

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
September 1, 2020
185 Spring Avenue
6:00 p.m.**

Due to the shutdown of all Park District facilities in response to COVID-19, meetings of the Park Board of Commissioners will be held by Zoom conference until further notice as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access.

This meeting will be conducted by audio or video conference without a physically present quorum of the Glen Ellyn Park District Board of Commissioners because of a disaster declaration related to COVID-19 public health concerns affecting the jurisdiction of the Park District. The President of the Board of Commissioners has determined that an in-person meeting at the Spring Avenue Recreation Center, located at 185 Spring Avenue in Glen Ellyn, with all participants is not practical or prudent because of the disaster. Commissioners, the Executive Director, Staff and chief legal counsel will not all be physically present at the 185 Spring Avenue address in Glen Ellyn, due to the disaster. Physical public attendance at the 185 Spring Avenue address in Glen Ellyn may be limited or not feasible, so alternative arrangements for public access to hear the meeting are available via the instructions listed below. The meeting will also be audio or video recorded and made available to the public, as provided by law.

The public is invited to join the conference. Please email Dave Harris at dharris@gepark.org for the Meeting ID and password by 5:30pm on the Tuesday of the meeting. Plan to join the meeting 5-10 minutes before the start of the meeting at 6pm.

Public participation instructions:

Members of the public will be automatically muted, therefore, please email any public comment to Dave Harris at dharris@gepark.org by 5:30pm on the Tuesday of the meeting. Emailed comments will be read into the official record during this meeting.

- I. Call to Order**
- II. Roll Call of Commissioners**
- III. Changes to the Agenda**
- IV. Public Participation**
- V. Voucher List of Bills Totaling \$384,137.12**
- VI. Citizens' Finance Committee Appointment Recommendations**
- VII. Park District Policy Manual Updates**

- VIII. 2021 OSLAD Discussion**
- IX. Adjourn to Ackerman Park– Approximate time - 7:00 p.m.**
- X. Roll Call of Commissioners**
- XI. Volunteer Recognition (at ASFC exterior near flagpole) – Adam Bodzioch**
- XII. Walking Tour of Ackerman Park**
- XIII. Staff Reports**
 - A. Finance Report (For information only)
- XIV. Commissioners’ Reports**
- XV. Adjourn**

Accounts Payable

Voucher Approval Document

Warrant Request Date: 9/1/2020



Glen Ellyn Park District

Voucher List Presented to the Board of Commissioners

To the Executive Director:

The payment of the attached list of bills has been approved by the Park District Board of Commissioners and as of the date signed below, you are hereby authorized to pay them from the appropriate funds.

Treasurer: _____

Date: _____

10	Corporate Fund	\$	45,274.03
20	Recreation Fund		115,332.12
85	Asset Replacement Fund		1,200.00
94	Capital Improvements Fund		222,330.97
	Report Total:	\$	<u>384,137.12</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 08/27/2020 - 11:59AM
 Batch: 00012.08.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200222	Accurate Repro Inc.			Check Sequence: 1	ACH Enabled: False
161168	Signs	106.80	09/01/2020	10-00-000-585850-0000	
163597	Signs	182.00	09/01/2020	10-00-000-585850-0000	
163617	Field Signs	397.20	09/01/2020	94-90-805-575160-0000	
163831	Signs	166.00	09/01/2020	10-00-000-585850-0000	
164004	Posters	145.50	09/01/2020	20-00-000-521650-0000	
164004	Posters	93.00	09/01/2020	20-30-100-521650-0000	
	Check Total:	1,090.50			
Vendor: 200434	Advocate Occupational Health			Check Sequence: 2	ACH Enabled: False
773422	Random DOT Screening	62.00	09/01/2020	10-00-000-585820-0000	
	Check Total:	62.00			
Vendor: 146213	Albertsons/Safeway			Check Sequence: 3	ACH Enabled: False
	Farwell Plant	14.49	09/01/2020	20-00-000-585290-0000	
	Farwell Plant	14.50	09/01/2020	10-00-000-585290-0000	
	Check Total:	28.99			
Vendor: 103181	Allegra Printing and Imaging			Check Sequence: 4	ACH Enabled: False
	Postcard Mailing	1,725.00	09/01/2020	20-00-000-521650-0000	
	Check Total:	1,725.00			
Vendor: 103965	Ancel Glink, P.C.			Check Sequence: 5	ACH Enabled: False
77301	7/2020 Attorney Fees	3,647.50	09/01/2020	10-00-000-521100-0000	
	Check Total:	3,647.50			
Vendor: 199674	A-Team Recyclers, LLC			Check Sequence: 6	ACH Enabled: False
2572	Recycling Fees	75.00	09/01/2020	10-00-000-540700-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	75.00			
Vendor: 109320 79398	B Gunther & Company Inc. Scout Plaque	215.60	09/01/2020	Check Sequence: 7 10-10-000-550200-0000	ACH Enabled: False
	Check Total:	215.60			
Vendor: 107285 Cell Reimb	Clint Babicz Qtrly Phone Reimbursement	150.00	09/01/2020	Check Sequence: 8 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 108315 P26469863	Batteries Plus Batteries	59.50	09/01/2020	Check Sequence: 9 10-10-000-550300-0000	ACH Enabled: False
	Check Total:	59.50			
Vendor: 201652	Bauer Dentistry & Orthodontics Sponsorship Refund	1,000.00	09/01/2020	Check Sequence: 10 20-00-000-470250-0000	ACH Enabled: False
	Check Total:	1,000.00			
Vendor: 199280 168567	Beary Landscape Management Weekly Mowing	4,895.00	09/01/2020	Check Sequence: 11 10-10-000-521600-0000	ACH Enabled: False
	Check Total:	4,895.00			
Vendor: 199128 1314	Bedrock Earthscapes, LLC Lake Elllyn Floating Islands	4,414.00	09/01/2020	Check Sequence: 12 10-10-000-550200-0000	ACH Enabled: False
	Check Total:	4,414.00			
Vendor: 199964 186073 186291	Belson Outdoors, LLC Bike Racks Concrete Planters	1,469.73 2,480.75	09/01/2020 09/01/2020	Check Sequence: 13 94-90-805-575160-0000 94-90-805-575160-0000	ACH Enabled: False
	Check Total:	3,950.48			
Vendor: 199882 51710	Biltmore Refrigeration Remove Broken Equipment	110.00	09/01/2020	Check Sequence: 14 20-30-300-530210-0000	ACH Enabled: False
	Check Total:	110.00			
Vendor: 198825	Bricks 4 Kids Oak Brook			Check Sequence: 15	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Summer Classes	3,370.00	09/01/2020	20-22-000-525500-2370	
	Check Total:	3,370.00			
Vendor: 107310	B-Sharp, LLC			Check Sequence: 16	ACH Enabled: False
	Spring Classes	1,813.00	09/01/2020	20-22-000-525500-2311	
	Check Total:	1,813.00			
Vendor: 135160 909624981	BSN Sports			Check Sequence: 17	ACH Enabled: False
	Uniforms	2,456.00	09/01/2020	20-21-000-535500-1232	
	Check Total:	2,456.00			
Vendor: 113916 53547	Chicago Fire & Burglar Inc.			Check Sequence: 18	ACH Enabled: False
	9/2020-11/2020 Monitoring	89.85	09/01/2020	20-30-500-521600-0000	
	Check Total:	89.85			
Vendor: 114260	Nicholas Cinquegrani			Check Sequence: 19	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	75.00	09/01/2020	10-00-000-570300-0000	
Cell Reimb	Qtrly Phone Reimbursement	75.00	09/01/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 115186 2220063908	Commercial Tire Service Inc			Check Sequence: 20	ACH Enabled: False
	Skid Steer Tire	262.50	09/01/2020	10-10-000-530210-0000	
	Check Total:	262.50			
Vendor: 118590 5886404 5889103 5891295	Conney Safety			Check Sequence: 21	ACH Enabled: False
	Post Delineators	410.00	09/01/2020	20-21-000-535500-1232	
	Post Delineators	309.50	09/01/2020	20-21-000-535500-1111	
	Ice Packs	291.60	09/01/2020	20-21-000-535500-1232	
	Check Total:	1,011.10			
Vendor: 200084 1266	Cyclones Volleyball			Check Sequence: 22	ACH Enabled: False
	Summer Classes	2,610.00	09/01/2020	20-21-000-525500-1230	
	Check Total:	2,610.00			
Vendor: 117920 Cell Reimb	Mary Defiglia			Check Sequence: 23	ACH Enabled: False
	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 119687	Dunham Woods Farm, Inc.			Check Sequence: 24	ACH Enabled: False
1123	Summer Classes	355.00	09/01/2020	20-22-000-525500-2301	
1129	Summer Classes	230.00	09/01/2020	20-22-000-525500-2301	
	Check Total:	585.00			
Vendor: 199400	Fieldturf USA Inc.			Check Sequence: 25	ACH Enabled: True
666841	GMAX Impact Testing	1,200.00	09/01/2020	85-30-100-541300-0000	
	Check Total:	1,200.00			
Vendor: 129093	Fox Valley Fire & Safety			Check Sequence: 26	ACH Enabled: False
371945	Quarterly Monitoring	93.00	09/01/2020	20-30-150-521600-0000	
372495	Quarterly Monitoring	105.00	09/01/2020	20-30-500-521600-0000	
	Check Total:	198.00			
Vendor: 129187	Rena Frigo			Check Sequence: 27	ACH Enabled: False
Cell reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 201649	Glen Ellyn Dentistry			Check Sequence: 28	ACH Enabled: False
	Sponsorship Refund	400.00	09/01/2020	20-00-000-470250-0000	
	Check Total:	400.00			
Vendor: 199001	Glenbard West High School			Check Sequence: 29	ACH Enabled: False
	Summer Camps	2,620.43	09/01/2020	20-21-000-525500-1145	
	Check Total:	2,620.43			
Vendor: 132080	Gold Medal-Chicago, Inc.			Check Sequence: 30	ACH Enabled: False
369532	Concessions	525.19	09/01/2020	20-30-300-530095-0000	
	Check Total:	525.19			
Vendor: 132271	Grainger, Inc.			Check Sequence: 31	ACH Enabled: False
9624467107	Ball Cup	29.92	09/01/2020	10-10-000-530300-0000	
Various	Air Filters	92.16	09/01/2020	20-30-450-530300-0000	
	Check Total:	122.08			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199895 Cell Reimb	Christine Hartnett Qtrly Phone Reimbursement	150.00	09/01/2020	Check Sequence: 32 20-00-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 200720 122924/908	Heartline Fitness Systems Equipment Repairs	2,225.42	09/01/2020	Check Sequence: 33 20-30-100-530210-0000	ACH Enabled: False
	Check Total:	2,225.42			
Vendor: 138345 215243	Hydrotex Motor Oil	2,235.32	09/01/2020	Check Sequence: 34 10-10-000-530500-0000	ACH Enabled: False
	Check Total:	2,235.32			
Vendor: 202012	Illinois Roof Consulting Associates Roof Inspection	1,250.00	09/01/2020	Check Sequence: 35 94-90-875-575180-0000	ACH Enabled: False
	Check Total:	1,250.00			
Vendor: 199968 Cell Reimb	Hugh Johnson Qtrly Phone Reimbursement	150.00	09/01/2020	Check Sequence: 36 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 202014	Kristen Kalivas Softball Instruction	262.50	09/01/2020	Check Sequence: 37 20-21-000-525500-1278	ACH Enabled: False
	Check Total:	262.50			
Vendor: 151470 41597 41597 41727 41727 41917/486	Landscape Material Dirt/Mulch Dirt/Mulch Dirt/Mulch Dirt/Mulch Dirt/Mulch	1,200.00 1,160.00 1,624.00 1,398.50 828.00	09/01/2020 09/01/2020 09/01/2020 09/01/2020 09/01/2020	Check Sequence: 38 10-10-000-550500-0000 94-90-000-575110-0000 94-90-000-575110-0000 10-10-000-550500-0000 10-10-000-550500-0000	ACH Enabled: False
	Check Total:	6,210.50			
Vendor: 200711 Cell Reimb	Stacey Lim Qtrly Phone Reimbursement	150.00	09/01/2020	Check Sequence: 39 20-30-100-570300-0000	ACH Enabled: False
	Check Total:	150.00			
Vendor: 156599	Menard's, Inc.			Check Sequence: 40	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
48210	Supplies	15.67	09/01/2020	10-10-000-550300-0000	
48288	Supplies	139.84	09/01/2020	10-10-000-550300-0000	
48369	Supplies	9.22	09/01/2020	10-10-000-550300-0000	
49123	Supplies	8.62	09/01/2020	10-10-000-550300-0000	
49575	Anchors	13.44	09/01/2020	10-10-000-550300-0000	
49786	Wasp Spray	49.70	09/01/2020	20-21-000-535500-1232	
	Check Total:	236.49			
Vendor: 200107	Ryan Miller			Check Sequence: 41	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 198916	Nameplate & Panel Technology			Check Sequence: 42	ACH Enabled: False
259408/85	Springs/Plaques	421.28	09/01/2020	94-90-865-575110-0000	
	Check Total:	421.28			
Vendor: 161205	Nicor Gas			Check Sequence: 43	ACH Enabled: False
	7/17-8/16/2020 Gas	40.39	09/01/2020	10-00-000-570200-0000	
	Check Total:	40.39			
Vendor: 202013	Jamie Nielsen			Check Sequence: 44	ACH Enabled: False
	Softball Instruction	315.00	09/01/2020	20-21-000-525500-1278	
	Check Total:	315.00			
Vendor: 161204	Scott Norman			Check Sequence: 45	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	10-10-000-570300-0000	
	Check Total:	150.00			
Vendor: 163300	Office Depot			Check Sequence: 46	ACH Enabled: False
	Office Supplies	97.48	09/01/2020	10-00-000-530100-0000	
	Office Supplies	97.49	09/01/2020	20-00-000-530100-0000	
	Check Total:	194.97			
Vendor: 162999	Official Finders			Check Sequence: 47	ACH Enabled: False
2485	Umpire Fees	1,102.00	09/01/2020	20-21-000-525500-1232	
2485	Umpire Fees	232.00	09/01/2020	20-21-000-525500-1111	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,334.00			
Vendor: 163593	Courtney Okray			Check Sequence: 48	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 49	ACH Enabled: False
249759	Maintenance Supplies	418.82	09/01/2020	20-30-100-530300-0000	
	Check Total:	418.82			
Vendor: 200569	Sean Phenegar			Check Sequence: 50	ACH Enabled: False
Cell Reimb	Qtrly Cell Reimbursement	60.00	09/01/2020	10-10-000-570300-0000	
	Check Total:	60.00			
Vendor: 173290	Dave Rajeck			Check Sequence: 51	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	60.00	09/01/2020	10-10-000-570300-0000	
	Check Total:	60.00			
Vendor: 173930	Reinders, Inc.			Check Sequence: 52	ACH Enabled: False
	Roller/V-Belt	158.05	09/01/2020	10-10-000-530210-0000	
	Check Total:	158.05			
Vendor: 174978	Jeannie Robinson			Check Sequence: 53	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 176093	Russo Power Equipment			Check Sequence: 54	ACH Enabled: False
10347472/5347	Cutting Wheel/Cutter	117.97	09/01/2020	10-10-000-530210-0000	
	Check Total:	117.97			
Vendor: 176971	Sam's Club Direct			Check Sequence: 55	ACH Enabled: False
	Concessions	732.03	09/01/2020	20-30-300-530095-0000	
	Check Total:	732.03			
Vendor: 200038	Chad Shingler			Check Sequence: 56	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	150.00			
Vendor: 199567	Site One Landscape Supply, LLC			Check Sequence: 57	ACH Enabled: False
	Memorial Tree	283.01	09/01/2020	20-00-000-530213-0000	
	Check Total:	283.01			
Vendor: 201768	S-NET Communications			Check Sequence: 58	ACH Enabled: False
86313	9/2020 Phone Service	520.80	09/01/2020	10-00-000-570300-0000	
86313	9/2020 Phone Service	123.89	09/01/2020	10-10-000-570300-0000	
86313	9/2020 Phone Service	520.80	09/01/2020	20-00-000-570300-0000	
86313	9/2020 Phone Service	257.53	09/01/2020	20-30-100-570300-0000	
86313	9/2020 Phone Service	19.61	09/01/2020	20-30-150-570300-0000	
86313	9/2020 Phone Service	100.65	09/01/2020	20-30-300-570300-0000	
86313	9/2020 Phone Service	54.14	09/01/2020	20-30-500-570300-0000	
	Check Total:	1,597.42			
Vendor: 199349	Soccer Success			Check Sequence: 59	ACH Enabled: False
1022	Summer Camp	4,298.50	09/01/2020	20-21-000-525500-1148	
	Check Total:	4,298.50			
Vendor: 201655	St. Barnabas Episcopal Church			Check Sequence: 60	ACH Enabled: False
	Sponsorship Refund	200.00	09/01/2020	20-00-000-470250-0000	
	Check Total:	200.00			
Vendor: 181118	Staples Advantage			Check Sequence: 61	ACH Enabled: False
	Office Supplies	149.74	09/01/2020	10-00-000-530100-0000	
	Office Supplies	149.73	09/01/2020	20-00-000-530100-0000	
	Check Total:	299.47			
Vendor: 200712	Taylor Stirmell			Check Sequence: 62	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 182096	Sunburst Sportswear Inc.			Check Sequence: 63	ACH Enabled: False
121193	Cheer Shorts	970.00	09/01/2020	20-21-000-535500-1241	
121237	Uniforms	534.70	09/01/2020	20-21-000-535500-1141	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,504.70			
Vendor: 202011	Jamie Taylor			Check Sequence: 64	ACH Enabled: False
	Tournament Fees	412.96	09/01/2020	20-21-000-525500-1233	
	Check Total:	412.96			
Vendor: 183781	Terrace Supply Company			Check Sequence: 65	ACH Enabled: True
1014024/23	CO2	46.50	09/01/2020	20-30-500-521600-0000	
	Check Total:	46.50			
Vendor: 199792	The Athletic Equipment Source			Check Sequence: 66	ACH Enabled: False
32842	Chalk Remover/Cleaner	249.00	09/01/2020	20-21-000-535500-1170	
	Check Total:	249.00			
Vendor: 137161	The Home Depot CRC/GECF			Check Sequence: 67	ACH Enabled: False
	Plantings	417.17	09/01/2020	10-10-000-550600-0000	
	Tools	143.88	09/01/2020	10-10-000-530300-0000	
	Sod Roller	24.15	09/01/2020	10-10-000-530220-0000	
	Check Total:	585.20			
Vendor: 199807	Michael Thomas Jr.			Check Sequence: 68	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	20-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 198910	Tony & Friends Art Studio			Check Sequence: 69	ACH Enabled: False
	Summer Classes	1,900.00	09/01/2020	20-22-000-525500-2311	
	Check Total:	1,900.00			
Vendor: 200610	Nathan Troia			Check Sequence: 70	ACH Enabled: False
Cell Reimb	Qtrly Phone Reimbursement	150.00	09/01/2020	10-00-000-570300-0000	
	Check Total:	150.00			
Vendor: 199344	TruGreen			Check Sequence: 71	ACH Enabled: False
	Weed Spraying	1,502.55	09/01/2020	10-10-000-521600-0000	
	Check Total:	1,502.55			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200659 Cell Reimb	Francisco Vargas Qtrly Phone Reimbursement	60.00	09/01/2020	Check Sequence: 72 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 199084 Cell Reimb	Javier Vargas Qtrly Phone Reimbursement	60.00	09/01/2020	Check Sequence: 73 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 200233 Cell Reimb	Brandon Wassell Qtrly Phone Reimbursement	60.00	09/01/2020	Check Sequence: 74 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 192415 Cell Reimb	Eric Wassell Qtrly Phone Reimbursement	60.00	09/01/2020	Check Sequence: 75 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
Vendor: 200515	Wheaton Park District Spring Classic Refund	25.00	09/01/2020	Check Sequence: 76 20-21-000-525500-1127	ACH Enabled: False
	Check Total:	25.00			
Vendor: 199401 #12	Wight & Company Ackerman Park Improvements	201,880.99	09/01/2020	Check Sequence: 77 94-90-805-575160-0000	ACH Enabled: False
	Check Total:	201,880.99			
Vendor: 200441 Cell Reimb	Jared Zaino Qtrly Phone Reimbursement	60.00	09/01/2020	Check Sequence: 78 10-10-000-570300-0000	ACH Enabled: False
	Check Total:	60.00			
	Total for Check Run:	272,144.76			
	Total of Number of Checks:	78			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 08/18/2020 - 10:04AM
 Batch: 00006.08.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 103170 167852	Alexander Equipment Company Trimmer Parts	96.95	08/17/2020	10-10-000-530210-0000	ACH Enabled: False
	Check Total:	96.95			
Vendor: 104993 132028	Aqua Pure Enterprises Inc. Chemicals	724.74	08/17/2020	20-30-400-530900-0000	ACH Enabled: False
	Check Total:	724.74			
Vendor: 105167 11803783	Armbrust Plumbing and Heating RPZ Inspection	84.95	08/17/2020	20-30-400-530900-0000	ACH Enabled: False
	Check Total:	84.95			
Vendor: 108315 P29028069	Batteries Plus Tractor Battery	46.95	08/17/2020	10-10-000-530210-0000	ACH Enabled: False
	Check Total:	46.95			
Vendor: 199882 51654	Biltmore Refrigeration Freezer Repair	89.10	08/17/2020	20-30-300-530210-0000	ACH Enabled: False
	Check Total:	89.10			
Vendor: 135160 909434171	BSN Sports Bases	1,544.28	08/17/2020	10-10-000-550200-0000	ACH Enabled: False
	Check Total:	1,544.28			
Vendor: 113050 6750	Case Lots Inc. Garbage Bags/Towels	658.80	08/17/2020	10-10-000-530300-0000	ACH Enabled: False
	Check Total:	658.80			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 118590 5882368	Conney Safety Post Dileneators	328.84	08/17/2020	Check Sequence: 8 20-21-000-535500-1111	ACH Enabled: False
	Check Total:	328.84			
Vendor: 200163	Dynegy Energy Services 6/8-7/7/2020 Electric	9,271.76	08/17/2020	Check Sequence: 9 20-30-100-570100-0000	ACH Enabled: False
	Check Total:	9,271.76			
Vendor: 125150 42747	Essee, LLC Quarterly Monitoring	90.00	08/17/2020	Check Sequence: 10 20-30-100-521600-0000	ACH Enabled: False
	Check Total:	90.00			
Vendor: 199573	First Bankcard			Check Sequence: 11	ACH Enabled: False
Babicz	Rainoutline-Annual Subscription	399.00	08/17/2020	20-00-000-521650-0000	
Babicz	Adobe-Creative Cloud	28.15	08/17/2020	20-21-000-525500-1232	
Babicz	Adobe-Creative Cloud	28.15	08/17/2020	20-21-000-525500-1161	
Babicz	Plaques Plus-Awards	445.66	08/17/2020	20-21-000-525500-1232	
Babicz	Constant Contact-Bulk Email	45.00	08/17/2020	20-21-000-525500-1111	
Babicz	Amazon-Supplies	150.86	08/17/2020	20-21-000-535500-1232	
Babicz	Amazon-Supplies	70.99	08/17/2020	20-21-000-535500-1232	
Cinquegrani	Amazon-Equipment	27.98	08/17/2020	94-90-000-575110-0000	
Cinquegrani	Amazon-Equipment	1,090.00	08/17/2020	94-90-000-575110-0000	
Cinquegrani	Microsoft-Office 365	121.75	08/17/2020	10-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	18.00	08/17/2020	10-10-000-521600-0000	
Cinquegrani	Microsoft-Office 365	121.75	08/17/2020	20-00-000-521600-0000	
Cinquegrani	Microsoft-Office 365	45.00	08/17/2020	20-30-100-521600-0000	
Cinquegrani	Microsoft-Office 365	2.00	08/17/2020	20-26-000-525500-6845	
Cinquegrani	Microsoft-Office 365	2.00	08/17/2020	20-23-000-525500-3510	
Cinquegrani	Wow-Internet	96.95	08/17/2020	20-30-500-570300-0000	
Cinquegrani	Crash Plan-Off-Site Backup	9.99	08/17/2020	10-00-000-521600-0000	
Cinquegrani	Comcast-Internet	127.08	08/17/2020	10-00-000-570300-0000	
Cinquegrani	Comcast-Internet	127.07	08/17/2020	20-00-000-570300-0000	
Cinquegrani	Amazon-Equipment	3.52	08/17/2020	10-00-000-530100-0000	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	32.11	08/17/2020	10-00-000-570300-0000	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	40.37	08/17/2020	10-10-000-570300-0000	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	32.11	08/17/2020	20-00-000-570300-0000	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	38.01	08/17/2020	20-30-400-570300-0000	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	29.95	08/17/2020	20-24-000-535500-4625	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	88.46	08/17/2020	20-24-000-535500-4631	
Cinquegrani	Verizon-6/21-7/20/20 Cell Phones	29.82	08/17/2020	20-24-000-535500-4643	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Cinquegrani	Comcast-Internet	90.57	08/17/2020	20-30-350-570300-0000	
Cinquegrani	Comcast-Internet	146.54	08/17/2020	20-30-300-570300-0000	
Cinquegrani	HR Professional-Membership	219.00	08/17/2020	10-00-000-585250-0000	
Cinquegrani	USPS-Postage	4.05	08/17/2020	10-00-000-521800-0000	
Cinquegrani	PAX8-Data Archiving	65.87	08/17/2020	10-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	9.74	08/17/2020	10-10-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	24.35	08/17/2020	20-00-000-521600-0000	
Cinquegrani	PAX8-Data Archiving	1.09	08/17/2020	20-26-000-525500-6845	
Cinquegrani	PAX8-Data Archiving	1.08	08/17/2020	20-23-000-525500-3510	
Cinquegrani	Comcast-Internet	156.54	08/17/2020	20-00-000-570300-0000	
Cinquegrani	Comcast-Internet/Cable	776.22	08/17/2020	20-30-100-570300-0000	
Cinquegrani	Comcast-Internet	132.45	08/17/2020	10-10-000-570300-0000	
Cinquegrani	Comcast-Internet	233.12	08/17/2020	20-30-150-570300-0000	
Cinquegrani	PAX8-Data Archiving	65.87	08/17/2020	20-00-000-521600-0000	
Defiglia	Dupage County-Health Permit	276.08	08/17/2020	20-30-300-521600-0000	
Defiglia	Jewel-Concessions	46.73	08/17/2020	20-30-300-530095-0000	
Defiglia	Jewel-Concessions	28.42	08/17/2020	20-30-300-530095-0000	
Defiglia	Case Lots-Face Masks/Sanitizer	969.60	08/17/2020	10-00-000-585850-0000	
Defiglia	Direct TV-Cable	152.99	08/17/2020	20-30-350-521600-0000	
Dikker	Jimmy Johns-Staff Meeting	14.55	08/17/2020	10-00-000-585290-0000	
Dikker	Jimmy Johns-Staff Meeting	14.55	08/17/2020	20-00-000-585290-0000	
Dikker	Jimmy Johns-Staff Meeting	95.00	08/17/2020	20-00-000-585290-0000	
Dikker	Jimmy Johns-Staff Meeting	95.00	08/17/2020	10-00-000-585290-0000	
Dikker	Jewel-Retirement Gift	30.64	08/17/2020	10-00-000-585290-0000	
Dikker	Jewel-Retirement Gift	30.64	08/17/2020	20-00-000-585290-0000	
Dikker	White Chocolate-Retirement Gift	37.50	08/17/2020	20-00-000-585290-0000	
Dikker	White Chocolate-Retirement Gift	37.50	08/17/2020	10-00-000-585290-0000	
Friigo	Walgreens-Bug Spray/Sunscreen	89.02	08/17/2020	10-10-000-521370-0000	
Friigo	Creative Cloud-Subscription	21.24	08/17/2020	20-22-000-535500-2375	
Hartnett	Champion-Poms	467.50	08/17/2020	20-21-000-535500-1241	
Hartnett	Etsy-Cheer Bows	272.53	08/17/2020	20-21-000-535500-1241	
Hartnett	Etsy-Cheer Bows	678.94	08/17/2020	20-21-000-535500-1241	
Hartnett	Amazon-Stickers	3.95	08/17/2020	20-21-000-535500-1222	
Hartnett	Amazon-Notebooks	126.21	08/17/2020	20-21-000-535500-1222	
Miller	Indesign-Marketing App	44.60	08/17/2020	20-30-100-521675-0000	
Miller	Amazon-Paper Towel Dispensers	269.70	08/17/2020	10-00-000-585850-0000	
Norman	Leslie Pool-Test Strips	41.55	08/17/2020	20-21-000-535500-1232	
Okray	GE Chamber-Email Marketing	75.00	08/17/2020	20-00-000-585250-0000	
Okray	Adobe-Stock Photography	39.99	08/17/2020	10-00-000-530450-0000	
Okray	Adobe-Stock Photography	40.00	08/17/2020	20-00-000-530450-0000	
Okray	Accurate Repro-Yard Signs	59.58	08/17/2020	20-00-000-521650-0000	
Okray	Accurate Repro-Yard Signs	89.72	08/17/2020	20-00-000-521650-0000	
Okray	Yelp-Advertising	90.00	08/17/2020	20-30-100-521650-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Okray	Accurate Repro-Posters	163.50	08/17/2020	20-00-000-521650-0000	
Okray	Amazon-Crafts	6.99	08/17/2020	20-00-000-521650-0000	
Okray	N2 Publishing-Advertising	250.00	08/17/2020	20-00-000-521650-0000	
Okray	Gnome Colony-Contest Prize	25.00	08/17/2020	20-00-000-521650-0000	
Okray	Andy's-Contest Prize	25.00	08/17/2020	20-00-000-521650-0000	
Okray	Kriser-Contest Prize	75.00	08/17/2020	20-00-000-521650-0000	
Okray	Bricks and Minifigs-Gift Cards	150.00	08/17/2020	20-00-000-521650-0000	
Okray	Bien Trucha-Contest Prize	25.00	08/17/2020	20-00-000-521650-0000	
Okray	Team Fanshop-Contest Prizes	25.00	08/17/2020	20-00-000-521650-0000	
Okray	The Bookstore-Contest Prizes	250.00	08/17/2020	20-00-000-521650-0000	
Okray	Textedly-SMS Marketing	70.00	08/17/2020	20-00-000-521650-0000	
Okray	Amazon-Tripod	160.00	08/17/2020	20-00-000-521650-0000	
Okray	Amazon-Binder	14.99	08/17/2020	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	110.15	08/17/2020	20-00-000-521650-0000	
Okray	Mailchimp-Email Marketing	25.00	08/17/2020	20-30-100-521650-0000	
Okray	iStock-Stock Photography	64.50	08/17/2020	10-00-000-530450-0000	
Okray	iStock-Stock Photography	64.50	08/17/2020	20-00-000-530450-0000	
Okray	Dick's-Contest Prize	75.00	08/17/2020	20-00-000-521650-0000	
Okray	GE Chamber-Contest Prize	20.00	08/17/2020	20-00-000-521650-0000	
Robinson	Amazon-Annual Subscription	119.00	08/17/2020	20-24-000-535500-4610	
Robinson	Amazon-Camp Supplies	96.00	08/17/2020	20-24-000-535500-4626	
Robinson	RafiNova-Face Masks	300.00	08/17/2020	10-00-000-585850-0000	
Robinson	RafiNova-Face Masks	75.00	08/17/2020	10-00-000-585850-0000	
Robinson	Amazon-Class Supplies	134.55	08/17/2020	20-24-000-535500-4598	
Shingler	Amazon-Camp Supplies	19.96	08/17/2020	20-30-100-535500-0000	
Shingler	Easy Ice-Concessions	85.00	08/17/2020	20-30-500-530095-0000	
Shingler	Les Mills-BodyPump	186.00	08/17/2020	20-30-100-521600-0000	
Shingler	Amazon-Class Supplies	12.99	08/17/2020	20-30-100-535500-0000	
Stirmell	Revulation-Costumes	723.35	08/17/2020	20-26-000-525500-6817	
Stirmell	Jewel-Camp Supplies	28.33	08/17/2020	20-24-000-535500-4625	
Stirmell	Amazon-Camp Supplies	29.99	08/17/2020	20-24-000-535500-4625	
Stirmell	Amazon-Camp Supplies	54.13	08/17/2020	20-24-000-535500-4625	
Stirmell	Amazon-Camp Supplies	58.57	08/17/2020	20-24-000-535500-4625	
Stirmell	Learning Express-Camp Supplies	19.99	08/17/2020	20-24-000-525500-4631	
Stirmell	Dairy Queen-Field Trip	28.50	08/17/2020	20-24-000-525500-4631	
Stirmell	Dairy Queen-Field Trip	37.29	08/17/2020	20-24-000-525500-4631	
Stirmell	Walmart-Camp Supplies	13.96	08/17/2020	20-24-000-525500-4631	
Thomas	Aldi-Water	4.05	08/17/2020	20-21-000-535500-1120	
Thomas	Walgreens-Gatorade	17.28	08/17/2020	20-21-000-535500-1182	
Thomas	Jewel-Popsicles	8.12	08/17/2020	20-21-000-535500-1182	
Thomas	TeamSnap-Website Builder	2,058.50	08/17/2020	20-21-000-525500-1127	
Troia	Adobe-Annual Renewal	127.37	08/17/2020	10-00-000-540700-0000	
Troia	Smartsign-Hub Signs	69.50	08/17/2020	94-90-805-575160-0000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	15,324.01			
Vendor: 132271 9595567349	Grainger, Inc. Blower Belt	18.43	08/17/2020	Check Sequence: 12 10-10-000-530210-0000	ACH Enabled: False
	Check Total:	18.43			
Vendor: 152045	Len's Ace Hardware			Check Sequence: 13	ACH Enabled: False
	Wasp Spray	17.45	08/17/2020	20-30-300-530300-0000	
	Hose	8.99	08/17/2020	20-30-300-530300-0000	
	Utility Knife	12.58	08/17/2020	10-10-000-530300-0000	
	Key Duplication	13.45	08/17/2020	10-10-000-530900-0000	
	Sprinkler	41.37	08/17/2020	10-10-000-521315-0000	
	Spigots	23.38	08/17/2020	10-10-000-521315-0000	
	Disinfectant Sprayer	26.98	08/17/2020	10-00-000-585850-0000	
	Net Hooks	28.88	08/17/2020	10-10-000-530300-0000	
	Check Total:	173.08			
Vendor: 156599 46512	Menard's, Inc. Paint Supplies	36.85	08/17/2020	Check Sequence: 14 10-10-000-530300-0000	ACH Enabled: False
	Check Total:	36.85			
Vendor: 159801 594423 594480	National Seed Growth Regulator Seed/Straw	425.00 1,455.00	04/22/2020 04/22/2020	Check Sequence: 15 10-10-000-550400-0000 10-10-000-550400-0000	ACH Enabled: False
	Check Total:	1,880.00			
Vendor: 117155	Paddock Publications			Check Sequence: 16	ACH Enabled: False
	8/13-10/7/2020 Subscription	119.60	08/17/2020	10-00-000-585250-0000	
	8/13-10/7/2020 Subscription	119.60	08/17/2020	20-00-000-585250-0000	
	Check Total:	239.20			
Vendor: 174360 951193832	Riddell/All American Sports Corp Helmet Reconditioning	3,396.42	08/17/2020	Check Sequence: 17 20-21-000-525500-1161	ACH Enabled: False
	Check Total:	3,396.42			
Vendor: 200491 2020-098 2020-098	Safe Haven IT, Inc. 8/2020 IT Maintenance 8/2020 IT Maintenance	1,800.00 1,800.00	08/17/2020 08/17/2020	Check Sequence: 18 10-00-000-521400-0000 20-00-000-521400-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	3,600.00			
Vendor: 178570 9878-9	Sherwin Williams Co. Paint	92.76	08/17/2020	Check Sequence: 19 10-10-000-530600-0000	ACH Enabled: False
	Check Total:	92.76			
Vendor: 200495	Village of Glen Ellyn-Fuel 7/2020 Fuel 7/2020 Fuel	2,500.41 29.32	08/17/2020 08/17/2020	Check Sequence: 20 10-10-000-530500-0000 20-00-000-530500-0000	ACH Enabled: False
	Check Total:	2,529.73			
Vendor: 190330	Village of Glen Ellyn-Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water 6/1-7/1/2020 Water	309.62 42.72 219.88 38.93 657.64 268.21 120.20 393.48 48.30 1,134.41	08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020 08/17/2020	Check Sequence: 21 20-00-000-570400-0000 20-00-000-570400-0000 10-00-000-570400-0000 20-30-150-570400-0000 20-30-500-570400-0000 20-30-450-570400-0000 20-30-100-570400-0000 20-30-300-570400-0000 20-00-000-570400-0000 20-00-000-570400-0000	ACH Enabled: False
	Check Total:	3,233.39			
Vendor: 200066	Walmart Community/SYNCB Camp Supplies Tables	41.76 46.47	08/17/2020 08/17/2020	Check Sequence: 22 20-24-000-535500-4626 20-30-150-541300-0000	ACH Enabled: False
	Check Total:	88.23			
	Total for Check Run:	43,548.47			
	Total of Number of Checks:	22			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 08/24/2020 - 10:06AM
 Batch: 00009.08.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 200791	Advanced Disposal			Check Sequence: 1	ACH Enabled: False
	7/2020 Scavenger	1,879.68	08/26/2020	10-00-000-521300-0000	
	7/2020 Scavenger	124.70	08/26/2020	20-30-200-521300-0000	
	7/2020 Scavenger	124.70	08/26/2020	20-30-450-521300-0000	
	7/2020 Scavenger	116.91	08/26/2020	20-30-300-521300-0000	
	7/2020 Scavenger	240.75	08/26/2020	10-00-000-521300-0000	
	7/2020 Scavenger	730.04	08/26/2020	10-00-000-521300-0000	
	Check Total:	3,216.78			
Vendor: 201957	William Brewer			Check Sequence: 2	ACH Enabled: False
	GBW Camp Instruction	480.00	08/26/2020	20-21-000-525500-1145	
2	GBW Camp Instruction	750.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	1,230.00			
Vendor: 201992	Stepahnie Brezwyn			Check Sequence: 3	ACH Enabled: False
	GBW Camp Instruction	540.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	540.00			
Vendor: 201951	Steven Cocat			Check Sequence: 4	ACH Enabled: False
	GBW Camp Instruction	391.50	08/26/2020	20-21-000-525500-1145	
	Check Total:	391.50			
Vendor: 201979	Jerry Considine			Check Sequence: 5	ACH Enabled: False
	GBW Camp Instruction	315.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	315.00			
Vendor: 201959	Lakin Cuchetto			Check Sequence: 6	ACH Enabled: False
	GBS Camp Instruction	400.00	08/26/2020	20-21-000-525500-1146	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	400.00			
Vendor: 201973	Brandon Daniel			Check Sequence: 7	ACH Enabled: False
	GBW Camp Instruction	420.00	08/26/2020	20-21-000-525500-1145	
2	GBW Camp Instruction	275.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	695.00			
Vendor: 201995	Byron Delcid			Check Sequence: 8	ACH Enabled: False
	GBW Camp Instruction	360.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	360.00			
Vendor: 201996	John Dugan III			Check Sequence: 9	ACH Enabled: False
	GBW Camp Instruction	112.50	08/26/2020	20-00-000-210500-0000	
	Check Total:	112.50			
Vendor: 201952	Richard Dzingel			Check Sequence: 10	ACH Enabled: False
	GBW Camp Instruction	270.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	270.00			
Vendor: 201982	Kevin Farley			Check Sequence: 11	ACH Enabled: False
	GBW Camp Instruction	420.00	08/26/2020	20-21-000-525500-1145	
2	GBW Camp Instruction	270.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	690.00			
Vendor: 201993	Kristi Faulkner			Check Sequence: 12	ACH Enabled: False
	GBW Camp Instruction	638.94	08/26/2020	20-21-000-525500-1145	
	Check Total:	638.94			
Vendor: 201987	Kurt Frazier			Check Sequence: 13	ACH Enabled: False
	GBW Camp Instruction	504.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	504.00			
Vendor: 201965	Michelle Gatz			Check Sequence: 14	ACH Enabled: False
	GBW Camp Instruction	1,008.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	1,008.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 201990	Christine Giunta-Mayer			Check Sequence: 15	ACH Enabled: False
	GBW Camp Instruction	975.00	08/26/2020	20-21-000-525500-1145	
2	GBW Camp Instruction	1,008.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	1,983.00			
Vendor: 201963	Chad Grant			Check Sequence: 16	ACH Enabled: False
	GBS Camp Instruction	662.70	08/26/2020	20-21-000-525500-1146	
2	GBS Camp Instruction	840.00	08/26/2020	20-21-000-525500-1146	
	Check Total:	1,502.70			
Vendor: 201989	Alberto Guevara			Check Sequence: 17	ACH Enabled: False
	GBW Camp Instruction	504.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	504.00			
Vendor: 201975	Sheldon Harris			Check Sequence: 18	ACH Enabled: False
	GBW Camp Instruction	570.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	570.00			
Vendor: 201947	Kelly Hass			Check Sequence: 19	ACH Enabled: False
	GBW Camp Instruction	392.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	392.00			
Vendor: 201969	Paul Hass			Check Sequence: 20	ACH Enabled: False
	GBW Camp Instruction	504.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	504.00			
Vendor: 200142	Shona Hay			Check Sequence: 21	ACH Enabled: False
	GBW Camp Instruction	480.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	480.00			
Vendor: 201984	Richard Heckman			Check Sequence: 22	ACH Enabled: False
	GBW Camp Instruction	570.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	570.00			
Vendor: 201983	Chad Hetlet			Check Sequence: 23	ACH Enabled: False
	GBW Camp Instruction	1,050.00	08/26/2020	20-21-000-525500-1145	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,050.00			
Vendor: 201981	Paul Hezlett			Check Sequence: 24	ACH Enabled: False
2	GBW Camp Instruction	270.00	08/26/2020	20-21-000-525500-1145	
	GBW Camp Instruction	600.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	870.00			
Vendor: 201948	Timothy Hoder			Check Sequence: 25	ACH Enabled: False
	GBW Camp Instruction	131.25	08/26/2020	20-21-000-525500-1145	
	Check Total:	131.25			
Vendor: 201985	Michael Hofland			Check Sequence: 26	ACH Enabled: False
	GBW Camp Instruction	570.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	570.00			
Vendor: 201977	Melissa Johnson			Check Sequence: 27	ACH Enabled: False
	GBW Camp Instruction	756.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	756.00			
Vendor: 201997	Tad Keely			Check Sequence: 28	ACH Enabled: False
	GBW Camp Instruction	360.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	360.00			
Vendor: 201970	Daniel Kim			Check Sequence: 29	ACH Enabled: False
	GBW Camp Instruction	392.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	392.00			
Vendor: 201958	Haley Kruis			Check Sequence: 30	ACH Enabled: False
	GBS Camp Instruction	224.00	08/26/2020	20-21-000-525500-1146	
	Check Total:	224.00			
Vendor: 201994	Molly Lavelle			Check Sequence: 31	ACH Enabled: False
	GBW Camp Instruction	299.88	08/26/2020	20-21-000-525500-1145	
	Check Total:	299.88			
Vendor: 201966	Mark Lebron			Check Sequence: 32	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	GBW Camp Instruction	712.50	08/26/2020	20-21-000-525500-1145	
	Check Total:	712.50			
Vendor: 201968	Judith Marchesi			Check Sequence: 33	ACH Enabled: False
	GBW Camp Instruction	285.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	285.00			
Vendor: 201961	Andrew Markovic			Check Sequence: 34	ACH Enabled: False
	GBW Camp Instruction	360.00	08/26/2020	20-21-000-525500-1145	
	GBS Camp Instruction	240.00	08/26/2020	20-21-000-525500-1146	
	Check Total:	600.00			
Vendor: 201955	Matthew Marston			Check Sequence: 35	ACH Enabled: False
	GBW Camp Instruction	600.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	600.00			
Vendor: 201998	Patrick McCluskey			Check Sequence: 36	ACH Enabled: False
	GBW Camp Instruction	720.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	720.00			
Vendor: 201967	Jennifer Mertz			Check Sequence: 37	ACH Enabled: False
	GBW Camp Instruction	195.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	195.00			
Vendor: 201999	Shea Moroni			Check Sequence: 38	ACH Enabled: False
	GBW Camp Instruction	600.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	600.00			
Vendor: 201949	Kyle Neiss			Check Sequence: 39	ACH Enabled: False
	GBW Camp Instruction	720.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	720.00			
Vendor: 201988	Kyle Nugent			Check Sequence: 40	ACH Enabled: False
	GBW Camp Instruction	504.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	504.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 201986	Eric Nuss GBW Camp Instruction	315.00	08/26/2020	Check Sequence: 41 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	315.00			
Vendor: 201974	Jason Opoka GBW Camp Instruction	1,350.50	08/26/2020	Check Sequence: 42 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	1,350.50			
Vendor: 199852	Jenna Ortega GBW Camp Instruction	292.50	08/26/2020	Check Sequence: 43 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	292.50			
Vendor: 201962	Justin Payne GBS Camp Instruction	180.00	08/26/2020	Check Sequence: 44 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	180.00			
Vendor: 201972	James Pecilunas GBW Camp Instruction	525.00	08/26/2020	Check Sequence: 45 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	525.00			
Vendor: 201946 20-1183	Professional Paving & Concrete Asphalt Paving	10,459.54	08/26/2020	Check Sequence: 46 94-90-935-575150-0000	ACH Enabled: False
	Check Total:	10,459.54			
Vendor: 201954	Jayden Rodgers GBW Camp Instruction	315.00	08/26/2020	Check Sequence: 47 20-21-000-525500-1145	ACH Enabled: False
	Check Total:	315.00			
Vendor: 201964	Arlind Rojba GBS Camp Instruction	324.00	08/26/2020	Check Sequence: 48 20-21-000-525500-1146	ACH Enabled: False
	Check Total:	324.00			
Vendor: 201980	Andy Schultz GBW Camp Instruction	783.00	08/26/2020	Check Sequence: 49 20-21-000-525500-1145	ACH Enabled: False
2	GBW Camp Instruction	150.00	08/26/2020	20-21-000-525500-1145	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	933.00			
Vendor: 201953	Jon Schweighardt			Check Sequence: 50	ACH Enabled: False
	GBW Camp Instruction	180.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	180.00			
Vendor: 201991	Dan Scott			Check Sequence: 51	ACH Enabled: False
	GBW Camp Instruction	1,680.00	08/26/2020	20-21-000-525500-1145	
2	GBW Camp Instruction	180.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	1,860.00			
Vendor: 201956	John Sigmund			Check Sequence: 52	ACH Enabled: False
	GBW Camp Instruction	360.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	360.00			
Vendor: 201960	Adam Szyszko			Check Sequence: 53	ACH Enabled: False
	GBW Camp Instruction	504.00	08/26/2020	20-21-000-525500-1145	
	GBS Camp Instruction	750.00	08/26/2020	20-21-000-525500-1146	
	Check Total:	1,254.00			
Vendor: 200061	The Perfect Swing & TPS Sports			Check Sequence: 54	ACH Enabled: False
4984	Uniforms	5,414.00	08/26/2020	20-21-000-535500-1161	
	Check Total:	5,414.00			
Vendor: 200963	T-Mobile			Check Sequence: 55	ACH Enabled: False
	AED Monitoring 7/12-8/11/2020	34.64	08/26/2020	10-00-000-585815-0000	
	Check Total:	34.64			
Vendor: 201978	Filomena Troianiello			Check Sequence: 56	ACH Enabled: False
	GBW Camp Instruction	540.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	540.00			
Vendor: 201976	Chris Van Dyke			Check Sequence: 57	ACH Enabled: False
	GBW Camp Instruction	540.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	540.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 201950	Philip Wicyk			Check Sequence: 58	ACH Enabled: False
	GBW Camp Instruction	270.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	270.00			
Vendor: 201971	Albert Zander			Check Sequence: 59	ACH Enabled: False
	GBW Camp Instruction	1,008.00	08/26/2020	20-21-000-525500-1145	
2	GBW Camp Instruction	350.00	08/26/2020	20-21-000-525500-1145	
	Check Total:	1,358.00			
	Total for Check Run:	52,972.23			
	Total of Number of Checks:	59			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 08/27/2020 - 11:47AM
 Batch: 00011.08.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 103201 24005	All Star Sports Instruction Summer Classes	1,216.00	08/27/2020	Check Sequence: 1 20-21-000-525500-1261	ACH Enabled: False
	Check Total:	1,216.00			
Vendor: 105167 11807957	Armbrust Plumbing and Heating RPZ Testing	1,768.27	08/27/2020	Check Sequence: 2 10-10-000-521600-0000	ACH Enabled: False
	Check Total:	1,768.27			
Vendor: 135160 909407884	BSN Sports Wind Screen	659.34	08/27/2020	Check Sequence: 3 20-21-000-535500-1181	ACH Enabled: False
	Check Total:	659.34			
Vendor: 200084 1265	Cyclones Volleyball Summer Classes	2,478.75	08/27/2020	Check Sequence: 4 20-21-000-525500-1230	ACH Enabled: False
	Check Total:	2,478.75			
Vendor: 198937 104 105	Erin Dwyer Summer Classes Summer Classes	882.00 882.00	08/27/2020 08/27/2020	Check Sequence: 5 20-21-000-525500-1143 20-21-000-525500-1143	ACH Enabled: False
	Check Total:	1,764.00			
Vendor: 141774 2126	Illinois Recreational Cheer Uniforms	1,568.00	08/27/2020	Check Sequence: 6 20-21-000-535500-1241	ACH Enabled: False
	Check Total:	1,568.00			
Vendor: 170852 758682	Pioneer Manufacturing Company Sanitizing Machine	925.75	08/27/2020	Check Sequence: 7 10-00-000-585850-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	925.75			
Vendor: 200223	Graham Rouse GBW Camp Instruction	225.00	08/27/2020	20-21-000-525500-1145	Check Sequence: 8 ACH Enabled: False
	Check Total:	225.00			
Vendor: 202001	Daniel Rusk GBW Camp Instruction	720.00	08/27/2020	20-21-000-525500-1145	Check Sequence: 9 ACH Enabled: False
	Check Total:	720.00			
Vendor: 202016	Ryan Swartz GBW Camp Instruction	150.00	08/27/2020	20-21-000-525500-1145	Check Sequence: 10 ACH Enabled: False
	Check Total:	150.00			
Vendor: 200670 1134	The Sweet Girls Desserts, LLC Camp Field Trip	300.00	08/27/2020	20-24-000-525500-4625	Check Sequence: 11 ACH Enabled: False
	Check Total:	300.00			
Vendor: 200675 3424	Village of Glen Ellyn Administration Road Salt	3,266.55	08/04/2020	10-10-000-530620-0000	Check Sequence: 12 ACH Enabled: False
	Check Total:	3,266.55			
Vendor: 202015 3449	Village of Glen Ellyn Alarms False Alarms	100.00	08/27/2020	20-30-450-521600-0000	Check Sequence: 13 ACH Enabled: False
	Check Total:	100.00			
Vendor: 202000 2	Johnny Winkler GBW Camp Instruction GBW Camp Instruction	150.00 180.00	08/27/2020 08/27/2020	20-21-000-525500-1145 20-21-000-525500-1145	Check Sequence: 14 ACH Enabled: False
	Check Total:	330.00			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	15,471.66			
	Total of Number of Checks:	14			



MEMO

August 27, 2020

TO: Park District Board of Commissioners
FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
CC: Dave Harris, Executive Director
RE: Appointment of Citizens' Finance Committee Members

Pursuant to the Citizens' Finance Committee (CFC) bylaws, the Park District Board of Commissioners shall approve annually, by a majority vote, the members of the Citizens' Finance Committee.

Previously, there had been a total of nine (9) members of the CFC consisting of staggered two-year terms. During the previous year, one (1) member voluntarily resigned from the committee due to personal reasons. Thus, currently the committee is constructed of eight (8) members. Of the three (3) remaining memberships concluding this year, all three (3) members expressed interest in remaining on the committee, as well as the other five (5) members.

After discussing internally amongst staff and current members of the CFC, the recommendation is to renew the expiring terms for new two (2) year-terms. As a reminder, the CFC bylaws allow for a Committee of up to nine (9) members. Any additions or changes to the committee's membership will be brought back before the Board for further approval. Below are the recommended new terms being presented.

1-Year Terms (concluding June 2021)

Leo Lanzillo (Chairman)
Michael Graham
Mike Hoban
Art Pech

2-Year Terms (concluding June 2022)

Tom Lettenberger
Charlie Prisco
Don St. Clair
John Vitalis

Motion:

Motion to approve membership in the Citizens' Finance Committee as presented.



MEMO

August 27, 2020

TO: Park District Board of Commissioners

FROM: Nicholas Cinquegrani, Superintendent of Finance & Personnel
Lynn Wiltfong, Human Resources Generalist & Safety Coordinator

CC: Dave Harris, Executive Director

RE: Park District Policy Manual Updates

Please find attached proposed updates to the Park District's policy manual. To expedite the approval process, all policies below have been reviewed and approved by legal counsel. All policies were based off a combination of previous Glen Ellyn Park District policies, recommendations from the Park District Risk Management Agency (PDRMA) and/or the Society for Human Resource Management (SHRM).

While the attached section(s) are lengthy, these updates are for all of Chapter III – Personnel Policies, Sections 1.00 through 6.00, *in their entirety*. Many of the policies have been updated for compliance purposes, to provide clarity and ensure consistency throughout the policy manual. Please note, all employee benefits remain **unchanged**. Other revisions include reclassification of policies from other areas of the Park District policy manual and the introduction of some new policies listed below.

- 2.02 Mission
- 2.04 Open Door Policy
- 4.08 Child Labor Laws: Employment of Minors
- 4.09 Pre-employment Tests
- 5.07 Voting Leave Policy
- 5.08 School Visitation Rights Policy
- 5.13 Personal Leave Policy
- 6.01 Disclaimer (regarding Employee Benefits)
- 6.06 Unemployment Compensation
- 6.07 Indemnification & Liability Insurance
- 6.12 Employee Assistance Program

Staff Recommendation:

Staff recommends placing the above amended policies on the consent agenda for the Regular Board meeting scheduled for September 15th.

1.0 Full-Time Personnel Policy

Propose combining sections 2 and 3 into one section with the Title "Introduction and Purpose" to free up another section to be used for "Time Off Benefits" as a new section. This would allow the district to keep section 6.00 as "Employee Benefits" but numbers will need to be adjusted within that section.

Anything in Red is a proposed update or a recommended NEW policy.

2.00 Introduction and Purpose

2.01 ~~Forward~~ Introduction

Welcome to the Glen Ellyn Park District! The Glen Ellyn Park District is a separate unit of municipal government, established in 1919, governed by a Board of seven elected commissioners who serve without pay. The Glen Ellyn Park District exists to effectively and economically provide recreational programs, facilities, and open space for the residents of the District Glen Ellyn and neighboring communities as assigned. ~~which~~ The District's programs, facilities and amenities are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. ~~For the most part, the services of the District are offered through the personnel of the District. Therefore, the quality of District services is directly affected by the performance of every employee.~~ The growth and reputation of the Park District are the direct results of individual efforts, close cooperation and teamwork put forth 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. Furthermore, each employee serves as a representative of the Glen Ellyn Park District to all residents of the District.

2.02 Mission

In accordance with the authority granted to the Park District in the Park District Code (70 ILCS 1205/1 et. seq.) the following statement has been adopted as the Mission Statement of the Glen Ellyn Park District:

"Glen Ellyn Park District is driven to foster diverse, community-based leisure opportunities, through a harmonious blend of quality recreation programs, facilities and open space which will enhance the quality of life into the future."

3.00 2.03 Purpose and At-Will Disclaimer (formerly Section 3.00)

This Personnel Policy Manual is not an employment contract. Nothing contained in this manual, or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of the manual, is intended to create, or shall create, any express or implied contractual obligations that are binding upon either the Park District or you. ~~It further does not 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.~~ As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice, and the Park District retains the same right. No supervisor, department head, Executive Director or other representative of the District other than the Board of Commissioners or their designee, has the authority to enter into any agreement for employment for any specified period of time, ~~with~~ or make any agreement contrary to the above. ~~binding representation to any full-time appointive personnel, as defined in the Glen Ellyn Park District Policy Manual, regarding the terms and conditions of employment or to make any agreement contrary to the foregoing.~~

This manual is intended to provide you with information about Park District policies and practices that are currently in force. These policies and practices are subject to change by the Park District unilaterally at any time, without prior notice to you. This Full-time personnel policy manual as

approved shall supersede all previous personnel policies and practices.

2.04 Open Door Policy

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

Propose changing Section 4.00 to Section 3.00 with the corresponding numbers to follow below.

3.00 Policy Administration (previously 4.00)

3.01 Responsibility (previously 4.01)

Each new employee has received a copy of this manual **electronically**. **Each employee is expected to review this Manual and become familiar with its contents.** ~~Each new employee~~ Upon receipt of this Manual, you must sign and return the Employee Acknowledgement Form found on the last page ~~manual's Verification Page~~, where the employee attests that he or she has read and understands the terms of the manual. This ~~form~~ **employee's Verification page** shall be kept in his or her personnel file. Further, a copy of this manual shall be on file at all times at all Park District offices, **as well as available in electronic form on the District's shared drive**, and shall be made available to any current employee upon request. **It is also understood that if they have questions regarding any of these policies they should discuss with their supervisor or Human Resources.**

3.02 Revision (previously 4.02)

The Glen Ellyn Park District and the Board of Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual. Therefore, the District may, from time to time, revise, add to, supplement or discontinue any of the policies or rules described in this Manual with or without notice.

~~The Board of Commissioners of the District may periodically review the policies contained in this manual and revise them from time to time as they deem appropriate.~~ **When possible, Full-time staff meetings will be held to explain and distribute revisions made to policies. A signed acknowledgment of such revisions will be obtained from each employee and a copy placed in their personnel file.**

3.03 ~~Separability~~ Severability (previously 4.03)

If any policy or part thereof contained in this manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies and or parts thereof.

3.04 Interpretation (previously 4.04)

For the purpose of this manual, **unless specified otherwise**, full-time employees shall be defined as those employees who work at least 40 hours per week on a year-round basis. Full-time employees may be salaried or hourly. Unless otherwise specified, the term "employees" as used throughout this manual shall mean full-time employees as defined above. Additionally, for the purpose of this manual, words in the masculine gender shall include the feminine **and non-binary employees** ~~gender~~ and words in the singular number shall include the plural number and vice-versa. **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.**

The same will be applied to the entire Section 5.00 Employment Procedures, which will become

Section 4.00 Employment Procedures.

As mentioned previously, proposing changing the entire current Section 5.00 'Employment Procedures' to Section 4.00 to allow for the newly created Section 5.00 'Time Off Benefits'.

Proposed changes/updates to the Employee Procedures Section:

Anything in Red is a proposed update or a recommended NEW policy.

4.00 Employment Policies and Procedures (formerly Section 5.00)

4.01 ~~Application~~ Hiring Procedures (formerly 5.01)

Introduction

The Glen Ellyn Park District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

Position Vacancies

The Park District will attempt to post all position vacancies on the Park District website and facility bulletin boards. The Park District will consider qualified internal applicants but will usually also recruit applicants for position vacancies from outside of the organization.

Transfer and Promotion

Employees interested in a particular opening should apply, in writing, to the position's supervisor and notify their immediate supervisor. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the Park District in its sole discretion. Whenever, in the sole discretion of the Park District, there are two equally qualified candidates, preference may be given to the Park District employee. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Application and Selection Process

Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of a Park District application form, with an optional resume and cover letter. ~~Applicants for District employment shall complete an application form and file it through the appropriate department.~~ Applicants, including current employees, are required to furnish information and complete requested forms, to satisfactorily inform the Park District of an applicant's qualifications and suitability for the position. Only those applicants who possess the skills and abilities to meet the job requirements shall be eligible to be considered for employment. The Park District attempts to hire and retain the best available, suitable, and qualified individuals for all positions determined at its sole discretion.

The provision of false, incomplete or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. Representatives of the District shall attempt to determine a qualified applicant's ability through reference checks, or any testing deemed necessary. Testing may be written, oral, physical, or in the form of a demonstration of skill, or any combination of these and shall be designed to test and

determine the relative ability of a qualified applicant. The District shall be responsible for any expenses incurred due to testing.

The Glen Ellyn Park District, through the appropriate agencies, may conduct background investigations, validate/check driver's licenses, conduct psychological surveys and other post-offer employment assessments, conduct oral and written interviews, drug and alcohol testing and post-offer physical examinations on any phase of physical requirements stated in specific job description.

Whenever job openings exist; it shall be the practice to consider qualified Glen Ellyn Park District personnel first. However, the District is not bound to consider District personnel exclusively, and the District may properly expand its search to consider applicants from outside the District. **We attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, their ability, past performance, experience, future potential, character, aptitude and job attitude shall be the indicators** which are carefully reviewed prior to making a final decision. All employees of the Glen Ellyn Park District shall be hired and retained solely on the basis of their ability and efficiency.

5.02 ~~Determination of Ability~~ **Incorporated into 4.01 Application and Selection Process**

4.082 Notification (formerly 5.08)

The District will make every effort to notify qualified applicants ~~shall be notified~~ of acceptance or rejection as soon as possible.

New employees of the Park District shall receive a **verbal conditional offer followed by a** notice of ~~personnel~~ **employment** or payroll change which indicates position, date of employment, department, rate of pay, a copy of the District's Personnel Policy Manual, and applicable benefit information along with other policies, terms, and conditions of employment. This notice and any supplemental material are not intended to create a contract of employment. **All employees of the District are at-will.**

4.03 Criminal Background Investigation (Board Approved Update 6/16/2020) (formerly 5.03)

The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants and shall perform a criminal background check for applicants for **all** positions following a conditional job offer. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records or convictions.

Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

Additionally, ALL Volunteer Coaches and any other volunteer responsible for the care or oversight of children will be required to complete a Volunteer Application and agree to a criminal background check before starting in that capacity. Following the initial check, any volunteer continuing in this type of role will have their background re-checked every three years.

5.04 ~~Merit~~ **(This is covered in the Hiring procedures section, redundant to repeat.)**

~~It shall be the practice of the District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.~~

4.094 Pre-Employment Verification

Within three business days of the date employment begins, ALL Park District employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish the Park District with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

For payroll and reporting purposes, all new employees are required to ~~produce~~ provide an original Social Security card for verification of the exact spelling of their name and social security number as it appears on their Social Security Card. ~~Completion of the I-9 Immigration and Naturalization Service Pre-Employment form must be completed before employment begins.~~ Additionally, employees are required to provide date of birth at time of appointment.

A failure to provide adequate documentation of eligibility to work will disqualify an applicant from employment. The provision of false, incomplete or misleading information on new hire paperwork may result in disciplinary action up to and including dismissal.

4.05 Equal Employment Opportunity Policy (Board Approved Update 6/16/2020) (formerly 5.05)

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Glen Ellyn Park District, where employment is based upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race, color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, ancestry, marital status, veteran status, disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state and local laws, it is the policy of the Glen Ellyn Park District to provide equal employment opportunities to all qualified persons. All of the Park District's 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, gender (including gender identity and expression), national origin, citizenship status, ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other category protected by 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 Human Resources (See ADA Policy).

Human Resources has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to Human Resources. If the employee is uncomfortable reporting to Human Resources, the employee should report to his or her Department Head, Executive Director or President of the Board of Commissioners. (For the full complaint reporting procedure, see the agency's Non-Discrimination and Anti-Harassment Policy.

4.06 Americans With Disabilities *(Board Approved Update 6/16/2020) (formerly 5.06)*

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

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

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

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

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

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

The ADA does not require the Park District to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). In response to every request for reasonable accommodation, the Park District will endeavor to provide a reasonable accommodation that allows an employee to perform the essential functions of their position.

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

4.07 Anti-Nepotism Policy *(formerly 5.07)*

The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Park District and its employees. Therefore, the Park District has implemented the following:

- A. Immediate family members of current elected Commissioners, the Executive Director, and

department heads may not be employed for any full-time, part-time, or ~~short-term~~ seasonal job within the District.

- B. Immediate family members of all other full-time employees may be employed for a full-time, part-time, or ~~short-term~~ seasonal job within the same or other department as long as the family member is not directly supervised, in-line, by the full-time employee as determined by the Executive Director. In addition to not creating a supervisor/subordinate relationship, the District does not want to create an actual or perceived conflict of interest or adverse impact on work performance.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purpose of this section, immediate family member includes: ~~shall be defined as the employee's or the employee's spouse's mother, father, husband, wife, spouse, civil union partner, parent, children, brother, sister, sibling, in-law, aunt, uncle, niece, nephew, grandparent, or grandchildren, and members of household.~~

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

This policy may be waived by the Executive Director under special circumstances for current employees who become related after becoming employed by the District or other special circumstances.

4.08 Child Labor Laws: Employment of Minors **(Proposed NEW Policy as recommended by PDRMA)**

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

1. All minors under age 16 must have an Employment Certificate/Work Permit before they will be allowed to work for the Park District. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent. Students should visit their school's office.
2. For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.
3. Federal and Illinois Child Labor Laws mandate that a minor **cannot** work the following hours:
 - a. During school hours when school is in session;
 - b. More than six (6) consecutive days in a calendar week;
 - c. Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
 - d. Earlier than 7 am and later than 7 pm, except from June 1 to Labor Day, when the minor may work up to 9 pm;
 - e. Over three (3) hours a day when school is in session;
 - f. Over eight (8) hours a day combining school and work; and

- g. Over eighteen (18) hours in a calendar week when school is in session.
- 4. An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth consecutive hour of work.
- 5. Employees under age 16 are not permitted to supervise any part of the transportation of camp, field trips, or other District/SRA sponsored program participants to or from District/SRA sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

4.09 Pre-employment Tests *(Proposed NEW Policy as recommended by PDRMA)*

Introduction

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

Pre-Placement Medical Examination

The Park District requires all full-time employees, maintenance staff, trades, security staff, drivers of agency vehicles and other positions deemed appropriate, to successfully complete a medical examination after a position has been offered to the employee, but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered to him with or without reasonable accommodations on the part of the Park District. The Park District will also require drug testing for all applicants offered a full-time position with the Park District and other applicants based upon the position offered. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the agency to do so.

A physician of the Park District's choice and at Park District expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to the Park District. Your medical records will be maintained in a separate confidential file. Information contained in your medical file will not be released or disclosed without your written consent, by court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment medical examinations.

Pre-Employment Drug Test

Employees who are required to have a commercial drivers license (CDL) for their position with the Park District will be tested in accordance with the Park District's Alcohol and Drug Abuse Policy which is in Section 12.00.

Drivers License Abstract

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

4.10 Employer's Requirement to Report New Hires (formerly 5.10)

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996; Public Law 104-193), requires employers to report New Hired employees to a State agency. All Illinois employers, including private firms, unions, nonprofit and religious organizations, and government agencies, must comply with the Illinois Department of Employment Security's New Hire Reporting program. Federal legislation defines an employer for New Hire Reporting purposes the same as for federal income tax purposes (Section 3401(d) of the Internal Revenue Code of 1996). The Illinois Department of Employment Security New Hire Reporting law requires employers to report all new employees within 20 calendar days of their start date, including full-time, part-time, temporary and rehires (persons who had been off the payroll for 180 or more days).

In addition to the number changing from 5.11 to 4.11, the suggested changes are provided below in red. Propose changing the name from 'Probationary Period' to 'Introductory Period'.

4.11 Probationary Introductory Period (formerly 5.11)

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

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate the new employee's performance, including determining if he/she appears to possess the aptitude and attitude necessary for them to meet the required standards and expectations of the position they have been offered.

The immediate supervisor will utilize the Introductory Period to conduct orientation, training and assist the new employee in adjusting to their new position. The employee may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. Completion of the Introductory period does not change the at-will employment relationship and employment may be terminated for any lawful reason **with or without cause and without prior notice**.

- A. New employees of the District, promoted employees, and certain transferred employees shall be employed on an **introductory** ~~probationary~~ basis for a period of at least 90 days. The introductory ~~probationary~~ period may be extended by the department head to six (6) months **when deemed necessary**. Under unusual circumstances the ~~probationary~~ **introductory** period may be extended beyond six (6) months by the **Executive** Director.
- B. ~~The purpose of the probationary period is to determine if the new employee is capable of performing satisfactorily under actual working conditions.~~
- C. ~~Supervisors of probationary employees shall submit a written job performance evaluation to the department head and the Director on a monthly basis during the probationary period. This evaluation shall review the employee's progress, qualifications, capacity to grow, and other pertinent factors and recommend appropriate action. A probationary employee may be discharged at any time during the probationary period.~~
- D.B. During the ~~probationary~~ **introductory** period employees accrue vacation **and sick** days. However, **paid** vacation **or sick** days may not be taken until after the ~~probationary~~ **introductory** period **is completed**. Employees are not eligible to participate in the District's health or life insurance program until 30 days after employment commences. ~~IMRF earnings and sick leave days are accrued.~~

At the end of the introductory period, the supervisor will evaluate, review and discuss the employee's performance, goals and future development going forward. The supervisor may also recommend an increase in pay to be approved by the department head, Superintendent of Finance & Personnel and Executive Director at this time.

4.12 ~~Certification to Full-Time Status (formerly 5.12)~~ *Attorney recommends removal of this-policy. Implies greater right to job than at-will employment.*

~~Upon successful completion of the probationary period and recommendation of the department head, probationary employees may be certified to full-time status by the Director.~~

~~The existence of a probationary period should not be interpreted to imply that the employee who has been certified to full-time status possesses a contractual right to continued employment with the District.~~

4.12 Personnel File (formerly 5.13)

A personnel file shall be established for each employee with pertinent information recorded including, but not limited to, **employment** application, **references**, ~~salary history~~; job performance evaluations, recognition for service, outstanding performance, or suggestions implemented, ~~reprimands~~; disciplinary action and other employment records. Any medical and/or benefit records will be maintained in a separate file. Information contained in your personnel 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 Human Resources to complete the appropriate forms.

~~Employees are permitted to review certain records in their personnel file at reasonable intervals.~~ All requests must be in writing, indicating reason for request, and all inspections must be conducted at the District's Administrative Office.

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

- Name and/or marital status
- Address and/or telephone number
- W-4 deductions for taxes
- Banking information for direct deposit
- Person(s) to contact in case of emergency
- # of eligible dependents (FT Only)
- 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).

4.13 Dual Jobs Within the District (formerly 5.14)

Full-time and part-time employees are usually hired for a specific position in a department. Provided that the full-time employee's primary job is not compromised in any manner, it is permissible that an additional part-time or seasonal job can be undertaken at the Park District with pay. Hourly and non-exempt salaried employees would be compensated based on overtime pay rate **based on a blended rate of pay of both wages**. Exempt employees would be compensated based on the rate of pay for the specific task. ~~This situation will not be allowed if the job is related to his present position. Dual~~

positions with the Park District are subject to approval by the employee's supervisor, Department Head and the Executive Director and must consist of positions with dissimilar duties.

4.14 Job Descriptions (formerly 5.15)

All full-time positions generally shall be as completely described as possible in a job description. Each job description shall contain three types of information: (1) qualifications, (2) required knowledge or skills and physical requirements, (3) duties and responsibilities, including essential duties of the position. Job descriptions shall be given to each employee when employment begins and will be periodically reviewed by the employee and his supervisor as well as human resources.

4.15 Re-Employment (formerly 5.16)

An employee who has resigned while in good standing and who subsequently applies for re-employment shall be given consideration in filling positions in the Park District for which he is qualified.

4.16 Outside Employment (Moved from Section 8: Employment Rules 8.14)

Full-time employees shall be allowed to secure employment outside of their job providing permission is requested and received from their department head. If it appears, in the sole discretion of your department head, that the outside employment presents a possible conflict of interest or interferes with you fulfilling your responsibilities at the Park District, your department head can require you to quit your outside employment. ~~and that the outside employment in no way conflicts or interferes with the employee's value to and duties with the District or that there is no conflict with the interests of the District.~~

Failure to terminate outside employment when so directed by your department head may be cause for disciplinary action, up to and including dismissal.

To avoid potential conflicts of interest, you may not accept work from or work for persons or companies with whom the Park District conducts any form of business.

- A. Requests to secure outside employment shall be made in writing. Each change in outside employment shall require separate approval.
- B. All requests, whether approved or disapproved, shall be placed in the employee's personnel file.
- C. While working outside employment, District employees are not covered by the District's Workers' Compensation insurance.
- D. Employees are prohibited from entering into contracts with an individual or a company for the performance of personal services while on District time or using District equipment.
- E. Employees shall not receive outside compensation for performing services on District time.
- F. For the purpose of this section, outside employment shall be defined as any form of non-District activity whether full-time, part-time, or short-term, for which an employee receives money, goods, services, or other forms of compensation.

Recommend moving this policy from Section 8 to this Section.

8.274.17 Non-Discrimination and Anti-Harassment Policy

Revised by Board of Commissioners: June 16, 2020

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

It is the responsibility of each and every employee, intern, officer, official, Park Commissioner, agent, volunteer and vendor of the Park District, as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, 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 because of his or her actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, 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

1. Sexual 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:

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

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. 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 unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that:

- a. has the purpose or effect of creating an intimidating, hostile or offensive work environment;

- b. has the purpose or effect of unreasonably interfering with an individual's work performance;
or
- c. 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 and any other location where the individual is assigned to perform his or her job duties.

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

Retaliation is Prohibited

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

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

Complaint 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. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

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

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

1. Direct Communication with Offender

If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, 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 individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome,

and the offending behavior must stop. However, you are **not** required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are **not** required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

2. 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 and/or your department head. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head are the source of the problem, condones the problem or ignores the problem, please report the conduct directly to Human Resources or the Executive Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.

3. Report to Director/President of the Board of Park Commissioners

An individual may also report incidents of harassment, discrimination, or retaliation directly to the Executive Director. If your complaint alleges harassment, discrimination or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners.

4. Complaint against a Board Member

If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the Glen Ellyn Park District, such as a Commissioner, the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or his or her designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights (IDHR), which is the State agency responsible for enforcing the Illinois Human Rights Act, as described in the "Conclusion" section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Superintendent of Finance & Personnel will investigate the incident(s) and determine the appropriate remedial action, if any. The Park District will make reasonable effort to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Important Notice to All Employees: Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure.

Harassment Allegations by Elected Officials Against Other Elected Officials

Alleged harassment by one elected official against another can be reported to the District's Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other District commissioner. If a complaint is made against an elected official of the District by another elected official of the District under this Section, the matter must be referred to the District's legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District's Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Executive Director of the District. If both the Human Resources Department and the Executive Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Executive Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, "non-employee" means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

Responsibilities of Supervisors and Witnesses

Any supervisor or manager who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any individual should immediately advise Human Resources who will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

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

The Investigation

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

Responsive Action

After investigation, the Park District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), 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 or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

Annual Sexual Harassment Training

All employees of the District shall be required to attend annual sexual harassment training. Refusal or failure to attend such training shall be grounds for disciplinary action up to and including dismissal.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the District's EEO Policy); file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

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

Recommend moving this policy from Section 8 to this Section.

8.324.18 Pregnancy Discrimination Policy

Approved by Board of Commissioners: December 3, 2019

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

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

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

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

Reasonable Accommodation

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

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

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

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

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

Propose that Section 6.00 Employee Benefits be separated into two sections as recommended by PDRMA. The NEW Section 5.00 Time Off Benefits will include specific policies to address when an employee is off of work. Other remaining Employee Benefits will continue to remain in Section 6.00 with updated numbers.

Anything in Red is a proposed update or a recommended NEW policy.

5.00 Time Off Benefits (proposed NEW Section)

5.01 Vacation Leave (previously 6.01)

Upon the commencement of full-time employment, employees shall be entitled to annual vacation leave with pay. However, vacation leave shall ~~may~~ be earned but not be taken during the ~~initial probationary~~ **introductory** period **for new employees, typically 90 days.**

Amount of Vacation

The basis for administering the vacation policy is the employee's full-time anniversary date. The number of eligible vacation days is determined by an employee's total years of service while employed by the Park District on a continuous full-time basis. A vacation day is based on the employee's regular work schedule.

Vacation leave will be accrued on a monthly basis. Full-time employees who begin work on or before the 15th of the month shall earn vacation for the entire month. Those who begin work after the 15th of the month shall not accrue vacation for that month.

Vacation shall be earned as follows:

<u>Year</u>	<u>Months</u>	<u>Vacation Credits</u>	<u>Per Calendar Year</u>
1-3	1-36	5/6 Day per Month	10
4-7	37-84	1 Day per Month	12
8-14	85-168	1 1/4 Day per Month	15
15 -20	169 – 240	1 2/3 Day per Month	20
21-25	241-300	2 Days per Month	24
26 & up	300 & Up	2 1/4 Days per Month	27

- A. New Management or supervisory employees may receive experience vacation credit based on half (1/2) credit for each year of full-time professional experience prior to employment with the Glen Ellyn Park District and subject to the discretion of the **Executive** Director provided such experience is deemed to be related to their District position.
- B. Vacation leave must be taken in minimum blocks of one-half day ~~at a time~~.

Scheduling Vacation

Vacation leave must be approved in advance by your immediate supervisor and a Time Off Request Form completed. Your written vacation request should be made at least thirty (30) days prior to the planned leave, or as far in advance as possible. Your immediate supervisor will make every effort to comply with your request for vacation time. In all cases, your immediate supervisor will schedule your vacation leave when the Park District can best afford to be without your services. Your immediate supervisor will approve or disapprove the dates requested depending on the anticipated workload during the particular time requested. When two or more employees in the same department request the same days off (and it is not possible to approve both requests) the employee who makes their requests first in time shall be granted the time off. Should two or more employees submit simultaneous vacation requests for the same dates, or overlapping dates, the Department Head will grant the requests based on factors such as operational needs, seniority, timeliness of vacation request, personal situations, and emergencies. Your immediate supervisor may require you to reschedule your vacation if it is determined that your presence is necessary for the efficient or safe operation of the Park District. Upon approval by your immediate supervisor, the Executive Director must also approve all vacation requests.

- A. The Executive Director, department heads, managers and supervisors, as well as those employees working in **positions of a sensitive or extraordinarily stressful** nature such as receiving or disbursing funds, must take one continuous week of vacation per year.
- ~~B. A written request for vacation must be filed with and approved by an employee's supervisor before vacation may be taken.~~

Vacation Accumulation and Carry Over

Vacation leave should be taken within a year following its accumulation; however, employees may accumulate **and carry over** up to 45 vacation days. **Under extreme circumstances, the Executive Director may allow otherwise.**

- ~~C. Vacation schedules shall be determined by the Department Head. While due consideration for individual employee convenience may be given, the needs of the District in scheduling workloads shall be the controlling criteria.~~

Vacation as Sick Leave or Other Leave

Eligible vacation days may be used in lieu of paid sick leave when and if all accrued sick leave has been exhausted. At the discretion of the Executive Director, vacation days may be required to be used for other types of leave, providing that other benefit time has been exhausted by the employee.

~~D. Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes, may at the request of the employee and within the discretion of the Director, be charged against vacation leave allowance.~~

Vacation Pay Upon Termination

Upon termination of employment, the employee shall be paid for **accrued but** unused vacation credits. **Vacation leave payment will be based upon your regular hourly rate of pay or rate of salary at the time of termination and paid no later than the pay day following the date of separation.** ~~Under no circumstances will an employee be paid for more than 45 days accrued vacation credits.~~

Reporting Vacation to Payroll

As stated above, the employee will submit a Time Off Request to their immediate supervisor for approval. Upon approval, the supervisor will forward to the Executive Director for approval. Once approved, the Executive Director will forward the Time Off Request to the Supt. of Finance to be recorded and processed for payroll. The Supt. of Finance will maintain an ongoing account of all accrued and used benefit time for each employee. Exempt employees are reminded to note vacation time used on the Exempt Monthly Time Sheet submitted to Human Resources.

Failure to Return to Work

Failure to return to work at the conclusion of an approved vacation, without notice, will be considered a voluntary resignation by the employee.

5.02 Holidays (previously 6.02)

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

New Year's Day	Day after Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Years Eve Day
Thanksgiving Day	*Floating Holidays (4)

- A. All employees must complete thirty (30) calendar days of continuous employment to be eligible for paid holidays.
- B. Department heads shall arrange for an alternate day off in those departments where employees are required to work on designated holidays.
- C. **If a full-time non-exempt employee is scheduled to work on one of these holidays, compensatory time off or compensation with pay at the rate of 1½ times the regular rate of pay will be given in addition to the holiday pay. Full-time exempt employees required to work on one of the aforementioned holidays will be granted time off for the workday. Time must be used by the end of the year.**
- D. Holidays which fall on Saturday shall be observed the previous Friday and holidays which fall on Sunday shall be observed the following Monday. Adjustments to these provisions may be made as deemed necessary.
- E. Holidays which occur during vacation leave shall not be charged against vacation leave.
- F. If an employee does not work the day before and/or after a holiday, and is not on authorized vacation, sick leave or leave of absence with pay, he shall not receive holiday pay until proof of sickness or excusable absence is established to the satisfaction of the department head.

Floating Holidays

In lieu of personal days, full-time employees are allowed four (4) floating holidays per year. During the first year of employment, the number of floating holidays will be prorated based on the employee's start date.

To request the use of a floating holiday, a Time Off Request must be submitted and approved by your immediate supervisor. Floating holidays should be requested at least two (2) weeks in advance of the desired date and are subject to the approval of your immediate supervisor. Exempt employees are reminded to note holidays and floating holidays used on the Exempt Monthly Time Sheet submitted to Human Resources.

Two floating holidays may be taken prior to July 1st and two after July 1st upon approval of his immediate supervisor. Floating holidays may be used in conjunction with vacation leave and/or District holidays.

Floating holidays are not cumulative and must be taken during the year granted or they will be forfeited without compensation.

5.03 Sick Leave (previously 6.04)

Introduction

The Glen Ellyn Park District recognizes that employees will need days off from work from time to time to address their medical needs or the medical needs of a family member.

For this purpose, regular full-time employees will accrue sick leave at a rate of 5/6 workdays for each full month of service (10 days yearly). ~~Sick leave with pay shall be credited to all probationary and full-time employees at the rate of 5/6 workdays for each full month of service (10 days yearly).~~

Introductory employees (typically within first 90 days), will accrue sick days, however, they will not be eligible for paid sick leave until the introductory period is satisfactorily completed.

Sick leave may be used for the employee's own illness, injury or attendance at a medical appointment or for the care of a sick child (under the age of 18 or over the age of 18 if incapable of self-care and living in the household), spouse, domestic partner or parent as well as to accompany these eligible individuals to a medical appointment.

An employee may utilize half of their annual accrual of sick leave each year to care for absences due to an illness, injury, or medical appointment of the employee's adult and non-disabled child, stepchild, sibling, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Verification of the need to use sick leave may be required.

~~Sick leave shall be allowed when the employee is actually sick, injured or disabled.~~ To the extent that the employee is physically unable to work due to pregnancy and its related conditions, pregnancy is considered an illness just as any other illness.

~~Sick leave may be accumulated to a maximum of (60) working days. Long term employees suffering from illnesses requiring more than sixty (60) days for recuperation may be considered for extended sick leave coverage. Such action shall be recommended by the Director and be approved by the Board of Commissioners.~~

Please Note: the highlighted section below is in accordance with the District's current 6.10 IMRF Policy where this is currently defined. This change is to ensure consistency in our policies.

All eligible employees will be allowed to accumulate unused sick leave to a maximum of 240 days;

however, unused sick days are not paid out upon separation of employment. This may allow the employee to qualify for a maximum of one year (240 days) of additional service credit with IMRF for unused, unpaid sick days earned. The service credit is earned at the rate of one month for every 20 days of unused, unpaid sick leave or fraction thereof.

Reporting Need for Sick Leave

If an employee is unable to report to work **or to report on time** due to illness, **injury or a medical appointment**, he must notify his supervisor **at least 30 minutes** prior to the designated work starting time on the day the illness occurs. **If the employee is unable to make the call personally, a family member or a friend should contact the supervisor.** Failure to inform the supervisor, ~~on each day of absence will generally~~ of the absence/tardiness may be considered absence without leave, which may result in loss of pay and/or disciplinary action, up to and including dismissal. ~~result in a loss of that day's pay, unless the employee has submitted a physician's statement designating a specific period of recuperation.~~ If his supervisor cannot be reached, the employee must notify his department head; and, if his department head cannot be reached, the employee must notify **human resources/finance** ~~the Director's office~~ of his absence due to illness.

If you are away from work for three (3) or more consecutive days because of illness or injury, or if your immediate supervisor becomes aware that you have incurred an illness or injury likely to last more than three (3) consecutive days, your immediate supervisor may require you to provide documentation from your physician or other health care provider confirming your illness or injury, your fitness to return to work, and any work restrictions you may require upon your return. If your immediate supervisor has reason to suspect abuse of this sick leave policy, your immediate supervisor may require you to provide such documentation for time away from work *of less than three (3) consecutive days.*

- A. ~~If an employee's sick leave lasts for more than three days, the Director or his designated representative may require a written statement from the attending physician certifying that the employee's condition prevents him from performing the duties of his position and designating a specific period of recuperation. Upon the employee's return to work, the Director or his designated representative may require a written statement from the attending physician certifying that the employee is physically capable of performing the duties of his position.~~

Sick leave may not be used as vacation time.

~~Claiming sick leave or reporting sickness under false pretenses for an absence is subject to stringent reprimand, suspension or termination as determined by the Director.~~

Failure to comply with this policy or abuse of this policy may result in disciplinary measures, up to and including discharge.

- B. ~~Sick leave benefits may be withdrawn if provisions 6.05 B, 6.05 C, 6.05 D and 6.05E are not complied with by the employee.~~

Fitness for Duty Exams

As a mutual protection for the employee and the District, ~~the Director~~ **the immediate supervisor (with counsel from HR or the Executive Director)**, may require an employee to submit to a complete physical examination by a physician designated by the District when, in his opinion, the performance of the employee may have become seriously limited or weakened by virtue of impaired health **or injury.**

If Sick Leave Benefits Are Exhausted

Employees who are unable to return to work after having exhausted their sick leave credit may **apply be eligible** for disability benefits under the Illinois Municipal Retirement Fund (IMRF). IMRF disability benefits start on the thirty-first (31st) day after the beginning of the illness.

1. If an employee is on disability for more than twelve (12) weeks, his position may be filled. Absolute assurance of the reinstatement cannot be given. However, if the position is in existence and has not been filled, the employee shall resume his same status herein. If the position no longer exists or has been filled, an effort will be made to place the employee in a suitable position as soon as possible. In any event, the employee will retain his status as to credible service for the purpose of vacation and sick leave benefits.
2. Employees may choose to take a medical leave of absence without pay for up to twelve (12) weeks (see Section 5.09 Family and Medical Leave Policy) if illness or disability prevents them from work for an extended period of time. Taking such a leave does not prevent the employee from also applying for Illinois Municipal Retirement Fund (IMRF) benefits.
3. If an employee's absence exceeds thirty (30) days, the employee should contact the Illinois Municipal Retirement Fund (IMRF) regarding leave of absence coverage.

~~Sick leave may be granted in the case of illness in the immediate family.~~

- ~~1. In case of illness in the immediate family, requiring the employee's personal care, the department head may approve sick leave for a period not to exceed three (3) days. This leave may be extended to five (5) days with the approval of the Director. For the purpose of this section, immediate family shall mean the employee's or the employee's spouse's mother, father, husband, wife, children, brother, sister, or grandparents, or any relative living in the same household with the employee or dependent upon the employee's care.~~

~~a) Proof of illness of the employee's relative in the form of a written statement from the attending physician may be required for sick leave that lasts three (3) or more days.~~

Moved this section to the bereavement policy 5.04.

- ~~2. Sick leave of one (1) day or less may be granted to an employee upon request to attend a funeral. Sick leave for this purpose may be approved by the department head.~~
- ~~3. The employee must notify his supervisor of the need for such sick leave within twenty four (24) hours of the start of the actual absence from work.~~
- ~~4. In considering requests for such sick leave, the department head shall evaluate whether or not the occasion actually requires that the employee be absent from work, along with the employee's attendance record and general work record.~~

Failure to return to work at the conclusion of an approved sick leave, without notification, shall result in the voluntary resignation of the employee.

Recommend removing A. *Death in the Family* as part of current 6.05 Leave of Absence Policy and become a stand-alone policy. To be placed in the new Time Off Benefits section 5.00.

5.04 Bereavement Leave for Immediate Family and Others

Objective

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees or retirees of the Glen Ellyn Park District.

~~A leave of absence with pay may be granted in the case of death in the immediate family.~~

- For the purpose of this section, immediate family shall mean the employee's ~~or the employee's spouse's~~ spouse, domestic partner, mother, mother-in-law, father, father-in-law, stepparent, husband, wife, child, stepchild, son-in-law, daughter-in-law, brother, sister, stepbrother, stepsister, grandchild or grandparents or any relative living in the same household with the employee or dependent upon the employee's care ~~or an adult who stood in loco parentis to the employee during childhood.~~

Eligibility

All full-time, active employees are eligible for benefits under this policy.

Procedures

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count towards bereavement leave.

- ~~1. The employee must notify his supervisor of the need for such leave of absence within twenty-four (24) hours of the start of the actual absence.~~

In considering requests for such leave, the supervisor and department head shall evaluate whether or not the occasion actually requires that the employee be absent from work, along with the employee's attendance record and general work record. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

Paid bereavement leave will be granted according to the following schedule:

1. In the case of death in the immediate family, the ~~department head~~ supervisor may approve leave of absence with regular pay for a period ~~not to exceed~~ up to three (3) days. This leave may be extended to five (5) days with the approval of the department head and/or Executive Director. Leave may be extended further, with the Executive Director's approval, in extenuating circumstances. In the event of an approved extension, the employee will use any available vacation time as necessary.
2. Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's brother-in-law, sister-in-law, aunt, uncle, or spouse's grandparent.
3. Employees are allowed up to four hours of bereavement leave to attend the funeral of a fellow regular employee or retiree of the District, provided such absence from duty will not interfere with normal operations of the park district.

4. Upon notice and request to their supervisor at least 24 hours prior to the anticipated absence, an employee may be granted use of up to one full day of sick leave to attend the funeral or service of a person not otherwise identified in the section. Approval for use of sick leave is within the discretion of the Park District.

Child Bereavement Leave

In addition to receiving three (3) days of paid leave, employees who have suffered the death of a child may receive seven (7) additional days of unpaid leave for a total of ten (10) days of leave. Child means an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child with whom the employee stands in loco parentis. In the event of the death of more than one child in a twelve (12) month period, an employee is entitled to a total of six (6) weeks of bereavement leave during the twelve (12) month period.

If an employee taking child bereavement leave also qualifies for FMLA leave, the leave time will run concurrently with FMLA leave. The employee may use paid benefit time for compensation purposes during this absence. This child bereavement leave must be taken within sixty (60) days after the date on which the employee receives notice of the death of the child.

Recommend removing B. ~~Jury Duty~~ as part of current 6.05 Leave of Absence Policy and become a stand-alone policy. To be placed in the new Time Off Benefits section 5.00.

Current Policy reads as follows:

A leave of absence with pay may be granted to an employee who is selected for jury duty. Jury duty leave must be approved by the Executive Director and is limited to 10 days.

5.05 Jury Duty Policy

Employees selected for jury duty will be granted time off for the duration of their jury service. Full-time and IMRF Classified part-time employees on jury duty will receive an amount equal to the difference between their full pay based on their regular base pay (if exempt) or the number of hours for which the employee was scheduled to work on those days and their jury duty pay, up to a maximum of 10 working days.

All other employees will receive jury duty leave without pay from the Park District. All employees must provide written notice, supported with appropriate documentation of jury duty (*e.g.*, the jury duty summons), to their immediate supervisor as promptly as possible, before reporting for jury duty. During jury duty, and as promptly as possible, employees must inform their immediate supervisor as to the expected duration of the jury duty. Following jury duty, all employees must provide the Park District with appropriate documentation evidencing the length of their jury duty.

Eligibility

Full-time and IMRF Classified Part-time employees are eligible to receive this benefit.

In order to receive pay from the Park District, employees eligible for pay must submit a copy of the check received for jury duty to the finance department before the Park District will pay the difference.

Other Court Appearances

Employees appearing in their own case as a plaintiff or defendant or for a nonsubpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instance.

Employees who are subpoenaed as a witness in cases in which neither the employee nor the Park District are a party shall be released from duty to comply with the subpoena and may utilize vacation leave or unpaid leave to account for this absence. A copy of the subpoena must be submitted to the employee's supervisor upon receipt and prior to the appearance date.

5.06 Blood Donation Leave (previously 6.06)

Any full-time employee who has worked for the Park District for at least six months may, with the written approval of his or her Supervisor, take paid leave for up to one hour to donate blood every 56 days.

Employees wishing to take blood donation leave must submit a written request to their Supervisor along with a copy of the scheduled blood donation appointment. Medical documentation of the donation must be returned to their supervisor who will then forward to Human Resources. appropriate Department Head.

Blood donation leave may be taken only when it will not, in the Supervisor's sole discretion, interfere with the Park District's operation.

Propose New Voting Leave Policy

To be added to the newly created Time Off Benefits Section of the Personnel Policies

5.07 Voting Leave Policy

The Glen Ellyn Park District believes that it is the responsibility and duty of employees to exercise the privilege of voting in elections. In accordance with this philosophy, the District will grant its employees approved time off to vote if necessary due to work schedules and for periods of service as an election official.

Time Off for Voting

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, managers should allow an adjustment to the regular schedule to accommodate time for voting or are authorized to grant a reasonable period of time, up to three hours, without pay, during the workday to vote.

Time Off for Election Service

Employees who are chosen to serve as election officials at polling sites will be permitted to take required time off to serve in this capacity, utilizing vacation or unpaid leave to account for their absence. Employees who are chosen to act as election officials must notify their manager a minimum of seven days in advance of their need for time off in order to accommodate the necessary rescheduling of work periods. Employees must report time engaged as an election official and code this time accordingly on timekeeping records. Contact the Supt. of Finance for details on accounting for and coding this time.

Propose New Policy for School Visitation

To be added to newly created Time Off Benefits section

5.08 School Visitation Rights Policy

If you have worked for the Glen Ellyn Park District for at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this policy, “school” means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation leave and floating holidays.

Before arranging attendance at the school conference or activity, you must provide the District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours’ notice. In addition, you must consult with your immediate supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. You may choose, however, to make up the time taken for school visitation leave on a different day or shift if the District may reasonably provide such arrangement. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the leave taken.

Upon completion of a school visitation, you may be required to produce documentation of your visit from the school administrator and submit such documentation to your supervisor.

Note

Failure to submit the documentation upon request to the District within 2 working days of your school visit may subject you to disciplinary action.

Please contact Human Resources for further information regarding school visitation leave.

Recommend removing ~~F.—Family and Medical Leave Act (FMLA)~~ as part of current 6.05 Leave of Absence Policy and become a stand-alone policy.

5.09 Family and Medical Leave Policy

Introduction

The FMLA provides eligible employees with up to 12 workweeks of unpaid, job protected leave for certain family and medical reasons during a 12-month period (and up to 26 workweeks of unpaid leave to care for a Covered Service member). During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

1. Eligibility

Any full-time or part-time employee who has worked for the District for at least twelve (12) months, and at least 1,250 hours during the 12-month period immediately preceding the start of leave, is eligible for FMLA. This policy works with a rolling 12-month period as opposed to the calendar year.

2. Qualifying Reasons for Leave

The FMLA requires that the District provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- ~~a) Because of the birth of your child and in order to care for such child (within 12 months after the birth of the child. "Child" means a child either under eighteen (18) years of age, or 18 years of age or older but incapable of self care.~~
- a) **For an incapacity due to pregnancy, prenatal medical care or child birth;**
- b) ~~Because of~~ **To care for your child after birth, or** the placement of a child with you for adoption or foster care (within 12 months of the placement of the child);
- c) In order to care for your spouse, child or parent (does not include parent-in-law) if they have a "serious health condition" (**see definition below**);
- d) ~~Because of~~ **For** a "serious health condition" that makes you (**the employee**) unable to perform the functions of your job; or
- e) ~~Because of~~ **For** any qualifying exigency (as the Secretary of Labor shall determine) arising out of the fact that your spouse, child, or parent is under a call or order to active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

The FMLA also requires that the District provide up to 26 weeks of unpaid, job protected leave to eligible employees to:

Provide care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

3. Definitions

For the purpose of this section, the following definitions and terms apply:

- a) A "serious health condition" is defined as an illness, injury, impairment, or a physical or mental condition that involves one of the following:
 - 1) *Hospital Care*
Inpatient care in a hospital, hospice or residential medical care facility, including any period of incapacity relating to the same condition or any subsequent treatment in connection with such patient care.
 - 2) *Absence Plus Treatment*
A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or (2) treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
 - 3) *Pregnancy*
Any period of incapacity due to pregnancy or for parental care.
 - 4) *Chronic Conditions Requiring Treatment*
A chronic condition that requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
 - 5) *Permanent/Long-Term Conditions Requiring Supervision*

A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of but need not be receiving active treatment by a health care provider.

6) *Multiple Treatments (non-chronic conditions)*

Any period of absence to receive multiple treatment (including any period of recovery there from) by a healthcare provider or by a provider or health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

- b) "Immediate family member" is defined as the employee's child, spouse, or parent.
"Parent" means the person who acted as the employee's parent when the employee was a child and does not include a parent-in-law.
"Child" means a child either under eighteen (18) years of age, or 18 years of age or older but incapable of self-care.
- c) Leave for placement of a child for adoption or foster care is available only during the first twelve (12) months after the placement of the child.
- d) Leave for birth of a child of the employee is available only during the first twelve (12) months after the birth of the child.

4. Requesting Leave

~~An employee requesting family/medical leave of absence without pay shall file a written request with his supervisor thirty (30) days prior to the leave, or as early as is practical for birth, child placement or treatment related leaves.~~

All requests for leaves of absence must be submitted to your supervisor or the Human Resources Manager at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable). A delay in submitting this request could result in a delay of the start of your leave. Your supervisor will forward the request to Human Resources for approval. If your leave request is approved, you will receive an FMLA Response Form. You must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. In any case in which the necessity for leave under paragraph 1e above (qualifying military exigency) is foreseeable, whether because your spouse, child or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, you shall provide such notice to the District, as is reasonable and practicable.

- a) The District may require certification from the employee's or the employee's family member's health care provider for any leave based on a serious health condition.
- b) **Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work.**
- c) The District may require, or the employee may elect to substitute accrued paid leave for any part of the family/medical leave.
- d) Any extension of time for the employee's leave of absence must be requested in writing prior to his or her scheduled date of return to work, together with written documentation to support the extension. **In no instance shall FMLA leave exceed 12**

weeks in a rolling 12 month period, commencing with the first day that the employee qualifies for FMLA, unless the employee is a spouse, child, parent or next of kin on leave to care for a Covered Service member, in which case the employee's leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

- e) ~~The employee's failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave.~~
- f) ~~The employee's maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve month period, unless the employee is a spouse, child, parent or next of kin on leave to care for a Covered Service member, in which case the employee's leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.~~

An Employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

5. Employee Benefits During Family and Medical Leave of Absence

~~During a family/medical leave, the following will be suspended:~~

- ~~a) The accrual of service time as it relates to longevity and seniority.~~
- ~~b) The accrual of vacation and sick leave credits.~~
- ~~c) Illinois Municipal Retirement Fund (IMRF) and Social Security contributions. However, the employee has the option of filing with the IMRF for lost service credit.~~
- ~~d) Illinois Municipal Retirement Fund (IMRF) benefits. In order to maintain benefits, employees need to file a Leave of Absence form with IMRF.~~

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. **However, you will not accrue any benefits during the period you are on unpaid leave.**

You will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. While payments are being made utilizing accrued benefit time, health insurance deductions will be taken as usual. However, while not receiving these payments, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave. You can discuss options with Human Resources. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse the District for the costs and expenses associated with insuring you during the leave.

If the employee contributes to an optional life insurance or other plan, the District will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

With regard to IMRF benefits and how they might be impacted during a family/medical leave, see the IMRF Disability Leave Policy and/or speak with Human Resources.

~~5. During a family/medical leave, the District shall maintain group health insurance benefits for the duration of the leave under the same terms offered to employees not on leave. If the employee fails to return to work upon expiration of the leave and the failure to return is not due to a serious health condition of the employee or immediate family member or circumstances beyond the employee's control, then the District is entitled to reimbursement for the costs and expenses associated with insuring the employee during the leave.~~

6. Return from Family and Medical Leave

- a) Employees returning to work at the conclusion of a family/medical leave shall be restored to their former positions, or positions with equal pay, benefits and other terms and conditions of employment.
- b) If the leave was due to employee's own serious health condition, employees returning to work at the conclusion of a medical leave shall provide a statement from their health care provider certifying their ability to **perform the essential functions of the job and return to the physical requirements of their positions, with or without accommodations.**
- ~~c) Failure to return to work at the conclusion of any approved leave of absence shall result in the voluntary resignation by the employee.~~

7. Service Member Family Leave

If you are eligible for FMLA leave as stated above and you are a spouse, child, parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of twenty-six (26) work weeks of unpaid leave during a rolling 12-month period to care for the Covered Service member. During the rolling 12-month period, if an eligible employee is entitled to a leave under this Service member Family Leave provision, for reasons which also would entitle the employee to a leave under the Eligibility Section of this policy, the total leave time will not exceed a combined total of twenty-six (26) workweeks.

8. Definitions Pertaining to Service member Family Leave:

- a) A "Covered Service member" means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- b) "Outpatient status" means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
- c) "Next of kin" means the nearest blood relative of that individual.
- d) "Serious injury or illness" means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces that may render the Service member medically unfit to perform the duties of the member's office, grade, rank or rating.

9. Spouses Employed by the Park District

- a) Two spouses employed by the District are each entitled to take leave because of the birth or placement of a child for adoption or to care for a sick relative. However, the two spouses are limited to a combined total of twelve (12) weeks of leave within any **rolling** twelve (12) month period.
- b) Spouses who are eligible for FMLA leave to care for a parent with a serious medical condition may be limited to a combined 12 weeks of leave.** In a situation where each

of the spouses has a serious health condition which makes them unable to perform the functions of their positions, the twelve (12) week period will be evaluated on a case by case basis. As a general rule the combined total of twelve (12) weeks of leave within any rolling twelve (12) month period will still be applied.

- b) In addition, each spouse becomes eligible for a leave under the Service member Family Leave provision above or under a combination of the Service member Family Leave provision and the Eligibility section of this policy; the two spouses together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling 12-month period.

10. Medical Clarification

Any request for a leave because of the employee's own serious health condition or because of a serious health condition of the employee's spouse, child or parent, or any request under the Service member Family Leave provision, must be supported by certification issued by the applicable health care provider. You may obtain a certification form from Human Resources or the Superintendent of Finance & Personnel.

At its discretion, the Park District may require a second medical opinion and periodic recertification to support the continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both the employee and the Park District.

11. Intermittent or Reduced Work Schedule Leave

- a) If certified as medically necessary for the serious health condition of either you or your spouse, child or parent, or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member, leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described under the Qualifying Reasons for Leave Section 2. paragraph (e) above, subject to the submission of a certification prescribed by the Secretary of Labor.
- b) Intermittent or reduced work schedules for birth, adoption or foster child placement are available to the employee at the discretion of the Executive Director based on the operational requirements of the District and the specific department, the availability of substitute personnel, and the work and attendance record of the employee.
- c) If leave is requested on an intermittent basis, the Park District may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

12. Key Employees

Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the District operations. A "key" employee is a salaried employee who is among the highest paid ten percent (10%) of employees at that location, or any location within seventy-five (75) mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

You may substitute any accrued paid vacation days, floating holidays, and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for IMRF disability pay, you will collect it at the same time you are on Family and Medical Leave, but not while receiving accrued benefit pay from

the District. Similarly, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave, and for workers' compensation, will be counted toward your Family and Medical Leave.

Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual except as specifically allowed by this law. To comply with this law, the District asks that employees not provide any genetic information when responding to a request for medical certification regarding their own serious health conditions under this FMLA Policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

There is an exemption to GINA's limitation on the disclosure of family medical history when an employee requests a leave of absence under the FMLA due to a family member's serious health condition. In such situations, all information necessary to make the medical certification form complete and sufficient under the FMLA should be provided.

6.03 5.10 Disability Coverage Leave

A. During the first year of employment, disability benefits ~~of I.M.R.F.~~ **available through the Illinois Municipal Retirement Fund (IMRF)** are not in effect, as outlined in the I.M.R.F. disability program. Should ~~the~~ **an** employee become disabled in the first year of employment, the District will pay 100% of the normal salary for a thirty (30) day period. If the disability is not work related, the only compensation will be the 30 days' salary.

~~During the first year of employment, upon completion by employee of probationary period, the District will pay 100% of 30-day period.~~

B. Upon completion of the first year of employment an employee will be eligible for I.M.R.F. disability benefits. Work related disability will be handled as outlined under Worker's Compensation **Policy 6.08**. Non-work related disability will allow the employee to draw 100% of his regular pay for the first thirty (30) days **while utilizing accrued benefit time**. **If the employee does not have enough accrued benefit time to receive full pay for the first 30-day waiting period, the employee will be required to take the time as unpaid.** Thereafter, I.M.R.F. disability program pays **approximately** 50% of regular pay as a disability benefit.

C. ~~During the 30-day period the Park District is paying full salary, the employee will be required to use accumulated sick leave.~~

Applying for IMRF Disability

To be eligible for IMRF Disability Benefits, an employee must be enrolled with IMRF for at least 12 months. If an employee is expected to be out on a medical leave for longer than 30 days, they may choose to apply for IMRF Disability Benefits at a reduced rate of pay. This benefit allows the employee to maintain some income while unable to perform their position with the District.

The application involves a three-part process where the employee submits the Member Application Form, the employee's physician submits a Physician's Statement that includes medical records, and the Park District submits the Employer Statement confirming when the employee last worked and was last paid. IMRF is solely responsible for determining if an

employee qualifies for disability benefits or not. IMRF will notify the employee and the District when and if an employee qualifies and for how long.

For more details about IMRF Disability Leave and to obtain the forms, employees may consult with Human Resources or contact IMRF directly.

Recommend removing C. ~~Military Leave~~ as part of current 6.05 Leave of Absence Policy and become a stand-alone policy. To be placed in the new Time Off Benefits section 5.00.

5.11 Military Leave

1. Full-time employees who are members of the Illinois National Guard or any reserve component are entitled to attend periods of training or activation for state or national emergencies.
2. Employees are entitled to leave with pay when called into service by the Governor of the State of Illinois, as provided by law. In this event, the employee will receive only the difference between his/her regular salary and the military pay received from the State of Illinois.
3. The employee on military leave as defined in items 1 and 2 above shall be entitled to differential pay up to an aggregate of two weeks annually.
4. Full-time employees called for active military duty in the Armed Forces of the United States Government will, upon request, be granted a leave of absence without pay for the duration of active service. Employees on such leave not resuming duties within ninety (90) days after tour of military service shall be deemed to have resigned.

Recommend removing D. ~~Illinois Family Military Leave Act~~ as part of current 6.05 Leave of Absence Policy and become a stand-alone policy. To be placed in the new Time Off Benefits section 5.00.

5.12 Illinois Family Military Leave Act

The Illinois Family Military Leave Act was designed to ensure that close family members of persons called into active military service have an opportunity to spend time with their spouses or children without risk of losing their job. "Family Military Leave" means leave requested by an employee who is the spouse or parent of a person called to military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States.

1. Family Military Leave Requirement

The Park District shall provide up to 15 days of unpaid family military leave to any **covered employee or independent contractor who are either the spouse, civil union partner, parent, grandparent or child of soldiers being called into active military duty. The leave must be taken during the time federal or State deployment orders are in effect, subject to the conditions set forth in this Section. ~~Family military leave granted under the Act shall consist of unpaid leave.~~**

- a) An employee shall not take leave as provided under the Act unless he or she has exhausted all accrued vacation leave, floating holidays, compensatory leave and any other leave that may be granted to the employee, except sick leave and disability leave.

2. Eligibility

For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

3. Notice

The employee shall give at least (14) days' notice of the intended date upon which the family military leave will commence if leave will consist of **5 or more consecutive workdays**. Where able, the employee shall consult with the Park District to schedule the leave so as to not unduly disrupt the operations of the Park District. Employees taking military family leave for less than 5 consecutive days shall give the Park District advanced notice as is practicable.

4. Verification

The Park District shall require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

2. Employee Benefits Protection

- a) ~~Any employee who exercises the right to family military leave under the Act, upon expiration of the leave, shall be restored by the Park District to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment. This does not apply if the Park District proves that the employee was not restored, as provided in the Act, because of conditions unrelated to the employee's exercise of rights under the Act.~~
- b) ~~During family military leave taken the employee and Park District shall pay the normal monthly contribution for health insurance benefits.~~

5. Effect on Existing Employee Benefits

Taking family military leave shall not result in the loss of any employee benefits. ~~accrued before the date on which the leave commenced.~~ **Employees shall maintain benefits at the employee's expense for the duration of the leave.**

6. Prohibited Acts

- a) The Park District shall not interfere with, restrain, or deny the exercise or the attempt to exercise any right provided under the Act.
- b) The Park District shall not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee that exercises any right provided under the Illinois Family Military Leave Act.
- c) ~~The Park District shall not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employees for opposing any practice made unlawful by the Illinois Family Military Leave Act.~~

7. Enforcement

A civil action may be brought in the circuit court having jurisdiction by an employee to enforce the Act. The circuit court may enjoin any act or practice that violates or may violate the Act and may order any other equitable relief that is necessary and appropriate to redress the violation or to enforce the Illinois Family Military Leave Act.

**Propose New Policy for Personal Leave as recommended by PDRMA
To be added to newly created Time Off Benefits section**

5.13 Personal Leave Policy

Eligible full-time employees may be granted a personal leave of absence for a period not to exceed 90 consecutive calendar days within any 24 consecutive month period. This is an unpaid leave except in the case of an employee who has unused benefit time which must be used to the extent it is available. Normally, a personal leave of absence will not be granted during the first year of employment.

1. All requests for personal leaves should be made in writing and must be approved by the employee's supervisor, department head and the Executive Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; length of time the employee plans to be away; the employee's job performance, attendance and punctuality record, the effect the employee's absence will have on the work in the department (*i.e.*, the staffing requirements in the employee's facility or department); the employee's position and length of service; the expectation that the employee will return to work when the leave expires; and, any other factors deemed relevant by the Park District in its sole discretion. Each request will be reviewed on a case-by-case basis.
2. You must provide a written application for a personal leave of absence to your immediate supervisor at least one month in advance of the date you would like the leave to begin. If you request an extension while on FMLA leave, the request must be made at least two (2) weeks prior to the end of the original leave. The application must specify the reasons for the extended leave and the length of time the employee intends to be away.
3. Additional leave time may be granted, provided that it does not extend the total leave beyond one year, including leave granted under the FMLA, if any. Requests for additional leave time must be made in writing at least two weeks prior to the expiration of the initial leave period and must specify the reason(s) for the request and the amount of additional time sought. The Executive Director must approve this request.
4. While a full-time employee is on an approved personal leave, the employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave under the Park District's group plan for the duration of the leave provided that the employee pays 100% of the premium contribution. Other employment benefits, if any, such as vacation, sick leave, or floating holidays, shall not accrue during a personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued prior to the start of the leave if not exhausted during their personal leave.
5. Any planned salary increase for an employee returning from an unpaid leave of absence without pay will be deferred by the length of the leave, and the normal appraisal date will be extended by the length of the leave.
6. In the case of an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential functions of his job is required by the Park District before an employee may be permitted to return to work.
7. Although the Park District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, **reinstatement after a personal leave of absence is not guaranteed by the Park District.**
8. Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the Park District. However, pursuant to the Park District's American With Disabilities Act Policy,

employees may request extended unpaid leave as a “reasonable accommodation” under the ADA (See ADA Policy 4.06).

Recommend removing ~~G. Victim’s Economic Security and Safety Act (“VESSA”)~~ as part of current 6.05 Leave of Absence Policy and become a stand-alone policy. To be placed in the new Time Off Benefits section 5.00. This policy was recently added and reviewed so there are no changes other than the policy number.

5.14 Victim’s Economic Security and Safety Act (“VESSA”) (Board approved 12-3-2019)

Introduction

This section briefly summarizes rights and regulations under the Victims’ Economic Security and Safety Act of 2003 (“VESSA”).

The VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic, gender or sexual violence to themselves or their family or a household member who is a victim of domestic, gender or sexual violence.

1. Basis of Leave

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

- a) **seeking medical attention** for, or recovering from, physical or psychological injuries caused by domestic, gender or sexual violence to the employee or the employee's family or household member;
- b) **obtaining services from a victim services organization** for the employee or the employee's family or household member;
- c) **obtaining psychological or other counseling** for the employee or the employee's family or household member;
- d) **participating in safety planning, temporarily or permanently relocating**, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, gender or sexual violence or ensure economic security; or
- e) **seeking legal assistance or remedies** to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, gender or sexual violence.

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

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

"Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

2. Period of Leave

Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds

the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

3. Existing Leave

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

4. Notice

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

5. Certification

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

- a) the employee or the employee's family or household member is a victim of domestic, gender or sexual violence; and
- b) the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee shall provide such certification to the Park District within a reasonable period after the Park District requests certification.

An employee may satisfy the above certification requirement by providing to the Park District a **signed and dated statement** of the employee, and upon obtaining such documents the employee shall provide:

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

6. Confidentiality

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

7. Restoration to Position

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

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

8. Loss of Benefits

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

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

9. Reporting to the Park District

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

10. Maintenance of Health Benefits

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

11. Failure to Return from Leave

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

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

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

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

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

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

Recommend removing E Special Leave of Absence Without Pay as part of current 6.05 Leave of Absence Policy and become a stand-alone policy. To be placed in the new Time Off Benefits section 5.00.

5.15 Special Leave of Absence Without Pay

A special leave of absence without pay may be granted to an employee for reasons considered good and valid. Special leave of absence without pay must be approved by the Board.

1. An employee requesting a special leave of absence without pay shall file a written request with his supervisor stating the reason for his request and the beginning and ending dates of the leave. The department head shall recommend acceptance or denial of the request to the Director. The employee shall be notified in writing of the action taken on his request.
2. Requests for a special leave of absence without pay shall be for a period not to exceed one (1) year.
3. Requests for an extension of a special leave of absence without pay shall be subject to all of the requirements of the original request as set forth in section 6.06, paragraph D.1. above.
4. In considering requests for special leave of absence without pay, the Director shall evaluate the operational requirements of the District and the specific department, the availability of temporary substitute personnel, the work and attendance record of the employee, and the reason for the request.
5. During the period of approved leave of absence without pay, the following will be suspended:
 - a) The accrual of service time as it relates to longevity and seniority.
 - b) The accrual of vacation and sick leave credits.
 - c) Illinois Municipal Retirement Fund and Social Security contributions. However, the employee has the option of filing with the Illinois Municipal Retirement Fund for a lost service credit.
 - d) Health and life insurance benefits. However, the employee has the option of paying the monthly premiums in order to continue coverage.
 - e) Illinois Municipal Retirement Fund (IMRF) benefits. However, the employee should contact the IMRF concerning the procedures necessary for an approved IMRF leave of absence.
6. Employees wishing to take a special leave of absence without pay must realize that all positions in the District are subject to elimination by reorganization. Therefore, absolute assurance of reinstatement cannot be given. However, if the position is still in existence at the conclusion of this special leave, and has not been filled, the employee shall resume his same status therein. If the position no longer exists, or has been filled, an effort will be made to place the employee in a suitable position as soon as possible. In any event, the employee will retain his status as to creditable service for the purpose of vacation and sick leave benefits.
7. In the case of the **Executive** Director, the Board of Commissioners must consider the request.
8. **Special leaves of absence cannot be used consecutively with any other leave benefits. Employees granted a special leave of absence must substitute accrued benefit time during the special leave period.**

Proposed changes/updates to the Employee Benefits Section:

Anything in **Red** is a proposed update or a recommended NEW policy.

6.00 Employee Benefits

6.01 **Vacation** **Moved/Changed to Section 5 – Time Off Benefits** **5.01 Vacation Policy**

6.02 **Holidays** **Moved/Changed to Section 5 – Time Off Benefits** **5.02 Holidays Policy**

6.04 **Sick Leave** **Moved/Changed to Section 5 – Time Off Benefits** **5.03 Sick Leave Policy**

6.05 Leave of Absence Moved/Changed to Section 5 – Time Off Benefits Multiple policies were converted into stand along policies as opposed to being combined in this one policy.

6.06 Blood Donation Leave Moved/Changed to Section 5 – Time Off Benefits 5.06 Blood Donation Leave Policy

6.01 Disclaimer Proposed NEW Policy Recommended by PDRMA

The Glen Ellyn Park District has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Employee Personnel Manual contains a very general description of the benefits to which you may be entitled as an employee of the Park District. Please understand that this general explanation is not intended to, **and does not**, provide you with all the details of these benefits. Therefore, this Manual does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the HR/Finance Office. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Park District and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

As in the past, the Park District reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that maybe extended to retirees and their dependents. Further, the Park District reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Benefits under the plans described herein will be paid only if the plan administrator decides in his/her discretion that the applicant is entitled to them.

For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact Human Resources. If you lost or misplaced those descriptions, please contact Human Resources for another copy.

6.072 Insurance Plans

Introduction

Eligible employees who work an average of 30 or more hours each week, may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the Glen Ellyn Park District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium

at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

All Employees must complete thirty (30) calendar days of continuous full-time employment to be eligible for health and life insurance coverage. Employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their **31st day** of employment provided they meet all plan requirements.

Insurance Plans

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers). Part-time IMRF employees who work at least 30 hours on a regular and consistent basis are also eligible for medical insurance. Continued eligibility for medical insurance will depend on whether the employee continues to average thirty (30) hours per week during subsequent calendar years which is the Plan's annual standard measurement period.

A. *Health Medical Insurance*

The Glen Ellyn Park District maintains excellent insurance coverage and currently offers employees both a PPO and HMO option for Group Medical Insurance. Either health plan you choose includes prescription drug coverage. For specific details about coverage and premium amounts, please contact Human Resources.

~~The District shall obtain and maintain group health insurance for employees and their immediate families in such forms and amounts as shall from time to time be established by the Board and defined by the policy that is in force.~~ For the purpose of this section, immediate family shall mean the employee's spouse and dependent children as defined by the policy that is in force.

B. *Dental and Vision*

Employees may opt to choose Dental and Vision coverage or not. Dental coverage is provided through an established network while the Vision coverage is a reimbursement program.

C. *Life Insurance*

~~The District shall obtain and maintain group term life insurance for employees in such forms and amounts as shall from time to time be established by the Board and defined by the policy that is in force.~~ The Park District provides all eligible full-time employees with basic life insurance based on the employee's annual base salary. This insurance is currently provided at no cost to the employee. A summary plan description is available from Human Resources.

D. *Supplemental Life Insurance*

The Park District offers supplemental life insurance to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from Human Resources.

E. *Other Insurance or Related Services*

From time to time the District may ~~offer~~ **make available to** employees the option to participate in programs which may be of benefit to the employee. These programs are ~~offered~~ **not sponsored** by the Park District **but are offered** as a service to employees and are not to be considered permanent in nature as they may be terminated by the District at any time. Employees **are subject to the** ~~must meet all~~ guidelines and conditions as set forth by the program administrators for participation in such programs. Examples of ~~District-related service~~ **such voluntary benefit** programs ~~are~~ **may include:** deferred compensation plans, **legal services**, supplemental insurance (i.e. dental, accidental death and dismemberment, **cancer & critical illness**, disability, **hospital confinement**, additional term life insurance, etc.), or others.

F. **COBRA**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and Illinois law provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. The cost of continuation of health insurance coverage, along with a small administrative charge, shall be solely the responsibility of the employee. Please contact Human Resources or the Superintendent of Finance & Personnel for detailed information on COBRA and Illinois law.

6.103 Illinois Municipal Retirement Fund (IMRF) Pension Plan

Introduction

All employees who work 1,000 hours or more annually in a twelve-month period are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is established under Illinois Statute to provide a program of retirement, annuities and disability and death benefits to eligible participants for employees of local governments. These benefits are in addition to those provided by Social Security. The following presents a very brief description of IMRF. Complete details are available from the Human Resources/Finance Office or by visiting imrf.org or calling IMRF directly at 1-800-ASK-IMRF.

Contribution

All participating employees contribute a certain percentage (currently 4.5%) of their salary or wages gross pay as determined by IMRF to IMRF through payroll deduction in accordance with current IMRF regulations. Contributions are tax deferred, that is, not subject to either federal or Illinois income tax, but will be subject to federal income tax when refunded or withdrawn as a pension or death benefit. The Park District also contributes to IMRF as a percentage of total contributions. The District's contribution is to fund survivor's pensions, disability benefits, death benefits and the retirement costs of its employees.

In accordance with the relevant state statutes, all participating employees may utilize unpaid sick leave for the purpose of accumulating up to one year of additional pension service credit upon retirement. The additional credit would be earned at the rate of one-month extra service for every 20 days of unpaid sick leave.

Return of Contributions

REGULAR PLAN TIER 1 – EMPLOYEES ENROLLED IN IMRF BEFORE JANUARY 1, 2011

- A. **REFUND** - You may receive a separation refund of your IMRF contributions when you cease working in an IMRF-qualified position if:
1. You are under age 55, irrespective of length of service;
 2. You have less than eight (8) years of service, irrespective of age;
 3. You are age 55 or over but your pension would be less than \$30 per month.

A separation refund consists of your IMRF contributions only. No interest is paid with a separation refund, nor are the agency's contributions refunded to you.

- B. **PENSION** - If you are at least 55 years of age and have eight or more years of service credit, you may be entitled to a reduced retirement benefit. To receive full retirement benefits, you must be 60 years of age or older and have at least eight years of service credit.
- C. **DISABILITY BENEFITS** - IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his/her position reasonably assigned by

the District. You must have at least 12 consecutive months of IMRF service credit, at least nine months of service credit within the previous 12 immediately prior to the disability, and you may not be receiving any earnings from any employer.

- D. **DEATH BENEFITS** - Under certain conditions, IMRF provides for lump sum payment or a surviving spouse pension upon your death.

REGULAR PLAN TIER 2 – EMPLOYEES ENROLLED IN IMRF AFTER JANUARY 1, 2011

- A. **REFUND** - You may receive a separation refund of your IMRF contributions when you cease working in an IMRF-qualified position if:
1. You are under age 62, irrespective of length of service;
 2. You have less than ten (10) years of service, irrespective of age;
 3. You are age 62 or over but your pension would be less than \$30 per month.

A separation refund consists of your IMRF contributions only. No interest is paid with a separation refund, nor are the agency's contributions refunded to you.

- B. **PENSION** - If you are at least 62 years of age and have ten or more years of service credit, you may be entitled to a reduced retirement benefit. To receive full retirement benefits, you must be 67 years of age or older and have at least ten years of service credit.
- C. **DISABILITY BENEFITS** - IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his/her position reasonably assigned by the District. You must have at least 12 consecutive months of IMRF service credit, at least nine months of service credit within the previous 12 immediately prior to the disability, and you may not be receiving any earnings from any employer.
- D. **DEATH BENEFITS** - Under certain conditions, IMRF provides for lump sum payment or a surviving spouse pension upon your death.

Please note: An employee cannot borrow from his/her member contributions nor can he/she use member contributions as collateral for a loan. Member contributions cannot be garnished or seized by any creditor. As long as the employee's contributions remain on deposit with IMRF, the contributions are protected from creditors.

Voluntary Additional Contributions

IMRF's Voluntary Additional Contributions (VAC) program is a way to help employees save additional retirement income. With this program, the employee chooses to make additional, **after-tax** contributions to an individual VAC account that earns interest.

These Voluntary Additional Contributions are subject to the following:

- Limited to a maximum of 10% of your IMRF reportable earnings for Tier 1 members.
- Limited to a maximum of 10% of your IMRF reportable earnings, up to the Tier 2 wage cap, for Tier 2 members.
- Earn interest differently than traditional saving accounts.
- Can begin at any time upon completion of IMRF Form 6.30 and receipt by IMRF.
- Can be stopped at any time.
- Can be withdrawn at any time (check with IMRF about withdrawing interest).

For more information, contact Human Resources or the Superintendent of Finance & Personnel.

6.1104 Social Security & Medicare

~~All employees are covered under Social Security and will have payroll deductions made in accordance with current Social Security regulations.~~

As required by law, a fixed percentage of your earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, the Park District contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and your account status is available from your local Social Security Administration office.

The Social Security Administration recommends that you periodically verify your personal earnings and benefits. Information on requesting an account balance is available from your local Social Security Administration.

6.1205 Deferred Compensation Plan

The Park District has established a voluntary deferred compensation plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows you to put money aside for your retirement on a tax-deferred basis through payroll deductions. All employees have the option to contribute to ICMA or Nationwide, both IRS approved deferred compensation programs. Deferred compensation is an IRS-approved method for deferring federal and some state income taxes on savings until retirement.

The Park District offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest. Please contact the HR/Finance Office for details on this plan.

6.06 Unemployment Compensation Proposed NEW Policy

As a Park District employee, you are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to you. Should you become unemployed, you may be entitled to receive unemployment benefits provided you meet certain eligibility requirements. Additional information can be obtained from your local Unemployment Insurance office.

6.07 Indemnification & Liability Insurance Proposed NEW Policy

The Park District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction, of the board. Such indemnification and protection shall extend to employees of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees for "punitive" damages.

You may be covered by the Park District's liability insurance to defend any civil action that may be brought against you or the Park District, its agents, or any other employee for damages arising out of the lawful performance of your duties.

6.08 Workers' Compensation Policy

All employees are protected by the Illinois Workers' Compensation Act as provided in Chapter 48 of the Illinois Revised Statutes (as amended) in the event of a work-related accident or death while on the job.

All remaining additions below are NEW:

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

The Park District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, irrespective of whether the employee fails to comply with the reporting procedures under this policy. However, the Park District reserves the right to discipline any employee for engaging in unsafe, careless, or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers' compensation claim.

All employees must adhere to the following conditions.

1. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's immediate supervisor or department head if the immediate supervisor cannot be reached directly.

Note: *The prompt reporting of any work-related injury or illness maximizes the Park District's ability to evaluate the claim, confirm compensability under the Illinois Workers' Compensation Act, and assist the employee in fully understanding his/her rights under the Illinois Workers' Compensation Act. The late reporting of claims will not impact the employee's rights under the Illinois Workers' Compensation Act (except as specifically provided in the Act) but may result in a delay in receipt of benefits under the Act.*

2. Upon notification, the District shall instruct the employee to report to a designated occupational health provider for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the District's Physician Network Referral Service through our health care provider if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the HR Generalist & Safety Coordinator or Superintendent of Finance and Personnel for the duration of your period of leave.
4. The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.
5. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.
6. The District may assign an injured employee to a modified duty assignment in accordance with the GEPD's Modified Duty Program.
7. The District also reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that that is necessary will be charged to the employee's available sick or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

6.09 Modified Duty Program

The Glen Ellyn Park District is committed to providing employees with ~~available every~~ and reasonable opportunities to maintain career and employment status and benefits. To that end, we have developed a Modified Duty Program for employees who have sustained ~~work-related~~ injuries or illnesses arising out of and in the course of their employment with the District (“work-related injury”). We feel that a Modified Duty Program is mutually beneficial and may aid in the employee's recovery.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty shall be determined on a case-by-case basis and the sole discretion of the Glen Ellyn Park District. Several factors will be taken into consideration, including but not limited to, the employee, the specific physical or mental impairment, the essential functions of the job, the work environment and the ability of the Park District to provide accommodation. Noncompliance with the Modified Duty Policy may result in a reduction of workers' compensation benefits and possible disciplinary action, up to and including dismissal.

For purposes of this policy, the following definitions apply:

1. **"District Employee"** means any individual who is employed by the District in a valid, authorized position.
2. **"Modified Duty Program"** is a temporary assignment of duties to a worker with an occupational injury or illness whose doctor indicates that the worker may return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter “Acts”), or asserting that their injury or illness is compensable under the Acts.
3. **"Occupational Injury or Illness"** means an injury or illness arising out of and in the course of the employee's employment and is compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for workers' compensation benefits are subject to initial and continuing investigation.

Objectives

1. To return occupationally injured employees to work as soon as possible provided there is not a probability of re-injury or aggravation of an injury to themselves, and/or the return to work does not directly or indirectly adversely affect the safety of others or otherwise potentially detrimental to the District.
2. To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
3. To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
4. To retain qualified and experienced Park District employees.

5. To further the District's commitment and obligation to provide recreational programs, services and facilities to the public.

Basic Program Requirements

1. Employees may be assigned to a Modified Duty assignment when temporarily unable to perform ~~their normal work duties~~ **the essential functions of their regular position** due to occupational injury or illness, within the following guidelines:
 - a) The assignment shall fulfill a meaningful job function(s) **useful to the District** within limitations set by treating and/or evaluating physicians.
 - b) The assignment **will not create a new job, but instead will** incorporate or modify an existing position on a temporary basis, and may include duties anywhere within the Park District.
 - c) ~~Modified duty assignments shall be handled on a case-by-case basis.~~
 - d) A time limit ~~should~~ **will** be established on a case-by-case basis for the length of time that modified duty will be made available. **This time limit shall be subject to review and revision at the sole discretion of the District.**
2. When possible, employees shall be compensated at their regular salary/pay rate. **If this is not possible, the employee will be compensated no less than 2/3 of what the employee's average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. Compensation may be made by the Park District and/or the District's workers' compensation coverage provider, the Park District Risk Management Agency (PDRMA.)** ~~If not practical, the Park District's workers' compensation coverage provider (PDRMA) will be notified of the wage differential and be requested to pay employees 2/3 of the wage differential in accordance with Temporary Partial Disability. Employee compensation at full salary with no wage differential will be limited to 30 days. Upon review by PDRMA and the physician, this may be extended.~~
3. There ~~shall~~ **should** be regular communication among the District claims contact, Department Head, the employee's supervisor, the physician and worker's compensation coverage provider (PDRMA) throughout the course of treatment and recovery.

~~A tracking system has been established for documentation purposes and to ensure that all concerned parties know exactly where the employee is within the Modified Duty procedures.~~

4. **Employee Responsibilities:**
 - a) Participate in the Modified Duty program as assigned;
 - b) report any problems with Modified Duty assignment to immediate supervisor;
 - c) promptly notify the immediate supervisor of any and all changes or modifications to the employee's work restrictions;
 - d) provide all original copies of physician releases and reports and/or all medical records and forms to the HR Generalist & Safety Coordinator promptly when received;
 - e) if you are asked to complete a task that you cannot complete or in any way adversely affects your injury, you must immediately notify the person who assigned you the task.
 - f) In addition, if your injury requires that you see a physician for subsequent visits for the same injury, you must inform your immediate supervisor prior to any and all visits so your immediate supervisor can complete the necessary forms and make the necessary arrangements for your absence, if you must visit the doctor during your working hours.

- g) If your immediate supervisor is unavailable, you must contact the supervisor at the succeeding level of authority in your department.
- h) In order to avoid disruption of District operations, you should schedule doctor's appointments during non-work hours whenever possible.

Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the Park District at any time and place reasonably convenient to the employee, for the purpose of determining the nature, extent and probable duration of the injury received by the employee, and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

- 5. An employee who declines a Modified Duty position, which is within limitations, as determined by the treating or evaluating physician (and provided there is no conflicting medical opinion), may be subject to disciplinary actions and possible discharge. The employee may also lose eligibility for workers' compensation benefits.
- 6. Periodic review shall will be conducted after an employee has been on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. Upon request of the Park District, A review may be conducted at any time.

District Responsibilities and Procedure

- 1. Modified Duty Coordinator/District Claims Contact
The Superintendent of Finance & Personnel HR Generalist & Safety Coordinator is responsible for the coordination of the Modified Duty Program, processing claims' information to PDRMA, the management of employees on Modified Duty status, and helps maintain communication between departments and PDRMA on claims status changes.

When an employee is injured, the Superintendent of Finance & Personnel HR Generalist & Safety Coordinator should will provide the treating physician with the *Modified Duty Guidelines Memorandum* which explains the Modified Duty Policy, and the *Physician Evaluation Form* which provides the physician with a form to list physical limitations.

- a) At the initial visit and any subsequent visits to the treating physician, the injured employee is to give the *Physician Evaluation Form* to the attending physician for updating.
- b) After the treating physician has completed the *Physical Evaluation Form*, it should be returned to the Superintendent of Finance & Personnel HR Generalist & Safety Coordinator by the employee.
- e) The Superintendent of Finance & Personnel HR Generalist & Safety Coordinator should then forward a copy of the completed *Physician Evaluation Form* and a list of Potential Modified Duty Tasks, to the Executive Director and Department Head, and Safety Coordinator.
- d) In conjunction with the Superintendent of Finance & Personnel HR Generalist & Safety Coordinator, the Department Head then assigns the employee a Modified Duty assignment in accordance with the doctor's specifications, subject to periodic review and reassessment.
- e) An employee who declines a Modified Duty position may be subject to disciplinary actions and possible discharge.
- f) The Superintendent of Finance & Personnel HR Generalist & Safety Coordinator should coordinate with the Executive Director, Department Head, and workers'

compensation coverage provider, PDRMA, to review existing medical restrictions of the employee, continue to develop and coordinate appropriate duty assignments, and monitor on-going medical status and work-adjustments.

Within three working days following an employee's return to work on Modified Duty status, or when an employee returns to full duty, the ~~Superintendent of Finance & Personnel~~ **HR Generalist & Safety Coordinator** may use the *Modified Duty Work Status Form* to inform the Department Head, ~~Safety Coordinator~~ and PDRMA as to an employee's work status.

2. Department Head Responsibilities

The Department Head, **or designee**, is responsible for coordinating Modified Duty assignments **within their department or** with other departments, the **Executive Director, HR Generalist & Safety Coordinator, Superintendent of Finance & Personnel** and PDRMA.

- a) In some cases, departments may not have any available Modified Duty tasks. If so, they should use the *Modified Duty Request Memorandum* to request available Modified Duty assignments in other departments. Attach with the *Modified Duty Request Memorandum* a copy of the *Physician Evaluation Form* which lists the employee's physical restrictions.

Coordinate with the ~~Director, Superintendent of Finance & Personnel,~~ **HR Generalist & Safety Coordinator**, and workers' compensation coverage provider (PDRMA) to review existing medical restrictions of the employee, continue to develop and coordinate appropriate duty assignments, and monitor on-going medical status and work-adjustment.

Each department is responsible for keeping a list of Modified Duty assignments up-to-date, and for advising the HR Generalist & Safety Coordinator of any changes to their modified duty lists.

Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick, personal, or other time off. If the employee does not have any available time, he will be compensated for such time only to the extent required by law.

~~H.—Employee Responsibilities~~

- ~~1.—Participates in the Modified Duty Program as assigned.~~
- ~~2.—Reports any problems with Modified Duty assignment to supervisor.~~
- ~~3.—Provides all original physician releases and reports to Superintendent of Finance & Personnel, Supervisor, or Safety Coordinator as generated and when available.~~

Workers' Compensation Coverage Provider Responsibilities

1. Park District Risk Management Agency (PDRMA) will administer workers' compensation benefits.
2. Informs treating physician(s) about the Modified Duty Program.
3. Assists in obtaining medical statements from physician(s).
4. Notifies the ~~District and the department~~ **HR Generalist & Safety Coordinator** of an employee's potential availability for Modified Duty assignment.

6.10 Education, and Training & Professional Participation

A. ~~Service Training~~

~~It shall be the practice of the District to conduct special in-service training programs which will better equip an employee to fulfill his job responsibilities.~~

Introduction

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

In the best interest of the Park District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by their department head and the Executive Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the public.

You are encouraged to discuss advancement and professional development opportunities with your immediate supervisor. When possible, authorization may be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to your position within the Park District.

Attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations must be approved in advance. You should check with your immediate supervisor for applicable policies, procedures and approvals.

Conference Attendance

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties.

Conference and seminar attendance will be subject to budgetary limitations as established by the Board. The Executive Director shall approve all conference and seminar requests of department heads and department heads shall approve all supervisory requests on an annual basis.

It is the responsibility of the attendee to keep all receipts and complete a Check Request Form for business related expenses. The Expense form and receipts should be submitted to the finance department within 4 weeks of the event/conference. Reimbursement for attendance expenses will be 100% of approved expenses. Please see section 6.13 for details on expense reimbursement.

If you attend professional seminars, conferences, conventions, workshops and technical meetings outside the Park District, you may be required to submit a written report to your immediate supervisor within five days of attendance which summarizes the ideas or methods discussed at the meeting and possible implementation strategies if appropriate.

B. ~~Education and (Tuition Reimbursement~~ **Move to separate Tuition Reimbursement Policy)**

At the discretion of the Park District, you may be given the opportunity to take educational courses related to your position within the Park District. Interested employees should consult with their immediate supervisor. Park District resources are limited and the employee's immediate supervisor, department head and the Executive Director will evaluate individual requests. Please see section 4.11 for details on tuition reimbursement.

Professional Organization Membership

Employees are encouraged to join and participate in professional associations that promote Park District goals, individual skill development, professional recognition, or relate to your job responsibilities. However, employee participation in such associations must not conflict with the Park District's interests. Depending upon the benefits derived from membership by the Park District, the Park District may pay all or part of the membership fees.

The District will consider the payment of both professional and service organizational dues for appointive, administrative, and supervisory personnel. Such payments will only be made if the employee has obtained authorization to incur the organization membership expense(s) in advance. Requests for reimbursement must be made within thirty (30) days of the date upon which the expense is incurred. Employees requesting reimbursement for organizational membership shall be required to provide documentation of the expenses incurred in order to obtain reimbursement. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor, and approval is contingent upon the employee's ability to meet his work responsibilities.

1. Professional organizations are defined as a broadly accepted viable organization relative to the Parks and Recreation field such as the Illinois Park and Recreation Association, Midwest Institute of Park Executives, and Suburban Parks and Recreation Association, as well as Environmental and Conservation organizations. Other professional organizations not specifically related to recreation but associated with District operations may include but are not limited to, Government Finance Officer Association (GFOA), Society for Human Resources Management (SHRM), American Society of Landscape Architects (ASLA), etc.
2. Service and community related organizations are defined as a broadly accepted viable organization relative to state, local and community involvement such as the Chamber of Commerce, Rotary, United Way, etc. Administrative and supervisory staff may be appointed to serve as a District representative to any such organization as a way of collaborating with various other community organizations.

Holding of Organizational Office

Before indicating a willingness to accept nomination or appointment to a non-work office requiring time during normal working hours, approval shall be secured from the employee's immediate supervisor and the Executive Director. The Executive Director shall have approval by the Board of Commissioners.

6.11 ~~Education and Tuition Reimbursement Program~~ (Moved from Education and Training Policy 6.10)

~~If, in the opinion of the Director and department head, some ultimate benefit will accrue to the District, after one year of employment permission may be granted to full-time employees to attend educational courses and to make partial or full reimbursement of tuition.~~

If an employee is a regular, full-time employee and has worked for the Park District at least one (1) year, he/she may be eligible to participate in the Park District's tuition reimbursement program. The Park District will partially reimburse the employee for tuition for certain courses that it believes are job-related. Eligible courses must be directly and substantially related to an employee's improving productivity in his or her current job and provide some ultimate benefit to the District. (Costs for textbooks and materials will not be reimbursed.) No employee shall be reimbursed for educational expenses incurred without first obtaining prior approval from their immediate supervisor, department head and Executive Director to incur a reimbursable expense.

The amount an employee receives will depend on the Executive Director's approval and upon the grade received and will not exceed an annual reimbursement of \$ 3,000.00.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. This is how the program works:

If prior approval to incur an educational expense is obtained, employee reimbursement for approved expenses shall be as follows:

1. Complete a Tuition Reimbursement Request Form and obtain the necessary approval signatures. To obtain a form, please contact Human Resources.
2. ~~Requests for tuition reimbursement must be made before the educational course is taken.~~ Upon approval return the completed form to Human Resources for tracking.
3. The employee pays all initial course fees.
4. Tuition reimbursement will be granted only upon successful completion of the educational course. Successful completion is defined as a minimum grade of C or equivalent for undergraduate credit and B for graduate credit.
5. Once the employee receives his/her grade(s), the employee should attach the tuition bill and the final grades to a copy of the initial Tuition Reimbursement Request Form and send them to Human Resources for processing.
6. Within thirty (30) days, the employee will receive a reimbursement.
 - a) For 90 percent reimbursement, the employee must receive a grade of "A" or points in the range of 3.5 -4.0.
 - b) Reimbursement of 70 percent is offered for a "B" (3.0- 3.4).
 - c) Reimbursement of 50 percent of the costs of the program is offered for a "C" (2.5-2.9/pass).
 - d) No reimbursement is provided for a grade below 2.5.
 - e) In courses where the employee only receives a "Pass/Fail" grade, reimbursement of 50 percent of the costs of the program is offered.
7. If an employee resigns or is terminated for cause before receiving a grade, the employee will not be reimbursed for tuition expenses. If an employee ~~leaves~~ resigns or is terminated for cause from the Park District service within twelve (12) months after receiving tuition reimbursement, he/she must return all monies received.
8. The Park District will reimburse a maximum of \$3,000 per fiscal year per employee for educational and tuition reimbursement.
9. Time off may be granted by the Executive Director upon recommendation of the department head to attend educational courses if work schedules can be arranged and if it is determined that the education will make the employee more valuable to the District. This recommendation and approval must be in writing.
10. Employees requesting tuition reimbursement must submit appropriate documentation in support of their reimbursement request. The absence of such supporting documentation may result in the denial of the request for reimbursement.

6.12 Employee Assistance Program **Proposed NEW Policy**

The Park District realizes that personal and work-related problems can affect an employee's job performance, health, family, and emotions. To help with these pressures, the Park District has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all full-time employees and their families. Initial visits are free and if long-term services are needed, they will work with healthcare providers to discuss further options. Some examples of the types of concerns the EAP can assist with include but are not

limited to: relationship conflicts, substance abuse, financial worries, child or elder parent care, depression/anxiety, etc. Please contact Human Resources if you would like further information on the EAP.

6.13 Reimbursements

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

A. *Reimbursement for Car Expenses*

All employees who are required and authorized to use their personal car in the performance of District duties shall receive reimbursement for such expense at the current IRS determined auto expense reimbursement rate. Employees shall not be reimbursed for unauthorized use of personal vehicles for the performance of Park District duties. It is imperative that, prior to using a personal vehicle for Park District business, employees first obtain authorization from the District. All employees who receive a car reimbursement shall be required to file a copy of their automobile insurance policy with the District's Business Department. Requests for reimbursement of an approved car expense must be submitted within thirty (30) days of the expense being incurred. Failure to submit a request for reimbursement of an approved expense may result in the denial of the request for reimbursement.

B. *Reimbursement for All Other Expenses*

Employees must obtain prior approval before incurring any expenses not specifically discussed herein. Failure to obtain prior approval may result in an employee being ineligible for reimbursement. Requests for reimbursement of approved expenses must be submitted within thirty (30) days of the date upon which the expense was incurred. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

Exempt Park District employees who elect to use personal electronic devices of any type, including but not limited to cellular telephones, tablets and computers, for the purpose of completing Park District work outside of the workplace and for their own convenience, either at home or elsewhere, shall not be entitled to reimbursement for the use of such devices, beyond that which is specified in Section 8.31(D)(1-3), because such employees are not required to work at home or at other locations outside of the Park District. Further, exempt employees who elect to work at home or at a location outside the workplace for their own convenience shall not be entitled to reimbursement for data or data plans used for the purpose of doing such work as they are not required by the Park District to work at home or outside of the work place. Non-exempt employees should not be working from home or at a location outside of the Park District for any reason.

6.14 Longevity Service Awards *(previously 7.11)*

The Glen Ellyn Park District honors full-time staff members for their service to the organization, beginning on the employee's fifth anniversary year of employment. The following annual award will be made to those employees following the stated anniversary date of his or her tenure with the Glen Ellyn Park District:

5 Years - \$100	20 Years - \$250
10 Years - \$150	25 Years - \$100 plus watch valued at \$200 \$300

15 Years - \$200

30 Years - \$500

6.15 Suggestion System

All employees who have suggestions for the improvement of services, reduction of costs, improvement of safety or training, or other related programs or plans are encouraged to discuss their suggestions with their **immediate** supervisor who, in all cases, shall submit a written report to the department head. All suggestions shall be considered and, when warranted, implemented. The employee shall be notified of the disposition of his/her suggestion. If an employee's suggestion is implemented, a copy of the written report including action taken will be placed in the employee's personnel file. Particularly meritorious suggestions may be recognized with special awards as recommended by the **Executive** Director.

6.16 Safety Incentive Program

ALL employees are encouraged to participate in the District's safety program by **reporting hazards and/or** completing a safety suggestion form whenever they notice **an opportunity for a potential safety issue improvement**. When ~~three or more~~ suggestions are received, they are reviewed by the Safety Committee and ~~a winner is selected~~ **considered for implementation**. A timeline will be established for those suggestions that merit implementation. ~~Selection is based on possible monetary savings to the district, potential liability/hazards and~~ **improved** safety of staff and/or participants. Employees offering suggestions will receive a citation from the safety committee **and information regarding the outcome of their recommendation**. ~~the winner will receive \$50~~ **Consideration for additional recognition may be given depending on the level of the suggestion**. ~~for his effort.~~

6.17 Credit Union

All employees are eligible to participate in the DuPage Credit Union. The employee may authorize Credit Union deductions from his paycheck upon completion of the appropriate forms.

6.18 Family Benefits/ Use of Recreational Facilities

A. *Recreation Programs*

All full-time employees and their immediate families are entitled to participate in those recreation programs at no cost, up to an annual calendar year maximum of \$2,000, where minimum registration has been met. **Employees may not displace a paying customer**. These benefits do not apply to those recreation programs which involve a contractual fee or which have not met the minimum registration requirements. **In the event of a wait list, the employee will be given the option to pay for the class or give up their space**. After an employee reaches the annual calendar year maximum, employees shall receive a 20% discount off resident rates. Registration is counted towards the annual cap when the program begins, and not when the program is paid. For the purpose of this section, immediate family shall mean the employee's spouse, **civil union partner**, and dependent children **living at home**.

B. *Use of Facilities*

Full-time employees shall be allowed use of any district facility at no charge during the established hours of operation, providing they are available. If an employee wishes to use a facility during closed hours, the established room rental fee shall be waived; however, the employee shall be charged the amount necessary to cover the cost of having a building supervisor present during the function.

1. The use of a particular facility is intended for a one-time, family-related function, not an on-going series of meetings; however, an employee may request to use a facility for more than one function.
2. Requests for use of a facility shall be made in writing to the employee's supervisor. All such requests shall be subject to approval by the Superintendent of Recreation.

3. If an employee reserves any facility more than 30 days in advance of the intended date of use, they must pay the full rental fee.
4. Reservations of the turf and/or basketball courts are limited to 7 days prior to the date requested. However, special requests can be made in writing to the Executive Director.

D. *Complimentary privileges for employees and their immediate families*, subject to availability and priority as determined by the facility supervisor, are as follows:

1. Fitness Center Facilities
2. Sunset Pool
3. Maryknoll Park
 - Platform Tennis Membership
 - Splash Park Coupon Book
 - Mini-golf Coupon Book

All eligible employees and family members must meet any requirements and restrictions for facility usage including regular hours of operation, age limitations and waivers.

D. *Contractual Programs*

1. Employees are entitled to participate in any contractual program for the incremental cost associated with operating that program.
2. Instructors receive a one-half discount on the babysitting service if service is used during the time they are teaching class. Special babysitting service tickets are issued or tickets are specially marked.

6.19 Reimbursement of Employee and Officer Travel, Meal and Lodging Expenses

A. *Purpose*

The Board of Commissioners of the Glen Ellyn Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds. Prior approval is a prerequisite to reimbursement under this policy. Prior approval must be in writing. Employees may request prior approval from their supervisor via electronic mail. Requests for prior approval of expenses should be as specific as possible with regard to the expenses that the employee expects to incur. Employees and officers who fail to obtain prior approval before incurring expenses may not receive reimbursement under this policy. Requests for reimbursement must be submitted within thirty (30) days of the date upon which the expense is incurred. Employees who request reimbursement under this policy shall be required to provide documentation in support of their reimbursement requests. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

B. *Definitions*

"Entertainment" includes, but is not limited to, shows, amusements, theaters, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

C. *Authorized Types of Official Business*

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

D. *Categories of Expenses*

1. *Airfare* – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.
2. *Personal Automobiles* – Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.
3. *Automobile Rentals* – Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.
4. *Public Transportation* – In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.
5. *Other Transportation* – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

6. *Hotel/Motel Accommodations* – The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
7. *Meals* – Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
8. *Vacation in Conjunction with Business Travel* – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
9. *Accompanied Travel* – Family members may accompany the traveler when traveling on official Park District business. However, no expenses attributable to any family member will be reimbursable. All expenses will be calculated as if the traveler were traveling alone, using the minimum costs to the Park District for lodging, meals, and transportation.
10. *Parking* – Parking fees at a hotel/motel will be reimbursed only with a receipt.
11. *Entertainment Expenses* – No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

E. Approval of Expenses

1. *Expenses for Members of the Board of Commissioners* – Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
2. *Expenses for Officials or Employees Other than Members of the Board of Trustees* – Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286.00 per day as of September 2016) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
3. *Advanced Expenses* – Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of

expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

4. *Other Expenses* – All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director’s approval. Employees must request advance approval prior to incurring any expenses not specifically addressed herein above. Requests for prior approval of “other” expenses must be in writing and may be made via electronic mail, as set forth above in paragraph A. Failure to obtain such advance approval may result in the denial of the request for reimbursement. Requests for reimbursement must be submitted within thirty (30) days of the date upon which the approved expense is incurred. Employees who request reimbursement under this policy shall be required to provide documentation in support of their reimbursement requests. Failure to submit a request for reimbursement of an approved expense in a timely fashion may result in denial of the request for reimbursement.

F. *Documentation of Expenses*

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on a Travel, Meal, and Lodging Expense form:

- (1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense;
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

G. *Travel, Meal, and Lodging Expense Report Form.*

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Attachment 1. This form must be completed and submitted with supporting documentation within thirty (30) of the date upon which the expense was incurred, otherwise the employee may not be reimbursed for the expense. Failure to submit the form in a timely fashion may result in denial of the request for reimbursement.

FORM PROVIDED ON NEXT PAGE

Attachment 1

GLEN ELLYN PARK DISTRICT

**TRAVEL, MEAL AND LODGING EXPENSE
REIMBURSEMENT FORM**

Name of Official or Employee: _____

Title/Position of Official or Employees: _____

Name and Date of the Activity/Event: _____

Check Number (if applicable): _____

Credit Card Receipt Number (if applicable): _____

Description of the purpose of the expense:

Reimbursement Expense (Estimated Costs or Actual Costs with receipts, if applicable):

Mileage: _____

Meals: _____

Parking: _____

Hotel/Lodging: _____

Car rental: _____

Airfare: _____

Other Transportation (bus, train, taxi, shuttle, etc): _____

Employee's/Officer's Signature: _____

Date: _____

Executive Director's Authorization: _____

Date: _____

Recommend moving current policy 8.21 below, from the Employment Rules section to the Employee Benefits section which includes the Use of District Facilities and Programs also.

**6.20 Use of District Information, Vehicles, Property, and Equipment, Facilities and Cell Phones
(Moved from Employee Rules 8.21)**

Introduction

The protection of the Park District's business information, property and all other Park District assets are vital to the interests and success of the Park District. Except in the ordinary course of performing duties for the Park District, or otherwise permitted, no Park District property may be removed from the Park District's premises. Accordingly, when an employee leaves the Park District, the employee must return to the Park District all related Park District information and property that the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including discharge.

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

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

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

- A. *Equipment* - District vehicles, **electronic and other** equipment, tools, and supplies are to be used for Park District business only and shall not be used for private or unauthorized purposes. Employees shall be responsible for the care and conservation of District vehicles, equipment, tools and supplies and shall promptly report any accident, breakdown, or malfunction of any unit so that necessary repairs may be made **in a timely manner**.

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

- B. *Vehicles* - Park District vehicles shall not be driven by any employee between work and home except in cases of emergency **and** upon approval by the ~~employee's supervisor~~ **Executive Director**. While operating District vehicles, employees shall adhere to the proper rules of the road, safety, and courtesy. Any employee who, in the course of his job operates a District vehicle shall immediately report the suspension or revocation of his driver's license to his supervisor.
- C. *Buildings/Facilities* - Unauthorized use of Park District **buildings**/facilities is strictly prohibited and may result in termination of employment.
- D. *Cell Phones* - Cellular telephones may be provided to employees of the Park District, at the discretion of the Executive Director, to assist them in carrying out their duties more efficiently.

1. Any personal use of park district owned telephones should be minimal and for emergency purposes only. Improper use of District owned telephones for personal use are subject to disciplinary action up to, and including, termination. If personal charges are incurred, the Park District reserves the right to seek reimbursement, at the discretion of the Executive Director.
2. The Executive Director, Superintendents, and other employees, at the discretion of the Executive Director, may be issued a smartphone (Blackberry, iPhone, etc. email, internet and other functionality). All other employees will be issued a standard mobile phone (requiring only calling features, no texting or internet use) selected by the Executive Director, or his/her designee.
3. Employees who are issued park district phones will limit text messaging on all phones regardless of it being a smartphone or a standard mobile phone. Any personal use of text messaging is prohibited, unless in the event of an emergency. All users of standard phones will be prohibited from accessing the internet at all times.
4. The Park District requires the safe use of its cellular telephones by employees while conducting business. Employees are expected to fully comply with all traffic laws and laws related to cellular phone use. Employees are specifically prohibited from accessing electronic mail, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; while parked on the shoulder of a roadway; ~~or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.~~
5. Employees under the age of 19 are specifically prohibited from using a cell phone (including hands-free or voice-activated) at any time while driving, except for emergency purposes.
6. Employees, regardless of age, may not use a cell phone (including hands-free or voice-activated) at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.
7. Failure to comply with any portion of this policy may result in discipline, up to and including, termination of employment.

6.21 Return of District Property (formerly 8.22 and moved from Employee Rules section)

Any District property, uniforms, equipment, work product and documents furnished to an employee shall ~~shall~~ **must** be returned upon request at any time during the course of employment with the District or upon termination of employment with the District. Failure to do so may result in reimbursement of the established value to the District through the institution of legal proceedings.



MEMO

August 27, 2020

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Parks Project Manager
CC: Dave Harris, Executive Director
RE: 2021 OSLAD Discussion

For the Fiscal Year 2020 Open Space Land Acquisition (OSLAD) program, the Park District applied for funding for Newton Park. While initially listed as a recipient on the Governor’s press release, officially, we were not awarded the project – but are considered a top alternate if another applicant declines.

Presently, the status of the FY 2021 OSLAD is unknown but could be available any time before the end of the year. Per the Illinois Department of Natural Resources website:

“We have not been given any further directions at this time. If/when the program is opened, IDNR will issue a press release and the OGMA/Grants website will be updated at that time.”

In July of 2019, Park District staff presented Newton Park and Churchill Park improvement projects for consideration by the Park Board. Staff still believes both projects are worthy and would address asset replacement obligations while improving and enhancing the respective properties.

Newton Park

In addition to the Newton Park project remaining as an alternate for FY 2020 OSLAD, staff applied for funding from the Rebuild Illinois Fast Track program. The Rebuild program was more focused on infrastructure, but some park improvements were eligible. While not selected within the initial round, it is possible that another opportunity of Rebuild funds will become available and we would reapply. If no alternative funding were to become available, the two major components of this project, playground, and skatepark improvements could be addressed and funded separately through District capital funds and easily built with phased construction.

Churchill Park

Churchill Park continues to serve as the major significant outdoor nature site for the Park District. Popularity and usage have increased significantly since the pandemic. While functional, the park has great potential to improve the property and enhance the public experience. With the opportunity for a focus on outdoor education and nature play, these project improvements would be a good consideration for OSLAD 2021, if announced and could potentially be a stronger OSLAD candidate.

At the Board meeting, staff will be seeking direction and feedback from the Commissioners regarding preference and direction moving forward as this will have implications for the 2021 Park District annual budget.

For reference, both concept plans will be available at the Board meeting and are attached.

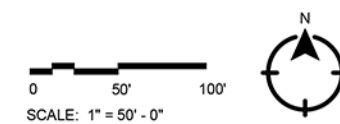
The outcome could be to select either Newton or Churchill as a project to submit for an OSLAD grant application if announced. Additionally, the Board could choose not to pursue a grant at all or select another potential project.

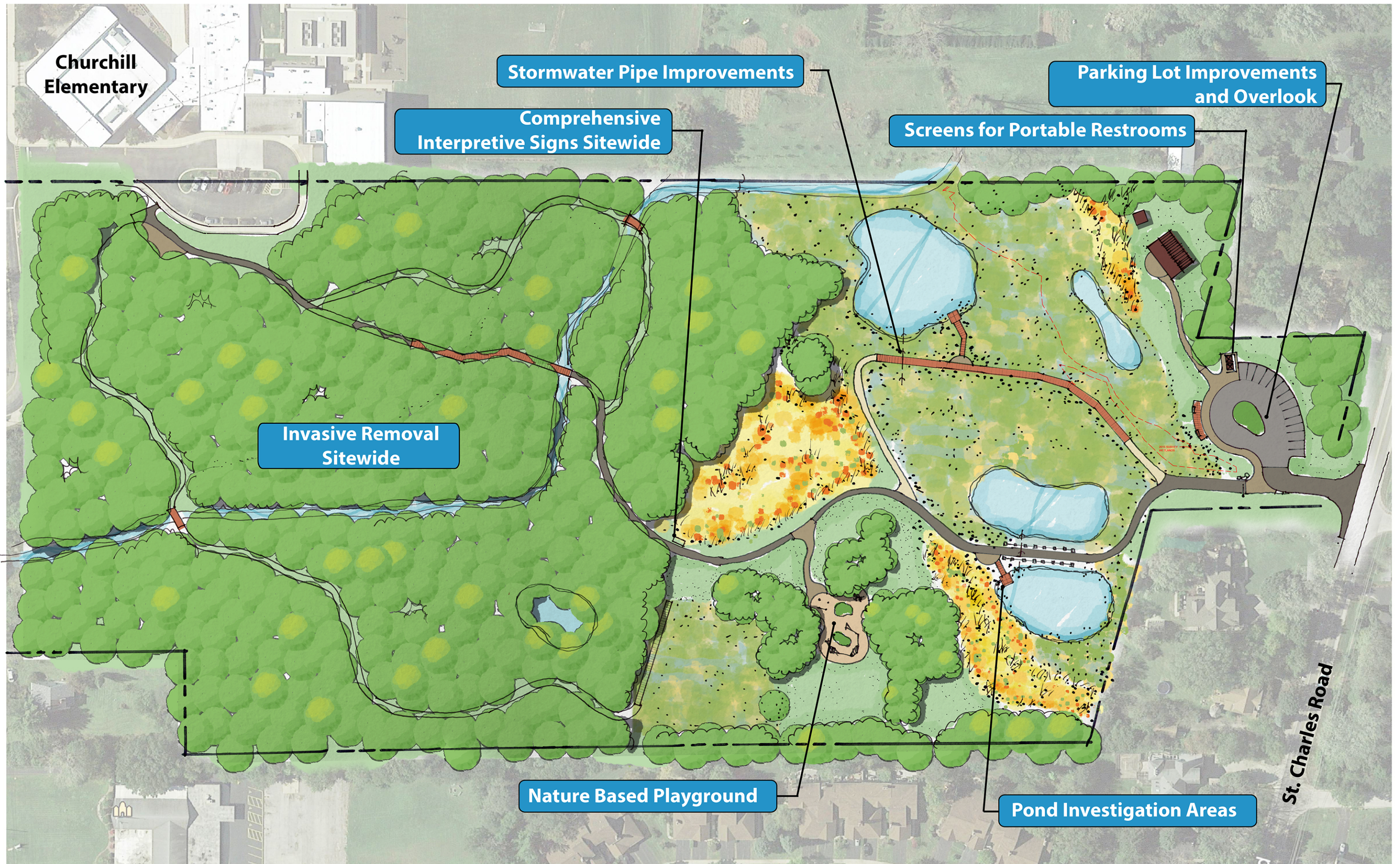
This is intended to be a discussion and there is no formal staff recommendation, nor Board motion.



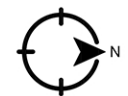
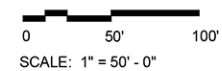
Newton Park

Concept Improvement Plan





Churchill Park
 Concept Improvement Plan





MEMO

August 27, 2020

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Parks Project Manager
CC: Dave Harris, Executive Director
RE: Recognition of Eagle Scout Project

The Glen Ellyn Park District would like to acknowledge the contribution of an Eagle Scout who installed a flagpole at the front entrance of Ackerman Sports and Fitness Center this past spring.

Adam Bodzioch is a member of Glen Ellyn Troop 46, lives in Glen Ellyn, and currently is a Senior at Glenbard West High School. He designed, planned, and raised approximately \$3,000 for the project. A complex and ambitious Eagle Scout project, this project included permitting through the Village of Glen Ellyn which Adam coordinated very well. Installation was done under the leadership of Adam, with the generous help of volunteers, Boy Scouts, and Park District Staff. For a premier facility in the District, a flagpole was a most welcome addition to the entry!

At the September 1st meeting, Adam will be present for the Board meeting at the start of our Ackerman tour as we recognize his efforts.

The Glen Ellyn Park District is very appreciative of Adam's efforts and contributions. It required considerable time and work and his willingness to work cooperatively with the Glen Ellyn Park District will benefit the community for years to come. On behalf of the Board of Commissioners, Park District staff, and the community, thank you!

Glen Ellyn Park District

Investment Report

July 31, 2020

	Prior Year July 2019	3rd Quarter September 2019	4th Quarter December 2019	1st Quarter March 2020	2nd Quarter June 2020	Current Year July 2020
Bank Balances						
Glen Ellyn Bank & Trust	\$ 441,431.08	\$ 267,363.18	\$ 342,858.97	\$ 296,461.22	\$ 214,813.65	\$ 408,319.33
Illinois Funds - 9347	4,239,748.80	3,857,370.94	3,924,495.97	3,970,319.34	3,835,261.87	3,859,525.31
Illinois Park District Liquid Asset Fund	208,182.84	208,874.43	209,763.16	210,475.27	210,726.99	210,737.34
Illinois Metropolitan Investment Fund (1)	3,973,214.18	4,756,239.28	4,061,816.71	3,224,118.02	3,995,751.97	3,636,196.29
Total Bank Balance	\$ 8,862,576.90	\$ 9,089,847.83	\$ 8,538,934.81	\$ 7,701,373.85	\$ 8,256,554.48	\$ 8,114,778.27
Interest Rates						
Illinois Funds - 9347	2.40%	2.12%	1.72%	1.23%	0.45%	0.25%
Illinois Park District Liquid Asset Fund	2.14%	1.96%	1.59%	1.09%	0.20%	0.06%
Illinois Metropolitan Investment Fund	2.34%	2.24%	1.68%	0.78%	0.42%	0.42%
Interest (2)						
Illinois Funds - 9347	8,600.79	\$ 6,785.43	\$ 5,724.89	\$ 4,138.09	\$ 1,420.76	\$ 810.81
Illinois Park District Liquid Asset Fund	377.91	336.64	281.67	193.58	34.52	10.35
Illinois Metropolitan Investment Fund	8,347.43	7,623.92	6,598.01	2,211.83	1,289.76	1,172.52
Total Interest	\$ 17,326.13	\$ 14,745.99	\$ 12,604.57	\$ 6,543.50	\$ 2,745.04	\$ 1,993.68

(1) Balance exclusive of the Park District's remaining interest in the 'Liquidating Trust' account of \$128,179.76.

(2) Interest shown is for only the month stated.



General Ledger
Consolidated Budget By
Account Type



User: ncinquegrani
Printed: 8/17/2020 1:11:58 PM
Period 07 - 07
Fiscal Year 2019 - 2020

Description	2019 Period Amt	2019 End Bal	2019 Budget	2020 Period Amt	2020 End Bal	2020 Budget
Revenue						
Property Tax Receipts	54,783.90	2,733,642.12	5,153,450.00	139,271.80	2,868,318.83	5,341,972.00
Other Taxes	24,337.28	123,527.85	127,500.00	23,452.63	112,167.18	167,600.00
Charges for Services	178,012.65	1,391,053.96	2,065,700.00	59,139.39	523,008.79	1,935,500.00
Program Fees	261,864.34	3,355,820.17	4,003,137.00	226,958.80	1,500,563.87	4,116,512.00
Rentals	8,873.17	403,701.39	636,100.00	3,984.59	224,058.93	718,650.00
Concessions	29,468.77	60,650.39	83,700.00	3,630.00	4,905.01	91,325.00
Product Sales	0.00	30.00	0.00	10.00	50.00	0.00
Interest Income	16,922.54	102,160.74	71,500.00	1,588.67	37,680.90	98,250.00
Licenses & Permits	685.00	13,305.00	14,745.00	-1,260.00	1,745.00	15,785.00
Grants & Donations	34,888.00	58,469.30	458,660.00	7,050.30	11,873.30	1,323,660.00
Miscellaneous Income	793.00	49,482.80	56,300.00	5,338.35	44,574.35	35,000.00
Transfers Received	2,623,158.00	2,623,158.00	3,223,158.00	0.00	0.00	3,624,328.00
Chargeback Revenue	518,734.00	518,734.00	518,733.00	0.00	0.00	544,940.00
Revenue	3,752,520.65	11,433,735.72	16,412,683.00	469,164.53	5,328,946.16	18,013,522.00

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Description	2019 Period Amt	2019 End Bal	2019 Budget	2020 Period Amt	2020 End Bal	2020 Budget
Expense						
Salaries & Wages	336,333.15	1,812,536.44	3,305,230.00	208,428.43	1,448,286.85	3,549,909.00
Salaries & Wages - Programs	165,410.74	482,503.27	798,990.75	32,474.57	201,161.39	804,964.00
Contractual Labor	2,085.00	11,696.77	10,000.00	0.00	346.95	12,000.00
Contractual Services - Other	19,098.73	233,025.64	629,063.00	18,768.65	186,226.98	681,198.00
Contractual Services- Programs	79,208.30	624,951.48	1,305,887.00	15,404.01	304,733.13	1,226,836.25
Materials & Supplies	44,846.70	210,459.12	431,253.00	22,207.00	106,104.87	443,810.00
Materials & Supplies -Programs	20,089.13	258,103.72	404,856.50	7,309.18	142,885.46	485,042.00
Computer SoftHardware Equip.	769.08	3,947.13	35,500.00	5,002.99	10,353.53	35,500.00
Other Equipment	770.02	56,390.41	120,800.00	438.50	129,724.11	192,300.00
Building & Landscaping	12,939.53	49,598.19	120,175.00	9,505.41	26,616.61	122,675.00
Insurance Expenses (PCL)	13,166.66	80,499.96	193,140.00	29,430.38	99,256.33	196,250.00
Employment Expenses	85,416.87	493,756.37	1,050,500.00	102,166.26	484,193.66	1,195,151.00
Utilities	48,195.73	171,497.04	595,850.00	38,293.35	165,156.50	540,050.00
Capital	34,612.53	717,697.61	5,290,970.00	124,415.80	799,517.94	3,981,943.00
Debt Service	0.00	29,475.00	1,155,950.00	880.00	41,862.85	1,232,072.00
Miscellaneous Expenses	22,461.11	218,327.25	389,050.00	17,471.16	128,536.81	406,608.00
Transfers Out	2,623,158.00	2,623,158.00	3,223,158.00	0.00	0.00	3,624,328.00
Chargebacks & Indirect Expense	517,579.00	517,579.00	517,578.40	0.00	0.00	544,939.90
Expense	4,026,140.28	8,595,202.40	19,577,951.65	632,195.69	4,274,963.97	19,275,576.15

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Description	2019 Period Amt	2019 End Bal	2019 Budget	2020 Period Amt	2020 End Bal	2020 Budget
Revenue Total	3,752,520.65	11,433,735.72	16,412,683.00	469,164.53	5,328,946.16	18,013,522.00
Expense Total	4,026,140.28	8,595,202.40	19,577,951.65	632,195.69	4,274,963.97	19,275,576.15
Grand Total	-273,619.63	2,838,533.32	-3,165,268.65	-163,031.16	1,053,982.19	-1,262,054.15

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
10	Corporate Fund				
10	Revenue				
10	Property Tax Receipts	1,051,862.53	2,093,000.00	1,102,467.37	2,033,000.00
10	Other Taxes	61,763.93	63,750.00	56,083.60	83,800.00
10	Interest Income	46,311.83	22,000.00	20,603.34	35,000.00
10	Miscellaneous Income	7,794.69	1,000.00	22,301.00	1,000.00
10	Transfers Received	<u>83,657.00</u>	<u>83,657.00</u>	<u>0.00</u>	<u>88,595.00</u>
10	Revenue	1,251,389.98	2,263,407.00	1,201,455.31	2,241,395.00
10	Expense				
10	Salaries & Wages	624,262.21	1,246,439.00	577,853.48	1,318,880.00
10	Contractual Labor	11,696.77	10,000.00	346.95	12,000.00
10	Contractual Services - Other	76,892.67	246,215.00	80,178.71	278,540.00
10	Materials & Supplies	74,129.84	180,200.00	55,779.85	192,200.00
10	Computer SoftHardware Equip.	917.78	20,000.00	6,363.96	20,000.00
10	Other Equipment	1,104.91	3,300.00	50.86	3,300.00
10	Building & Landscaping	40,179.71	108,500.00	22,793.01	109,000.00
10	Insurance Expenses (PCL)	80,499.96	193,140.00	99,256.33	196,250.00
10	Employment Expenses	202,778.72	464,000.00	214,063.03	520,714.00
10	Utilities	15,998.13	50,700.00	19,789.58	47,850.00
10	Miscellaneous Expenses	12,576.09	45,850.00	22,891.06	51,978.00
10	Transfers Out	<u>127,374.00</u>	<u>127,374.00</u>	<u>0.00</u>	<u>2,374.00</u>
10	Expense	1,268,410.79	2,695,718.00	1,099,366.82	2,753,086.00
	Revenue Total	1,251,389.98	2,263,407.00	1,201,455.31	2,241,395.00
	Expense Total	1,268,410.79	2,695,718.00	1,099,366.82	2,753,086.00
	Grand Total	-17,020.81	-432,311.00	102,088.49	-511,691.00
10	Corporate Fund	-17,020.81	-432,311.00	102,088.49	-511,691.00

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
20	Recreation Fund				
20	Revenue				
20	Property Tax Receipts	715,031.90	1,243,500.00	736,662.73	1,389,900.00
20	Other Taxes	61,763.92	63,750.00	56,083.58	83,800.00
20	Charges for Services	1,391,053.96	2,065,700.00	523,008.79	1,935,500.00
20	Program Fees	3,355,820.17	4,003,137.00	1,500,563.87	4,116,512.00
20	Rentals	403,701.39	636,100.00	224,058.93	718,650.00
20	Concessions	60,650.39	83,700.00	4,905.01	91,325.00
20	Product Sales	30.00	0.00	50.00	0.00
20	Interest Income	51,826.65	35,000.00	16,857.62	40,000.00
20	Licenses & Permits	13,305.00	14,745.00	1,745.00	15,785.00
20	Grants & Donations	19,809.00	20,000.00	5,713.00	44,000.00
20	Miscellaneous Income	4,464.86	11,000.00	6,990.00	8,500.00
20	Chargeback Revenue	518,734.00	518,733.00	0.00	544,940.00
20	Revenue	6,596,191.24	8,695,365.00	3,076,638.53	8,988,912.00
20	Expense				
20	Salaries & Wages	1,158,645.71	2,006,791.00	844,210.75	2,179,029.00
20	Salaries & Wages - Programs	482,503.27	798,990.75	201,161.39	804,964.00
20	Contractual Services - Other	156,132.97	382,848.00	106,048.27	402,658.00
20	Contractual Services- Programs	624,951.48	1,305,887.00	304,733.13	1,226,836.25
20	Materials & Supplies	136,329.28	251,053.00	50,325.02	251,610.00
20	Materials & Supplies -Programs	258,103.72	404,856.50	142,885.46	485,042.00
20	Computer SoftHardware Equip.	3,029.35	15,500.00	3,989.57	15,500.00
20	Other Equipment	14,108.90	22,500.00	14,146.81	29,000.00
20	Building & Landscaping	9,418.48	11,675.00	3,823.60	13,675.00
20	Employment Expenses	283,644.24	569,200.00	262,931.02	656,437.00
20	Utilities	155,498.91	545,150.00	145,366.92	492,200.00
20	Miscellaneous Expenses	205,751.16	343,200.00	105,645.75	354,630.00
20	Transfers Out	1,587,345.00	1,587,345.00	0.00	1,637,050.00
20	Chargebacks & Indirect Expense	517,579.00	517,578.40	0.00	544,939.90
20	Expense	5,593,041.47	8,762,574.65	2,185,267.69	9,093,571.15
Revenue Total		6,596,191.24	8,695,365.00	3,076,638.53	8,988,912.00
Expense Total		5,593,041.47	8,762,574.65	2,185,267.69	9,093,571.15
Grand Total		1,003,149.77	-67,209.65	891,370.84	-104,659.15
20	Recreation Fund	1,003,149.77	-67,209.65	891,370.84	-104,659.15

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
45	Debt Service Fund				
45	Revenue				
45	Property Tax Receipts	605,346.69	1,153,950.00	653,914.81	1,229,072.00
45	Interest Income	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>3,000.00</u>
45	Revenue	605,346.69	1,155,950.00	653,914.81	1,232,072.00
45	Expense				
45	Debt Service	29,475.00	1,155,950.00	41,862.85	1,232,072.00
45	Transfers Out	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>3,000.00</u>
45	Expense	31,475.00	1,157,950.00	41,862.85	1,235,072.00
Revenue Total		605,346.69	1,155,950.00	653,914.81	1,232,072.00
Expense Total		31,475.00	1,157,950.00	41,862.85	1,235,072.00
Grand Total		573,871.69	-2,000.00	612,051.96	-3,000.00
45	Debt Service Fund	573,871.69	-2,000.00	612,051.96	-3,000.00

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
55	Special Recreation Fund				
55	Revenue				
55	Property Tax Receipts	<u>361,401.00</u>	<u>663,000.00</u>	<u>375,273.92</u>	<u>690,000.00</u>
55	Revenue	361,401.00	663,000.00	375,273.92	690,000.00
55	Expense				
55	Salaries & Wages	29,628.52	52,000.00	26,222.62	52,000.00
55	Employment Expenses	7,333.41	17,300.00	7,199.61	18,000.00
55	Capital	<u>169,145.00</u>	<u>945,902.00</u>	<u>180,352.50</u>	<u>622,143.00</u>
55	Expense	206,106.93	1,015,202.00	213,774.73	692,143.00
Revenue Total		361,401.00	663,000.00	375,273.92	690,000.00
Expense Total		206,106.93	1,015,202.00	213,774.73	692,143.00
Grand Total		155,294.07	-352,202.00	161,499.19	-2,143.00
55	Special Recreation Fund	155,294.07	-352,202.00	161,499.19	-2,143.00

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
85	Asset Replacement Fund				
85	Revenue				
85	Grants & Donations	32,500.00	32,500.00	0.00	32,500.00
85	Miscellaneous Income	11,600.00	24,300.00	500.00	5,500.00
85	Transfers Received	1,739,501.00	1,739,501.00	0.00	1,685,733.00
85	Revenue	1,783,601.00	1,796,301.00	500.00	1,723,733.00
85	Expense				
85	Other Equipment	41,176.60	95,000.00	115,526.44	160,000.00
85	Capital	293,738.10	301,000.00	51,286.44	146,300.00
85	Transfers Out	800,000.00	1,400,000.00	0.00	1,850,000.00
85	Expense	1,134,914.70	1,796,000.00	166,812.88	2,156,300.00
Revenue Total		1,783,601.00	1,796,301.00	500.00	1,723,733.00
Expense Total		1,134,914.70	1,796,000.00	166,812.88	2,156,300.00
Grand Total		648,686.30	301.00	-166,312.88	-432,567.00
85	Asset Replacement Fund	648,686.30	301.00	-166,312.88	-432,567.00

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
94	Capital Improvements Fund				
94	Revenue				
94	Interest Income	4,022.26	12,000.00	219.94	20,000.00
94	Grants & Donations	6,160.30	406,160.00	6,160.30	1,247,160.00
94	Miscellaneous Income	770.95	0.00	10,000.00	0.00
94	Transfers Received	800,000.00	1,400,000.00	0.00	1,850,000.00
94	Revenue	810,953.51	1,818,160.00	16,380.24	3,117,160.00
94	Expense				
94	Capital	235,691.51	3,904,068.00	561,040.00	3,073,500.00
94	Transfers Out	106,439.00	106,439.00	0.00	131,904.00
94	Expense	342,130.51	4,010,507.00	561,040.00	3,205,404.00
Revenue Total		810,953.51	1,818,160.00	16,380.24	3,117,160.00
Expense Total		342,130.51	4,010,507.00	561,040.00	3,205,404.00
Grand Total		468,823.00	-2,192,347.00	-544,659.76	-88,244.00
94	Capital Improvements Fund	468,823.00	-2,192,347.00	-544,659.76	-88,244.00

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
96	Cash In Lieu of Land Fund				
96	Revenue				
96	Interest Income	0.00	500.00	0.00	250.00
96	Miscellaneous Income	<u>24,852.30</u>	<u>20,000.00</u>	<u>4,783.35</u>	<u>20,000.00</u>
96	Revenue	24,852.30	20,500.00	4,783.35	20,250.00
96	Expense				
96	Capital	<u>19,123.00</u>	<u>140,000.00</u>	<u>6,839.00</u>	<u>140,000.00</u>
96	Expense	19,123.00	140,000.00	6,839.00	140,000.00
Revenue Total		24,852.30	20,500.00	4,783.35	20,250.00
Expense Total		19,123.00	140,000.00	6,839.00	140,000.00
Grand Total		5,729.30	-119,500.00	-2,055.65	-119,750.00
96	Cash In Lieu of Land Fund	5,729.30	-119,500.00	-2,055.65	-119,750.00

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Fund	Description	2019 End Bal	2019 Budget	2020 End Bal	2020 Budget
Revenue Total		11,433,735.72	16,412,683.00	5,328,946.16	18,013,522.00
Expense Total		8,595,202.40	19,577,951.65	4,274,963.97	19,275,576.15
Grand Total		2,838,533.32	-3,165,268.65	1,053,982.19	-1,262,054.15