but not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- d) Use for product advertisement, outside political lobbying or outside business interests is also prohibited. Refer to the Full Time Personnel Policy Manual for further clarification of political activities.
- e) All modifications, relocations, and or additions to any technology equipment must be authorized and directed by Director.
- f) The use of any personally owned software is strictly prohibited on BPD technology equipment.
- g) It is a violation to recklessly or maliciously interfere with or damage computer or network resources or computer data files, or other information. Additionally, misappropriation of data or copyrighted materials, including computer software, may constitute theft.

### **Telephone**

- a) To make a phone call outside the Butterfield Park District, dial 9 followed by the telephone number.
- b) Users are responsible for ensuring that phone calls are incurred for business purposes only.
- c) Users are not to make long distance phone calls.

### **The Internet**

- a) Use is limited to activities that support the BPD mission and specific action steps. Use of the Internet by BPD staff for non-mission or non-work-related functions is prohibited.
- b) Any information posted on the Internet that identifies BPD must be reviewed and approved by the Director.
- c) Confidential, sensitive, or proprietary information shall not be posted on the Internet.
- d) Downloading of files from the Internet is prohibited without the permission of the Director.
- e) Chat group visitation is forbidden except for chat groups associated with BPD business purposes.
- f) Misrepresentation of oneself or BPD is prohibited.

### **E-Mail**

- a) E-mail is not to be used for personal or non-business-related communication. Only incidental personal use of e-mail is permitted.

- b) The e-mail system and all messages are owned by BPD and become BPD property. Deleted messages may be stored somewhere in the system for an indefinite duration.
- c) Compose e-mail messages with the idea in mind that they may someday be used as evidence in court.
- d) Courtesy and professionalism should replace slang, intentional misspellings, abbreviations, and over familiarity.
- e) It is strictly forbidden to compose messages that are discriminatory, defamatory, insulting, offensive, disruptive, romantic, pornographic, breaches of confidentiality, or violations of copyright. Be cautious, e-mail intended to be humorous or clever can backfire.
- f) Solicitations of all kinds are prohibited, including charitable, religious, commercial, political, and union-related.
- g) Sign all e-mail. It is prohibited to send anonymous messages.
- h) It is prohibited to encrypt files, unless permission is granted for special circumstances.

### **Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

- a) BE POLITE. Never send or encourage others to send abusive messages.
- b) USE APPROPRIATE LANGUAGE. Remember that you are a representative of BPD. You may be alone with your computer but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.
- d) DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

### **Security**

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the Director at once. Never demonstrate the problem to other users. Never use another individual's account, password, or give out your information or password. Any user identified as a security risk will be denied access to the information system.

### **Vandalism**

Vandalism is defined as (1) any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system and (2) any unauthorized modifications or alterations in any technology equipment. This includes, but is not limited to, the knowingly uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

### **Examples**

Some examples of policy violations though not a comprehensive list:

- a) Initiating or encouraging the promulgation of chain letters and other types of electronic broadcast messages.
- b) Tapping phones lines or other network cables.
- c) Subverting or obstructing a computer or network by introducing a worm or virus.
- d) Supplying false or misleading information to access computer or network systems.
- e) Improperly obtaining or using another's password to access computers or network systems.
- f) Unauthorized access to data, computers, or networks.
- g) Photocopying materials in a book or magazine without prior consent of the publisher.

h) Copying software onto more computers than the license allows. Generally each purchase of a software package only allows for the installation onto one computer. Violations of this type are punishable by governmental fines. BPD will only use licensed software.

### **Conditions**

Your consent to and compliance with this Technology Use Policy is a term and condition of your employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

### **Blogging Policy**

In general, the District views personal websites and weblogs positively, and it respects the right of employees to use them as a medium of self-expression. If you choose to identify yourself as a District employee or to discuss matters related to our agency, staff or patrons on your website or weblog, please bear in mind that, although you and we view your website or weblog as a personal project and a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for the District. In light of this possibility, we ask that you observe the following guidelines:

Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of the District. To help reduce the potential for confusion, we would appreciate it if you put the following notice – or something similar – in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page):

*The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer.*

Many bloggers put a disclaimer on their front page saying who they work for, but that they're not speaking officially. This is good practice, but may not have much legal effect. It is not necessary to post this notice on every page, but please use reasonable efforts to draw attention to it – if at all possible, from the home page of your site.

Be careful to avoid disclosing any information that is confidential or proprietary to the agency or to any third party that has disclosed information to us.

1. Since your site or blog is a public space, we hope you will be respectful to the District, our employees, our patrons, our partners and affiliates, and others.
2. You may provide a link from your site to the District website. However you will require permission to use the District logo or reproduce any District material on your site.
3. When using District computers, you are subject to both the agency's Internet Use Policy and Computer Use Policy.
4. Finally, please recognize that both during working hours and non-working hours you are an ambassador of the District. You are expected to act and conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the District, staff morale, and/or create divisiveness or friction among staff, you may be disciplined, up to and including termination.
5. If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to the Administrative Services Director.

### **Conduct**

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

### **Stealing**

The theft of Butterfield Park District resources whether they are monies, materials, equipment, food, or drink, or permitting unauthorized persons to enter the pool, will result in immediate termination.



## **Employee's Friends**

The atmosphere around the facilities is usually informal and casual in nature. However, employees should remember that they are being paid to work. Friends are welcome to our facilities only in the capacity of paid participant. Visitation during work hours cannot impede the operations or give the image of loitering people. This statement includes family members or past employees. Please refrain from receiving personal phone calls on cell phones while on duty.

## **Drugs and Alcohol**

All park district facilities prohibit the use and storage of drugs and alcohol. If an employee is in the presence of using, or storing drugs and / or alcohol or is under the influence while on park district property, suspension or termination will occur. If an employee finds or knows that a patron is under the influence, or storing drugs / alcohol, he must immediately report this incident to a manager to handle.

## **Weapons**

Employees found in the possession of any weapon or found using any instrument as a weapon towards staff or patrons will be immediately disciplined and will face termination upon investigation of the incident. The reason for this stern policy is the safety of the thousands of patrons in our care.

## **Smoking & Tobacco Use**

Smoking, vaping and tobacco use is prohibited in or on any Park District property including but not limited to parks, playgrounds, buildings, facilities, equipment, or vehicles or while working directly with the public or program participants (including events or trips).

## **Solicitations**

Employees may not engage in solicitation of any kind during work time. Employees may not engage in the distribution of literature in working areas. If you're solicited for any reason or are offered literature from anyone, notify your supervisor.

## **Housekeeping**

It is our desire to keep the appearance of the Park District facilities clean and well cared for. Please assist us and help keep our facilities and parks attractive at all times. Littering Park District property, neighbor's property or adjacent streets and sidewalks is a violation of Park District rules and is subject to disciplinary action.

## **Parking Lot Privileges**

Park District parking lots are provided for all employees. You are requested to park your automobile away from the spots most convenient in the lots leaving ample room for patron parking.

## **Communication at the Park District**

Neither you nor the Park District will benefit if you are unable to do your best work because of questions or misunderstandings about your job. Your immediate supervisor has been trained and charged with the responsibility of providing you with proper and constructive supervision. During your employment here, if there is anything about your job or the Park District that is bothering you, we want to know about it and encourage openness.

If you have a problem or question, ask your supervisor. Without feedback from you, he or she may, through oversight or assumption, have unknowingly failed to detect your concern or feeling about a subject. Don't let oversight grow into misunderstandings by failing to speak up, and do not let your failure to speak up cause you to make mistakes or do a poor job. Whenever you are in doubt about anything, ask your supervisor who is there to help you. If, after discussing a problem with your supervisor, you wish to discuss the matter further, or have particular questions that you may feel uncomfortable discussing with him or her, you may request a meeting with your Department Head or the Executive Director of Parks and Recreation simply by asking your supervisor to arrange one. Employee questions or problems will always receive our immediate attention and be resolved as soon as possible.

## **Decision Making**

Every employee should act as though he / she are a manager in a sense that he / she is a trusted adult. As an adult, you are to make a decision to handle a problem if a supervisor does not respond to your call for assistance in the appropriate time span. Act on your decision, but write down the incident fully and accurately, and then submit this to a manager to review. All employees are hired for their maturity and responsibility, so the management trusts the individual's training and instinct to handle a situation the right way.

## **Seat Belt Use**

Employees that operate a Park District vehicle (vans or truck) must wear a seat belt at all times. Failure to do so will result in disciplinary action.

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

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

It is the responsibility of each and every employee, 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.

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 harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### **Definitions of Harassment**

**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:

Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;

Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or

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.

**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.

### **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 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 or incidents 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.

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.

## **DISCIPLINARY ACTIONS**

### **Introduction**

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

not meet these standards, the Park District may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage employee development by providing employees with guidance that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the Park District's policies and procedures and/or other disciplinary problems. Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Park District. You may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part.

**Note notwithstanding the Park District's option to use progressive discipline, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with your dismissal.**

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral warnings to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

### **Oral Warning**

Oral warnings may be issued by your supervisor(s). Oral warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn you that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor imposing the oral warning will discuss the warning with you and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in your personnel file.

### **Each Warning will Include**

- Providing detailed information about the problem
- Communicating with the employee
- Identifying goals/expectations
- Documenting all interactions

### **Written Warnings**

Written warnings may be issued by your supervisor(s). Written warnings consist of a conference between you and the supervisor(s) (which may include; human resources, director, etc.), imposing the warning, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning you that repetition of the conduct or failure to improve may result in more severe discipline including discharge. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in the Park District's opinion does not warrant suspension or discharge. You are required to sign the written warning indicating receipt of the warning and your understanding of the reason for the warning. You will also be given an opportunity to provide written comments on the form. If you refuse to sign, another Supervisor will be asked to witness your refusal. A copy of the written warning will be placed in your personnel file.

### **Suspension**

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, in the sole discretion of the Director. The supervisor(s) imposing the suspension will meet with you and give you written memorandum outlining the details of your suspension, including without limitation, the reasons for and duration of your suspension. During this meeting, you will be given an opportunity to respond to the reason(s) for your suspension. The duration of your suspension shall be determined in the sole discretion of the Director. Unpaid suspensions of non-exempt employees will be based on daily increments. To the extent permitted by law, unpaid suspensions of exempt employees will be based on weekly increments. You are required to sign the written notice of your suspension indicating receipt

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

### **Dismissal**

A dismissal is a termination of employment initiated by the Park District. You may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District. If you are dismissed you will receive written notice of the reasons for your dismissal including effective date and time of dismissal. Your supervisor or designee will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor may be asked to witness your refusal. A copy of the notice will be placed in your personnel file. You may further respond to those charges, if any, through the formal review procedure outlined below.

### **Grievance Process & Procedure**

Any employee who has a grievance arising from their employment with the Park District is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

1. You may present a grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.
2. You may present a written grievance to the supervisor at the succeeding level of authority in your Department. The supervisor will investigate the matter, discuss the matter with you and your immediate supervisor and should give you a written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

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

### **Note**

**The Park District's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.**

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions which may be reviewed in accordance with Sections 8-1, 8-3, and 8-4, respectively. The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

## **EXAMPLES OF REASONS FOR DISCIPLINARY ACTION**

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

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Board, co-workers or members of the public or threatening or striking any person who is in or on Park District property or participating in Park District activities.
8. Being wasteful of or the willful destruction of Park District supplies, materials, vehicles, equipment, tools, working time or other Park District property.
9. Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual or department manual, rules and/or procedures.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Park District law, rule or regulation while on duty or while in or on Park District property or engaging in criminal activity while on duty or while in or on Park District property.
12. Failing to report an accident or known hazardous conditions to your immediate supervisor.
13. Gambling or fighting while on duty.
14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Park District property or failing to notify the Park District that you are taking legal drugs when such notice is required.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Park District, fellow employees or the public.
16. Possession of weapons in or on Park District property or while on duty.
17. Felony conviction.

18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
20. Smoking, vaping or using tobacco on park district property or in district vehicles
21. Harassment of other employees or members of the public.
22. Dishonesty; lying to Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
23. Time card or sign-in book violations.
24. Unauthorized possession, use or copying of any records that are the property of the Park District.
25. Sleeping on duty.
26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interests.
27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

## **EMERGENCY SITUATIONS**

### **First Aid**

There should be a first aid kit filled with the proper supplies, a list of emergency numbers and accident reports at every site program is held. If the site does not have a first aid kit, a lack of supplies or accident reports, contact your supervisor immediately.

### **Minor Injuries**

Minor cuts, scrapes, or bumps (other than to the head) require tender care, proper cleansing and proper bandages. You are not entailed to put yourself in danger; therefore, handle with caution by using disposable gloves so you don't come in contact with the injured's bodily fluids. Fill out an accident report.

### **Major Injuries**

Injuries that result in severe cuts, suspected broken bones, bumps on the head and/or stoppage of breathing should be handled through the following actions. Use precautions by using disposable gloves.

1. Remain calm, keep the injured calm, remain with the injured and you or the supervisor should call the Paramedics at 911. Perform CPR if necessary.
2. If possible, remain with the injured and have another party call the parents/guardian.
3. Contact the Park District office with the situation of the injury at (630)858-2229.
4. Report the situation of the injury to your supervisor. If an ambulance is called please call your supervisor.
5. Complete the necessary accident reports and return it to your supervisor immediately.

Familiarize yourself with where telephones are located; the correct address of the facility/site where you are located and where all the entrances and exits are.



### **Statement of Admission When an Accident Occurs**

- Show honest concern.
- Give information only to a supervisor, police officer or authorized agency representative.
- Do *not* admit guilt or discuss an incident. You may not have the facts correct!
- Press inquiries should be forwarded to your supervisor and proper agency staff.
- Answer: *I'm probably not the person to answer that question, you need to contact [give name of your supervisor].*

### **Insurance**

The Butterfield Park District does not carry accident insurance to cover participants in our activities. If you are asked where the injured should submit their bills for reimbursement please inform them that the Park District does not carry accident insurance. Their bills should be sent to their own insurance coverage. Please refer them to your supervisor if necessary.

### **Worker's Compensation Insurance**

In the event of an industrial injury or occupational illness (as defined by Worker's Compensation law), you are covered by Worker's Compensation Insurance instead of group insurance. If you should be injured on the job, be sure to report this immediately to your supervisor. This will protect your right to receive treatment and/or compensation as a result of a work related injury.

### **Emergencies**

Familiarize yourself with the area at each location where you work. The facility may include the nearest fire exit, fire alarms, fire extinguisher, tornado shelters and hazardous materials.

### **Fire**

If you should come across a fire in the facility, activate the fire alarm immediately or call the fire department at 911. Move the children and/or participants in an orderly manner and exit the building to a designated meeting area and take a head count. For no reason should you re-enter the building to look for others or put the fire out. You are expected to know and follow the evacuation procedures for the facility you work in.

### **Tornado and Severe Thunderstorm Emergencies**

If you see severe weather or lightening approaching report it to your supervisor and prepare to seek cover. Be prepared for a tornado or severe thunderstorm warnings.

Tornado watch: no emergency precautions need to be taken at this time, however, seek shelter and be prepared for a tornado warning.

Tornado warning: a 3-5 minute blast from the AIR RAID warning sirens indicates that a tornado has been sighted in the area. If notified of a tornado or severe thunderstorm warning, move everyone to an area clear of doors and windows. Also avoid any large open spaces such as the gymnasium. If you are outside, either proceed to a building or find a ditch and lay down.

If you observe lightning move the participants into a building. Avoid trees, water, bicycles, fences, etc. If a person is struck by lightning and they are conscious, treat the injured for shock, keep them still, don't let them walk and call 911. If a person is not breathing after being struck by lightning then apply CPR if you have been trained and send someone for emergency help.

### **Safety**

Your safety is important to us. You are requested to make every effort to assume the responsibility for your safety and that of your fellow employees by following instructions and rules intended to prevent accidents and ensure safe working conditions. Please report any conditions you feel are unsafe: such as slipping or tripping hazards, inadequate lighting, frayed electrical cords, etc. Report all injuries immediately. Be sure to acquaint

yourself with the exits, fire alarm stations and fire extinguisher equipment nearest your work area. Know where first-aid medical kits are located and SDS information. All reports should be immediately made to your supervisor. **All reports should be immediately made to your supervisor even if a minor injury/incident report the issue to your supervisor right away and log the incident. Reports regarding severe accidents and incidents should be communicated no later than 24 hours after incident.** Each department has a safety binder that we ask you to read and sign your name. Our goal is to bring the district to the highest level of safety and procedures.

### **3 Messages That Must Be Conveyed To Make Safety Work**

- Awareness for the potential for injury
- Knowledge of what action to take
- Accountability to promote action

### **What Types of Incidents**

- Patron Injury
- Staff Injury
- Auto Incident
- Property Damage
- Liability Incident
- Out of ordinary event

### **Accident Investigation Steps**

1. Put the individual at ease
2. Conduct at the Scene
3. Never admit it was your fault or the Park District's fault
4. Ask for employee/patron version
5. Ask necessary questions
6. Summarize
7. Witness Review
8. Follow-up
9. Contact Supervisor Immediately

### **Blood borne Cleanup**

- Put on protective clothing (Gloves, Goggles, Face mask)
- Add absorbent and let sit to jell.
- Use scoop to pick up mess. Place mess in bag. Put mess scoop in garbage.
- Use towels to clean area. Place in bag.
- Disinfect area with cleaner.
- Allow to dry.
- Remove PPE.
- Place all materials and PPE in bag.
- Double bag.
- Throw materials in dumpster.
- Wash hands with hot soapy water.

**\*If you have potential exposure, contact supervisor.**

### **Blood borne Pathogen Bites**

- Potential exposure for both parties.
- Person biting most at risk.
- Wash wound with hot/soapy water.
- Seek medical attention.
- Report incident immediately.
- Involved parties may be tested.

### **Touching Patrons**

- ❖ Work in-groups when possible.
- ❖ Conduct touching in public.
- ❖ Topics of concern:
  - ❖ Sunscreen
  - ❖ Rest room breaks
  - ❖ Diapering
  - ❖ Special personal needs

### **Child Abuse**

- Under the law, you have responsibility to report suspected child abuse.
- Contact DCFS directly. They will investigate. 1-800-25ABUSE

**Contact your supervisor after you make a report.**

**FOR OUTSIDE PHONE CALLS: DIAL 9 + 1 + NUMBER**

**EMERGENCY NUMBERS**

- Medical Emergency 911
- Police Emergency 911
- Fire Emergency 911
- Fire Non-Emergency (Lisle-Woodridge Dept.) 630-353-3000
- DuPage County Sheriff 630-682-7256
- Good Samaritan Hospital 630-275-5900
- Butterfield Park District Phone 630-858-2229
- Grades K-2 Summer Camp/ 630-306-2235
- Butterfield School Rec Kids 630-306-2235
- Grades 3-5 Summer Camp 630-306-3662
- BPD Reckids 630-306-3662
- Teen Camp Cell Phone 630-306-9703

**EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGMENT**

**To be signed and turned in to the Human Resources Department**

I hereby acknowledge receipt of the Butterfield Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, department head, human resources department or Director. I understand that this Manual has been developed as a general reference guide for Butterfield Park District ("Park District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of the Park District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the Park District at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose. I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of Park District, other than the Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing. I understand and will comply with all policies within this Manual and any and all other Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal. Please sign and date this acknowledgment and return it to Human Resources.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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