

**Glen Ellyn Park District
Board of Commissioners
Workshop Meeting
June 2, 2020
185 Spring Avenue
7:00 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.

The public is invited to join the conference. Please email Dave Harris at dharris@gepark.org for the Meeting ID and password by 6:30pm on the Tuesday of the meeting. Plan to join the meeting 5-10 minutes before the start of the meeting at 7pm.

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 6:30pm 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. Pledge of Allegiance**
- IV. Changes to the Agenda**
- V. Public Participation**
- VI. Voucher List of Bills Totaling \$ 431,416.58**
- VII. Coronavirus (COVID-19) District update**
- VIII. Park District Policy Manual Updates**
- IX. Ackerman Parking Lot payout request (final)**
- X. Staff Reports**
- XI. Commissioners' Reports**
- XII. Adjourn**

Accounts Payable

Voucher Approval Document

Warrant Request Date: 6/2/2020



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	\$	12,284.49
20	Recreation Fund		13,624.97
85	Asset Replacement Fund		109,407.59
94	Capital Improvement Fund		292,438.53
96	Cash In Lieu of Land Fund		3,661.00
	Report Total:	\$	<u>431,416.58</u>

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
 Printed: 05/28/2020 - 11:39AM
 Batch: 00011.05.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 201434 16520	A Lamp Concrete Contractors, Inc. Payment #1 Parking Lot Improvements	115,653.00	06/03/2020	Check Sequence: 1 94-90-880-575150-0000	ACH Enabled: False
	Check Total:	115,653.00			
Vendor: 199154	A.C.B. Masonry, LLC Pond Repairs	3,661.00	06/03/2020	Check Sequence: 2 96-00-880-575110-0000	ACH Enabled: False
	Check Total:	3,661.00			
Vendor: 200222 161675	Accurate Repro Inc. Floor Decals	176.00	06/03/2020	Check Sequence: 3 10-00-000-585850-0000	ACH Enabled: False
	Check Total:	176.00			
Vendor: 200791	Advanced Disposal			Check Sequence: 4	ACH Enabled: False
	4/2020 Scavenger Services	24.94	06/03/2020	20-30-200-521300-0000	
	4/2020 Scavenger Services	24.94	06/03/2020	20-30-450-521300-0000	
	4/2020 Scavenger Services	23.38	06/03/2020	20-30-300-521300-0000	
	4/2020 Scavenger Services	99.77	06/03/2020	20-30-500-521300-0000	
	4/2020 Scavenger Services	59.10	06/03/2020	20-30-100-521300-0000	
	4/2020 Scavenger Services	48.15	06/03/2020	20-30-150-521300-0000	
	4/2020 Scavenger Services	2,527.03	06/03/2020	10-00-000-521300-0000	
	Check Total:	2,807.31			
Vendor: 200434 766569	Advocate Occupational Health Pre-Employment Physicals	104.00	06/03/2020	Check Sequence: 5 10-00-000-585820-0000	ACH Enabled: False
	Check Total:	104.00			
Vendor: 105167 127279	Armbrust Plumbing and Heating Repair Broken Water Line	633.10	06/03/2020	Check Sequence: 6 10-10-000-550300-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	633.10			
Vendor: 199280 162403	Beary Landscape Management Mowing Services	1,958.00	06/03/2020	Check Sequence: 7 10-10-000-521600-0000	ACH Enabled: False
	Check Total:	1,958.00			
Vendor: 115285	ComEd 4/8-5/7/2020 Electricity	63.28	06/03/2020	Check Sequence: 8 10-00-000-570100-0000	ACH Enabled: False
	Check Total:	63.28			
Vendor: 115438 73665	Cooling Equipment Service, Inc. Motor Repairs	517.18	06/03/2020	Check Sequence: 9 20-30-450-521600-0000	ACH Enabled: False
	Check Total:	517.18			
Vendor: 200506	Alicia Donovan Winter Classes	840.00	06/03/2020	Check Sequence: 10 20-22-000-525500-2364	ACH Enabled: False
	Check Total:	840.00			
Vendor: 119690	DuPage Co. Public Works 1/29-3/29/2020 Water	61.24	06/03/2020	Check Sequence: 11 20-00-000-570400-0000	ACH Enabled: False
	Check Total:	61.24			
Vendor: 200163	Dynergy Energy Services 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity 4/9-5/7/2020 Electricity	1,562.26 275.68 1,231.98 63.47 128.87 65.51 3,895.57 325.32 76.46 558.22 542.78 19.06 64.24 24.93 89.65	06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020 06/03/2020	Check Sequence: 12 20-30-200-570100-0000 10-00-000-570100-0000 20-30-450-570100-0000 20-30-150-570100-0000 10-00-000-570100-0000 10-00-000-570100-0000 20-30-100-570100-0000 20-30-300-570100-0000 20-30-350-570100-0000 20-00-000-570100-0000 20-30-500-570100-0000 20-00-000-570100-0000 20-00-000-570100-0000 20-00-000-570100-0000 20-00-000-570100-0000	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	4/9-5/7/2020 Electricity	30.78	06/03/2020	10-00-000-570100-0000	
	4/9-5/7/2020 Electricity	140.39	06/03/2020	20-30-350-570100-0000	
	Check Total:	9,095.17			
Vendor: 199400	Fieldturf USA Inc.			Check Sequence: 13	ACH Enabled: True
Payout #1	Turf Replacement	109,407.59	06/03/2020	85-30-100-541300-0000	
Retainage	Outdoor Turf Project	46,273.38	06/03/2020	94-00-000-210900-0000	
	Check Total:	155,680.97			
Vendor: 135825	Heritage FS Inc.			Check Sequence: 14	ACH Enabled: False
37003179/CR	Diesel Fuel	164.66	06/03/2020	10-10-000-530500-0000	
	Check Total:	164.66			
Vendor: 151620	Lauterbach & Amen, LLP			Check Sequence: 15	ACH Enabled: False
45798	Annual Financial Audit	2,000.00	06/03/2020	10-00-000-521900-0000	
45798	Foundation Tax Return	525.00	06/03/2020	10-00-000-521100-0000	
	Check Total:	2,525.00			
Vendor: 156599	Menard's, Inc.			Check Sequence: 16	ACH Enabled: False
42228	Concession Repairs	29.98	06/03/2020	10-10-000-550300-0000	
42648	Irrigation Repairs	16.67	06/03/2020	10-10-000-521315-0000	
43131	Plastic Wood	9.45	06/03/2020	10-10-000-550300-0000	
43293	PVC	9.28	06/03/2020	10-10-000-550300-0000	
	Check Total:	65.38			
Vendor: 161205	Nicor Gas			Check Sequence: 17	ACH Enabled: False
	4/17-5/17/2020 Gas	82.03	06/03/2020	10-00-000-570200-0000	
	Check Total:	82.03			
Vendor: 200177	Performance Chemical & Supply, Inc.			Check Sequence: 18	ACH Enabled: False
246431	Disinfectant	57.75	06/03/2020	10-00-000-585850-0000	
Various	Sanitation Supplies	796.17	06/03/2020	10-00-000-585850-0000	
	Check Total:	853.92			
Vendor: 201435	Rock 'n' Kids, Inc.			Check Sequence: 19	ACH Enabled: False
GEVSP20	Spring Virtual Class	20.00	06/03/2020	20-22-000-525500-2331	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	20.00			
Vendor: 199260	Single Path, LLC			Check Sequence: 20	ACH Enabled: False
20662781	5/2020 Anit-Virus	242.84	06/03/2020	10-00-000-521400-0000	
20662781	5/2020 Anit-Virus	242.84	06/03/2020	20-00-000-521400-0000	
20662782	5/2020 Phone Service	758.40	06/03/2020	10-00-000-570300-0000	
20662782	5/2020 Phone Service	168.53	06/03/2020	10-10-000-570300-0000	
20662782	5/2020 Phone Service	758.40	06/03/2020	20-00-000-570300-0000	
20662782	5/2020 Phone Service	691.05	06/03/2020	20-30-100-570300-0000	
20662782	5/2020 Phone Service	33.71	06/03/2020	20-30-150-570300-0000	
20662782	5/2020 Phone Service	134.83	06/03/2020	20-30-300-570300-0000	
20662782	5/2020 Phone Service	101.11	06/03/2020	20-30-500-570300-0000	
	Check Total:	3,131.71			
Vendor: 199421	Specialty Floors, Inc.			Check Sequence: 21	ACH Enabled: False
3101	Resurface Floors	850.00	06/03/2020	20-30-450-541300-0000	
3101	Resurface Floors	500.00	06/03/2020	20-23-000-525500-3510	
	Check Total:	1,350.00			
Vendor: 200963	T-Mobile			Check Sequence: 22	ACH Enabled: False
	4/12-5/11/2020 AED Connections	34.64	06/03/2020	10-00-000-585815-0000	
	Check Total:	34.64			
Vendor: 188120	Unique Products & Service Corporation			Check Sequence: 23	ACH Enabled: False
389258-1	Cleaning Supplies	588.16	06/03/2020	10-00-000-585850-0000	
	Check Total:	588.16			
Vendor: 193195	West Side Tractor Sales			Check Sequence: 24	ACH Enabled: False
N92879	Cluth Repairs	427.86	06/03/2020	10-10-000-530210-0000	
N93067	Mower Repairs	410.82	06/03/2020	10-10-000-530210-0000	
	Check Total:	838.68			
Vendor: 199401	Wight & Company			Check Sequence: 25	ACH Enabled: False
#11	Ackerman Park Improvements	77,426.35	06/03/2020	94-90-805-575160-0000	
	Check Total:	77,426.35			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Total for Check Run:	378,330.78			
	Total of Number of Checks:	25			

Accounts Payable

Computer Check Proof List by Vendor

User: cyocum
Printed: 05/28/2020 - 11:39AM
Batch: 00012.05.2020



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 199401	Wight & Company			Check Sequence: 1	ACH Enabled: False
11-1	Ackerman Park Improvements	53,085.80	06/03/2020	94-90-805-575160-0000	
	Check Total:	53,085.80			
	Total for Check Run:	53,085.80			
	Total of Number of Checks:	1			



MEMO

May 28, 2020

TO: Park District Board of Commissioners

FROM: Kathleen Esposito, Superintendent of Recreation

CC: Dave Harris, Executive Director

RE: Coronavirus (COVID-19) Update

On May 24th, 2020, the State of Illinois Department of Commerce & Economic Opportunity/ Restore Illinois Phase III issued guidelines to reopen in the following areas as they pertain to the Glen Ellyn Park District:

- Holes & Knolls Miniature Golf (*scheduled to open June 8th*)
 - Following the Outdoor Recreation Guidelines
- Ackerman Sports and Fitness Center (*scheduled to open June 8th*)
 - Following the Health & Fitness Business Guidelines
- Outdoor Tennis Lessons (*scheduled to begin June 15th*)
 - Following the Tennis Facility and Player Safety Guidelines
- Camp Caravan/Safety Village/Imagination Station (*scheduled to begin June 15th*)
 - Following the Day Camps Guidelines

In addition, the Spring Avenue Dog Park will reopen as of Saturday, May 30. Village Green baseball fields 4, 5 and 8, Ackerman Park softball fields 5 and 6 and Newton Park turf field (4 quadrants) were opened for groups of 10 or less beginning Friday, May 22. Outdoor amenities that remain closed include playgrounds, outdoor fitness area, basketball courts, skate park, outdoor restrooms, Ackerman Park turf field and the softball hub field. Ackerman Park remains open but closed to all non-authorized vehicles.

Staff is also incorporating guidelines provided by PDRMA in these areas. A more detailed report in each of these areas will be provided to the Board on Monday, June 1st for review before the Board meeting on Tuesday evening.



MEMO

May 28, 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. In order to expedite the approval process, all policies below have been reviewed and approved by legal counsel. The rationale for each of the changes are detailed below; however, all policies were based off a combination of previous park district policies, recommendations from the Park District Risk Management Agency (PDRMA) and/or the Society for Human Resource Management (SHRM).

The sections include:

Chapter I – Board & Administration Policies

- 1) Section 4 – Criminal Background Check Policy ([Blue Pages 1 - 2](#))

Chapter II – Financial Policies

- 2) Section 8 – Outstanding Check Policy ([Blue Page 3](#))

Chapter III – Personnel Policies

- 3) Section 5.03 – Criminal Background Check Policy ([Blue Page 4](#))
- 4) Section 5.05 – Equal Employment Opportunity Policy ([Blue Page 5](#))
- 5) Section 5.06 - Americans With Disabilities Act Policy ([Blue Page 6](#))
- 6) Section 7.13 – Classification, Definition, and Status of Employees ([Blue Page 7](#))
- 7) Section 8.27 – Non-Discrimination and Anti-Harassment Policy ([Blue Pages 8 - 14](#))
- 8) Section 8.33 – Infectious Disease Control Policy ([Blue Pages 15-17](#))

1) Chapter I – Board & Administration Policies

- **Section 4 – Criminal Background Check Policy (Blue Pages 1 - 2)**

Pursuant to Illinois state statute (70 ILCS 1205) and Park District code Section 8-23, which requires criminal background checks on all employees, Subsection (c) – Listed Offenses needed to be updated.

Recommendation: Staff recommends amending Chapter I- Board & Administration Policies, Section 4.00, Criminal Background Check Policy, as presented.

2) Chapter II – Financial Policies

- **Section 8 – Outstanding Check Policy (Blue Page 3)**

The State of Illinois amended the amount of years an outstanding check should be submitted to their Unclaimed Property Division. The amended language was recommended by the Park District auditors and subsequently approved by park district legal counsel. The new language allows for the park district to remain in compliance should the State make additional changes in the timing of when funds should be submitted to the State of Illinois' Unclaimed Property Division without the need to further amend the park district policy.

Recommendation: Staff recommends amending Chapter II- Financial Policies, Section 8.00, Outstanding Check Policy, as presented.

3) Chapter III – Personnel Policies

- **Section 5.03 – Criminal Background Check Policy (Blue Page 4)**

PDRMA recommends amending the policy to further address why the park district is required to conduct background checks and who will receive them. Additionally, the update clarifies the process will be completed only after a conditional offer has been made and the employee or volunteer has given the District permission.

Recommendation: Staff recommends amending Chapter III, Personnel Policies Section 5.03, Criminal Background Check Policy, as presented.

4) Chapter III – Personnel Policies

- **Section 5.05 – Equal Employment Opportunity Policy (Blue Page 5)**

The Park District's current policy has been updated to assure employees that the District will not discriminate at any stage of the employment process and further addresses the need for reasonable accommodations, if requested. The list of protected characteristics has been updated to be consistent with the current provisions by the U.S. Equal Employment

Opportunity Commission. Finally, the policy provides a reporting procedure if an employee has questions or concerns about any type of discrimination in the workplace.

Recommendation: Staff recommends approving Chapter III, Section 5.05, Equal Employment Opportunity Policy, as presented.

5) Chapter III – Personnel Policies

- **Section 5.06 - Americans With Disabilities Act Policy (Blue Page 6)**

The Americans With Disabilities Act Policy had not been updated in some time and needed to provide further information regarding the purpose of the policy and the process for requesting a reasonable accommodation due to a disability. The current policy as well as PDRMA’s recommended policy are provided. The current park district policy would be replaced in its entirety by the new policy.

Recommendation: Staff recommends amending Chapter III, Section 5.06, Americans With Disabilities Act Policy, as presented.

6) Chapter III – Personnel Policies

- **Section 7.13 – Classification, Definition, and Status of Employees (Blue Page 7)**

For consistency with several other areas of the policy manual, this adjusts the standard number of hours for a full-time employee from 35 hours to 40 hours per workweek.

Recommendation: Staff recommends amending Chapter III, Section 7.13, Classification, Definition, and Status of Employees, as presented.

7) Chapter III – Personnel Policies

- **Section 8.27 – Non-Discrimination and Anti-Harassment Policy (Blue Pages 8 - 14)**

The current park district policy is attached with recommended modifications in red. The current policy needs to be modified to address recent changes to workplace harassment laws in Illinois. Amending the policy is imperative to provide direction and clarification to employees and supervisors on addressing and/or reporting a discrimination or harassment claim as well as the responsibilities of each employee. Effective January 1, 2020 new protections were outlined for nonemployees and clarification on the term “unlawful discrimination” which includes actions based on an individual’s **actual or perceived** protected traits, as well as distinguishing between harassment and sexual harassment. The law further mandates that all employers in Illinois must provide annual employee training on workplace sexual harassment prevention. Additionally, all provision of the Illinois Human Rights Act (IHRA) will apply to every employer in the state, regardless of size, starting on July 1, 2020.

Recommendation: Staff recommends amending Chapter III, Section 8.27, Non-Discrimination and Anti-Harassment Policy, as presented.

8) Chapter III – Personnel Policies

- **Section 8.33 – Infectious Disease Control Policy (Blue Pages 15-17)**

This is a NEW policy being presented for approval given the current outbreak of COVID-19. This policy was modeled after a sample provided by the Society for Human Resources Management (SHRM) and is being adopted to address not only the current infectious disease, but any future infectious disease the District may be presented with. The policy addresses preventing the spread of infection within the workplace as well as social distancing guidelines.

The recommended policy was reviewed and approved by legal counsel.

Recommendation: Staff recommends amending Chapter III, Section 8.33, Infectious Disease Control Policy, as presented.

Staff Recommendation:

Staff recommends placing the above amended policies on the consent agenda for the Regular Board meeting scheduled for June 16th.

Chapter I – Board & Administration

4.00 Criminal Background Check Policy

4.01 Purpose

The purpose of the Criminal Background Check Policy is to provide a means of protecting program participants from foreseeable criminal activity, especially involving children, reducing theft and/or property damage and avoiding liability for negligent hiring. The Park District shall utilize the services of the Illinois State Police and/or F.B.I. for this policy.

4.02 Guidelines

An applicant for employment, a volunteer position or independent contractor instructor position shall be required, as a condition of obtaining such a position, to authorize an investigation to determine if the applicant has been convicted of any of the enumerated criminal or drug offenses in subsection 4.04 of this policy or has been convicted within seven years of the application for employment, volunteer status or independent contractor instructor status with the Park District, or any other felony under the laws of the United States that, if committed or attempted in the State of Illinois, would have been punishable as a felony under the laws of this State.

- A. Full-time employees
- B. Part-time employees
- C. Contractual program instructors
- D. Volunteers

As a condition of employment or volunteering, the above individuals will be required to execute an authorization allowing the Glen Ellyn Park District to conduct a background investigation.

4.03 Frequency of Background Check

All individuals listed in Section 4.02 will be investigated every three years after initial background check.

4.04 Convictions

Subsection (c) - Listed Offenses -- ~~The no park district will not hire any person who has been convicted for committing~~ shall knowingly employ a person who has been convicted of committing: attempted first degree murder or for committing or attempting to commit first degree murder, a Class X felony, or ~~for committing or attempting to commit~~ any one or more of the following offenses: (1) those defined in Sections 11-1.20 (criminal sexual assault), 11-1.30 (aggravated criminal sexual assault), 11-1.40 (predatory criminal sexual assault of a child), 11-1.50 (criminal sexual abuse), 11-1.60 (aggravated criminal sexual abuse), 11-6 (indecent solicitation of a child), ~~11-9,~~ 11-14 (prostitution), 11-14.3 (promoting prostitution), 11-14.4 (promoting juvenile prostitution), ~~11-15, 11-15.1, 11-16, 11-17,~~ 11-18 (patronizing a prostitute), 11-19 (pimping), 11-19.1 (juvenile pimping), 11-19.2 (exploitation of a child), 11-20 (obscenity), 11-20.1 (child pornography), 11-21 (distribution of harmful material), 11-30 (public indecency), 12-7.3 (stalking), 12-7.4 (aggravated stalking), 12-7.5 (cyberstalking), ~~12-13, 12-14, 12-14.1, 12-15 and 12-16~~ of the Criminal Code of 1961; (2) those defined in the Cannabis Control Act, except those defined in Sections 4(a) (not more than 2.5 grams of any substance containing cannabis), 4(b) (more than 2.5 grams but not more than 10 grams of any substance containing cannabis; provided it is a first offense), and 5(a) (manufacture, deliver or possess with intent to deliver less than 2.5 grams) of that Act; (3) those defined in the Illinois Controlled Substances Act; and (4) those defined in the Methamphetamine Control and Community Protection Act; and (5) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable

as one or more of the foregoing offenses. Further, the Park District shall not employ any person who has been found to be the perpetrator of sexual or physical abuse of any minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 or any other offense determined by the Park District to create a reasonable risk of harm to program participants, other employees, the public at large or the property of the Park District. The Park District will not hire anyone as an employee for whom a criminal background investigation has not been initiated.

4.05 Confidentiality

All records from the Department of State Police shall be furnished, pursuant to positive identification, to the Park District in accordance with applicable law. Any information concerning the record of convictions obtained by the Park District shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to hire the applicant for employment. A copy of the record of convictions obtained from the Department of State Police shall be provided to the applicant for employment, along with the Notice of Duty set forth below. Any person who releases any confidential information concerning any criminal convictions of an applicant shall be guilty of a violation of State law and shall be subject to criminal punishment for same. If such violations are committed by an employee of the Park District said employee shall also be subject to discipline including possible dismissal.

4.06 Cost of Background Check

Fees for conducting the background check will be assessed to the appropriate recreation program or fund.

Revised by Board of Commissioners: August 19, 1997

Amended by Board of Commissioners: September 19, 2000

Reviewed by Board of Commissioners: October 5, 2003; February 5, 2008

8.00 Outstanding Check Policy

8.01 Purpose

The purpose of the Glen Ellyn Park District, Illinois Outstanding Check Policy is to insure accurate cash reporting and management.

8.02 Procedure

When a check is outstanding for more than six (6) months the ~~Finance Accounting Supervisor Assistant~~ shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The ~~y~~ payee will have 30 days to claim the outstanding check.

At least once each year the ~~Finance Assistant~~ Accounting Supervisor shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the Park District's unclaimed liability account.

At least once each year the ~~Finance Assistant~~ Accounting Supervisor will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent ~~(checks dated seven (7) years or older)~~ to the State of Illinois, Unclaimed Property Division, in accordance with current ~~per~~ State Statute.

Approved by Board of Commissioners: December 21, 2010

Revised by Board of Commissioners: June 16, 2020

5.03 Criminal Background Check

~~The Criminal Background Check is a means of protecting program participants from foreseeable criminal activity, especially involving children. The Park District shall utilize the services of the Illinois State Police and/or F.B.I. to conduct criminal background checks. As a condition of employment, a criminal background check shall be conducted on all individuals.~~

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 of corrections.

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.

5.05 Equal Employment Opportunity

Equal Employment Opportunity has been and will continue to be a fundamental principal at the Glen Ellyn Park District. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications and abilities.

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, national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service, veteran or military status, sexual orientation, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), homelessness (i.e., lack of permanent mailing address or a mailing address that is a shelter or social services provider), certain arrest records and expunged or sealed criminal convictions, use of lawful products outside of work during nonworking hours, genetic information, or any other category protected by state or federal law.

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

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or Human Resources. The District will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible consistent with a thorough investigation. Employees can raise concerns and make reports without fear of reprisal. The District prohibits retaliation against any employee for cooperating in an investigation or for reporting a complaint. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action up to and including termination of employment.

~~5.06 Americans With Disabilities~~

~~The Glen Ellyn Park District is committed to complying with the Americans With Disabilities Act and shall offer employees and applicants with qualified disabilities under the Act reasonable accommodations to enable these employees and applicants to carry out the essential functions of their jobs. Reasonable accommodation may include job restructuring, revision of work schedule, and other measures as required by federal and state law.~~

5.06 Americans With Disabilities Act Policy (Updated as recommended by PDRMA)

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 his/her 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.).

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.

7.13 Classification, Definitions, and Status of EmployeesA. *Full-Time Employees*

Employees who are designated as full-time by the Executive Director or the Board of Park Commissioners and who have completed their Introductory Period. Full-time employees are generally scheduled to work at least ~~35~~40 hours per workweek for four consecutive calendar quarters during a calendar year. Full-time employees may be required to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. Short-term and part-time employees are excluded from the full-time employee classification regardless of the number of hours worked.

8.27 Non-Discrimination and Anti-Harassment Policy

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 a particular gender, or any other protected characteristic**, **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.

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

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** ~~harassed employee~~; or

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

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 ~~his/her race, color, religion, sex, age, national origin, disability~~ **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 ~~his/her~~ 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, ~~or~~ 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 ~~who~~ **because he or she** reports discrimination, ~~or~~ harassment, **or retaliation**, participates in an investigation of such reports, **and/or who** files a charge of discrimination, ~~or~~ harassment, **or retaliation**, ~~Retaliation against an individual for reporting harassment or discrimination,~~ for participating in an investigation of a claim of harassment, ~~or~~ discrimination, **or**

retaliation, or for filing a charge of discrimination, or 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, or 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, or 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, or 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 the offending person, your immediate supervisor, department head, and/or the Superintendent of Finance & Personnel, 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, or 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 employee 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** is the source of the problem, condones the problem or ignores the problem, ~~you should contact the Superintendent of Finance & Personnel~~ **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 ~~employee~~ **individual** may also report incidents of harassment, ~~or~~ **discrimination, or retaliation** directly to the Executive Director. ~~The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid.~~ If your complaint alleges harassment, **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. ~~An investigation will be conducted, and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.~~

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

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, or discrimination, and/or retaliation of or by any employee individual should immediately advise the Superintendent of Finance & Personnel Human Resources who will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated. ~~and resolve the matter as soon as possible.~~

All employees 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 ~~knowledge 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 ~~occurred~~ **been substantiated or not** based on a review of the facts and circumstances of each situation. ~~in conjunction with this policy and federal and state laws~~. 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, ~~for~~ **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 ~~any type of~~ **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.

D. Filing a Formal Complaint

~~While we hope to be able to resolve any complaints of harassment or retaliation within the Park~~

~~District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there is sufficient evidence of harassment or retaliation 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 their prescribed time limits, you may have a recourse of filing a complaint directly with the HRC. You may also have a recourse of filing a civil action against a retaliator under the Illinois Whistleblower Act, or under the State Officials and Employees Ethics Act.~~

Revised by Board of Commissioners: January 16, 2018

8.33 Infectious Disease Control Policy

The Glen Ellyn Park District will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the Park District during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Glen Ellyn Park District is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

The Glen Ellyn Park District will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also install alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided. In the event of an infectious disease outbreak, individuals who travel during an outbreak may be required to self-quarantine upon returning. The District will follow guidance promulgated by the CDC and state and local public health agencies in determining how best to safeguard fellow employees and patrons in the event that an employee has travelled to an area where he or she may have been exposed to infection. Employees who travel to areas where the risk of infection is increased and who are forced to self-quarantine or otherwise required to miss work because of their travel shall be forced to use their accrued time to cover any absences.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your supervisor for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Depending on the severity of the illness and length of time expected to be off work, Family Medical Leave (FMLA) options and/or IMRF Disability may be available. Contact Human Resources for more information.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples may include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, the Park District may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, breakrooms, copier rooms or other areas where people socialize.

5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants). If eating in a lunchroom, we ask that you wipe down the area where you have eaten as well as any objects or handles that you have touched with disinfecting wipes or solutions. We appreciate your cooperation with minimizing the spread of possible infection.

6. If patrons or other employees need information such as documents, brochures or supplies, all efforts should be made to minimize person-to-person contact in providing such items. Where possible, forms, brochures and other documents can be delivered electronically. If actual physical materials or supplies are needed, all efforts should be made to prepare such items for no-contact delivery.

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.



MEMO

May 28, 2020

TO: Park District Board of Commissioners
FROM: Nathan Troia, PLA, Parks Project Manager
CC: Dave Harris, Executive Director
RE: 2018/2019 Ackerman Parking Lot Improvements – Final Payout Request

Attached is final payout request for the Ackerman & Churchill Park Parking Lot Project in the amount of \$143,620.15. This is the third and final payout from Chicagoland Paving, who is the general contractor for this project.

This project consisted of parking lot improvements at Ackerman Sports and Fitness Center, including permeable paver installation. Also included in the scope of work was asphalt improvements to Churchill Park. Pay requests 1 & 2 were approved in the Fall of 2018 after the completion of the Ackerman Parking Lot. Churchill Parking lot was completed in the summer of 2019.

The contractor and engineering consultant had challenges rectifying the close-out paperwork after the completion of Churchill. Staff put forth significant effort to have the contractor submit a final pay request before the end of Budget Year 2019. An unusual situation considering the amount of the final payment. Typically, vendors want to get paid as soon as possible for work performed.

Upon receiving the final pay request last month, staff thoroughly audited all line items confirmed approved change orders and met on-site with the contractor to verify close-out. Staff is confident that the pay request presented represents the work performed in accordance with the contract documents.

Recommendations: As the services identified within the payout request have been performed, staff recommends Board approval for the payout request.

Motion: Motion to approve Chicagoland Paving payout request for the Maryknoll Parking Lot Improvements in the amount of \$143,620.15