

Sycamore

PARK DISTRICT

Established 1923

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Sycamore Park District

Regular Board Meeting

May 28, 2013

6:00 pm

Maintenance Building, 435 Airport Road

AGENDA

CALL TO ORDER (Roll Call Vote)

ADMINISTER OATH OF OFFICE OF COMMISSIONERS—Dan

APPROVAL OF REGULAR AND CONSENT AGENDA (Voice Vote)

APPROVAL OF MINUTES:

3. Special Meeting – April 24, 2013 (Voice Vote)

7. Regular Meeting – April 23, 2013 (Voice Vote)

Executive Session Minutes – April 23, 2013

(APPROVE TO REMAIN CONFIDENTIAL – VOICE VOTE)

PUBLIC INPUT

APPROVAL OF MONTHLY CLAIMS:

13. Claims Paid Since Board Meeting (Roll Call Vote)

23. Claims Presented (Roll Call Vote)

CONSENT AGENDA:

35. Superintendent of Finance Monthly Report

39. Budget Report/Monthly Cash Flow Monthly Report

57. Superintendent of Golf Operations Monthly Report

61. Superintendent of Parks and Facilities Monthly Report

67. Superintendent of Recreation Monthly Report

71. Executive Director Monthly Report

75. CAC Minutes/Report

“Sycamore Park District - we put the MORE in Sycamore”

CORRESPONDENCE-

79. Sycamore FFA
80. Sycamore Pumpkin Festival Inc.
81. Cornerstone Christian Academy
82. Kelly Cardinallo – Shelter request

ANNUAL MEETING

83. Election of President, Vice President & Other Positions—Dan (Roll Call)

POSITIVE FEEDBACK/REPORTS

DEPARTMENT PRESENTATIONS: Website and Other Promotional Efforts—Kirk

OLD BUSINESS:

- Update on Progress of CWSPT—Ted/Michelle
- Future Study Sessions—Dan
- Park Tour—Jeff
- 85. Approval of Purchasing Policy—Dan (Roll Call)

NEW BUSINESS:

97. Consider Disposal of Surplus Equipment—Dan (Roll Call)
103. First Review of Image Plans for Sycamore Park District—Dan
111. Review of Future Grant Opportunities—Dan
117. DRAFT Review of Personnel Policy—Dan
 - Parameters for Board Negotiations—Ted
287. Proposal for Youth Sports Supervision—Bart/Jeff (Voice Vote)
291. Natural Gas Rates Recommendation—Jackie (Roll Call)
293. Staff Recommendation on Moving Insurance to PDRMA—Dan
 - a. Resolution 02-2013: A Resolution Acknowledging The SYCAMORE PARK DISTRICT's Recognition And Dedication To The Loss Control And Risk Management Principles Of THE PARK DISTRICT RISK MANAGEMENT AGENCY (PDRMA) – (Roll Call Vote)
 - b. Resolution 03-2013: Membership in PDRMA—(Roll Call Vote)
 - c. Resolution 04-2013: By-Laws of PDRMA – (Roll Call Vote)

PUBLIC INPUT

EXECUTIVE SESSION (Roll Call Vote):

In accordance with 5 ILCS, Par. 120/2c, I move that the Board convene in Executive Session to discuss:

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

ADJOURNMENT (Voice Vote)

**Minutes of the Special Meeting Study Session of the Board of Commissioners
Sycamore Park District
Wednesday, April 24, 2013**

Vice-President Schulz called the meeting to order at 6:14 p.m. The roll was called with Commissioners Kroeger, Schulz, and Tucker present. Staff members present were Dan Gibble, and Kirk Lundbeck. The following Park Commissioners were absent: Graves, and Strack. No Park Commissioner was not permitted to attend the meeting by video or audio conference.

Ordinance 03-2013 Permitting Remote Participation at Board Meetings – Director Gibble noted we need this Ordinance in order to allow for remote participation in certain cases. One of those is for this evening’s meeting, as Commissioner Ted Strack has requested participation.

Motion

Commissioner Kroeger moved to adopt Ordinance 03-2013. Commissioner Tucker seconded the Motion. Vice President Schulz asked if there was further discussion. There being none, a roll call vote was made.

Roll Call Vote

Commissioner Kroeger – Yes
Commissioner Graves – Absent
Commissioner Tucker – Yes
Vice President Schulz – Yes
President Strack – Absent

The motion carried and Ordinance 03-2013 was adopted.

Consideration of Allowing a Commissioner to Attend Remotely

Secretary/Director Gibble then noted that “As Secretary of the Sycamore Park District Board of Commissioners, he would like to report that Commissioner Strack is out of town on business and is requesting remote attendance.

Commissioner Tucker motioned and Commissioner Kroeger seconded a motion to Permit Commissioner Strack to attend remotely.

The Role Call was taken:

Commissioner Kroeger – Yes
Commissioner Graves – Absent
Commissioner Tucker – Yes
Vice President Schulz – Yes
President Strack – Absent

Secretary/Director Gibble then dialed Commissioner Strack’s cell phone number, and placed him on speaker phone. Commissioner Strack joined the meeting at 6:23pm

Amendment to Conduct Ordinance - Commissioner Graves had noted at a prior meeting that he was approached from someone about using outside golf cars on our course. Supt. Lundbeck noted he had done some research on this. He had found no public or municipality in Illinois that allows privately owned carts on their course. He contacted Joe Roberts with Caywood and Associates on what our liability would be. Joe noted the owners of the cart would have to carry liability insurance in the amount of \$2,000,000. Commissioner Graves was to discuss this with the person who contacted him, but all agreed that it should not be allowed and if we need to make this clear in our

ordinances we should. Therefore, Supt. Lundbeck has brought a recommendation to add the following language to the end of the first paragraph of Ordinance 06-2012, Section 26:

“The use of privately owned golf cars on any portion of Park District Property is strictly prohibited.”

Motion

Commissioner Kroeger moved to adopt the amendment to Ordinance 06-2012.

Commissioner Schulz seconded the Motion. Vice President Schulz asked if there was further discussion. There being none, a roll call vote was made.

Roll Call Vote

Commissioner Kroeger – Yes

Commissioner Graves – Absent

Commissioner Tucker – Yes

Vice President Schulz – Yes

President Strack – Yes

The amendment carried and was adopted.

Consideration of License Agreement for Mowing of Land – Director Gibble conveyed that there was interest in reaching an agreement for mowing and bailing of acreage south of Merry Oaks subdivision, and east of Route 23, and north of the stream that is owned by the park district. They bails would be used for feed. Director Gibble sought the consensus of the Board, and they indicated openness to allowing Gibble to negotiate this matter. The license agreement, if reached, would come to the Board for final approval.

Miscellaneous Quick Review – Director Gibble shared information about a Sycamore Youth Baseball idea to develop Kiwanis Prairie Park with four ball diamonds, the Picnic with the Director events at which he would like to have Board Members present, and an update on planning for paving of the Club House Parking lot. No action was taken on any of these items.

Discussion & Setting of Board’s Objectives for Goals 4, 9, and 10 of Short-Term Plan – Director Gibble noted that the main goal of this meeting was to have the Board begin to set objectives for Goals 4, 9, and 10, as they will require direct involvement and action on the part of the Board. The Board then the better part of the meeting discussing each one of those goals individually, and then directed Gibble to draft the language necessary to address their discussion so that they might finalize the objectives at their next meeting.

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 8:35 p.m. on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

Voice Vote

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0.

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 8:36 p.m. The roll was called with Commissioners Kroeger, Tucker and Schulz present along with President Strack remotely attending, and Director Gibble.

Motion

The Board adjourned the Executive Session at 8:53p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0.

Motion

The Board adjourned the Regular Session at 8:53 p.m. on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All Commissioners present voted Aye. Motion carried 4-0.

Respectfully Submitted,

Daniel Gibble

Secretary, Sycamore Park District

**Minutes of the Regular Meeting of the Board of Commissioners
Sycamore Park District
Tuesday, April 23, 2013**

Vice President Schulz called the meeting to order at 6:06 p.m.
The roll was called with Commissioners Graves, Kroeger, Tucker and Schulz present.
Commissioner Strack was absent. Staff members present were Bart Desch, Jeff Donahoe, Jeanette Freeman, Dan Gibble, Jackie Hienbuecher and Kirk Lundbeck.

Guests at the Board meeting were:

Fred Lantz, Sikich

Scott Buzzard - CAC

Don Irving, 1214 University Dr., DeKalb – DeKalb Park District Board

Phil Young, 631 Bayfield Dr., DeKalb – DeKalb Park District Board

Regular and Consent Agenda Approval –

Motion

Commissioner Tucker moved to approve the Regular and Consent Agenda.
Commissioner Graves seconded the Motion.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Approval of Minutes –

Motion

Commissioner Graves moved to approve the March 26, 2013 Regular Meeting Minutes.
Commissioner Kroeger seconded the Motion.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Motion

Commissioner Kroeger moved to approve the March 12, 2013 Special Meeting Minutes.
Commissioner Tucker seconded the Motion.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Petition and Public Comment –

Don Irving – DeKalb Park District – He wanted to let the Sycamore Park District Board know that once the new Board is sworn in they would like to get together and discuss the possibility of a joint pool along and possibly include Cortland. He noted that Phil Young of the Board has come with him. He noted he had also called President Strack to talk about this. He just found out that the DeKalb Park District had contacted Sycamore about a joint pool at some time. Director Gibble noted that Sycamore had actually contacted DeKalb on this. Don Irving noted their door is open and would like to have a joint meeting regarding a joint pool. Vice President Schulz noted the Board would look forward to talking once the Boards are confirmed. Phil Young noted he would like to see potential intergovernmental agreements work to put

Petition and Public Comment –cont'd

resources together. He would like to see both Boards meet to discuss this. Again, Vice President Schulz thanked them both for coming.

Claims and Accounts Approval

Motion

Commissioner Tucker moved to approve and pay the bills in the amount of \$118,085.84. Commissioner Graves seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Correspondence-

- DeKalb County Economic Development Corporation
- Sharon Emanuelson
- Jill Tritt – DeKalb Leadership Academy
- Kishwaukee College – Peter Leuzinger
- Dekalb County Health Department
- Kishwaukee Symphony Orchestra
- C & L Properties – Lisa Kijowski
- IAPD – Peter Murphy
- Family Service Agency – Diana King

Positive Feedback/Reports

- Commissioner Tucker noted the flood cleanup was wonderful. The worst flood she recalls. Supt. of Parks Donahoe noted it went down fast and no silt left so cleanup was easier.
- Commissioner Tucker noted she has heard very favorable comments on the Clubhouse and Pro shop redecorations after the Chamber After Hours.
- Commissioner Schulz noted the Chamber After Hours was great – the food was great and a great turnout.
- Commissioner Graves noted that Dick Garvey mentioned to him that the course was fabulous – kudos to staff for the job done after the flood. He also noted that John Ward told him he was elated the parking lot is going in at Old Mill Park.
- Commissioner Kroeger noted the newsletter that came out was very nice, very professionally done. He feels the community appreciates it.

Department Presentations

Superintendent of Parks & Facilities Jeff Donahoe – Director Gible noted that part of the short term plan is to set basic standards for care of parks/facilities, along with life cycles of our equipment. Supt. of Parks Donahoe noted the goal/objective is to be better organized now that

Department Presentations

Superintendent of Parks & Facilities Jeff Donahoe-cont'd - he is overseeing all three departments. This includes Golf, Parks, Sports Complex, Pool, and the Museum. He has found they were lacking documents on how things are done. The first part was to inventory what they are doing currently and what we now have. He is going to be working on this for some time – since it takes time. Director Gibble noted that they talked about what it takes to get various tasks done and how much staff it takes also. Supt. of Parks Donahoe gave the Board a handout on the Parks, Golf, and Sports Complex. He went over the handout and what each section includes. He noted he sat down with staff and they went through everything that they mainly do as a general practice. The handout shows how they do things now. There are times that different things come up that might not be covered in the handout. Each step of this process will become more detailed and this is going to keep evolving. Commissioner Schulz noted these documents will give us backup when groups ask why their fees go up at times. Director Gibble noted these documents give you a sense of what it takes to do things that the citizens just expect. He also noted that Supt. of Parks Donahoe has adjusted very quickly to taking on all the departments.

Old Business –

Annual Audit: Presentation and Acceptance of Audit.

Supt of Finance Hienbuecher – She handed out the hard copy of the audit to the Board. She also noted there is a correction on the last page and she will send out the correction to the Board. She then turned it over to Fred Lantz from Sikich. He then gave an overview of the audit to the Board. He went over changes that may affect the District in the future.

Motion

Commissioner Tucker moved to accept the presentation of the FY2012 audit.
Commissioner Kroeger seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Update on Progress of CWSPT – Commissioner Schulz noted they met last month. She feels there was great input and excitement among the groups. Director Gibble noted that all groups have a lot in common, but also some different perspectives.

Consider Large Events – Supt. of Recreation Desch gave an overview of the large events that will take place in the Park District. The Kishwaukee Hospital is having their company picnic out here again. Storm Days Softball Tournament will be in June, along with concerts during the summer. There will also be a Touch A Truck event and a fireworks event.

Draft Review of Purchasing Policy - Director Gibble noted some Board members suggested it was time to review the District purchasing policy and counsel also agreed on this. He provided the Board with a draft of the policy with a few changes. He is asking the Board to review and let him know of any questions, concerns, changes, etc. He will then bring back to the next meeting for Board approval. He is waiting for a response from counsel on the appropriate wording on multi-year contracts and will add this in the final version. He also went over the changes and additions made to the policy.

New Business

Ratification of Transfer of Funds for Golf Course & Pool Deficits – Supt. of Finance Hienbuecher noted the adjustments were made based on the schedule sent to the Board. The numbers are already in the audit, but the Board needs to ratify the numbers.

Motion

Commissioner Schulz moved to approve the transfer of funds for the Golf Course & Pool deficits. Commissioner Graves seconded the Motion.

Roll Call

Vice President Schulz called for a roll call to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Annual Review of Progress on ADA Transition Plan – Director Gibble noted it is recommended there be a formal review on an annual basis of our progress. He gave the Board a copy of the transition plan in the Board packet. This included a summary of actions already taken this year. The District has retained PHN Architects for the ADA project and they have already toured the facilities. He noted the plumbing and carpentry will be done this year. The paving projects will be next year. Commissioner Kroeger asked if all the work will be bid out or if some will be done in house. Director Gibble noted that with the elimination of positions in the District, we do not have the manpower for these projects. So all of the work will be bid out. He also noted that there are some things that does not need to be done even though in the audit. He has requested a letter from the architects on these things stating they do not need to be done or they are within tolerance.

Plan Park Tour – Supt. of Parks Donahoe noted this is an opportunity for the Board and the CWSPT to go on the Park tour. It will be brought up to the CWSPT at their May 2nd meeting. He was asking for some suggested dates for the tour. The dates that the Board was in consensus on were May 30th and June 4th.

Future Study Sessions - Director Gibble suggested having the study session before or after a regular Board meeting. There was consensus from the Board to have the next study session on the same day as the next board meeting on May 28th.

Petition and Public Comment – None

Adjournment

Motion

The Board adjourned the Regular Session to go into Executive Session at 7:37 pm on a motion made by Commissioner Tucker for the reasons listed below. The motion was seconded by Commissioner Kroeger.

Roll Call

Vice President Schulz called for a roll call vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

#5 The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

The Board convened to Executive Session at 7:38 pm. The roll was called with Commissioners Graves, Kroeger, Tucker and Schulz present along with Director Gibble, Supt. of Recreation Desch, and Recording Secretary Freeman.

Motion

The Board adjourned the Executive Session at 7:56 p.m. and reconvened to Regular Session on a motion made by Commissioner Tucker. The motion was seconded by Commissioner Kroeger.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Motion

The Board adjourned the Regular Session at 7:56 p.m. on a motion made by Commissioner Graves. The motion was seconded by Commissioner Tucker.

Voice Vote

Vice President Schulz called for a voice vote to approve the motion. All commissioners present voted Aye. Motion carried 4-0. Commissioner Strack was absent.

Respectfully Submitted,



Jeanette Freeman
Recording Secretary
Sycamore Park District

INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
10	ADMINISTRATION		
AFLAC	AFLAC	1,490.00	558.75
AMER3	AMERICAN MARKETING &	930.00	465.00
ANCEL	ANCEL, GLINK - LAW OFFICES OF	2,445.24	1,383.75
AT&T2	A T & T	304.13	20.49
BOCKY	BOCKYN, LLC	1,200.00	150.00
CINTA	CINTAS CORPORATION #355	447.04	27.12
CONST	CONSTELLATION NEWENERGY	8,523.27	211.60
ECO	ECOWATER SYSTEMS, INC.	160.00	7.25
ENGIN	ENGINEERING RESOURCE ASSOC	15,482.90	574.62
ENVIR	ENVIRONMENTAL SERVICES	140.00	17.50
FP	FP MAILING SOLUTIONS		299.40
FRONTIER	FRONTIER	5,869.63	311.32
GRAI	GRAINGER	1,096.40	142.62
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,276.11	272.16
INTER	INTERACT BUSINESS PRODUCTS	365.00	169.50
MID	MID-CITY OFFICE PRODUCTS	143.76	9.48
NATION	NATIONAL BANK & TRUST CO	7,000.00	57.00
NEXT	NEXTEL COMMUNICATIONS	1,221.61	132.45
NICOR	NICOR GAS	9,565.84	128.97
OF	OFFICE DEPOT	518.04	112.35
SERVICE	SERVICEMASTER RESTORATION AND	1,261.00	2,048.00
SHAW	SHAW SUBURBAN MEDIA	854.76	102.50
SOFT	SOFT WATER CITY	2,202.25	6.50
STAPLES	STAPLES ADVANTAGE	467.91	26.68
SWIFT	JOHN B SWIFT COMPANY		1,626.00
TBC	TBC	8,592.34	284.63
WARE	WAREHOUSE DIRECT BUSINESS	122.73	118.49
WASTE	WASTE MANAGEMENT	1,669.60	85.06
	ADMINISTRATION		9,349.19
15	PARKS		
BARN	BARNES GROUP	339.19	53.95
BOBJO	BOB-JO CYCLE CO.	321.92	43.69
BURRI	BURRIS EQUIPMENT CO.	3,904.25	524.68
CARQ	CARQUEST AUTO PARTS	2,730.85	85.60
CEDAR	CEDAR RAPIDS TIRE		299.68
CINTA	CINTAS CORPORATION #355	447.04	60.60
CINTA2	CINTAS FAS LOCKBOX 636525	23.08	174.05
CITY2	CITY OF SYCAMORE	273.96	56.04
COMMO	COMMONWEALTH EDISON	2,067.81	306.14
CONST	CONSTELLATION NEWENERGY	8,523.27	846.61

INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CORPORATE			
15	PARKS		
CSR	CSR BOBCAT EQUIPMENT CO.	69.92	117.24
DEK3	DEKALB COUNTY COLLECTOR		1,116.51
DEKA	DEKALB LAWN & EQUIPMENT CO.	167.51	178.01
FRONTIER	FRONTIER	5,869.63	196.10
HINT	HINTZSCHE OIL	5,347.87	2,087.77
HOMER	HOMER INDUSTRIES		1,440.00
INTERS	INTERSTATE BATTERIES ROCKFORD	429.50	257.75
LOWE	LOWE'S	1,163.72	158.34
MART	MARTENSON TURF PRODUCTS		182.00
MENA	MENARDS - SYCAMORE	1,317.18	27.14
MROUT	MR OUTHUSE	2,790.00	500.00
NEXT	NEXTEL COMMUNICATIONS	1,221.61	40.48
NICOR	NICOR GAS	9,565.84	157.73
SAF	SAFETY-KLEEN CORP.	36.32	206.98
SOFT	SOFT WATER CITY	2,202.25	89.00
STRANS	STRANS GARDEN CENTER		228.00
UNIT	UNITED LABORATORIES	1,046.51	499.89
USFOODS	US FOODS INC	814.68	15.10
WASTE	WASTE MANAGEMENT	1,669.60	142.21
	PARKS		10,091.29
RECREATION			
10	ADMINISTRATION		
AT&T2	A T & T	304.13	20.48
BANN	BANNER UP SIGNS	18.00	80.00
BOCKY	BOCKYN, LLC	1,200.00	150.00
CINTA	CINTAS CORPORATION #355	447.04	7.68
CINTA2	CINTAS FAS LOCKBOX 636525	23.08	174.04
CONST	CONSTELLATION NEWENERGY	8,523.27	211.59
ECO	ECOWATER SYSTEMS, INC.	160.00	7.25
ELM REX	ELM REX, SARAH	1,725.00	337.50
ENGIN	ENGINEERING RESOURCE ASSOC	15,482.90	574.63
ENVIR	ENVIRONMENTAL SERVICES	140.00	17.50
FRONTIER	FRONTIER	5,869.63	311.32
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,276.11	272.17
INTER	INTERACT BUSINESS PRODUCTS	365.00	169.50
MID	MID-CITY OFFICE PRODUCTS	143.76	9.49
NEXT	NEXTEL COMMUNICATIONS	1,221.61	33.87
NICOR	NICOR GAS	9,565.84	80.49
OF	OFFICE DEPOT	518.04	83.52
PRIO	PRIORITY PROMOTIONS	339.00	875.00

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
10	ADMINISTRATION		
SHAW	SHAW SUBURBAN MEDIA	854.76	102.50
STAPLES	STAPLES ADVANTAGE	467.91	26.69
T0000013	DESCH, BART	249.83	132.21
TBC	TBC	8,592.34	284.64
USIMAG	U.S. IMAGING TECHNOLOGIES		50.88
WARE	WAREHOUSE DIRECT BUSINESS	122.73	118.51
	ADMINISTRATION		4,131.46
20	SPORTS COMPLEX		
THOR	THOR GUARD		325.00
WARE	WAREHOUSE DIRECT BUSINESS	122.73	14.76
	SPORTS COMPLEX		339.76
21	SPORTS COMPLEX MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	1,617.00	160.00
CARQ	CARQUEST AUTO PARTS	2,730.85	94.80
CINTA2	CINTAS FAS LOCKBOX 636525	23.08	174.04
ENVIR	ENVIRONMENTAL SERVICES	140.00	25.00
FAST	FASTENAL COMPANY	95.47	52.76
FOX1	FOX VALLEY FIRE & SAFETY CO.	6,140.20	168.00
GORDH	GORDON HARDWARE		11.70
HINT	HINTZSCHE OIL	5,347.87	510.83
LOWE	LOWE'S	1,163.72	194.31
MART	MARTENSON TURF PRODUCTS		182.00
MENA	MENARDS - SYCAMORE	1,317.18	37.89
MROUT	MR OUTHOUSE	2,790.00	670.00
NEXT	NEXTEL COMMUNICATIONS	1,221.61	108.55
PIO	PIONEER MANUFACTURING CO.		120.00
TRUGR	TRUGREEN		770.00
UNIT	UNITED LABORATORIES	1,046.51	72.95
WAGN	WAGNER AGGREGATE, INC.	339.84	176.47
WASTE	WASTE MANAGEMENT	1,669.60	62.82
	SPORTS COMPLEX MAINTENANCE		3,592.12
25	MIDWEST MUSEUM OF NATURAL HIST		

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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
25	MIDWEST MUSEUM OF NATURAL HIST		
NELSO	NELSON FIRE PROTECTION		320.00
	MIDWEST MUSEUM OF NATURAL HIST		320.00
50	PROGRAMS - YOUTH		
ONEAG	ON EAGLES WINGS EQUINE CENTER		400.00
	PROGRAMS - YOUTH		400.00
52	PROGRAMS - ADULT		
ONEAG	ON EAGLES WINGS EQUINE CENTER		200.00
	PROGRAMS - ADULT		200.00
53	PROGRAMS - FAMILY		
NEXT	NEXTEL COMMUNICATIONS	1,221.61	16.93
	PROGRAMS - FAMILY		16.93
55	PROGRAMS - YOUTH ATHLETICS		
ALL	ALL STAR SPORTS INSTRUCTION	70.00	3,722.00
T0000759	SICKAFOOSE, NICOLE		73.00
	PROGRAMS - YOUTH ATHLETICS		3,795.00
56	PROGRAMS - FITNESS		
T0000202	PIVONKA, CATHY	239.98	94.90
T0000758	PRITCHARD, MARY		39.00
T0000760	VALLEJO, JANET		4.00
	PROGRAMS - FITNESS		137.90
59	PROGRAMS - DANCE		

DATE: 05/23/2013
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SYCAMORE PARK DISTRICT
 DEPARTMENT SUMMARY REPORT

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INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

RECREATION			
59	PROGRAMS - DANCE		
HARTB	HART, BRENDA	567.00	189.00
PERF	PERFORMING ARTS ACADEMY		2,050.00
	PROGRAMS - DANCE		2,239.00
60	PROGRAMS - SPECIAL EVENTS		
MENA	MENARDS - SYCAMORE	1,317.18	306.08
SPEC	SPECIAL FX	175.00	675.00
USFOODS	US FOODS INC	814.68	90.38
	PROGRAMS - SPECIAL EVENTS		1,071.46
61	PROGRAMS - CONCERTS		
GRIFFIN	GRIFFIN ENTERTAINMENT LLC		1,200.00
RENE	RENE, LISA		1,000.00
SERVICE	SERVICEMASTER RESTORATION AND	1,261.00	-1,100.00
	PROGRAMS - CONCERTS		1,100.00
65	BROCHURE		
SWIFT	JOHN B SWIFT COMPANY		6,108.89
	BROCHURE		6,108.89
70	WEIGHT ROOM		
THEFI	THE FITNESS CONNECTION	1,098.85	23.90
	WEIGHT ROOM		23.90
75	COMMUNITY CENTER		
AT&T1	A T & T	201.41	49.95
AT&T2	A T & T	304.13	32.51
C&L	C & L PROPERTIES, L.L.C.	19,332.00	7,825.57
CITY2	CITY OF SYCAMORE	273.96	42.49

INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
RECREATION			
75	COMMUNITY CENTER		
COMMO	COMMONWEALTH EDISON	2,067.81	247.46
DIREC	DIRECTV	374.96	94.99
FRONTIER	FRONTIER	5,869.63	342.78
ILLIN	ILLINI SECURITY SYSTEMS, INC.	1,197.50	295.00
INTEG	INTEGRA BUSINESS SYSTEMS, INC.	1,276.11	226.32
NICOR	NICOR GAS	9,565.84	226.88
OF	OFFICE DEPOT	518.04	27.68
SHAW	SHAW SUBURBAN MEDIA	854.76	384.50
SOFT	SOFT WATER CITY	2,202.25	162.50
TEK	TEK DIRECT		26.26
WARE	WAREHOUSE DIRECT BUSINESS	122.73	17.84
WASTE	WASTE MANAGEMENT	1,669.60	67.56
	COMMUNITY CENTER		10,070.29
SPECIAL RECREATION			
10	ADMINISTRATION		
PHN	PHN ARCHITECTS	1,750.00	2,625.00
	ADMINISTRATION		2,625.00
CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
AT&T2	A T & T	304.13	1.00
COMCA	COMCAST	248.36	44.06
CONST	CONSTELLATION NEWENERGY	8,523.27	90.68
DEKAM	DEKALB MECHANICAL INC	705.00	5.52
EUCL	EUCLID BEVERAGE LTD.	185.00	345.55
GORDH	GORDON HARDWARE		1.20
NEXT	NEXTEL COMMUNICATIONS	1,221.61	16.93
NICOR	NICOR GAS	9,565.84	34.50
OF	OFFICE DEPOT	518.04	10.00
PEPSI	PEPSI COLA GEN. BOT.	1,739.08	378.04
REINHART	REINHART FOOD SERVICE	1,297.14	624.58
SOU	SOUTHERN WINE & SPIRITS OF ILL		91.02
STAPLES	STAPLES ADVANTAGE	467.91	11.88
SUP	SUPERIOR BEVERAGE	279.35	326.20
T0000024	DOBBERSTEIN, MELISSA	154.53	2.38
TEK	TEK DIRECT		252.77
USFOODS	US FOODS INC	814.68	304.40

DATE: 05/23/2013
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SYCAMORE PARK DISTRICT
DEPARTMENT SUMMARY REPORT

PAGE: 7

INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

CONCESSIONS			
30	CLUBHOUSE CONCESSIONS		
WASTE	WASTE MANAGEMENT	1,669.60	54.04
	CLUBHOUSE CONCESSIONS		2,594.75
33	SPORTS COMPLEX CONCESSIONS		
CONST	CONSTELLATION NEWENERGY	8,523.27	62.63
PEPSI	PEPSI COLA GEN. BOT.	1,739.08	161.55
REINHART	REINHART FOOD SERVICE	1,297.14	156.06
T0000024	DOBBERSTEIN, MELISSA	154.53	3.57
TEK	TEK DIRECT		22.82
USFOODS	US FOODS INC	814.68	206.40
	SPORTS COMPLEX CONCESSIONS		613.03
34	POOL CONCESSIONS		
PEPSI	PEPSI COLA GEN. BOT.	1,739.08	29.68
TEK	TEK DIRECT		22.82
	POOL CONCESSIONS		52.50
35	CATERING		
T0000024	DOBBERSTEIN, MELISSA	154.53	28.00
	CATERING		28.00
GOLF COURSE			
10	ADMINISTRATION		
DYNAMIC	DYNAMIC BRANDS	808.75	285.25
FOOT	FOOTJOY	2,025.15	152.85
GEAR	GEAR FOR SPORTS	4,275.11	641.75
HORN	HORNUNG'S PRO GOLF SALES INC.	1,748.23	95.21
TITL	TITLEIST DRAWER CS	13,844.61	609.02
	ADMINISTRATION		1,784.08

INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE

GOLF COURSE			
40	GOLF OPERATIONS		
AT&T2	A T & T	304.13	3.24
AUTOM	AUTO MACHINE INC.		67.83
BANN	BANNER UP SIGNS	18.00	200.00
CARQ	CARQUEST AUTO PARTS	2,730.85	195.25
CHICA	CHICAGO DISTRICT GOLF ASSOC.		820.00
CINTA	CINTAS CORPORATION #355	447.04	7.20
COMCA	COMCAST	248.36	44.06
CONST	CONSTELLATION NEWENERGY	8,523.27	483.91
FRONTIER	FRONTIER	5,869.63	74.57
HOMETOWN	HOMETOWN PRODUCTIONS		299.50
HORN	HORNUNG'S PRO GOLF SALES INC.	1,748.23	48.29
NEXT	NEXTEL COMMUNICATIONS	1,221.61	33.87
NICOR	NICOR GAS	9,565.84	34.50
NIV	NIVEL PARTS & MANUFACTURING	3,096.26	72.11
SOFT	SOFT WATER CITY	2,202.25	13.00
THOR	THOR GUARD		225.00
	GOLF OPERATIONS		2,622.33
41	GOLF MAINTENANCE		
ARTHU	ARTHUR CLESEN, INC.	1,617.00	4,483.68
AUTOM	AUTO MACHINE INC.		58.14
CARQ	CARQUEST AUTO PARTS	2,730.85	180.50
CINTA	CINTAS CORPORATION #355	447.04	60.54
CONST	CONSTELLATION NEWENERGY	8,523.27	20.51
DEKA	DEKALB LAWN & EQUIPMENT CO.	167.51	520.70
FRONTIER	FRONTIER	5,869.63	196.11
HINT	HINTZSCHE OIL	5,347.87	1,259.19
JOHNDEFI	JOHN DEERE FINANCIAL	1,783.92	9.92
MARK	MARK'S MACHINE SHOP INC.	247.00	135.00
MENA	MENARDS - SYCAMORE	1,317.18	76.05
MROUT	MR OUTHUSE	2,790.00	60.00
NEXT	NEXTEL COMMUNICATIONS	1,221.61	37.26
NICOR	NICOR GAS	9,565.84	193.34
R&R	R & R PRODUCTS INC.	145.28	67.46
TYLER	TYLER ENTERPRISES	1,340.00	54.00
UNIT	UNITED LABORATORIES	1,046.51	477.39
VULC	VULCAN MATERIALS CO.		26.01
WASTE	WASTE MANAGEMENT	1,669.60	63.48
	GOLF MAINTENANCE		7,979.28

INVOICES DUE ON/BEFORE 05/27/2013

VENDOR #	NAME	PAID THIS FISCAL YEAR	AMOUNT DUE
SWIMMING POOL			
80	POOL		
CINTA2	CINTAS FAS LOCKBOX 636525	23.08	174.04
FRONTIER	FRONTIER	5,869.63	37.73
KOHL	KOHLER, JIM	750.00	250.00
MID	MID-CITY OFFICE PRODUCTS	143.76	13.43
STAPLES	STAPLES ADVANTAGE	467.91	15.84
THELIFE	THE LIFEGUARD STORE		837.07
THOR	THOR GUARD		175.00
WARE	WAREHOUSE DIRECT BUSINESS	122.73	15.09
	POOL		1,518.20
81	POOL MAINTENANCE		
CONST	CONSTELLATION NEWENERGY	8,523.27	145.91
HALO	HALOGEN SUPPLY COMPANY, INC.		405.90
HAWK	HAWKINS INC		2,102.70
MENA	MENARDS - SYCAMORE	1,317.18	179.67
NEWB	NEWBY OIL COMPANY	2,838.60	1,469.89
NICOR	NICOR GAS	9,565.84	294.24
SERVICE	SERVICEMASTER RESTORATION AND	1,261.00	125.00
SIS	SISLERS ICE		60.00
	POOL MAINTENANCE		4,783.31
82	SWIM LESSONS		
T0000762	BECKER, LISA		30.00
	SWIM LESSONS		30.00
CAPITAL PROJECTS			
10	ADMINISTRATION		
BSN	BSN SPORTS	951.50	1,311.92
ENCAP	ENCAP, INC	32,640.00	20,000.00
FINN	FINNEY'S ELECTRIC	941.48	98.00
MENA	MENARDS - SYCAMORE	1,317.18	154.80
	ADMINISTRATION		21,564.72
	TOTAL ALL DEPARTMENTS		99,182.39

Interim \$ 60,043.65
 New \$ 99,182.39
 Total \$ 159,226.04

DATE: 05/22/2013
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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 04/18/2013 TO 05/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AFLAC	AFLAC								
	291721	01 EMPLOYEE PREMIUM	101000002006	04/12/13		51791	04/23/13	372.50	372.50
		02 EMPLOYEE PREMIUM	101000002007					18.48	18.48
								354.02	354.02
BJS		BJ'S DECORATING					VENDOR TOTAL:	372.50	372.50
	4809140-2ND INSTALL	01 ROLLER SHADES - 2ND INSTALL	701000207003	03/19/13		51792	04/23/13	900.00	900.00
							VENDOR TOTAL:	900.00	900.00
BLUE		BLUE CROSS/BLUE SHIELD OF ILL							
	MAY 2013	01 HEALTH INSURANCE PREMIUM	101000106801	04/23/13		51800	04/23/13	14,828.30	14,828.30
		02 HEALTH INSURANCE PREMIUM	101000106801					3,229.58	3,229.58
		03 HEALTH INSURANCE PREMIUM	101000106801					506.50	506.50
		04 HEALTH INSURANCE PREMIUM	101000106801					2,902.89	2,902.89
		05 HEALTH INSURANCE PREMIUM	101000106801					1,604.80	1,604.80
		06 HEALTH INSURANCE PREMIUM	101000106801					2,075.81	2,075.81
							VENDOR TOTAL:	4,508.72	4,508.72
C&L		C & L PROPERTIES, L.L.C.							
	MAY 2013	01 CC LEASE - M AY	207500116853	04/25/13		51807	04/25/13	4,833.00	4,833.00
							VENDOR TOTAL:	4,833.00	4,833.00
CITY		CITY OF SYCAMORE							
	2013	01 CITY LIQUOR LICENSE	303000046210	03/29/13		51793	04/23/13	1,900.00	1,900.00
	APRIL 2013	01 CLUBHOUSE CITY SALES TAX	303000116852	05/20/13		51819	05/20/13	57.00	57.00
		02 BB CONC CITY SALES TAX	303300116852					36.00	36.00
		03 CATERING CITY SALES TAX	303500116852					10.00	10.00
							VENDOR TOTAL:	11.00	11.00
CONST		CONSTELLATION NEWENERGY							
	0009709174	01 BB CONCESSIONS	303300096702	04/13/13		51808	04/25/13	1,472.35	1,472.35
		02 POOL	518100096702					44.26	44.26
							VENDOR TOTAL:	252.16	252.16

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 04/18/2013 TO 05/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0009709174			04/13/13		51808	04/25/13	1,472.35	1,472.35
		03 MAINTENANCE	101500096702						11.20
		04 MAINTENANCE	504100096702						11.20
		05 CART BLDG	504000096702						660.60
		06 CLUBHOUSE	303000096702						73.94
		07 PROSHOP	504000096702						73.94
		08 ADMINISTRATION	101000096702						172.52
		09 ADMINISTRATION	201000096702						172.53
							VENDOR TOTAL:		1,472.35
DEKALBPK	DEKALB PARK DISTRICT								
	1000	01 SWIM LESS INSTRUCTOR COURSE	518200046216	04/23/13		51809	05/01/13	45.00	45.00
							VENDOR TOTAL:		45.00
DIREC	DIRECTV								
	20270606708	01 SATELLITE - CC	207500096705	04/17/13		51794	04/23/13	94.99	94.99
							VENDOR TOTAL:		94.99
ENCAP	ENCAP, INC								
	24143	01 CHIEF BLACK PARTRIDGE	701000207008	04/15/13		51810	05/01/13	20,540.00	9,000.00
							VENDOR TOTAL:		9,000.00
	24149	01 OLD MILL PARK	701000207008	04/15/13		51810	05/01/13	20,540.00	2,540.00
							VENDOR TOTAL:		2,540.00
	24150	01 PARKSIDE PRES	701000207008	04/15/13		51810	05/01/13	20,540.00	9,000.00
							VENDOR TOTAL:		9,000.00
GENOAPK	GENOA TOWNSHIP PARK DISTRICT								
	2013 LGCLASS - 2ND			04/10/13		51802	04/24/13	420.00	420.00
		01 LG CERTIFICATION TRAINING	518000046207				VENDOR TOTAL:		420.00
HINT	HINTZSCHE OIL								
	15416	01 GASOLINE - GOLF	504100076515	04/10/13		51795	04/23/13	1,752.04	1,231.84
		02 GASOLINE - PARKS	101500076515						352.11
		03 GASOLINE - SC	202100076515						32.97
							VENDOR TOTAL:		140.49

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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FROM 04/18/2013 TO 05/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
15416		04 GASOLINE - TRUCKS	101500076515	04/10/13		51795	04/23/13	1,752.04	1,231.84 706.27
15417		01 DIESEL - GOLF 02 DIESEL - PARKS 03 DIESEL - SC	504100076515 101500076515 202100076515	04/10/13		51795	04/23/13	1,752.04	520.20 197.58 135.05 187.57
IDDBIDD	IDDY BIDDY POOL SCHOOL							VENDOR TOTAL:	1,752.04
0052		01 SWIM LESSONS	205770246128	04/16/13		51803	04/24/13	128.00	128.00 128.00
ILL1	ILLINOIS DEPT REVENUE							VENDOR TOTAL:	128.00
APRIL 2013		01 PRO SHOP STATE SALES TAX 02 CLUBHOUSE STATE SALES TAX 03 BB CONC STATE SALES TAX 04 CATERING STATE SALES TAX	504000116852 303000116852 303300116852 303500116852	05/20/13		51820	05/20/13	500.00	500.00 256.00 153.00 44.00 47.00
MARCH 2013		01 PRO SHOP - STATE SALES TAX 02 CATERING - STATE SALES TAX	504000116852 303500116852	04/19/13		51790	04/22/13	399.00	399.00 390.00 9.00
ILLAG	ILLINOIS DEPT OF AGRICULTURE							VENDOR TOTAL:	899.00
2013 PEST ST		01 PEST CONTROL LISC 2013 - ST	504100046210	05/06/13		51812	05/07/13	20.00	20.00 20.00
ILLPUB	ILLINOIS PUBLIC RISK FUND							VENDOR TOTAL:	20.00
051513		01 WORKERS COMP	231000106805	05/15/13		51817	05/15/13	6,040.00	6,040.00 6,040.00
NEXT	NEXTEL COMMUNICATIONS							VENDOR TOTAL:	6,040.00
041213		01 ADMIN 02 MAINTENANCE 03 MAINTENANCE	101000096701 101500096701 504100096701	04/12/13		51796	04/23/13	375.48	375.48 59.29 47.23 43.48

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

Interim

FROM 04/18/2013 TO 05/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	041213			04/12/13		51796	04/23/13	375.48	375.48
		04 PRO SHOP	504000096701						19.76
		05 RECREATION	201000096701						39.52
		06 MOMS TIME OUT	205340016701						19.76
		07 MAINTENANCE	202100096701						126.68
		08 CONCESSIONS	303000096701						19.76
								VENDOR TOTAL:	375.48
PEKIN		PEKIN INSURANCE							
	MAY 2013			04/23/13		51801	04/23/13	1,283.03	1,283.03
		01 DENTAL INSURANCE PREMIUM	101000106801						275.88
		02 DENTAL INSURANCE PREMIUM	101500106801						50.79
		03 DENTAL INSURANCE PREMIUM	504100106801						247.14
		04 DENTAL INSURANCE PREMIUM	504000106801						144.11
		05 DENTAL INSURANCE PREMIUM	201000106801						163.00
		06 DENTAL INSURANCE PREMIUM	202100106801						402.11
								VENDOR TOTAL:	1,283.03
SYCPK		SYCAMORE PARK DISTRICT							
	BASEBALL BANK			04/24/13		51806	04/24/13	200.00	200.00
	01 BASEBALL BANK 2013		301000001010						200.00
	CART - 2013			05/06/13		51813	05/07/13	50.00	50.00
	01 CART BANK		301000001010						50.00
								VENDOR TOTAL:	250.00
SYCPK2		SYCAMORE PARK DISTRICT							
	2013 SUMMER BANKS			05/21/13		51822	05/21/13	350.00	350.00
	01 POOL FRONT DESK BANKS		501000001010						200.00
	02 POOL CONC BANK		301000001010						100.00
	03 CART EXTRA BANK		301000001010						50.00
								VENDOR TOTAL:	350.00
T0000488	EDWARD, DAWN								
	041613		518000046218	04/16/13		51804	04/24/13	49.00	49.00
	01 POOL PASS REFUND								49.00
								VENDOR TOTAL:	49.00
T0000751	PLEIMANN, ROGER								
	042313		205010136218	04/23/13		51805	04/24/13	54.00	54.00
	01 LITTLE STARS CLASS REFUND								54.00
								VENDOR TOTAL:	54.00

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SYCAMORE PARK DISTRICT
 PAID INVOICE LISTING

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Interim

FROM 04/18/2013 TO 05/21/2013

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	APRIL 2013			04/23/13		51797	04/23/13	334.03	334.03
		05 LIFE INSURANCE PREMIUM	201000106801						72.26
		06 LIFE INSURANCE PREMIUM	202100106801						103.76

VENDOR TOTAL: 334.03

WALM WALMART COMMUNITY

41613

01	MTO SUPPLIES	205340016216		04/16/13		51799	04/23/13	803.00	803.00
02	FLASHLIGHT EGG HUNT SUPPLIES	206095106216							42.02
03	BUNNY GIFT CARD	206095026216							20.97
04	FLOOR LAMP	207500046201							25.00
05	LIGHTBULBS	207500046200							12.47
06	BREAKFAST W/BUNNY	206095026216							12.00
07	HOT DOG BUNS	303000086615							65.48
08	TOMATOES - LETTUCE	303000086629							9.77
09	ANNUAL MEMBERSHIP	101000046204							4.86
10	ANNUAL MEMBERSHIP	201000046204							17.50
11	CANDY	303000086624							138.54
12	SLIM JIMS	303000086623							16.64
13	COOKIES - CRACKERS	303000086618							48.97
14	BREAD - SUB BUNS	303000086612							28.16
15	MUFFINS - DONUTS - DANISH	303000086611							28.78
16	JUICE	303000086631							7.98
17	CANDY	303300086624							130.08
18	SLIM JIMS - STRING CHEESE	303300086623							33.60
19	POPCORN BAGS - POPCORN SALT	303300086621							9.04
20	FOOD FOR THURSDAY NIGHT LIVE	101000046214							23.80
21	FOOD FOR THURSDAY NIGHT LIVE	201000046214							23.81
22	COFFEE - CREAMER	303000086632							48.32
23	ENGLISH MUFFINS - BAGELS	303000086611							6.92
24	HOT DOG BUNS	303000086615							3.52
25	KITCHEN SPRAY - DISH DETERGENT	303000076551							5.91
26	BUNS FOR RUGBY	303500086640							14.24
27	HOT DOG BUNS	303300086615							4.45
28	HAMBURGER BUNS	303300086613							2.67

VENDOR TOTAL: 803.00
 TOTAL --- ALL INVOICES: 60,043.65

To: Board of Commissioners

From: Jackie Hienbuecher

Subject: Monthly Report

Date: May 28, 2013

Administrative Initiatives (5/1/13 – 5/31/13)

- Attended CWSPT meeting.
- Attended Superintendent Meetings.
- Completed review and analysis of Natural Gas options with three different brokers and made staff recommendation.
- Updated and provided Monthly Cash Flow worksheet for 2013.
- Continued training of Office Assistant. Worked more on inventory set-up for concessions operation. Began Saturday morning office hours. Performed first cycle counts.
- Continued to work with contacts at Frontier and TBC in an effort to improve connections within the District. Met with Frontier to discuss possible solutions and bill analysis.
- Completed conversion of Nextel/Sprint phones for all applicable staff. Nextel will no longer be in service as of June 30, 2013. Will all be Sprint service. Contacted Sprint regarding problems with Direct Connect.
- Worked with phone system vendor to fix problems. The Community Center phone had to be repaired and a technician reprogrammed the Director's extension so that it would move to his new office.
- Looked at options for deposit safe within the Administration Office.

- Worked with Recreation Staff to set up general ledger accounts for new programs.
- Discussed with Concessions Manager options for improved communication between patrons and the beverage cart.
- Discussed options with EZ Links for automating remote concessions operations.
- Filed audit with appropriate units: Office of Comptroller, DeKalb County and Standard & Poors.
- Set up Golf Season Pass Installment payments.
- Analyzed cost of goods sold figures for the pro shop. Worked with EZ Links to correct system errors.
- Reviewed renewal packet for IPARKS, for the District's property insurance.
- Met with adjusters from flood insurance to submit claim for costs involved in cleaning and repairing flooded lower level of Administration offices.
- Met with representatives from PDRMA to discuss options for insurance.
- Completed documentation requested for Technology Assessment RFP.
- Experienced communication problems in handling a claim with our Worker's Comp carrier. Requested review of alternate carriers for May 23, 2013. Received lower premium from Illinois Public Risk. Have had positive experience with this provider in the past so elected to switch.
- Reviewed options for Menu Boards. Requested additional information and pricing.

- Worked with Lisa White and pool front desk staff to prepare for opening.
- Catering/special events/room rentals: Sycamore High School Rugby, 3 room rentals

Administrative Initiatives (6/1/13 – 6/30/13)

- Continue to work with Concessions Manager, Office Asst. and EZ Links in order to properly set up POS system to accurately record sales from inventory.
- Complete detailed analysis of financial statements and highlight any areas of concern to communicate with department heads.
- Continue to work with concessions staff to develop asset listing at each of our locations. Complete for all locations.
- Schedule a meeting with Recreation staff to discuss current program software: pros, cons, needs.
- Discuss further with Concessions Manager and Supt. of Golf Operations recommendations for enhancing the Beverage Cart operation.
- Attend CWSPT meeting.
- Catering/special events/room rentals: 3 room rentals, 4 outings, Storm Dayz Tournament

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Sycamore Park District
 Summarized Revenue & Expense Report
 Period ended April 30, 2013

Corporate Fund (10)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual	Variance
Revenues									
Administration	19,875.00	21,345.87	7.4%	26,975.00	31,453.22	16.6% (1)	537,899.00	31,208.60	0.8%
Parks	-	-	#DIV/0!	-	-	#DIV/0!	14,012.00	-	#DIV/0!
Total Revenues	19,875.00	21,345.87	7.4%	26,975.00	31,453.22	16.6%	551,911.00	31,208.60	0.8%
Expenses									
Administration	23,307.00	21,352.07	-8.4%	102,364.00	96,819.81	-5.4% (2)	357,119.00	104,428.25	-7.3% (3)
Parks	18,718.94	12,361.03	-34.0%	56,159.27	49,376.55	-12.1% (4)	234,067.00	54,372.32	-9.2% (2)
Total Expenses	42,025.94	33,713.10	-19.8%	158,523.27	146,196.36	-7.8%	591,186.00	158,800.57	-7.9%
Total Fund Revenues	19,875.00	21,345.87	7.4%	26,975.00	31,453.22	16.6%	551,911.00	31,208.60	0.8%
Total Fund Expenses	42,025.94	33,713.10	-19.8%	158,523.27	146,196.36	-7.8%	591,186.00	158,800.57	-7.9%
Surplus (Deficit)	(22,150.94)	(12,367.23)	-44.2%	(131,548.27)	(114,743.14)	-12.8%	(39,275.00)	(127,591.97)	-10.1%

(1) Replacement taxes are 37.8%, \$5,021 higher than budget.

(2) Primarily under budget in Education & Training 37.4%, \$2,525 and Contracted Services 43.2%, \$2,219.

(3) 2013 payroll related expenses are 14.4%, \$11,591 below 2012 due to allocating 25% to Recreation Fund.

(4) Materials and Supplies are below budget 47.1%, \$5,023.

(5) The variance is due primarily to the restructuring of the Maintenance Department.

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Recreation Fund (20)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	0.17	#DIV/0!	-	1.43	#DIV/0!	837,613.00	0.51
Sports Complex	3,900.00	3,900.00	2,082.00	-46.62%	3,900.00	3,182.00	-18.41%	36,404.00	3,390.00
Sports Complex Maintenance	-	-	-	#DIV/0!	-	-	#DIV/0!	37,517.00	-
Midwest Museum of Natural Hist	-	-	-	-	575.00	1,158.38	101.46%	2,300.00	1,146.09
Programs-Youth	480.00	480.00	110.00	-77.08%	1,128.00	2,414.00	114.01% (1)	4,104.00	1,363.00
Programs-Teens	-	-	-	#DIV/0!	2,000.00	1,944.20	-2.79% (1)	6,126.00	1,644.50
Programs-Adult	550.00	550.00	-	-100.00%	1,215.00	840.00	-30.86% (1)	2,790.00	1,377.00
Programs-Family	900.00	900.00	886.00	-1.56%	3,500.00	3,519.00	0.54% (1)	8,642.00	2,945.00
Programs-Leagues	-	-	-	#DIV/0!	-	-	#DIV/0!	4,191.00	-
Programs-Youth Athletics	4,230.00	4,230.00	1,522.00	-64.02%	7,710.00	5,503.00	-28.63% (1)	23,918.00	6,697.00
Programs-Fitness	1,401.00	1,401.00	1,749.00	24.84%	11,227.00	16,604.00	47.89% (1)	28,495.00	14,921.12
Programs-Preschool	-	-	-	#DIV/0!	-	690.00	#DIV/0!	-	579.00
Programs-Senior	-	-	-	#DIV/0!	150.00	175.00	16.67% (1)	420.00	265.00
Programs-Dance	154.00	154.00	558.00	262.34%	888.00	3,024.00	240.54% (1)	1,980.00	2,444.00
Programs-Special Events	690.00	690.00	50.00	-92.75%	2,730.00	2,685.50	-1.63% (1)	3,556.00	2,658.00
Programs-Concerts	1,100.00	1,100.00	-	-100.00%	3,800.00	500.00	-86.84%	10,000.00	2,700.00
Programs-Trips	-	-	-	#DIV/0!	-	-	#DIV/0!	-	2,350.00
Brochure	-	-	-	#DIV/0!	2,600.00	1,350.00	-48.08% (2)	8,100.00	2,850.00
Weight Room	1,556.00	1,556.00	1,606.00	3.21%	8,678.00	7,371.20	-15.06%	19,850.00	9,348.75
Community Center	-	-	0.01	#DIV/0!	-	(19.99)	#DIV/0!	3,559.00	60.00
Total Revenues	14,961.00	14,961.00	8,563.18	-42.76%	50,101.00	50,941.72	1.68%	1,039,565.00	56,738.97

(1) Revenue from programs is greater than budget 22.43% \$6,851 and increased 0.4%, \$155 compared to 2012.
 (2) Timing

Sycamore Park District
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Expenses	21,104.00	19,757.39	90,653.00	84,872.57	-6.38%	(1)	286,519.00	61,421.34	38.2%	(2)
Administration	150.00	-	150.00	-	-100.00%	(1)	350.00	-	#DIV/0!	(2)
Sports Complex	37,382.00	27,213.72	122,738.00	112,391.85	-27.20%	(3)	364,579.00	88,312.23	27.3%	(4)
Sports Complex Maintenance	775.00	-	3,150.00	811.60	-100.00%	(5)	9,500.00	1,649.65	-50.8%	(5)
Midwest Museum of Natural Hist	-	219.84	134.00	740.90	#DIV/0!	(5)	2,018.00	422.48	75.4%	(5)
Programs-Youth	-	350.77	1,308.00	1,497.56	#DIV/0!	(5)	3,930.00	766.89	95.3%	(5)
Programs-Teens	80.00	250.00	730.00	350.00	212.50%	(5)	2,045.00	430.00	-18.6%	(5)
Programs-Adult	959.00	766.81	3,702.00	2,901.87	-20.04%	(5)	8,549.00	2,883.25	0.6%	(5)
Programs-Family	387.00	161.48	1,822.00	1,911.73	-58.27%	(5)	3,302.00	2,486.23	-23.1%	(5)
Programs-Leagues	543.00	513.00	1,233.00	863.00	-5.52%	(5)	19,311.00	1,512.10	-42.9%	(5)
Programs-Youth Athletics	1,396.33	1,471.75	5,105.32	6,442.32	5.40%	(5)	15,552.00	6,117.79	5.3%	(5)
Programs-Fitness	-	128.00	-	128.00	#DIV/0!	(5)	-	474.81	-73.0%	(5)
Programs-Preschool	-	-	90.00	-	#DIV/0!	(5)	240.00	170.00	-100.0%	(5)
Programs-Senior	-	-	675.00	541.00	#DIV/0!	(5)	1,750.00	1,764.00	-69.3%	(5)
Programs-Dance	489.00	227.09	1,944.00	1,574.59	-53.56%	(5)	4,221.00	1,588.95	-0.9%	(5)
Programs-Special Events	-	-	855.00	200.00	#DIV/0!	(5)	9,955.00	200.00	0.0%	(5)
Programs-Concerts	-	-	-	705.00	#DIV/0!	(5)	-	4,579.84	-84.6%	(5)
Programs-Trips	-	-	-	-	#DIV/0!	(5)	24,000.00	-	#DIV/0!	(5)
Brochure	200.00	35.04	750.00	556.95	-82.48%	(5)	3,000.00	386.77	44.0%	(5)
Weight Room	10,618.00	10,908.02	43,928.00	42,256.10	2.73%	(5)	141,210.00	44,628.93	-5.3%	(5)
Community Center										
Total Expenses	74,083.33	62,002.91	278,967.32	258,745.04	-16.31%	(5)	900,031.00	219,795.26	17.7%	(5)
Total Fund Revenues	14,961.00	8,563.18	50,101.00	50,941.72	-42.76%	(5)	1,039,565.00	56,738.97	-10.2%	(5)
Total Fund Expenses	74,083.33	62,002.91	278,967.32	258,745.04	-16.31%	(5)	900,031.00	219,795.26	17.7%	(5)
Surplus (Deficit)	(59,122.33)	(53,439.73)	(228,866.32)	(207,803.32)	-9.61%	(5)	139,534.00	(163,056.29)	27.4%	(5)

- (1) Primary areas under budget were Website Management -68.56% \$2,290 and Contracted Services -47.57% \$2,787.
- (2) In 2013, allocating 25% of Executive Director, Supt. of Finance and Office Manager wages and insurance to Recreation fund resulted in 37.2% \$17,280 over 2012 expenses.
- (3) Materials & Supplies under budget 66.87% \$12,673.
- (4) Restructuring of maintenance department caused wages and related expenses to be 31.3% \$22,323 higher in 2013 compared to 2012.
- (5) Expenses for programs are over budget 5.45% \$913 and decreased 23.9%, \$5,540 compared to 2012.

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Donations (21)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	7.82	#DIV/0!	-	21.62	#DIV/0!	-	8.85
Total Revenues			7.82	#DIV/0!	-	21.62	#DIV/0!	-	8.85
Expenses									
Administration	-	-	-	-	-	-	-	-	-
Total Expenses	-	-	-	-	-	-	-	-	-
Total Fund Revenues	-	-	7.82	#DIV/0!	-	21.62	#DIV/0!	-	8.85
Total Fund Expenses	-	-	-	-	-	-	-	-	-
Surplus (Deficit)	-	-	7.82	#DIV/0!	-	21.62	#DIV/0!	-	8.85

Special Recreation (22)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	1.86	#DIV/0!	-	12.92	#DIV/0!	176,000.00	4.25
Total Revenues	-	-	1.86	#DIV/0!	-	12.92	#DIV/0!	176,000.00	4.25
Expenses									
Administration	8,040.00	8,040.00	3,250.00	-59.58%	8,040.00	3,250.00	-59.58%	191,040.00	2,725.00
Total Expenses	8,040.00	8,040.00	3,250.00	-59.58%	8,040.00	3,250.00	-59.58%	191,040.00	2,725.00
Total Fund Revenues	-	-	1.86	#DIV/0!	-	12.92	#DIV/0!	176,000.00	4.25
Total Fund Expenses	8,040.00	8,040.00	3,250.00	-59.58%	8,040.00	3,250.00	-59.58%	191,040.00	2,725.00
Surplus (Deficit)	(8,040.00)	(8,040.00)	(3,248.14)	-59.60%	(8,040.00)	(3,237.08)	-59.74%	(15,040.00)	(2,720.75)

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Insurance (23)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	0.26	#DIV/0!	-	2.10	#DIV/0!	43,000.00	0.37
Total Revenues	-	-	0.26	#DIV/0!	-	2.10	#DIV/0!	43,000.00	0.37
Expenses									
Administration	3,750.00	2,522.50	2,522.50	-32.73%	15,900.00	12,934.00	-18.65%	96,000.00	12,163.00
Total Expenses	3,750.00	2,522.50	2,522.50	-32.73%	15,900.00	12,934.00	-18.65%	96,000.00	12,163.00
Total Fund Revenues	-	-	0.26	#DIV/0!	-	2.10	#DIV/0!	43,000.00	0.37
Total Fund Expenses	3,750.00	2,522.50	2,522.50	-32.73%	15,900.00	12,934.00	-18.65%	96,000.00	12,163.00
Surplus (Deficit)	(3,750.00)	(2,522.24)	(2,522.24)	-32.74%	(15,900.00)	(12,931.90)	-18.67%	(53,000.00)	(12,162.63)

Audit (24)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	0.05	#DIV/0!	-	0.89	#DIV/0!	9,400.00	0.31
Total Revenues	-	-	0.05	#DIV/0!	-	0.89	#DIV/0!	9,400.00	0.31
Expenses									
Administration	2,000.00	8,300.00	8,300.00	315.00%	15,000.00	11,650.00	-22.33% (1)	15,000.00	13,500.00
Total Expenses	2,000.00	8,300.00	8,300.00	315.00%	15,000.00	11,650.00	-22.33%	15,000.00	13,500.00
Total Fund Revenues	-	-	0.05	#DIV/0!	-	0.89	#DIV/0!	9,400.00	0.31
Total Fund Expenses	2,000.00	8,300.00	8,300.00	315.00%	15,000.00	11,650.00	-22.33%	15,000.00	13,500.00
Surplus (Deficit)	(2,000.00)	(8,299.95)	(8,299.95)	315.00%	(15,000.00)	(11,649.11)	-22.34%	(5,600.00)	(13,499.69)

(1) Timing

Sycamore Park District
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Paving & Lighting (25)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	0.61	4.33	-	4.33		100.00	3.09
Total Revenues	-	-	0.61	4.33	-	4.33		100.00	3.09
Expenses									
Administration	-	-	-	4,329.65	-	4,329.65		72,000.00	-
Total Expenses	-	-	-	4,329.65	-	4,329.65		72,000.00	-
Total Fund Revenues	-	-	0.61	4.33	-	4.33		100.00	3.09
Total Fund Expenses	-	-	-	4,329.65	-	4,329.65		72,000.00	-
Surplus (Deficit)	-	-	0.61	(4,325.32)	-	(4,325.32)		(71,900.00)	3.09

Park Police (26)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	0.07	0.48	-	0.48		100.00	0.35
Total Revenues	-	-	0.07	0.48	-	0.48		100.00	0.35
Expenses									
Administration	-	-	-	-	-	-		-	-
Total Expenses	-	-	-	-	-	-		-	-
Total Fund Revenues	-	-	0.07	0.48	-	0.48		100.00	0.35
Total Fund Expenses	-	-	-	-	-	-		-	-
Surplus (Deficit)	-	-	0.07	0.48	-	0.48		100.00	0.35

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IMRF (27)

Department	April	Budget	April	Actual	Variance	YTD	Budget	YTD	Actual	Variance	Annual	Budget	2012 YTD
													Actual
Revenues													
Administration	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	86,000.00	86,000.00	-
Total Revenues	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	86,000.00	86,000.00	-
Expenses													
Administration	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	86,000.00	86,000.00	-
Total Expenses	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	86,000.00	86,000.00	-
Total Fund Revenues	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	86,000.00	86,000.00	-
Total Fund Expenses	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	86,000.00	86,000.00	-
Surplus (Deficit)	-	-	-	-	-	-	-	-	-	-	-	-	-

Social Security (28)

Department	April	Budget	April	Actual	Variance	YTD	Budget	YTD	Actual	Variance	Annual	Budget	2012 YTD
													Actual
Revenues													
Administration	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	75,000.00	75,000.00	-
Total Revenues	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	75,000.00	75,000.00	-
Expenses													
Administration	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	75,000.00	75,000.00	-
Total Expenses	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	75,000.00	75,000.00	-
Total Fund Revenues	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	75,000.00	75,000.00	-
Total Fund Expenses	-	-	-	-	#DIV/0!	-	-	-	-	#DIV/0!	75,000.00	75,000.00	-
Surplus (Deficit)	-	-	-	-	-	-	-	-	-	-	-	-	-

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Concessions (30)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Clubhouse Concessions	4,184.00	5,073.75	21.27%	4,184.00	4,952.25	18.36% (1)	66,417.00	8,357.25	-40.7% (2)
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	15,091.00	-	#DIV/0!
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Sports Complex Concessions	-	613.25	#DIV/0!	613.25	613.25	#DIV/0!	28,957.00	-	#DIV/0!
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	12,147.00	-	#DIV/0!
Catering	2,500.00	2,222.25	-11.11%	4,350.00	3,630.25	-16.55% (3)	18,060.00	6,133.18	-40.8% (3)
Total Revenues	6,684.00	7,909.25	18.33%	8,534.00	9,195.75	7.75%	140,672.00	14,490.43	-36.5%
Expenses									
Clubhouse Concessions	9,595.00	7,456.50	-22.29%	17,176.00	13,520.30	-21.28% (2)	75,571.00	15,671.97	-13.7% (2)
Beverage Cart	-	-	#DIV/0!	-	-	#DIV/0!	10,857.00	85.76	-100.0%
Vending	-	-	#DIV/0!	-	-	#DIV/0!	-	-	#DIV/0!
Sports Complex Concessions	395.00	1,386.26	250.95%	545.00	1,432.26	162.80% (4)	21,813.00	535.93	167.2% (4)
Pool Concessions	-	-	#DIV/0!	-	-	#DIV/0!	11,711.00	-	#DIV/0!
Catering	1,083.00	125.71	-88.39%	1,389.00	500.71	-63.95% (3)	7,637.00	1,307.44	-61.7% (3)
Total Expenses	11,073.00	8,968.47	-19.01%	19,110.00	15,453.27	-19.14%	127,589.00	17,601.10	-12.2%
Total Fund Revenues	6,684.00	7,909.25	18.33%	8,534.00	9,195.75	7.75%	140,672.00	14,490.43	-36.5%
Total Fund Expenses	11,073.00	8,968.47	-19.01%	19,110.00	15,453.27	-19.14%	127,589.00	17,601.10	-12.2%
Surplus (Deficit)	(4,389.00)	(1,059.22)	-75.87%	(10,576.00)	(6,257.52)	-40.83%	13,083.00	(3,110.67)	101.2%

(1) Received Pepsi Marketing dollars earlier than budgeted. Opened later than budgeted.

(2) Concessions/Golf Course opened later in 2013, cooler/wetter.

(3) Below budget and compared to 2012 primarily due to the NIU Rugby. The weather was very cold and windy thus reducing our sales \$1,200. Also had a wedding reception cancel because they were nervous about flooding.

(4) Due to timing of Pepsi shipments, increased order to insure stock.

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Developer Contributions (32)

Department	April	Budget	April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues										
Administration	1,250.00	27,531.52	2102.52%	1,250.00	27,533.13	2102.65%	5,000.00	9,737.76	182.7%	9,737.76
Total Revenues	1,250.00	27,531.52	2102.52%	1,250.00	27,533.13	2102.65%	5,000.00	9,737.76	182.7%	9,737.76
Expenses										
Administration	-	-	-	-	-	-	-	-	#DIV/0!	-
Total Expenses	-	-	-	-	-	-	-	-	#DIV/0!	-
Total Fund Revenues	1,250.00	27,531.52	2102.52%	1,250.00	27,533.13	2102.65%	5,000.00	9,737.76	182.7%	9,737.76
Total Fund Expenses	-	-	-	-	-	-	-	-	#DIV/0!	-
Surplus (Deficit)	1,250.00	27,531.52	2102.52%	1,250.00	27,533.13	2102.65%	5,000.00	9,737.76	182.7%	9,737.76

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Golf Course (50)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Golf Operations	53,844.00	47,108.69	47,108.69	-12.5% #DIV/0!	155,279.00	130,258.00	-16.1% (1) #DIV/0!	505,526.00	180,168.39
Golf Maintenance	-	-	-		-	-		21,837.00	-
Total Revenues	53,844.00	47,108.69	47,108.69	-12.5%	155,279.00	130,258.00	-16.1%	527,363.00	180,168.39
Expenses									
Golf Operations	17,335.00	16,599.89	16,599.89	-4.2%	56,953.00	55,756.07	-2.1%	235,972.00	87,322.61
Golf Maintenance	26,934.00	17,589.60	17,589.60	-34.7%	80,558.00	70,439.07	-12.6% (4)	283,545.00	108,490.67
Total Expenses	44,269.00	34,189.49	34,189.49	-22.8%	137,511.00	126,195.14	-8.2%	519,517.00	195,813.28
Total Fund Revenues	53,844.00	47,108.69	47,108.69	-12.5%	155,279.00	130,258.00	-16.1%	527,363.00	180,168.39
Total Fund Expenses	44,269.00	34,189.49	34,189.49	-22.8%	137,511.00	126,195.14	-8.2%	519,517.00	195,813.28
Surplus (Deficit)	9,575.00	12,919.20	12,919.20	34.9%	17,768.00	4,062.86	-77.1%	7,846.00	(15,644.89)

Golf course opened March 13, 2012 compared to April 5, 2013. Wetter/colder 2013.

- (1) Daily Greens Fees +36.23% \$4,885
- Golf Events & Misc +37.75% \$1,708
- Lessons no revenue for 2013
- Carts +67.80% \$3,857
- Season passes -24.53% \$28,085
- Pro shop sales -37.5% \$5,492
- (2) Daily Greens Fees -7.04% \$1,390
- Golf Events & Misc +20.78% \$1,072
- Lessons no revenue for 2013
- Carts -25.24 \$3,222
- Season passes -32.34% \$41,290
- Pro shop sales -60.63% \$14,097

Course opened later in 2013.

- (3) 2013 Expenses are less than 2012 due to: wages and related expenses -30.3% \$15,404 and cost of goods sold -72.5% \$17,114
- (4) Expenses are below budget in two areas: Materials & Supplies -55.9% \$6,814 and Part time wages and related expenses -13.2% \$5,590
- (5) Restructuring of maintenance department caused wages and related expenses to be -38.8% \$31,477 lower in 2013 compared to 2012.

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2013

Swimming Pool (51)

Department	April Budget	April Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues								
Pool	8,027.00	10,508.50	30.9%	8,027.00	10,508.50	30.9%	75,406.00	7,931.60
Swim Lessons	-	-	#DIV/0!	-	60.00	#DIV/0!	11,584.00	-
Total Revenues	8,027.00	10,508.50	30.9%	8,027.00	10,568.50	31.7% (1)	86,990.00	7,931.60
Expenses								
Pool	38.00	274.58	622.6%	150.00	392.75	161.8%	50,270.00	826.29
Pool Maintenance	231.00	900.31	289.7%	1,382.00	2,052.12	48.5%	28,600.00	2,743.86
Swim Lessons	-	-	#DIV/0!	-	-	#DIV/0!	8,120.00	-
Total Expenses	269.00	1,174.89	336.8%	1,532.00	2,444.87	59.6% (3)	86,990.00	3,570.15
Total Fund Revenues	8,027.00	10,508.50	30.9%	8,027.00	10,568.50	31.7%	86,990.00	7,931.60
Total Fund Expenses	269.00	1,174.89	336.8%	1,532.00	2,444.87	59.6%	86,990.00	3,570.15
Surplus (Deficit)	7,758.00	9,333.61	20.3%	6,495.00	8,123.63	25.1%	-	4,361.45
								86.3%

Sycamore Park District
Summarized Revenue & Expense Report
Period ended April 30, 2013

Debt Service (60)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	0.11	#DIV/0!	-	0.76	#DIV/0!	565,000.00	0.37
Total Revenues	-	-	0.11	#DIV/0!	-	0.76	#DIV/0!	565,000.00	0.37
Expenses									
Administration	-	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Total Expenses	-	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Total Fund Revenues	-	-	0.11	#DIV/0!	-	0.76	#DIV/0!	565,000.00	0.37
Total Fund Expenses	-	-	-	#DIV/0!	-	-	#DIV/0!	562,243.00	-
Surplus (Deficit)	-	-	0.11	#DIV/0!	-	0.76	#DIV/0!	2,757.00	0.37

Capital Projects (70)

Department	April	Budget April	Actual	Variance	YTD Budget	YTD Actual	Variance	Annual Budget	2012 YTD Actual
Revenues									
Administration	-	-	65.54	#DIV/0!	-	350.71	#DIV/0!	462,000.00	429.09
Total Revenues	-	-	65.54	#DIV/0!	-	350.71	#DIV/0!	462,000.00	429.09
Expenses									
Administration	62,300.00	48,138.49	48,138.49	-22.7%	86,300.00	71,408.98	-17.3%	594,765.00	21,925.95
Total Expenses	62,300.00	48,138.49	48,138.49	-22.7%	86,300.00	71,408.98	-17.3%	594,765.00	21,925.95
Total Fund Revenues	-	-	65.54	#DIV/0!	-	350.71	#DIV/0!	462,000.00	429.09
Total Fund Expenses	62,300.00	48,138.49	48,138.49	-22.7%	86,300.00	71,408.98	-17.3%	594,765.00	21,925.95
Surplus (Deficit)	(62,300.00)	(48,072.95)	(48,072.95)	-22.8%	(86,300.00)	(71,058.27)	-17.7%	(132,765.00)	(21,496.86)
Total Fund Revenues	104,641.00	123,043.33	123,043.33	4.1%	250,166.00	260,344.13	4.1%	3,768,101.00	300,722.43
Total Fund Expenses	247,810.27	202,259.85	202,259.85	-18.4%	720,883.59	652,607.31	-9.5%	3,917,361.00	645,894.31
Surplus (Deficit)	(143,169.27)	(79,216.52)	(79,216.52)	-44.7%	(470,717.59)	(392,263.18)	-16.7%	(149,260.00)	(345,171.88)

Sycamore Park District

	Unaudited 1/1/2013	Revenues	Expenses	4/30/2013	4/30/2013 Cash balance
10 Corporate	59,624.81	31,453.22	146,196.36	(55,118.33)	(54,256.20)
20 Recreation	36,127.00	50,941.72	258,745.04	(171,676.32)	(174,387.01)
21 Donations	220,678.26	21.62	-	220,699.88	220,699.88
22 Special Recreation	214,204.58	12.92	3,250.00	210,967.50	210,967.50
23 Insurance	78,716.85	2.10	12,934.00	65,784.95	29,045.30
24 Audit	17,022.29	0.89	11,650.00	5,373.18	5,373.18
25 Paving & Lighting	72,920.94	4.33	4,329.65	68,595.62	68,595.62
26 Park Police	7,989.31	0.48	-	7,989.79	7,989.79
27 IMRF	-	-	-	-	-
28 Social Security	-	-	-	-	-
30 Concessions	29,995.12	9,195.75	15,453.27	23,737.60	21,123.28
32 Developer Contributions	31,410.60	27,533.13	-	58,943.73	58,943.73
60 Debt Service	12,645.45	0.76	-	12,646.21	12,646.21
70 Capital Projects	819,620.80	350.71	71,408.98	748,562.53	748,562.53
Total governmental fund balance	1,600,956.01	119,517.63	523,967.30	1,196,506.34	1,155,303.81
50 Golf Course	13,741.95	130,258.00	126,195.14	17,804.81	
Net Assets	<u>(241,871.42)</u>			<u>(241,871.42)</u>	
	(228,129.47)			(224,066.61)	(241,051.50)
51 Swimming Pool	293,509.55	10,568.50	2,444.87	301,633.18	
Net Assets	<u>(290,235.35)</u>			<u>(290,235.35)</u>	
	3,274.20			11,397.83	11,444.90
Total proprietary funds	307,251.50	140,826.50	128,640.01	319,437.99	
Net assets	(532,106.77)			(532,106.77)	
Proprietary funds minue net assets	(224,855.27)			(212,668.78)	
	1,376,100.74			983,837.56	925,697.21

Summary of depository accounts as of 5/21/2013

<u>Location</u>	<u>Balance</u>	<u>Interest</u>
Castle Bank	15,610.61	0.10
National Bank & Trust	305,217.98	0.03
Resource Bank	608,753.87	0.10
*Dekalb Co. Community Foundation	<u>12,853.69</u>	
	942,436.15	

* There is currently an gain on investments which has increased the original \$10,000 that was placed with the foundation. This balance is as of 4/30/13.

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference	
	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital				
1/1/2013	69,088	48,781	220,678	214,285	41,977	17,022	72,921	7,989	-	-	28,882	31,411	(228,393)	3,642	12,645	829,186	1,370,114	1,370,114	-	
January																				
Receipts																				
Replacement Taxes	6,061																6,061	3,500	2,561	
Shelters	-	13,079									615	1	1,003	-			-	50	(50)	
User Fees	55	1	6	5	1	0	2	0	0							138	209	14,936	(239)	
Misc																		50	159	
Expenses	(38,217)	(67,172)	-	(80)	(1,902)	-	-	-	-	-	(2,669)	-	(26,235)	(545)	-	(11,370)	(148,190)	(158,912)	10,722	
1/31/2013	36,987	(5,312)	220,684	214,210	40,076	17,023	72,923	7,990	-	-	26,828	31,411	(253,625)	3,097	12,646	817,953	1,242,891	1,229,738	13,153	
February																				
Receipts																				
Replacement Taxes	795	12,021									50	0	109	-			795	750	45	
Shelters																	12,181	14,068	(1,887)	
User Fees	0	0	5	3	1	0	1	0	0							79	91	50	41	
Misc																				
Expenses	(36,541)	(69,990)	-	-	(5,325)	-	-	-	-	-	(2,676)	-	(37,080)	(402)	-	(11,068)	(163,082)	(144,046)	(19,036)	
2/28/2013	1,241	(63,280)	220,689	214,213	34,752	17,023	72,924	7,990	-	-	24,202	31,412	(290,596)	2,696	12,646	806,964	1,092,875	1,100,560	(7,685)	
March																				
Receipts																				
Replacement Taxes	2,650																2,650	2,100	550	
Shelters	600	11,801									672	-	84,291	60			600	550	50	
User Fees	423	0	3	3	0	0	1	0	0			0				68	96,824	109,421	(12,597)	
Misc																	499	50	449	
Expenses	(45,803)	(69,819)	-	-	(3,185)	(3,350)	(4,330)	-	-	-	(2,391)	-	(47,412)	(645)	-	(10,397)	(187,331)	(187,694)	363	
3/30/2013	(40,889)	(121,297)	220,692	214,216	31,568	13,673	68,595	7,990	-	-	22,483	31,412	(253,717)	2,111	12,646	796,635	1,006,117	1,024,987	(18,870)	
April																				
Receipts																				
Replacement Taxes	9,610																9,610	7,700	1,910	
Shelters	960	8,913									7,909	27,531	46,023	11,414			960	1,350	(390)	
User Fees	10,851	0	8	2	0	0	1	0	0			1				66	101,790	84,766	17,024	
Misc																	10,928	10,825	103	
Expenses	(34,788)	(62,003)	-	(3,250)	(2,523)	(8,300)	-	-	-	-	(9,268)	-	(33,357)	(2,080)	-	(48,138)	(203,708)	(255,096)	51,388	
4/30/2013	(54,256)	(174,387)	220,700	210,968	29,045	5,373	68,596	7,990	-	-	21,123	58,944	(241,052)	11,445	12,646	748,563	925,697	874,532	51,165	

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection Difference
Corp	rec	Donations	spec	rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital		
May Receipts	44,000	81,000	17,600	4,300	940	10	10	8,600	7,500	493	5,652	400	56,500	220,460	220,460			
Taxes	4,187	7,102						(8,600)	(7,500)					1,734	1,734			
Transfers in/out	5,600													5,600	5,600			
Replacement Taxes	800													800	800			
Shelters		15,646								14,044	1,250	51,901	11,816	94,657	94,657			
User Fees	50													50	50			
Misc																		
Expenses	(67,756)	(99,728)	-	(10,000)	(2,000)	-	-	-	-	(15,246)	-	(74,464)	(3,402)	(450,621)	(450,621)			
5/31/2013	(67,375)	(170,367)	220,700	218,568	31,345	6,313	68,606	8,000	-	20,414	60,194	(257,963)	20,259	798,377	747,212			
June Receipts	176,000	324,000	70,400	17,200	3,760	40	40	34,400	30,000	1,971	22,607	1,600	226,000	881,840	881,840			
Taxes	16,750	28,408						(34,400)	(30,000)					6,936	6,936			
Transfers in/out														2,150	2,150			
Replacement Taxes	2,150									43,102	1,250	47,995	31,473	136,162	136,162			
Shelters		12,342												50	50			
User Fees	50																	
Misc																		
Expenses	(54,856)	(72,901)	(54,000)	-	-	(35,000)	-	-	-	(28,829)	-	(62,140)	(25,981)	(418,546)	(418,546)			
6/30/2013	72,719	121,482	220,700	234,968	48,545	10,073	33,646	8,040	-	36,658	61,444	(249,501)	27,351	1,406,969	1,355,804			
July Receipts	4,400	8,100	1,760	430	94	1	1	860	750	49	564	40	5,650	22,046	22,046			
Taxes	419	710						(860)	(750)					172	172			
Transfers in/out	4,900													4,900	4,900			
Replacement Taxes	600													600	600			
Shelters		12,245								25,175	1,250	71,552	16,081	126,303	126,303			
User Fees	50													50	50			
Misc																		
Expenses	(43,272)	(75,488)	(15,000)	(64,350)	-	(22,000)	-	-	-	(21,839)	-	(57,826)	(24,523)	(339,598)	(339,598)			
7/31/2013	39,816	67,049	220,700	221,728	(15,375)	10,167	11,647	8,041	-	40,043	62,694	(235,211)	18,949	1,221,442	1,170,277			
August Receipts	13,200	24,300	5,280	1,290	282	3	3	2,580	2,250	148	1,695	120	16,950	66,138	66,138			
Taxes	1,256	2,131						(2,580)	(2,250)					520	520			
Transfers in/out	1,400													1,400	1,400			
Replacement Taxes	650													650	650			
Shelters		25,158								25,335	77,108	6,628	134,229	134,229	134,229			
User Fees	50													50	50			
Misc																		
Expenses	(44,546)	(70,049)	(15,000)	(2,000)	-	(15,000)	-	-	-	(18,701)	-	(55,242)	(22,709)	(283,469)	(283,469)			
8/31/2013	11,824	48,589	220,700	212,008	(16,085)	10,449	(3,350)	8,044	-	46,825	62,694	(211,650)	2,988	1,140,960	1,089,795			

	10	20	21	22	23	24	25	26	27	28	30	32	50	51	60	70	total	Original Projection	Difference
September	Corp	rec	Donations	spec rec	ins	audit	paving	police	imrf	ss	conc	development	Golf	pool	bonds	capital			
Receipts	184,800	340,200	73,920	18,060	3,948	42	42	36,120	31,500				23,738	1,680	237,300		925,932	925,932	
Taxes	17,587	29,830						(36,120)	(31,500)		2,068						7,283	7,283	
Transfers in/out																			
Replacement Taxes	500	14,808									10,350		25,933				500	500	
Shelters																	51,091	51,091	
User Fees	50																50	50	
Misc																			
Expenses	(44,605)	(78,481)	(54,000)	(2,000)							(11,231)		(51,088)	(4,763)		(5,700)	(251,868)	(251,868)	
9/30/2013	170,156	354,946	220,700	231,928	(25)	14,397	(3,308)	8,086			48,012	62,694	(213,067)	(95)	534,702	444,823	1,873,948	1,822,783	
October																			
Receipts	8,400																8,400	8,400	
Replacement Taxes	100										7,871		22,795				100	100	
Shelters		9,971															40,637	40,637	
User Fees																	50	50	
Misc	50																		
Bond Proceeds																			
Expenses	(43,783)	(65,430)	(15,000)	(5,750)							(5,988)		(45,187)	(1,786)		(2,500)	(185,424)	(185,424)	
10/31/2013	134,923	299,487	220,700	216,928	(5,775)	14,397	(3,308)	8,086			49,895	62,694	(235,459)	(1,881)	534,702	442,323	1,737,711	1,686,546	
November																			
Receipts	17,600	32,400	7,040	1,720		376	4	4	3,440	3,000			2,261	159	22,600		88,184	88,184	
Taxes	1,675	2,842							(3,440)	(3,000)	198						695	695	
Transfers in/out																			
Replacement Taxes																			
Shelters																			
User Fees		12,809									1,239		14,714						
Misc	50																		
Bond Proceeds																			
Expenses	(47,110)	(80,358)	(10,000)	(2,000)							(4,890)		(49,158)	(1,516)	(461,556)	(7,500)	(664,088)	(664,088)	
11/30/2013	107,138	267,180	220,700	213,968	(6,055)	14,773	(3,304)	8,090			46,442	62,694	(267,642)	(3,238)	95,746	896,823	1,653,314	1,602,149	
December																			
Receipts																			
Taxes																			
Replacement Taxes	1,400																1,400	1,400	
Shelters																			
User Fees		5,462									345		3,569	8,966			18,342	18,342	
Misc	16,212																16,212	16,212	
Expenses	(35,863)	(78,662)	(10,000)	(2,000)							(1,805)		(39,481)	(778)	(80,343)	(194,725)	(442,657)	(442,657)	
12/31/2013	88,887	193,980	220,700	203,968	(8,055)	14,773	(3,304)	8,090			44,982	62,694	(302,554)	4,950	15,403	702,098	1,246,611	1,195,446	
change	19,799	145,199	22	(10,317)	(50,032)	(2,249)	(76,225)	100			16,100	31,283	(74,160)	1,308	2,758	(127,088)	(123,503)	(174,668)	

To: Board of Commissioners

From: Kirk T. Lundbeck

Subject: Monthly Report

Date: May 22, 2013

Administrative Initiatives (5/1/13 – 5/31/13)

- Attended weekly Department Head meetings as scheduled.
- Attended monthly all staff meeting.
- Attended CWSPT meeting as scheduled.
- Finalized and began use new of Course Trends website for the Golf Operation.
- Spoke to Senior Center groups in DeKalb and Cortland.
- Held Golf Operation Staff meeting.
- Promoted SAY- Golf Junior Golf Lesson program on website and local media.
- Began registration for “Partners in Golf” Program.
- Attended Titleist Club-fitting Seminar.
- Obtained certification in CPR/AED and First Aid.
- Met with all corporate golf league officials.
- Finalized staffing for summer season.
- Attended and presented first Park District Scholarship at Sycamore High School Senior Awards Night.

- Scheduled rental cart usage with Players Golf Cars for summer outing schedule.
- Sold 1,523 Groupon coupons to date creating revenue of \$29,766.00 in green fees and cart fees and have received a 98% Customer Satisfaction Rating from Groupon Users.
- Created a Rewards program through Groupon which has generated over \$1,500.00 in merchandise sales during the months of April and May.
- Sold 378 Group Golfer Coupons in a 2 day period creating revenue of \$4868.00 in green fees and cart fees and have received a 97% customer rating from Group Golfer users.

Administrative Initiatives (6/1/13 – 6/30/13)

- Attend weekly Department Head meetings as scheduled.
- Attend monthly all staff meeting.
- Attend CWSPT meeting as scheduled.
- Attend Sycamore Chamber of Commerce Ambassadors Club meeting.
- Attend Voluntary Action Center Board of Directors Meeting.
- Attend Sycamore Chamber of Commerce Business Afterhours.
- Continue SAY-Golf Junior Lesson Program Registration.
- Attend and volunteer at the 90th Anniversary Bike Rally Event.
- Volunteer at Discover Sycamore Farmers Market.
- Meet with the Superintendent of Finance to review the status of part-time payroll dollars accrued during the first 3 months of the golf season and adjust staff usage based upon those expenditures.

- Continue to monitor top selling pro shop inventory closely and reorder at minimum quantities to promote sell complete through.
- Hold Clinics on putting, full swing and short-game as presented in park district brochure.
- Administrate and coordinate 5 major golf events in June.
- Implement new staffing plan of large events to monitor staff usage during such events.
- Develop new advertising for the golf club and park district with Kane County Magazine.
- Hold Partners in Golf Clinic.
- Begin and complete the 2013 SAY- Golf Junior Lesson program.
- Schedule and complete remote helicopter fly over of golf holes with OC Imageworks for website.

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To: Board of Commissioners

From: Jeff Donahoe

Subject: Monthly Report

Date: May 28, 2013

Administrative Initiatives (5/1/13-5/31/13)

Golf

- The flood recovery went as well as it could. Due to cool water temperatures and a low amount of mud left behind, no turf was lost as a result of the high water.
- Staff worked a lot of extra hours to remove all the corn field debris the flood deposited on the course and to remove any extra water. The entire course was reopened for play eight days after the river crested.
- The lower level of the clubhouse had to have some dry wall removed and the carpet dried and cleaned. Wainscote wood panels will replace the dry wall for a much quicker, easier repair in case of future incidents.
- Moved Dan Gible's office materials to the Maintenance Building.
- Warm temperatures along with the April rains have caused the grass to grow at a rapid rate. Mowing, weed eating, and weed spraying are the main focus of the staff at this time.
- Completed seasonal labor hiring for the season and all seasonal staff has begun working.
- Continue to monitor conditions and order turf products as needed.
- The irrigation system was started and the intake pit cleaned. Has already been used due to the quick dry out at the beginning of May.

Sports

- Tennis courts by the course and pool have been built. Final top coating should be added along with the nets by the end of the month weather permitting. Met with construction crew and engineers several times to discuss project.
- Field repair and prep continues as games and practices have begun for all user groups.
- Flood clean up included removing large piles of corn field debris off several ball fields, leveling the displaced infield material, and adding new ag lime infield material to several fields.
- The two ball field backstops on fields 6 and 7 were replaced the week of May 20th. The larger size stops will greatly improve the safety of all those who attend the games. We plan to replace the backstops on fields 5 and 8 next year.
- We also added 4' by 10' portable chain link fence partitions to the fields behind the pool. These have been anchored down and positioned in front of the team benches to eliminate line drive foul tips from hitting the players. I have received a lot of positive feedback from the parents and coaches for this addition.
- Have been talking almost daily with high school, youth baseball, and softball leaders to discuss field conditions, field issues and scheduling conflicts as we are in the busy part of the season for all groups.
- We have redirected field lights, changed light bulbs, and pruned trees blocking dark areas on several fields using our bucket lift.
- Hosted the annual Sycamore High School Rugby Tournament on May 5th.

- Planted new shrubs, weeded and mulched beds at the pool. Much of this was done with Park Pride volunteers.
- Pool has been filled, minor repairs made, a wall-hung air conditioner added to the concessions area, and the chemicals balanced in preparation for the May 25th opening.

Parks

- Park Pride day on May 4th was very successful. Groups at Lake Sycamore, Kiwanis Prairie, the pool, and the sports complex planted flowers, spread new mulch, cleaned trails, picked up flood debris, and removed weeds.
- Encap has completed regarding, seeding, and blanketing all three ponds at Parkside Preserve, and the pond at Chief Black Partridge. They will plant a variety of plugs along the shorelines at the beginning of June at which time they will add fencing in the water to protect from water fowl damage. Encap has also begun eliminating unwanted growth in the Larry Steczo section of Leon Larson Park.
- Repaired flood damage to the path around the Good Tymes Shelter and cleaned flood debris from the entire area. Also, cleaned debris from several park areas affected by the flood water.
- Repairs have been made to several loose surface tiles under the play structure at Brothers Park.
- Full time staff attended CPR and AED training on May 22nd.
- The parking lot at Old Mill Park along Mount Hunger Road was opened on May 21st. We also added posts, a cable, signs, and a hazard triangle at the rt. 23 opening of that park to eliminate visitors from driving into the park on the walk/bike trail. One of the signs there directs cars to the new lot.

- Staff is doing their best to keep up with the mowing, weed eating, path cleaning, and playground safety checks as the growth rate of the turf has quickly increased.
- WPA Main Shelter – the City required a new permit be obtained prior to work beginning on the shelter since ADA changes were being added to the door which affects the structure itself. PHN Architects, who are doing the work for our overall district ADA plan revisions this year for plumbing and carpentry work, added some drawings of the door changes and floor plan as part of the permit requirements. We did receive the permit for all phases of the work on May 21st and can now begin the electrical, plumbing, and door work.
- Attended staff, board, CAC, and long range planning committee meetings.
- Attended ADA meetings with PHN Architects.
- Interviewed and hired seasonal staff for all areas of Park District maintenance.
- For goals and objectives, began drafting current practices at individual parks. Updated equipment inventory list to include new purchases.
- Ordered staff shirts for all maintenance staff for better public visibility.
- Hosted AYSO sign- up days at maintenance shop.
- Worked on Park Tour route and changes from last summer along with updates to the tour handout each participant will receive.

Administrative Initiatives (6/1/13-6/30/13)

- Greens will be aerated the first week of June.

- Dead trees on the course will be removed as time allows.
- Will work with Kirk as tournaments begin to allocate time for staff to prepare course prior to play.
- Annual flowers will be planted in several beds around the course and clubhouse.
- Will continue working on objectives for the two year strategic plan, specifically park by park current maintenance practices and equipment replacement information.
- Will meet with PHN architects as they work towards organizing ADA update projects for later this year.
- Will continue to work with Encap as weather allows the pond projects and native area work to continue.
- Attend all staff, board, CAC, and long term planning meetings.
- Will meet with Little Tykes rep. to review work on tile surface repair under playground equipment at Brothers and discuss Old Mill Park tile repair.
- Will host Sycamore Youth Baseball picture day at the maintenance building on June 1st.
- Will host Kishwaukee Hospital employee day at the Good Tymes shelter area on June 1st.
- Prepare for and host Storm Dayz softball tournament June 28-30.
- Staff will repair lower level of clubhouse.
- Will continue to meet and talk with all the field user groups.

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To: Park Board of Commissioners
From: Bart Desch
Subject: Monthly Board Report
Date: May 21, 2013

Administrative Initiatives: 05/01/13 – 05/31/13

- Checked references of the two custodial companies who submitted bids.
- Submitted a request to the Sycamore Lions Club to advertise the 90th event and the “Teen Battle of the Bands” on their community sign.
- Facilitated the updating of the Golf Course web page on to the Park District web page.
- Conducted Park Pride Day on May 4. We had 110 people participate in three different areas. Thanks to all the staff that helped make this a success.
- Met with Jeff regarding placement of volunteers for Park Pride Day and activities for the volunteers.
- Conducted 12 interviews over the course of three days for the “Front Desk Supervisor” position.
- Facilitated several more groups for usage of the sports complex. These include but are not limited to, Sycamore High School Rugby, Men’s Thursday night softball and a group out of the Wasco baseball league.
- Requested and received a donation of eight cases of water from Kishwaukee Community Hospital.
- Facilitated a request from Jesus at Taxco to use the stage for the “Cinco da Mayo” event.
- Received from the DeKalb County Community Foundation a grant of \$3250.00 for the purchase of a new pool lift. This is the 8th grant request to have been given us from DCCF. They will present this to us at the June Board meeting. This is part of Goal 8, Objective 8 of the short term goals and objectives.
- Met with Grace Mott of DeKalb County Online.com regarding promotion of Park District events. She offered to assist in future promotions of events and 90th

Anniversary events. This is part of Goal 5 and Objective 6, of the Short Term Goals and Objectives.

- Facilitated and managed the inputting of data into the Park Pro Recreation Software program. This is the system that allows our customers to register for recreation programs, either in person, mail or online. This data and process needs to be coordinated and available when the brochure arrives in the mail.
- Communicated and facilitated requests from Kishwaukee Community Hospital regarding their employee picnic, which is being held on June 1 at the Sports Complex.
- Facilitated the renting of a bus for the Park tour on May 30.
- Delivered summer brochures to area businesses, City Hall and the Chamber.
- Delivered brochures and summer concert flyers to the sponsors of the series.
- Contacting our groups and instructors to see if they would like to perform at the Farmers Markets this coming summer/fall. We will be performing/showcasing our programs the second Sunday of each month from June to September.
- Contacting our groups and instructors to see if they would like to perform at our 90th Anniversary Celebration on September 14.
- Started collecting information for the District's Technical Assessment Plan with regards to the recreation registration software that we currently utilize.
- Put into place with the Chronicle a marketing/advertising plan to promote the 90th events in the Chronicle and the Mid-Week.
- Met with Tana Knetsch of B95 Radio to discuss a marketing plan to promote the 90th events.
- Gave an interview to the Midweek paper regarding the Summer Concert Series.
- Gave permission to the Kiwanis Club to join us at the Bike rally on June 8. They will hand out information regarding their fundraiser in July. They in turn will help us promote our 90th event. This is part of Goal 4, Objective 6 of the short term goals and objectives.
- Submitted to Dan, from Sarah and myself, an initial version of the District's Image Guidelines for his review.
- Haley Fischer will be joining the recreation department this year in two functions, a recreation fieldwork student who needs 250 hours for her college program and

as our pool lesson coordinator. Haley will be assisting us with 90th events, some summer programs and helping us prepare for fall.

Administrative Initiatives: 06/01/13 – 06/30/13

- Continue to discuss with Farm and Fleet Corporate representatives, the “Touch a Truck” event for September, 2013. This is part of Objective 8 of Goal 2 of the short term goals and objectives.
- Will provide programming entertainment for the Farmers Market on June 9, from 11am to noon.
- Begin contacting instructors, board members and staff regarding the fall 2013 brochure.
- Continue work on an asset inventory to support an equipment replacement schedule for Recreation equipment, as part of the Short-Term Plan Goals and Objectives.
- Will conduct our 2nd 90th Anniversary event, the Bike Rally, on June 8 at the Sports Complex beginning at 10:00am.
- Will meet with Thomas Franks of the School District’s “OSCAR” program regarding the upcoming summer. Will also coordinate the Museum and the tennis program for the youth.
- Will begin the process of putting the Fall 2013 together for an eventual mailing date of the second week of August.
- Continue to put in place the details for the 90th Firework event, which will be held on September 14.
- Will send facility requests to the School District for fall programs.
- Will plan for the Ice Cream Derby, which will be held on July 14, at Wetzel Park.
- Will create and have in place a fitness grid chart for summer fitness classes, which will be located online.
- Will send out letters to businesses in the area to inform them of the “Touch a Truck” event and invite them to be part of it.

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To: Board of Commissioners
From: Daniel Gibble, Executive Director
Subject: Monthly Report
Date: May 28, 2013



Administrative Initiatives (5/1/13 – 5/31/13)

- Held Community Wide Team meeting to develop scenarios for Vision 2020.
- Updated Agenda Planner for Staff/Board.
- Finalized first draft of “image” standards for park district to be reviewed by the Board at the May Regular Meeting.
- Began specifications for ADA work.
- Attended Chamber Board Meetings.
- Coordinated a “Community Pride Day” meeting in conjunction with City, School District, and Park District.
- Supervised work on Pond Restoration projects.
- Attended Maintenance Management School mid-year planning meeting.
- Made first contact to hold a joint meeting with the Midwest Museum of Natural History.
- Researched and developed information for a review of our current insurance situation.
- Continued meeting with community leaders.
- Met with and accepted invitation of the Sycamore Pumpkin Festival Committee to be the 2013 “Friend of the Festival”, and appeared at

their announcement of that fact, and the awarding of the THEME for this year's festival.

- Met with WDKB about sponsoring and promoting our 90th Anniversary.
- Met with leadership from AYSO.

Administrative Initiatives (6/1/13 – 6/30/13)

- Attend CAC meeting.
- Finalize dates for ADA training—Supt. of Facilities and Parks/Building Foreman.
- Prepare information for DCEDC about the park district.
- Continue work on Bid Specifications/plans for Year 1 ADA work.
- Update Agenda Planner and Distribute to Board/Administrative Staff.
- Continue meeting with community leaders.
- Continue budget analysis, capital option planning, and scenario assessment for the strategic planning process.
- Prepare for the Scenario Presentations of the Community-Wide Strategic Planning Team on June 6, 2013.
- Finish putting in place Inventory Control Measures for concession.
- Complete review of the park district's liquor license.
- Finalize changes to Personnel Policy.
- Finalize working with Recreation Staff on Equipment Replacement Schedule.
- Finish work on the RFP for an independent consultant to assess and modify our technology and website.

- Finalize Board Objectives for Goals 4, 9 and 10.
- Hold the First “Ask the Director” cookouts.
- Finalize “Image” plans for the park district.

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**Minutes of the Regular Meeting of the Sycamore Park District
Citizens Advisory Committee
Thursday, April 4, 2013**

The roll was called with Committee Members Margaret Bassett, Susan Benson, Scott Buzzard, Brian Gregory, Doug Kenney, Denny Lane, and Dave Yanke present. Committee Members Kathy Countryman, Christiene Drake, Greg Martin, Craig Mathey, Dennis O'Sullivan and Rose Tremel were absent. Park Staff present were Supt. of Recreation Desch, Supt. of Parks & Facilities Donahoe, Director Gibble and Recording Secretary Freeman. Board Member Tucker was also present. Rich Parra, President of the Midwest Museum was present.

Agenda Approval

Motion

CM Benson made a motion to approve the agenda. CM Yanke seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 6-0.

Minutes Approval

Motion

CM Lane made a motion to approve the February 7, 2013 minutes. CM Yanke seconded the Motion.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All members present voted aye. Motion carried 6-0.

Rich Parra, President of the Midwest Museum introduced himself.

New Business

2013 CAC Project Discussion

- a. Member Response to Survey and Topics-** CM Buzzard noted an email was sent out with a list of three potential projects. He had asked for the members suggestions on which they felt the most important. The suggestions were as follows: Support the 4th goal of the Short Term Strategic Plan (Awareness Objective), Look at the relationship and/or issues with the Midwest Museum, Look at the efficiency of the Park District. Some members were interested in the Museum project, but most picked the District Awareness project. He feels the groups should stay together and not break down into sub groups. Most of the time would be spent on the awareness objective, but would try to get into the Museum issue also.
- b. How CAC Proceeds/Participates -- Goal #4 - Awareness**
CM Buzzard noted he sent out an email asking all members to think about how to approach this project. There are 11 objectives behind Goal #4 that staff has come up with. The CAC can also bring other objectives. Board Member Tucker noted the conception of people is they only see the Main Park and Golf Course. There are many other spaces available and the Park offers more than just green space. Director Gibble noted that in early discussion there seemed to be a perception that some in the Community is not aware of the District current financial position. The community needs to be made aware of all of this. Board Member Tucker noted that there are many that do

Cont'd not know the District rents the building for the Community Center, but owns the Midwest Museum building. This is important for the public know. CM Benson noted she has become more aware of the District due to the efforts already made, but it needs to continue. Director Gibble noted the best way to communicate is be word of mouth. He is hoping the CAC sets objectives to help with this awareness. CM Yanke asked if things were put on Facebook, etc. Director Gibble noted staff puts things out on the District Facebook. CM Gregory noted the District needs to showcase what the District has – the current assets. Build a foundation first. CM Yanke agreed that the community does not know about all the Parks. He suggested a welcome packet with maps of all the Parks to make them aware of what is in their neighborhoods. Director Gibble noted the Facebook page is getting viewed. There are other ways besides Facebook to get the word out, but there is not enough staff or time to do and this is part of the challenge. CM Yanke suggested the local radio media doing live remotes on events. Director Gibble and Supt. of Rec. Desch noted the radio media is invited. He also noted they both are meeting face to face with the paper on things to help get the word out there. Board Commissioner Tucker noted with the Board, staff and the CAC there would be more people to encourage other people to rent the Clubhouse. Getting the message out about is what she would like to see the CAC promote. Director Gibble wondered if CAC members are involved in other groups, churches, etc. and would have a way to provide information about the District to those groups. This is how he sees the CAC helping with the Goal #4. CM Buzzard feels it is worth the effort for the CAC to look into this and discuss. He will send out an email to the group to think about this and come up with things. CM Gregory noted one of the first things is to build your audience. The City hands out information to the public on any new business transactions and he offered to also hand out any Park District information as well.

Discuss Meeting Schedule/Times – CM Buzzard feels the meetings should be changed to every month. Every other month is not enough time to tackle the projects. There was a consensus to start meeting every month with the meeting time still at 7:15 am.

MMNH Budget Review – CM Buzzard noted that Supt. of Finance Hienbuecher put together some information on the District financial responsibility for the MMNH that was handed out the CAC. Director Gibble noted that he and CM Buzzard wanted to give the CAC members an idea of the costs involved with the Midwest Museum. The handout shows what has been spent on the building, some of the recurring costs and other things that come up. The Museum is a fine opportunity in the community, but the other part is what it takes for the District to take care of this. The District has had to cut back on staff for the care of the Parks and Facilities. He just wanted the CAC to review. CM Buzzard noted that approximately \$10,000 is being spent each year, but problems come up that can be at a significant cost. Director Gibble noted the District has to plan for the Museum building, along with a Pool and Community Center. CM Gregory asked if there are any offsetting revenues that come in. Director Gibble noted the District gets a \$1.00 a year from the Midwest Museum for the lease. CM Buzzard suggested if any CAC member has any questions on this or the District email him or Director Gibble. Rich Parra-President of the Midwest Museum Board noted that they want to be part of generating money. The building is inefficient in many ways. They want to work with the District and see how things run. If they can help create awareness to get the community to know the Park District owns the building.

MMNH Budget Review- cont'd – CM Buzzard asked if the District and the Midwest Museum have any programs together. Supt. of Rec. Desch noted that Molly does a few programs in the summer and was involved in the OSCAR program last year. This will happen again this year. CM Buzzard noted that as the talks continue, they will keep Rich Parra informed. Director Gibble suggested Rich is also welcome to come to the Board meeting. There could possibly be a joint meeting with both Boards. There are some large ticket items that are coming up for the Midwest Museum building and this needs to be planned for.

Budget Summary Information – Director Gibble handed out a summary of how the FY2012 budget turned out. He went over the summary and noted that by the end of this fiscal year the District should be in a better position than now.

Old Business –

Update on CWSPT – Director Gibble noted the CWSPT is a group of 21 citizens that meet monthly to look at our opportunities and challenges. They are talking about where the District needs to go in the next 5-7 years. Supt. of Parks Donahoe gave a presentation to the CWSPT of the Park Tour and the challenges we face. Supt. of Rec. Desch gave a presentation of the programs. CM Buzzard and CM Mathey gave presentations from the CAC Program and Marketing committees. The CWSPT is now working in groups doing scenarios to see how the District can move forward and make recommendations to the Board. It seems to be going well and he is excited about what has happened so far. He will bring the information to the CAC once the groups are done.

Charter Review – CM Buzzard noted that annually the group needs to review the CAC Charter. CM noted that there is no VP provision in the Charter. Director Gibble noted he will add this and then the CAC can approve at the next meeting.

Progress Report on CAC Committee Recommendations from 2012 – Director Gibble handed out what the CAC has accomplished and went over with the CAC. He put this together from the group's recommendations and what actually happened or was accomplished.

Rumors, comments heard on the Street – Director Gibble noted the Golf Course is opening tomorrow and elections are next Tuesday. Supt. of Rec. Desch noted the Chamber After Hours is next Thursday at the Clubhouse. There will be fireworks for the 90th anniversary this summer. There will be multiple events including a bike rally in June, an ice cream social in July. There will be fireworks which NB & T is sponsoring. There will possibly be some bands out there along with other events. At some of our other park locations there will be Health and Funfairs in September. Park Pride Day is scheduled for May 4th. Director Gibble noted that tentatively June 22nd and August 10th he will be cooking burgers and hot dogs at a Park location to be announced. This will be for the community to meet the Park District and Board. On October 5th there will be community park pride day.

- The next CAC meeting will be May 2nd, 2013 at 7:15 a.m.

Adjournment –

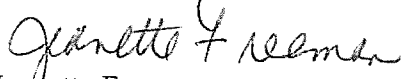
Motion

The Citizens Advisory Committee adjourned at 8:15 a.m. on a motion made by CM Benson. The motion was seconded by CM Lane.

Voice Vote

CM Buzzard called for a voice vote to approve the motion. All Commissioners voted aye. Motion carried 6-0.

Respectfully Submitted,


Jeanette Freeman
Recording Secretary

Thank you very much for your donation to the Sycamore FFA Banquet and Silent Auction. Your donation allowed us to raise a record setting amount of money that will help us to find students going to FFA Leadership conferences and conventions, provide students with FFA jackets and allow our chapter to continue to be as successful as we are. We are very thankful for such a supportive community.

Kelsey Kendall 3 the Sycamore FFA chapter

Sycamore Pumpkin Festival Inc.



P. O.Box 262- Sycamore, Illinois 60178
www.sycamorepumpkinfestival.com

April 26, 2013

Sycamore Park District
% Executive Director
Dan Gibble
Sycamore Park Board
940 E. State St.
Sycamore, IL 60178

Dear Sycamore Park District;

On behalf of the Sycamore Pumpkin Festival Committee congratulations on being selected the 2013 **"Friend of the Festival"**. The **Sycamore Park District** name will join the list of previous honorees which include Gene Listy 2001, Jim Huntley 2002, Ideal Industries 2003, Ken White 2004, Ken Hirschbein 2005, Dave Leifheit 2006, Joann and George Spartz 2007, Barbara Leach 2008, Sue & Denny Leifheit 2009, Cary Singer 2010, Brown's County Market 2011, and Denis Jagodzinski 2012.

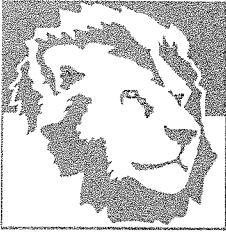
As you can see the list includes members of the Sycamore City Council, employees of the city of Sycamore, and former members of the Sycamore Pumpkin Festival Committee, Sycamore businesses, private citizens, and corporations which have contributed to the success of the festival. Without their help and the park district, this festival could not have reached the heights and longevity that it has. The park districts assistance with the use of the picnic tables, golf carts and on occasions the park itself for the anniversary fireworks, plus conducting one of the activities during the festival, enhances our ability to put on a quality festival.

Thank you for accepting this award, and look forward to your participation during the theme announcement on May 15, 2013 at 6:00 P.M., the opening ceremonies on October 23, 2013 and riding in the parade on October 27, 2013 so that your contributions to the festival can be recognized. **Congratulations!!!**

**Sycamore Pumpkin Festival
Committee President**

A handwritten signature in cursive script that reads "Jerry Malmassari".

Jerry Malmassari



CORNERSTONE
CHRISTIAN ACADEMY

*The vision of Cornerstone Christian Academy
is to raise up effective leaders of godly character
who will blend academic achievement and biblical
truth to influence society for the glory of God.*

May 3, 2013

Dear Friends,

On behalf of Cornerstone Christian Academy we would like to thank you for participating in our 17th annual benefit dinner and auction. By God's grace we were able to reach our goal of raising over \$70,000! We are grateful for your contribution and appreciate your efforts in helping us strengthen our vision and mission in this generation of students at CCA.

Blessings,

A handwritten signature in black ink, appearing to read "Tom S. Olmstead". The signature is fluid and cursive.

Tom S. Olmstead
Administrator

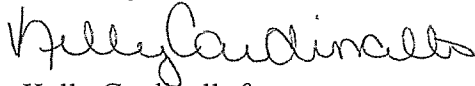
Kelly Cardinallo
160 Liberty Lane Apt 5
Sycamore, IL 60178
Phone: 708-359-2927

Daniel Gibble, CPRP
Executive Director
940 E. State St
Sycamore, IL 60178

Dear Mr. Gibble,

My fiancée and I will be holding a ceremony and reception at the Good Thymes shelter on July 27th. We would like to request to extend the hours of our reception until after dusk. With our ceremony not starting until 5:30pm and dinner at 6:30pm your consideration of extending our hours would be greatly appreciated. Thank you and please feel free to contact me if you should have any questions.

Sincerely,



Kelly Cardinallo &
Justin Wolfe

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: SYCAMORE PARK DISTRICT ANNUAL BOARD MEETING AND ELECTION OF OFFICERS

BACKGROUND INFORMATION: At this month's board meeting, we will hold the "Annual Meeting". This meeting is mandated by Park District Code, and is intended to elect and appoint key positions for the oversight and management of the park district. At this meeting we should elect/appoint:

- President - Elect*
- Vice President – Elect*
- Treasurer - Elect*
- Secretary – Appoint*
- Legal Services - Appoint*
- Audit Services - Appoint*
- IAPD Legislative Contact – Appoint*
- Board Member IAPD Delegate to State Conference - Appoint*
- Freedom of Information Officers - Appoint*
- Open Meeting Act Official - Appoint*
- ADA Coordinator – Appoint*
- Plan Commission Representative -- Appoint*

Therefore, it will be necessary to go through a few steps as part of the annual meeting:

1. President Calls the Annual Meeting to Order.
2. President Turns the meeting over to Dan Gobble—the Secretary—to conduct the business of nominations and election of the President of the Board for May 2013 through April 2014.
3. Secretary calls for nominations from the floor for Board President.
4. Names are accepted.
5. Secretary asks for a motion to close the nominations, and a second.
6. Take a vote to close nominations.
7. Secretary asks for roll call vote for the candidate(s).
8. Recording Secretary calls the roll.
9. The Secretary will turn the meeting over to that person elected as President to preside over the remaining votes and appointments.
10. The VP and Treasurer elections should be separate votes.

11. Repeat the Nomination and Motion Process, along with Roll Call Vote for VP and Treasurer positions. Many agencies appoint their Business/Finance Department Head as the Treasurer. Currently, Ann Tucker serves as Treasurer.
12. President can handle all the appointments, at once, and have a single vote for that, or separate them, whichever they wish. Staff would recommend the following:
 - a. Secretary: Daniel Gible
Recording Secretary: Jeanette Freeman
 - b. Legal Services: Ancel Glink
 - c. Audit Services: Not at this time.
 - d. IAPD Legislative Contact: Board Member to be suggested.
 - e. Board Member Delegate to State Conference: Board Member to be suggested.
 - f. FOIA Officers: Daniel Gible, Kirk Lundbeck
 - g. Open Meetings Act Official: Board President and Vice President
 - h. ADA Coordinator: Bart Desch, Kirk Lundbeck
 - i. Plan Commission Representative: Michelle Schulz
13. Close the "Annual Meeting".

FISCAL IMPACT: No additional cost over prior years.

STAFF RECOMMENDATION: Carry out the elections and appointments as outline in the "Background Information" section.

PREPARED BY: Daniel Gible, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: PURCHASING POLICY: Final Approval

BACKGROUND INFORMATION: Based upon some recommendations from Counsel, and by suggestion of a couple of Board Members, I have conducted a review of our Purchasing Policy and am recommending some changes. I discussed the reasons behind the changes at the April 23, 2013 Board Meeting, and asked for input. The only discussion revolved around the dollar amount requiring manual signatures. The Board did not seem too concerned about increasing that to \$10,000, and staff has discussed it, and we think it is a reasonable compromise between the \$20,000 bid threshold and the original amount in the policy which was \$1,000.

The fundamental purpose of the review is to assure that we keep up with legal requirements for the State of Illinois and to make our process as efficient and appropriate as possible. Additionally, these changes elude to Purchase Orders, which is a system we will be putting in place in the early Fall of this year.

The final version is attached.

FISCAL IMPACT: None.

STAFF RECOMMENDATION: Staff Recommends approval of this revised Purchasing Policy.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION: *Approved*

Ayes: 5

Nays: 0

Absent: 0

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SYCAMORE PARK DISTRICT

Purchasing Policy

I. Overview

The purpose of this document is to provide staff with guidelines for Sycamore Park District purchasing and bidding procedures.

II. Purchases Under \$20,000

Purchases less than \$20,000 are exempt from formal competitive bidding procedures. In such instances, the following procedures shall be followed:

A. General Policies

1. Purchases less than \$1,000 shall be handled through normal District purchasing procedures and do not require informal bid quotations unless specifically requested by the Department Head or Executive Director.
2. All Purchases require a Purchase Order be written, even if using a park district credit card or charge account. If the purchase is for the Concession or Pro Shop, the Purchase Order must first be signature-approved by the Superintendent of Finance or Executive Director before the order is placed. In all cases the Purchase Order is sent to the Office Manager for processing within 24 hours of effecting the purchase (not receipt of the product). All invoices/billing addresses must be:

Sycamore Park District
Superintendent of Finance
940 East State Street
Sycamore, IL 60178.

3. Approval authorization levels for purchases are as follows:

<u>Dollar amount</u>	<u>Authorization Level</u>
\$0 - \$1,000	Asst. Concessions Manager Mechanic Office Manager Program Supervisor
\$1001 - \$5,000 (two informal quotes)	Superintendent of Finance Superintendent of Golf Maintenance Superintendent of Golf Operations Superintendent of Parks Superintendent of Recreation
\$5,001 - \$10,000 (minimum of two written quotes)	Executive Director

\$10,001-\$19,999 Executive Director
(minimum of three written quotes)

\$20,000 or greater Formal Bid Situation: Board of Commissioners

This means that corresponding documentation must be attached to a Purchase Order and receive the appropriate level of signature authorization prior to effecting the purchase.

4. All checks greater than \$10,000 require two manual signatures. One of the signatures must be a Board Member, the other by the Executive Director.
5. When quotes are called for, the award is made to the lowest responsible, qualified quote meeting the specifications, delivery date, and other required terms and conditions of purchase. When requiring an informal or written quote, it is advised to give any business/organization that is providing a quote, an identical written description of the work for which you wish to receive a quote so they are quoting on the same information.
6. Signatures of the purchaser and the appropriate individual from the defined authorization level must appear on the Purchase Order before the purchase is made.

III. Purchases of \$20,000 or more

A. Procedure

1. Requirement

The Park District Code requires that all contracts for supplies, materials or work involving an expenditure of \$20,000 or more shall be let to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability.

2. Bid/No bid approval

Professional services, such as technology firms, architects, engineers, etc. are exempt from the formal bidding process. All other work in excess of \$20,000 requires formal bidding. Before concluding that a purchase in excess of \$20,000 is exempt from competitive bidding, obtain approval from the Executive Director. The Park District's attorney shall review and confirm that the purchase is exempt from bidding..

3. General Guidelines

- a. Carefully schedule your procurement process. At the beginning of the project, work backward and develop a timeline for all process steps - from contact with public, bid steps, attorney review, action request from board, etc.
- b. Complete one of the following applicable checklists:
 - Checklist For Purchases over \$20,000 – Bid Contract (Attachment B)
 - Checklist For Purchases over \$20,000 – Non-Bid Contract (Attachment C)

4. Bidding Process

a. Public Advertisement

The **minimum** requirements for all contracts subjected to bid requirements is for the District to place at least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due to the District.

b. Bid Notice

The bid notice should include the following items:

1. General description of the work to be performed or articles to be purchased.
2. Where specifications may be obtained.
3. Time, place and location for opening bids.
4. Bid bond/deposit, if required.
5. Performance bond and labor and material payment bond requirements.
6. Deadline and location for submission of bids.
7. Other information necessary to enable intelligent and cost-effective bid.

Staff should maintain a written list of all entities/individuals obtaining bid packets.

c. Bid Opening

Mandatory protocol for the bid opening procedure includes:

1. Accepting only sealed bids from the bidder.
2. Opening of bids in public by an employee of the District and at least one witness.
3. Announcing contents of each bid.
4. Recording bid information on a "bid tabulation" form.
5. Notifying each bidder of the time and place of bid opening at least three (3) days in advance, **if changed**.

d. Bid Analysis

Each bid should be analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.

e. Lowest Responsible Bidder

Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the contract. Reference checks, and prior experience by Sycamore Park District working with a bidder is acceptable in determining a responsible bidder. Written record of those reference checks should be kept with all bid records.

Make sure there is a sound and reasonable basis for the award.

If awarding (or recommending award) to a bidder that is not the lowest, document the decision, supporting rationale, etc. consult with department head or attorney before finalizing decision/recommendation.

f. Items to Include in the Board Packet (For Bid Items)

To ensure consistent presentation of information to Board for their review and approval, the staff person coordinating the work of the bid shall present the information as demonstrated in the "SAMPLE" found in Attachment A

g. Record Keeping By Superintendent of Finance (For Bid Items)

To ensure appropriate and consistent record-keeping, the Superintendent of Finance shall be responsible for maintaining a separate, permanent file of each formal bid with the originals of all documents. The staff person coordinating the work of the bid shall provide these to the Superintendent of Finance within 24 hours of their receipt. Those documents will include:

1. Bid tabulation form
2. Notice to bidders
3. Proof of publication
4. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
5. Completed checklist (See Attachment B or C)
6. Any change orders from throughout the project.
7. Notes from written reference checks.

5. Non-Bidding "Negotiated, or Open Market" Procurement Process

a. Documentation

Establish that no bid is required and document the exception. Review with counsel, if necessary.

b. Request for Proposal

Solicit Requests for Proposals (RFP) or quotes with a goal of two, at minimum, but at least three (3) preferred. Notify vendors/suppliers in a consistent, similar manner (i.e.: writing, orally, etc.).

c. Evaluate Proposals

Interview, negotiate, and thoroughly evaluate proposals with vendor/suppliers on services, cost, etc.

d. Award

Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the RFP. If awarding (or recommending award) to a vendor whose proposal is not the lowest, document the decision, supporting rationale, etc. consult with Executive Director and/or attorney before finalizing decision/recommendation.

e. Items to Include in the Board Packet for contracts \$20,000 and over that are not subject to bid (Non-Bid Contracts) should use the same format for formally bid items outlined in Attachment A.

f. Record Keeping By Superintendent of Finance (For No-Bid Contracts)

To ensure appropriate and consistent record-keeping, the Superintendent of Finance shall be responsible for maintaining a separate, permanent file of each formal bid with the originals of all documents. The staff person coordinating the work of the bid shall provide these to the Superintendent of Finance within 24 hours of their receipt. Those documents will include:

1. Notice to firms for proposals
2. A copy of each RFP received
3. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
4. Completed checklist (See Attachment B or C)
5. Any change orders from throughout the project.
6. Notes from written reference checks.

6. Non-Bidding "Emergency" Procurement Process

a. Emergency Defined:

For purposes of this Ordinance, "emergency" shall mean a situation in which the delay caused by adherence to the applicable requirements of this Ordinance would threaten the public health, safety, or welfare, such that the immediate purchase of supplies, materials, or work is necessary.

b. Emergency Procurement Process:

In case of an emergency, the President shall be empowered to procure supplies, material, or work in excess of \$20,000 at the lowest obtainable price, but only to the extent necessary to relieve the emergency. A declaration that such an emergency exists shall be made in writing, signed by the President, and communicated to the Board of Commissioners. When necessary to effectuate the provisions of this Section, waiver of any provisions of this Ordinance may be made in writing and signed by the President. In the event the President is not available, then such authority as is given to the President in this Section shall devolve upon the Vice-President of the District. In the absence of the President and the Vice-President, such authority shall devolve upon the Treasurer.

IV. Processing/Requesting Payment to Vendor/Supplier

When completing a purchase order for work/services performed under a board-approved contract, please write "Board Approved *and the date of board approval*" on the PO for the item. The Executive Director is authorized to sign these Purchase Orders and Contracts upon approval of the Bid Recommendation at a Board Meeting.

V. Change Orders

The Park District is subject to the Public Contract statute (720 ILCS 5/33E-9) and will abide as follows:

Any change order or series of change orders which necessitate an increase or decrease in either a) the cost of a public contract by a total of \$10,000 or more, or b) the time of completion by a total of 30 days or more must be in writing and accompanied by a written finding by a designee of the public entity stating that a) the change was not reasonably foreseeable, b) the change is germane to the contract as signed and c) the change is in the best interest of the public entity.

The staff will also inform the Board through the above required written document of any change orders between \$10,000 and \$19,999, or those change orders that will increase the completion time by 30 days.

After compliance with the provisions of this Article V, in addition, the staff will also have the Board approve any change orders in excess of \$20,000 not originally included in the project contract. Change orders less than \$20,000 can be approved according to the Purchase Order Authorization levels listed under II.A.4. on page 1 of this document.

SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: January 22, 2013

STAFF RECOMMENDATION

AGENDA ITEM: TOPIC: Recommended Approval

BACKGROUND INFORMATION: Bids were advertised in early March, and opened on March 18, 2013. Six contractors attended the mandatory pre-bid meeting, but only two firms submitted bids in the end. Engineer estimates of the cost of work was \$126,692.00. A summary of the bids are as follows:

Meyer Paving, Inc.	\$139,339.15
Evans & Son Blacktop, Inc.	\$119,789.25

References have been checked by our Engineering Firm, and are satisfactory for both contractors.

FISCAL IMPACT: Staff has set aside the funds for this work with authorization by the Board in adopting our current capital budget. There is \$85,000 allocated for the Tennis Courts and Parking Lot, specifically. Additionally, 10% of the cost will come from our ADA Budget, for a total of another \$12,000.

STAFF RECOMMENDATION: It is recommended that the Board approve the low bidder and authorize the Executive Director to execute/sign any contractual documents for:

Evans & Son Blacktop, Inc. in the amount of: **\$119,789.25**

PREPARED BY: Daniel Gibble, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

**Checklist
For purchases over \$20,000
Bid Contracts**

Indicate that you have complied with all procedures regarding the competitive bidding process by checking the boxes below.

1. Public Advertisement.

- At least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due.

2. Bid notice included:

- General description of the work to be performed or articles to be purchased.
- Where specifications may be obtained.
- Time, place, and location for bid opening.
- Bid deposit, if required.
- Performance bond and labor and material payment bond requirements.
- Deadline and location for submission of bids.
- Other information necessary to enable intelligent and cost-effective bid.

A list of all entities/individuals that obtained bid packets was recorded.

3. Bid Opening. Mandatory protocol for the bid opening procedure included:

- Accepted only sealed bids from the bidder.
- Opened bids in public by an employee of the District and at least one witness.
- Employee: _____ Witness: _____
- Announced contents of each bid.
- Recorded bid information on a "bid tabulation" form.
- Notified each bidder of the time and place of bid opening at least three (3) days in advance, if changed.

4. Bid Analysis

- Each bid was analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.

5. Lowest Responsible Bidder

- Recommending award to the lowest bidder.

Or

- Recommending award to another bidder. Reasons:

6. Board Packet Items Include:

- Staff Recommendation (See Attachment A)

7. Items to be kept by Superintendent of Finance include:

1. Bid tabulation form
2. Notice to bidders
3. Proof of publication
4. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
5. Completed checklist (See Attachment B or C)
6. Any change orders from throughout the project.
7. Notes from written reference checks.

Completed checklist

- _____
- _____
- _____

Checklist completed By: _____ Date: _____

Approved by: _____

Date: _____

Checklist
For purchases over \$20,000
Non-Bid Contracts

- Before concluding that a purchase is exempt from competitive bidding, obtained Department Head, Superintendent of Finance and/or attorney review and approval.
- Solicited Requests for Proposals (RFP) or quotes from at least three (3) vendors/suppliers.
- Evaluated Proposals. Interviewed and negotiated.
- Awarding contract to lowest cost quote which meets objectives set forth in RFP.

Or

- Awarding contract to another vendor based on

Board Packet items include:

- Staff Recommendation to Board (See Attachment A).

Items to be Kept by Superintendent of Finance include:

1. Notice to firms for proposals
2. A copy of each RFP received
3. Final contract, if applicable, which has been approved by the Executive Director and/or District's attorney. Staff to provide vendor signed contract.
4. Completed checklist (See Attachment B or C)
5. Any change orders from throughout the project.
6. Notes from written reference checks.

Checklist completed By: _____ Date: _____

Approved by: _____ Date: _____

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: SALE OF SURPLUS EQUIPMENT: Ordinance No. 04-2013 Authorization to Conduct a Public Sale

BACKGROUND INFORMATION: Occasionally, the District accumulates surplus equipment and material. Normally this is a result of the planned replacement of equipment where trade-in is not practical. The Board must authorize the public sale of this surplus equipment. Attached is a list of equipment that has been identified as surplus inventory and no longer needed for the District's operations.

An ordinance is required in order to authorize staff to dispose of these items at auction or by other legal means designated in the ordinance.

FISCAL IMPACT: The proceeds of the sale of Golf equipment will go to the Sycamore Golf Club. The proceeds from the sale of all other items will go to the General or Recreation Fund.

STAFF RECOMMENDATION: The staff recommends the Board approve Ordinance No. 04-2013 and authorize the staff to proceed with the sale of surplus equipment identified in this report.

PREPARED BY: Daniel Gible, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Approved
Ayes: 5
Nays: 0
Absent: 0

BLANK

**SYCAMORE PARK DISTRICT
ORDINANCE NO. 04-2013
AN ORDINANCE FOR SALE OF
SURPLUS PROPERTY**

WHEREAS, the Sycamore Park District is the owner of the attached list of personal property, which is no longer needed or required by the Sycamore Park District and which, in the opinion of at least three-fifths (3/5ths) of the members of the Sycamore Park Board of Commissioners presently holding office, is no longer necessary, useful, or in the best interest of the Park District, **AND**

WHEREAS, NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Sycamore Park District in DeKalb County, Illinois, that staff is authorized to use one or more of the marked alternatives to dispose of the items on the attached list:

 X Advertise and sell the items listed in this ordinance by sealed bid and junk or retain any items not sold.

 X Arrange for the items listed in this ordinance to be sold on consignment by an auctioneer and junk or retain any items not sold.

 X Advertise and sell the items listed in this ordinance on E-Bay.

Any items junked are to be offered to a recycler before being disposed of.

That all Ordinances and Resolutions and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

next page

page 2
Sycamore Park District
Ordinance 04-2013

This Ordinance shall be in force and effect from and after its passage/approval by the vote of at least three-fifths of the Commissioners of the Sycamore Park District.

PASSED AND APPROVED THIS _____ DAY OF _____, 2013

AYES: _____

NAYS: _____

ABSENT: _____

SYCAMORE PARK DISTRICT, an Illinois
Municipal Corporation

By: _____

It's President

ATTEST:

Secretary

<u>Item Description</u>	<u>Quantity</u>	<u>Approx. Cost New</u>	<u>Serial Number</u>	<u>Why No Longer Used</u>
Broadcast Vision FM-3001W	1			Antiquated Equipment
Radio Shack FM Wireless Receiver	1		760133	Antiquated Equipment
Emerson Video Cassett Recorder	3			Antiquated Equipment
TOA Integrated Amplifier	1			Antiquated Equipment
EV White Speaker	1			No use at this time
Crate 4 Channel PA Head Unit	1		PA4D601007	New PA System
Crate 2-Way Speaker PE-10T	1			New PA System
Television	2	250		Antiquated Equipment

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: FIRST REVIEW OF PARK DISTRICT IMAGE PLANS: Discussion Only

BACKGROUND INFORMATION: One of our Short-Term Goals is to address how our “image” is conveyed to the public through our appearance, identification, and recognition throughout the community. In our SWOT Analysis we identified that there is confusion as to “who” the park district is. Some said most people identify us as the golf course, and others said they didn’t know our involvement in the museum. Most recently, a representative of the Board of MMNH even made this statement, and proposed doing something about it.

Several factors effect an organization’s image:

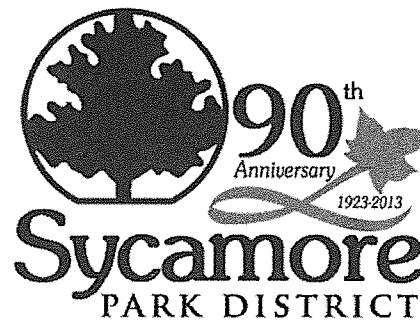
1. Consistent look in all promotion—printed material, logos, etc.
2. Consistent promotion—multiple outlets.
3. Appearance and Identifiability—of facilities, personnel, parks, etc.
4. Message—what we think is most important for people to know about Sycamore Park District.

CAC is working on **number 4**, AND has made recommendations in the past on this matter. The outcomes of our Long-Range Planning will also guide us on what our message should be.

The attached information **begins** to address **number 3**.

Number 2 requires more staff time and some commitment of resources. We are also using as many free and low-cost outlets as possible, and staff has stepped up the Facebook presence and print newspaper exposure, as well.

In regards to **number 1**, our logo will not change for now. We have “injected” the **90th** into our standard logo—just for this year—and will return to the standard next year.



We may wish to discuss the logo at a future Study Session—as some have told me it gets confused with the City’s logo, but I don’t see that, myself. That’s for another time. In the meantime, you will see we have moved to:

- A Consistent Banner in all publications, and
- In website/facebook look/appearance, and
- All other print publications

The logo is being more consistently used. We once had several versions floating around. However, the Golf Course has used a different logo—and referred to the course as Sycamore Golf Club. Kirk has worked hard to develop that “identity”, but I think it confuses or hides its base of support, and reason for existing—the Sycamore Park District!! We need to be consistent with our identity. The “Golf Club” perception should not be lost, it should just be “THE SYCAMORE PARK DISTRICT GOLF CLUB”. Everything we do must convey a positive image, AND be clearly known as the Sycamore Park District’s.

Identifiability stretches beyond just logos, banners, message and frequency of print or other media promotion. It also extends to “how we look” to our customers. This means dress appearance/physical appearance, ease of seeing that someone is an employee of the district and can be approached with questions and concerns, and how people perceive our cleanliness and work ethic.

Therefore, to begin to address these matters, specific objectives for which action must be taken were integrated into our Short-Term Plan. One are of focus is:

Goal 6

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

Objective 13

The Administrative Staff will, in 2013, develop a standardized image plan for its employees to address issues of common appearance, appearance standards, employee identification, how we respond to the public, and basic service expectations for all full-time and part-time employees.

Objective 14

In 2014, Objective 13 will be instituted by funding in the operating budget any necessary components of the image plan, and adding key components to employees' job descriptions.

In order to accomplish this, staff has discussed the attached document, and will continue to develop it over the next month. We wanted to share it with you in order to make you aware of our progress, AND to get your comment and input.

FISCAL IMPACT: At this point there is no cost. However, some of the changes will have a cost, and some of the new ideas that grow out of this will have a cost. Those will be established and presented/included in the FY2014 Operating Budget, as possible.

STAFF RECOMMENDATION: To have the Board comment and provide input/ideas over the next 30 days.

PREPARED BY: Daniel Gible, Executive Director



BOARD ACTION:

N/A

Sycamore Park District Image Guidelines

The purpose for developing guidelines for communicating our image to the public is multi-faceted. So much depends on how our citizens view us as an organization. For this reason, some people think of us as the Golf Course or the Pool. Others think of us a “The Park”. Due to the growth spurt of Sycamore in the mid-2000’s, a larger group of people are newer in our community, and don’t think of us in those terms like “native” residents.

Numerous Citizens Advisory Committee conversations, comments from our Community-Wide Strategic Planning Team, along with results of our Community Wide Survey confirm what the Sycamore Park District have an identity issue with our community. There is not a negative connotation to this, just a “low” level of awareness of who we—the Sycamore Park District—are.

To that end, the Sycamore Park District has set some goals and objectives in its Short Term Plan to address this concern. Additionally, our Citizens’ Advisory Committee (CAC) had a committee study our marketing efforts, and present some recommendations for acting upon this issue.

The Short Term Plan sets out this goal:

Throughout 2013 and 2014, develop and initiate a park district awareness plan that creates an organized and scheduled effort to tell our story to the public using the talents, resources, time and commitment of the Board, Staff, and CAC to deliver this message.

The CAC Marketing Committee made these recommendations:

1. The park district should project the image that it is a great value, asset, and amenity for the Sycamore property owner.
2. People that take advantage of the golf course, the sports complex, and the pool—these people have a very positive view of the park district.
3. In conveying our image, we think that by having a dedicated marketing person we could greatly improve our image.

So Where Do We Go From Here?

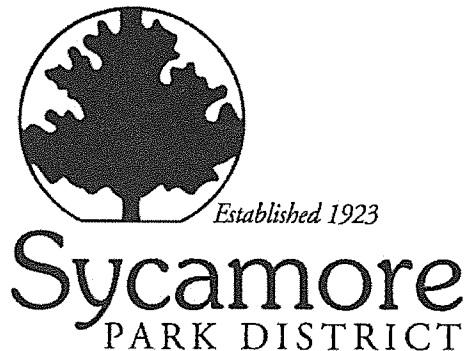
At the center of all of this is the park district's image. As stated earlier, too many of our residents feel we are the pool or the golf course. The "biggie" is the reference to "THE PARK". So many people don't know that we have 15 parks all over town.

NONE OF THIS INVOLVES THINKING OF US AS:



To that end, therefore, the changes we propose to make, as it relates to our image, will all focus on helping people to identify with Sycamore Park District, of which the golf course and pool, or "The Park" are a part of a GREATER whole. We are also the community center, neighborhood parks, sports, conservation, play, education, and so much more.

Our central image, therefore, should be:



To accomplish this, we will take the following steps:

1. No more will any single activity, facility, or event have its own logo as primary. The Sycamore Park District logo will be the most obvious (size, location, centrality, etc.) graphic of any garment, brochure, flier, advertisement, sign, website, or other promotional/informational/communication instrument.

2. All employees must, while on the job, wear an item, at all times, which clearly identifies them as an employee of the Sycamore Park District from a reasonable distance for their particular work.
3. Our contractual marketing person will develop standard fonts, point sizes, and color designations for all printed/published/posted/signed items.
4. We will develop a slow conversion of all vehicles, equipment, signs, and displays to assure that the same, consistent logo appears everywhere.
5. Staff Development will include training on how to meet, treat, and converse with the public.

Sycamore Park District Image Guidelines

Focus Areas

Voice: Tell the story completely and consistently

maintain consistency in the way the image is conveyed through all forms of communication – programming, customer service, business relations, written materials, print and web design, etc.

Application

- Consistency in all advertising language and design
- Provide useful information in the form of printed materials that also reflects the District's image/mission through consistent and recognizable language and design– brochures, bulletin boards, etc.

Customer Service: Our actions must reflect our words

Incorporate the image into the District's relationship with the public.

Application

- Avoid using words such as “join us” and “our program.” Advertising focus should be on the customer and what they will take away from an experience at the District as well as give them a sense of ownership of its facilities and programs.
- Eliminate negative words in written materials and signs. “Mark your calendar for this exciting event” instead of “Don't miss this exciting event”

Outreach/Presence in Community: How can we kick start and maintain recognition of our image? Seek opportunities to introduce or reinforce image to the public and other organizations.

Application

- Regularly distribute flyers to places around the community as well as facilities of partnering organizations.

Cross Promotion Seek and create opportunities to promote the story of the District as a whole. Fulfill the public with the opportunities they seek at the District. Then, educate them about the District as a whole and other ways it can meet their needs to form relationship.

Application

- Make rental facility rental information available at facility rentals for interested guests at the event.

Evaluation

How will we know?

The image is being conveyed and that it's accurate.

The applications that are most effective.

Audiences that are and aren't being reached.

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: REVIEW OF FUTURE GRANT OPPORTUNITIES:
Discussion Only

BACKGROUND INFORMATION: One of the key pieces of information as the Board begins to hear the final reports of the Community-Wide Strategic Planning Team, and holds its study sessions to finalize “VISION 2020”--our Long-Range Plan—is what some of our “outside” sources of funds might be for projects.

Therefore, I am attaching a spreadsheet of information on those common sources for the Board’s education/information, and to have a short review/discussion about at this meeting.

I hope you will take the time to review it before the meeting.

FISCAL IMPACT: Accessing these sources would move some of the cost of the impact for our future planning to non-local sources.

STAFF RECOMMENDATION: Discussion and Questions.

PREPARED BY: Daniel Gibble, Executive Director



BOARD ACTION:

N/A

BLANK

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
<p>RECREATIONAL GRANTS-IN-AID PROGRAMS from IDNR</p> <ul style="list-style-type: none"> Illinois Youth Recreation Corps (2011 Grant Program) 	<p>The Illinois Youth Recreation Corps was established for making grants to local sponsors to provide wages to youth operating and instructing in recreational and conservation programs for the benefit of other youth. Such programs shall provide recreational opportunities for children of all age levels and shall include, but not be limited to, the coordination and teaching of physical activities, arts and handicrafts, and learning activities.</p>	<p>The employment period for any youth hire is limited to no more than 60 working days during the months of June, July and August. The Illinois Department of Natural Resources dictates wage amounts, and hires shall work hours as required by the recreational program but no more than eight (8) hours in a single day unless otherwise approved by the Department of Natural Resources. Only wages for eligible youth hired pursuant to this program may be paid from funds received through this grant.</p>
<ul style="list-style-type: none"> Park and Recreational Facility Construction (PARC) Program (2010 Grant Program) <p>The Park and Recreational Facility Construction Act (PARC) was created by Public Act 096-0820 effective November 18, 2009 to provide grants to be disbursed by the DNR to eligible local governments for park and recreation unit construction projects. Park or recreation unit construction project means the acquisition, development, construction, reconstruction, rehabilitation, improvements, architectural planning, and installation of capital facilities consisting, but not limited to, buildings, structures, and land for park and recreation purposes and open spaces and natural areas.</p>	<p>The DNR may limit any one single project to a maximum of no more than 10% of the amount released for any fiscal year. The PARC program shall operate on a reimbursement basis providing up to the following maximum percentages for funding assistance: the State will provide up to 75% of approved project costs, with the exception of those local governments defined as "disadvantaged," which will be eligible for up to 90% funding. Other state/federal funds cannot be used to match the PARC program.</p>	
<ul style="list-style-type: none"> Open Space Lands Acquisition & Development (OSLAD) / Land & Water Conservation Fund (LWCF) <p>The Open Space Lands Acquisition and Development (OSLAD) Program is a state-financed grant program that provides funding assistance to local government agencies for acquisition and/or development of land for public parks and open space. The federal Land & Water Conservation Fund program (known as both LWCF and LAWCON) is a similar program with similar objectives. Both are managed in Illinois by the Department of Natural Resources with concurrent application due dates, equal grant maximums and similar general rules. Projects vary from small neighborhood parks or tot lots to large community and county parks and nature areas. Applications are evaluated and prioritized for funding assistance based upon recreation priorities and criteria identified in the Department's Statewide Comprehensive Outdoor Recreation Plan (SCORP). Lands acquired with OSLAD or LWCF funds are required to be operated and maintained in perpetuity for public outdoor recreation.</p>	<p>Under both programs, funding assistance up to 50% of approved project costs can be obtained. Grant awards up to \$750,000 are available for acquisition projects, while development/renovation projects are limited to a \$400,000 grant maximum.</p>	<p>Written applications must be submitted to IDNR between May 1 and July 1 of each calendar year, with grant awards typically announced by December or January. Only those local government agencies having statutory authority to acquire and develop land for public park purposes are eligible to apply for and receive assistance under the OSLAD and LWCF grant programs.</p>
<ul style="list-style-type: none"> Boat Access Area Development (BAAD) Program <p>The Boat Access Area Development Program provides financial assistance to local government agencies for the acquisition, construction, and expansion/rehabilitation, including necessary A/E services, of public boat and canoe access areas on Illinois' lakes and rivers.</p>	<p>The program provides up to 100% of approved project construction costs and 90% of approved land acquisition costs. Grant awards are limited to a \$200,000 annual maximum per project.</p>	<p>Applications for grant assistance must be received by IDNR between July 1 and September 1 of each calendar year. Grant awards are typically announced the following spring. Revenue for this state funded program is derived from marine motor fuel tax and boat/canoe registration fees.</p>
<ul style="list-style-type: none"> Trails Grant Programs: The Illinois Department of Natural Resources administers five (5) restore areas damaged by unauthorized trail use activity. The programs are as follows: <p>(1) Illinois Bicycle Path Program</p>	<p>Financial assistance up to 50% of approved project costs is available through the program. Maximum grant awards for development projects are limited to \$200,000 per annual request; no maximum exists for acquisition projects. Revenue for the program comes from a percentage of vehicle title fees collected pursuant to Section 3-821(f) of the Illinois vehicle code.</p>	<p>Applications for grant assistance must be received by IDNR by March 1 of each calendar year. Applications are evaluated on a competitive basis according to the criteria set by the Department. Grant awards are generally announced within six months following the application deadline date.</p>

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
<p>(2) Snowmobile (Local Government) This program is available to any unit of local government located in a region of Illinois with sufficient snow cover and having statutory authority to acquire and develop lands for public park and recreation purposes. Examples of eligible project costs include land acquisition for snowmobile areas/trail corridors; snowmobile trail construction and signage; trail grooming equipment; parking areas, security lighting, restroom facilities and warming shelters; and snowmobiles and communication equipment for local agency patrol use.</p>	<p>The state-funded Snowmobile Grant Program for local governments is financed from the registration fees of snowmobiles and provides up to 50% reimbursement of approved facility development/rehabilitation costs and 90% of approved trail corridor land acquisition costs for public snowmobile trails and areas in the state.</p>	<p>Applications for grant assistance must be received by IDNR by May 1 of each calendar year. Grants are competitively awarded and typically announced by early fall of each year.</p>
<p>(3) Snowmobile Trail Establishment Fund (STEF) The Snowmobile Trail Establishment Fund (STEF) Program provides financial assistance to incorporated, private snowmobile clubs in Illinois. Funds for the program come from a portion of snowmobile registration fees collected by the state. Grants may be obtained by local snowmobile clubs to develop and maintain additional public trails and facilities in the state. Although grants are made to private clubs, STEF-assisted snowmobile trails and facilities must be open and available for general public use. Grant assistance may be obtained for trail development costs including clearing, grading and surfacing; trail signs and fencing; trail groomers; bridges or fence traversing ramps (must be portable); and parking facilities and warming shelters/restrooms (must be located on public park land).</p>	<p>The STEF Program provides reimbursement funding assistance up to 100% of eligible project costs.</p>	<p>Applications for grant assistance must be submitted to IDNR no later than May 1 of each calendar year. Applications are evaluated for funding consideration according to program priorities and criteria established by the Department with grant awards typically announced by early fall.</p>
<p>(4) Off-Highway Vehicle (OHV) Program The OHV grant program provides financial aid to government agencies, not-for-profit organizations, and other eligible groups or individuals to develop, operate, maintain, and acquire land for off-highway vehicle parks and trails. These facilities must be open and accessible to the public. The program can also help restore areas damaged by unauthorized OHV use. Funds for the grant program come from the State Treasurer's "Off-Highway Vehicle Trails Fund." Examples of eligible project activities include cost of land acquisition from willing sellers for OHV trails and scramble areas; construction, rehabilitation, maintenance and design for OHV trails/routes and scramble areas; restoration of areas damaged by OHV usage; rider education and safety programs; and cost of facility security.</p>	<p>The OHV grant program can provide up to 100% funding reimbursement assistance for approved, eligible project costs.</p>	<p>Applications for grant assistance must be received by IDNR no later than March 1 of each calendar year. Awards are generally announced within 180 days following the application deadline date.</p>
<p>(5) Federal Recreational Trails Program (RTP) The federal Recreational Trails Program (RTP), was created through the National Recreational Trail Fund Act (NRTFA) as part of the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) and re-authorized by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). This program provides funding assistance for acquisition, development, rehabilitation and maintenance of both motorized and non-motorized recreation trails. By law, 30% of each states' RTP funding must be earmarked for motorized trail projects, 30% for non-motorized trail projects and the remaining 40% for multi-use (diversified) motorized and non-motorized trails or a combination of either. Examples of eligible project activities include trail construction and rehabilitation; restoration of areas adjacent to trails damaged by unauthorized trail uses; construction of trail-related support facilities and amenities; and acquisition from willing sellers of trail corridors through easements or free simple title.</p>	<p>The RTP program can provide up to 80% federal funding on approved projects and requires a minimum 20% non-federal funding match.</p>	<p>Applications for grant assistance must be received by IDNR no later than March 1 of each calendar year. Awards are generally announced within 180 days following the application deadline date.</p>

**IDNR and IDOT
Grant Opportunities**

GRANT / DESCRIPTION	AMOUNT	TIMING / DEADLINE
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RECREATIONAL GRANTS-IN-AID PROGRAMS from IDNR
Moving Ahead for Progress in the 21st Century (MAP-21)

Formerly known as TEA-21, ISTEA, ITEP, and other names, this program is suitable for Trail Projects. These key points need to be understood and addressed before a sponsor applies for funding:

- Projects must enhance the transportation system by serving a transportation need or providing a transportation use or benefit.
- Projects must have an eligible project sponsor such as a local government or state agency sponsor.
- This is a reimbursable program, which requires an interagency/joint funding agreement that details the project scope of work and cost participation. It is not a grant program.
- The ITEP program should be considered as a means to supplement funding for a project. In some cases projects will only be partially funded. Local project sponsors may have to seek alternative funding sources or be able to provide additional local funds to complete a project.
- Project sponsors must provide the matching funds, follow the appropriate Federal and state guidelines, manage the project and maintain the project after completion.
- Federally funded projects must follow all Federal right-of-way and easement requirements regardless of whether enhancement funding is involved in the acquisition.
- Projects must be implemented in accordance with the Sunset Clause (Section 1).
- Project funds must be for public benefit and public use and cannot be used to solely benefit private or commercial businesses or individuals.

Acquisition of easements or right of way are eligible for funding with a 50/50 match. Preliminary engineering, utility relocations, construction engineering, and construction are eligible for funding at 80/20 match. Deadlines vary from year to year. This year it is August 20, 2013.

7/14/13

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SYCAMORE PARK DISTRICT
Board of Commissioners
Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: PERSONNEL POLICY REVISION—FIRST REVIEW:
Discussion Only

BACKGROUND INFORMATION: As we continue to seek ways to cut costs, and manage better, we are also challenged to be sure that the quality of the work that our employees do is recognized, and we take care of the hardworking employees at our district. The Board recognized that necessity when we adopted Goal 6:

Within its available resources, the Sycamore Park District and Board will strive to support and provide for the Staff that has developed the strong and positive reputation the district has earned.

To that end, one of several Objectives set forth was the following:

Objective 7

During 2013, the Executive Director will, with the Board, review the current benefits package in relationship between part-time/seasonal, and full-time Staff with an eye toward revising benefits for the 2014 fiscal year, and a focus on:

- How we treat a small number of committed, year-round/nearly full-time Staff
- Different degrees of being “part-time”
- Developing reward system for part-time employees
- Finding simple ways to reward full-time employees

Furthermore, it is noted that the Personnel Policy of the district had not been reviewed in a number of years, and many of the items are out of date. The new Healthcare regulations, alone, have changed rules and regulations, plus the way in which the district provided certain benefits have evolved, by policy changes, and have not been updated/approved in the policy manual itself.

With cost savings in mind, AND, at the same time, not losing sight how we provide for our staff, therefore, I am presenting a first draft of our revised Personnel Policy Manual. Items that are highlighted are areas that I believe require further discussion/clarification, but there may be others. Therefore, I am asking that the Board read through this, ask questions, and prepare to finalize it for our June Regular Board meeting.

FISCAL IMPACT: Until options are finalized, cost and savings have not been determined

STAFF RECOMMENDATION: The staff recommends the Board read, review, discuss, ask questions, and make recommendations.

PREPARED BY: Daniel Gibble, Executive Director



EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

N/A

DRAFT

Sycamore

Park District

**Personnel Policies
Manual**

**Adopted
2013**

SYCAMORE PARK DISTRICT PERSONNEL POLICY MANUAL

PREFACE

The Sycamore Park District Personnel Policy Manual is comprised of current policies governing personnel and employment at the Sycamore Park District.

The goal was to create a personnel policy document, so that additions, revisions and deletions can be made easily without rewriting the entire set of policies. For this reason policies are listed one policy per page, even if the policy is only a sentence or two. Following each policy is a record on when it was adopted or revised. Also noted is when the policy or revision was communicated to staff.

Each full time employee will be given a copy of the Manual and asked to sign a form that they have read it. As new policies or revisions occur, employees will be able to add the policy to the Manual.

Future proposed changes will be submitted to the Board of Commissioners when they are written.

Board Members

Ted Strack
Michelle Schulz
Daryl Graves
Ann Tucker
Bill Kroeger

Executive Director

Daniel Gibble

**Sycamore Park District
PERSONNEL POLICY MANUAL**

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EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT

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DRAFT

What Sycamore Park District Expects From You

Sycamore Park District needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with your supervisor and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom Sycamore Park District serves, and how you accept direction can affect the success of your department. In turn, the action of one employee and the performance of one department can impact the entire perception and image of the Sycamore Park District. Consequently, whatever your position, perform every task to the very best of your ability and be mindful that individual success will accrue to those who conduct their responsibilities in keeping with the best interests of the District.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed Sycamore Park District standards.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in an established chain of command following established procedures. We are dedicated to making Sycamore Park District an organization where you can approach your superiors to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of Sycamore Park District, so please communicate with each other and with your superiors.

Remember, you help create the pleasant and safe working conditions that Sycamore Park District intends for you. The result will be better performance for the district overall, and personal satisfaction for you.

Open Communication Policy

Sycamore Park District encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat rumors or gossip and/or engage in behavior/conduct that is not in the best interest of the district. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

INTRODUCTION AND AT-WILL DISCLAIMER

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

There are several things that are important to keep in mind about this Manual.

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

Second, this Manual, and the policies, guidelines, or benefits contained herein, supersedes all previously issued manuals or policy documents. Your decision to continue employment with SPD after this revision and any future revision to this Manual shall be deemed to constitute your agreement with all such revisions.

SPD, the Board and the Executive Directors reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual. Therefore, SPD, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. SPD will try to inform you of any changes as they occur.

Please note that the SPD shall make every effort to update the Manual promptly as additional policies are developed and current policies are revised or deleted. However, if for any reason, it is discovered that a current, new or revised policy is absent from the Manual, or a deleted policy has not been removed, it shall not negate the current status, addition, revision or deletion of the policy.

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

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

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

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

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

EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Sycamore Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor or the Executive Director.

I understand that this Manual has been developed as a general reference guide for Sycamore Park District ("SPD" or "Park District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of SPD. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by SPD at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with SPD for benefits or for any other purpose.

I also understand that SPD shall make every effort to update the Manual promptly as additional policies are developed and current policies are revised or deleted. However, if for any reason, it is discovered that a current, new, or revised policy is absent from the Manual or a deleted policy has not been removed, that it shall not negate the current status, addition, revision or deletion of the policy.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with SPD is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of SPD, other than the Executive Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other SPD policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other SPD policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the office of the Executive Director.

Employee Signature: _____

Print Name: _____

Date: _____

1-1 POLICY ON CLASSIFICATION OF POSITIONS

Personnel of SYCAMORE PARK DISTRICT shall be classified in one of the following classifications:

Full-time employees are designated full-time by the Director or SYCAMORE PARK DISTRICT's Board of Directors and have completed their introductory period. Full-time employees are expected to work at least 40 hours per week or more if necessary due to seasonal activities for four consecutive calendar quarters during the calendar year. Seasonal and part-time employees are excluded from the full-time employee classification regardless of the number of hours worked.

Exempt and Non Exempt Employees Defined:

Exempt employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.

Non-Exempt employees receive overtime pay or compensatory time in accordance with SYCAMORE PARK DISTRICT's overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non exempt employees must utilize a time clock and/or time sheets to document hours worked.

During the first six months of employment with SYCAMORE PARK DISTRICT (the "Probationary Period"), all employees are classified as Probationary Employees for the purposes of orientation, evaluation, and training, if any. (Includes transferred or promoted employees.)

Part Time Personnel are part time hourly personnel that are assigned duties in positions which are maintenance, recreational, clerical or secretarial in nature and which are year round positions. Part Time Personnel are employees at will and shall be paid through the payroll program, with deductions as required by law.

Seasonal Personnel are hourly personnel that are assigned duties in positions which are maintenance, recreational, clerical or secretarial in nature, and the duration of which are related to the season of the activity. Seasonal personnel are employees at will and shall be paid through the payroll program, with deductions as required by law.

Employees, as referred to in this document, include full-time personnel, part time personnel and seasonal personnel. SYCAMORE PARK DISTRICT reserves the right to reclassify an employee's designation as deemed in the best interest of SYCAMORE PARK DISTRICT.

Adopted on:

Revised on:

1-1

1-2 POLICY ON INDEPENDENT CONTRACTORS

Independent Contractors serve at the will of the full-time personnel or Board of Directors, shall be responsible to pay their own self employment tax and federal and state withholding, and are not eligible for fringe benefits. The independent contractors provide various services to SYCAMORE PARK DISTRICT such as program instruction, officiating and other such services.

It is important to note that independent contractors are governed by IRS regulations and may be used on a limited basis with the approval of the Director. Their duties, responsibilities, and privileges are described in the agreements endorsed by the independent contractors and SYCAMORE PARK DISTRICT. Contracts must be signed each calendar year. Guidelines to assist in determining whether a worker qualifies to be classified as an independent contractor will be available through the Director. Independent contractors may be paid on a time and material basis or on a percentage of fee basis. Pay for time and material and percentage of gross program revenue may vary from program to program, based on recommendations made by the Director.

Independent contractors shall provide their own materials and insurance. A 1099 form shall be provided to independent contractors, who receive \$600 or more from SYCAMORE PARK DISTRICT in the calendar year, for the purpose of filing their tax returns.

Adopted on:

Revised on:

1-3 POLICY ON JOB DESCRIPTIONS

Appointed personnel shall have job descriptions that include the following:

- A. Title
- B. Position Summary
- C. Supervision Structure
- D. Minimum Qualifications and Required Knowledge
- E. Essential Duties and Responsibilities
- F. Peripheral or Marginal Duties
- G. Physical, Psychological, Environmental Demands

Job Descriptions can be added to and deleted from this document without affecting the remainder of this ordinance, by resolution of the Board of Directors. Job descriptions specify the chain of job authority in the Association.

Adopted on:

Revised on:

1-4 POLICY ON HOURS ON DUTY

It is the policy of the SYCAMORE PARK DISTRICT to arrange employee work schedules as necessary to accommodate the requirements of SYCAMORE PARK DISTRICT's operations and the needs of SYCAMORE PARK DISTRICT's users. Therefore, it is the normal practice of SYCAMORE PARK DISTRICT to have staff available as necessary and appropriate from Monday through Sunday.

Work schedules are established by the Director based on the needs of SYCAMORE PARK DISTRICT. The number of working hours that will be scheduled is subject to the financial and staffing requirements of SYCAMORE PARK DISTRICT and employees are not guaranteed any specific number of hours per day or week. At SYCAMORE PARK DISTRICT's discretion employee work schedules can be changed.

Full-time personnel are required to work a schedule that fulfills the objective of SYCAMORE PARK DISTRICT and job duty in which they are assigned. Due to the nature of their jobs, it may be necessary to work in excess of forty (40) hours per week. It is understood that this additional time may be after regular business hours during the weekday, as well as on weekends and holidays. As a result of this arrangement, full-time personnel may, on occasion, deviate from the regular office hours, if approved, in advance, by the Director.

Salaried personnel may keep a record of hours worked. All hourly employees must maintain SYCAMORE PARK DISTRICT standard form time cards and submit them to the Director five days before payroll dates.

Adopted on:

Revised on:

1-5 POLICY ON EMPLOYMENT AND VACANT POSITIONS

Employment will be based upon the selection and recommendations of the Executive Director, as defined in the job descriptions.

SYCAMORE PARK DISTRICT attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion.

Position Vacancies: SYCAMORE PARK DISTRICT will attempt to post full-time position vacancies on SYCAMORE PARK DISTRICT facility bulletin boards. Part-time and short-term openings are usually not posted, but a list of these positions, if available, may be obtained from the Executive Director at the Sycamore Park District Administration Office. SYCAMORE PARK DISTRICT may 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 Executive Director. 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 SYCAMORE PARK DISTRICT in its sole discretion. Whenever, in the sole discretion of SYCAMORE PARK DISTRICT, there are two equally qualified candidates, of which their educational background, experience, skills, ability to perform the essential duties of the job with or without accommodation, attitude and suitability for the job closely match, preference may be given to the SYCAMORE 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.

Advertisement: All full-time personnel position openings must be advertised in a newspaper of general circulation in the city of Sycamore. Part time and seasonal jobs should be advertised in a local newspaper at the discretion of the Executive Director.

The Application Process: All full-time, part time, and seasonal personnel candidates must submit a standard application to the Sycamore Park District. A resume may accompany it, if desired or required. All application forms will be retained by the Sycamore Park District Administration Office.

False or Misleading Information: 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.

1-5(a)

The Interview Process: Candidates who are considered primary candidates must be interviewed by the position's immediate supervisor or other park district designee prior to employment.

The Selection Process: The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position.

Notification of Acceptance or Rejection: The selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position. A copy of the offer letter, signed by the hiring supervisor, will be sent to the Administration Office for inclusion in the employee's personnel file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and SYCAMORE PARK DISTRICT. Candidates interviewed must be notified in writing regarding the outcome of the interview by the interviewer.

Minimum Standard for Employment: All new employees are subject to certain minimal standards for employment. Within three business days of the date employment begins, SYCAMORE 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 SYCAMORE PARK DISTRICT 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. Employees must possess a valid driver's license appropriate for any vehicle which may be operated in the course of performing job duties. Employees must be physically and mentally fit to perform assigned job duties.

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 SYCAMORE PARK DISTRICT vehicle in the course of his normal duties will be required to have a valid drivers license with proper classification for the vehicle (s) the employee is expected to operate. Before

such an employee has started work, and generally on an annual basis thereafter, SYCAMORE PARK DISTRICT will request a drivers license abstract review from the Illinois Secretary of State's office.

1-5(b)

Probation Period: Every individual selected for a full-time or part-time position with SYCAMORE PARK DISTRICT must successfully complete a probationary period of (6) months. (Including transfers or promotions) Probationary employees may be terminated for cause, without further rights, except those grievance procedures set forth herein. Successful completion of the probationary period does not guarantee continued employment for any specific period of time or otherwise create and employment contract between the employee and SYCAMORE PARK DISTRICT.

Violations of the Law: Police citations, summons to appear in court, or tickets for violations of the law issued to employees during the course of their duties as a SYCAMORE PARK DISTRICT employee are the responsibility of the employee. SYCAMORE PARK DISTRICT shall not compensate an employee for expenses related to the citation, a summons or ticket, unless the Board or Executive Directors determines that the citation, summons or ticket occurred within the scope of the employee's employment with SYCAMORE PARK DISTRICT.

Outside Work: All employees will be allowed to secure employment outside of SYCAMORE PARK DISTRICT provided it does not conflict with duties associated with SYCAMORE PARK DISTRICT employment. Employees shall not accept employment outside the Park District without first obtaining written permission from the Executive Director, and the Executive Director shall not accept employment outside SYCAMORE PARK DISTRICT without first obtaining written permission from the Executive Director, of which permission shall not be unreasonably withheld provided such employment does not interfere with the discharge of their duties with SYCAMORE PARK DISTRICT.

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

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using SYCAMORE PARK DISTRICT vehicles, equipment or other SYCAMORE PARK DISTRICT property. No

employee shall receive pay other than SYCAMORE PARK DISTRICT pay, for performing services while on duty.

Adopted on:

Revised on:

1-5(c)

1-6 POLICY ON CHILD LABOR LAWS: EMPLOYMENT OF MINORS

SYCAMORE 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 before they will be allowed to work for SYCAMORE PARK DISTRICT. The Employment Certificates are issued by the Superintendent of Schools or a duly authorized agent.
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 SYCAMORE PARK DISTRICT sponsored program participants to or from SYCAMORE PARK DISTRICT sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity, and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

Adopted on:

Revised on:

1-7 POLICY ON CRIMINAL BACKGROUND INVESTIGATIONS

SYCAMORE PARK DISTRICT is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for SYCAMORE 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 corrections.

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

The applicant or prospective employee may be hired by SYCAMORE PARK DISTRICT as a probationary employee, contingent upon the results of the investigation and pending the completion of a criminal background investigation. Consent to a background investigation by SYCAMORE PARK DISTRICT or its designated representative shall be a condition of employment.

SYCAMORE PARK DISTRICT shall incur no liability as a result of refusing employment or terminating the employment of a probationary employee for whom a criminal background investigation reveals the conduct designated above.

Adopted on:

Revised on:

1-8 PRE-EMPLOYMENT TESTING

SYCAMORE PARK DISTRICT may require different forms of tests at the determination of the Director in interviewing prospective employees to determine basic knowledge and skills that are job related. When necessary, all reasonable accommodations should be made to evaluate applicants with disabilities.

SYCAMORE PARK DISTRICT requires all full-time employees 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 SYCAMORE PARK DISTRICT.

SYCAMORE PARK DISTRICT will also require drug testing for all applicants offered a full-time position with SYCAMORE PARK DISTRICT and other applicants based upon the position offered. A physician of SYCAMORE PARK DISTRICT's choice and at SYCAMORE PARK DISTRICT's expense will perform the examination. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to SYCAMORE PARK DISTRICT.

The employee's medical records will be maintained in a separate confidential file. Information contained in this medical file will not be released or disclosed without the employee's 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.

Applicants determined unable to perform the essential duties of their position will not be hired, and employees determined unable to perform the requirements of their positions will be terminated.

Adopted on:

Revised on:

1-9 POLICY ON AMERICANS WITH DISABILITIES ACT

SYCAMORE PARK DISTRICT is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is SYCAMORE 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, SYCAMORE PARK DISTRICT will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made SYCAMORE PARK DISTRICT aware of his or her disability, provided that such accommodation does not constitute an undue hardship on SYCAMORE PARK DISTRICT.

SYCAMORE 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 the Director. SYCAMORE PARK DISTRICT encourages individuals with disabilities to come forward and request reasonable accommodation. If an employee feels uncomfortable making an accommodation request to his or her supervisor or believes that the accommodation request was not properly handled, the matter should be reported to the Director.

Upon receipt of an accommodation request, the employee's supervisor or the Director will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that SYCAMORE PARK DISTRICT might make to help overcome those limitations so that the essential job functions of the position can be performed.

SYCAMORE 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, SYCAMORE PARK DISTRICT's overall financial resources, the ability of other employees to perform their duties, and on SYCAMORE 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. SYCAMORE 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.

1-9(a)

The ADA does not require SYCAMORE PARK DISTRICT to make the best accommodation, to reallocate essential job functions, to create new positions, or to provide personnel 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 Director or Board of Directors. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

Adopted on:

Revised on:

1-9(b)

1-10 POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been, and will continue to be, a fundamental principal at SYCAMORE PARK DISTRICT, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, marital status, veteran status, disability, sexual orientation, or any other protected characteristic as established by law.

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

The Executive Director has overall responsibility for this policy and maintains reporting and monitoring procedures. Employee's questions or concerns should be referred to the Director. If the employee is uncomfortable reporting to the Director, the employee should report to the Board of Directors.

Adopted on:

1-11 POLICY ON PREGNANCY DISCRIMINATION

SYCAMORE PARK DISTRICT prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. SYCAMORE 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, may discriminate against a pregnant employee or applicant.

SYCAMORE 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.

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 supervisor is the source of the problem, condones the problem or ignores the problem, report to the Director.

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

Adopted:

Revised:

1-12 POLICY ON PARK DISTRICT PROPERTY

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

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

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

Inspections may be conducted at any time at the discretion of the Administrative Staff of SYCAMORE PARK DISTRICT. SYCAMORE PARK DISTRICT is not responsible for the loss of personal property.

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

Adopted:

Revised:

1-13 MODIFIED DUTY PROGRAM POLICY

SYCAMORE PARK DISTRICT is committed to providing employees with available, 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 injuries or illnesses arising out and in the course of their employment with SYCAMORE PARK 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 Procedure is to provide a temporary modified work assignment, when feasible, available and applicable. The feasibility of Modified Duty will be determined in the sole discretion of SYCAMORE PARK DISTRICT. 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:

"SYCAMORE PARK DISTRICT Employee" means any individual who is employed by the DeKalb Sycamore Association of Special Recreation in a valid, authorized position.

"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.

"Occupational Injury or Illness" means an injury or illness arising out of and in the course of the employee's employment and compensable under the Illinois Workers' Compensation Act or Occupational Disease Act. All claims for workers compensation benefits are subject to initial and continuing investigation.

The objective is 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 the return to work does not directly or indirectly adversely jeopardize the safety of others or is otherwise potentially detrimental to SYCAMORE PARK DISTRICT.

To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.

1-13(a)

To assist employees in returning to work at a level close to their pre-injury earnings and productivity.

To retain qualified and experienced SYCAMORE PARK DISTRICT employees.

To further the SYCAMORE PARK DISTRICT's commitment and obligation to provide recreational programs, services and facilities to the public.

Program Requirements:

Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided that the Modified Duty assignment fulfills a job function (s) useful to SYCAMORE PARK DISTRICT and is within limitation set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job, but instead will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within SYCAMORE PARK DISTRICT.

A time limit 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 SYCAMORE PARK DISTRICT.

SYCAMORE PARK DISTRICT will compensate an employee on modified duty at the employee's regular pay rate if possible. 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 SYCAMORE PARK DISTRICT and/or by SYCAMORE PARK DISTRICT's workers' compensation coverage provider.

There should be regular communication among the Director, the employee's immediate supervisor, the physician and workers' compensation coverage provider throughout the course of treatment and recovery.

Employee Responsibilities:

Participants in the Modified Duty program as assigned; reports any problems with Modified Duty assignment to the supervisor; to promptly notify the supervisor of any and all changes or modifications to the employee's work restrictions; provides all original copies of physician releases and reports and all medical records and forms to the Director promptly when received; 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.

13(b)

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 arrangement for your absence if you must visit the doctor during your working hours. If your immediate supervisor is unavailable, you must contact the Director.

In order to avoid disruption of SYCAMORE PARK DISTRICT, you should schedule doctor's appointment during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), SYCAMORE PARK 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 SYCAMORE 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.

An employee who declines a Modified Duty position, which is within the limitations, as determined by the treating or evaluating physician, may be subject to disciplinary action and possible dismissal. The employee may also lose eligibility for workers compensation benefits.

Periodic review will be conducted while an employee is no Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

Procedure:

The supervisor is typically responsible for the management of employees on Modified Duty status. He may also coordinate Modified Duty assignments with other supervisors or the Director. Each supervisor is responsible for keeping a list of Modified Duty assignments.

When an employee is injured, the attending physician will be asked to complete a Physician's Evaluation of Functional Capabilities. The immediate supervisor or Superintendent will request a list of the duties the employee is capable of performing and any physical limitations he may have. This information must be returned by the employee to the Superintendent or Executive Director. The immediate supervisor will assign modified duty to the employee, if possible or applicable.

1-13(c)

In some cases, SYCAMORE PARK DISTRICT may not have any available Modified Duty tasks.

All Modified Duty Assignment are subject to continuing review of the existing medical restrictions of the employee, and will continue to develop and coordinate appropriate duty assignments and monitor ongoing medical status and work adjustments.

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 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.

Justification: Benefits the employee and SYCAMORE PARK DISTRICT when there is injury.

Adopted on:

1-13(d)

1-14 POLICY ON PERSONNEL FILES

A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. An employee's medical and benefit records will be maintained in a separate file. Information contained in an employee's file will not be released or disclosed without written consent from the employee, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

Employee personnel records are the property of SYCAMORE PARK DISTRICT. While access must be provided, employees may not remove materials from the file. An employee may review his or her personnel file in accordance with applicable law and established SYCAMORE PARK DISTRICT procedures. If an employee wishes to review his or her personnel file, the Director should be contacted who will provide the appropriate form to complete.

Once a request form is completed, an appointment will be scheduled. Every effort will be made for the appointment to be scheduled at the earliest convenience. The personnel file will be reviewed in the office of the Director.

Copies of the contents of an employee's personnel file may be made and released to the employee following the employee's written consent, including a disclaimer statement that SYCAMORE PARK DISTRICT will not be held responsible for a loss of confidentiality of the file's contents. A charge of .25 per page may be charged by SYCAMORE PARK DISTRICT for copies.

It is to an employee's advantage to see that all of his or her personnel records are accurate and up-to-date. An employee is responsible for and must promptly advise SYCAMORE PARK DISTRICT of any changes in:

- Name and/or marital status
- Address and/or telephone number
- # of eligible dependents
- W-4 deductions
- Person(s) to contact in case of emergency
- Other personal information that SYCAMORE PARK DISTRICT needs to now to contact the employee or properly administer its benefits programs or general operational concerns
- Immigration status (if eligibility for employment in the United States is affected).

1-14 (a)

Employees should immediately notify the Executive Director of any changes in pertinent information.

Adopted on:

Revised on:

1-14 (b)

1-15 POLICY ON SEPARATIONS

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

Lay Offs: SYCAMORE PARK DISTRICT may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of SYCAMORE PARK DISTRICT. Although SYCAMORE PARK DISTRICT is under no obligation to do so, every reasonable effort will be made to transfer full-time employees to another department rather than laying them off. When this is impractical, the immediate supervisor or Director will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.

Resignations: As an at-will employee, you may resign your position with SYCAMORE PARK DISTRICT at any time, with or without notice or cause. However, SYCAMORE PARK DISTRICT requests that an employee gives the Director sufficient notice of an intention to resign to enable SYCAMORE PARK DISTRICT to minimize departmental hardship and to make proper provisions for the filling of the position. SYCAMORE PARK DISTRICT requests that a resigning employee give written notice to his or her immediate supervisor or the Executive Director at least ten working days prior to the last workday; however, twenty working days notice is preferred. **(Vacation days or personal days may not be included in the 10-day notice period)** The employee may leave anytime during the ten days with the immediate supervisor's or Executive Director's consent and remain in good standing. If the employee fails to resign in good standing, he or she may not be eligible for rehire unless good cause for leaving early is demonstrated. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early.

Termination of Your Employment: Sycamore Park District will consider you to have voluntarily terminated your employment if you do any of the following:

- Resign from Sycamore Park District,
- Fail to return from an approved leave of absence on the date specified by Sycamore Park District, or
- Fail to report to work or call in for three (3) or more consecutive workdays.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Sycamore Park District policies. However, your employment is at-will, and you and Sycamore Park District have the right to terminate your employment for any or no reason.

Retirement: Employees may retire for the purpose of collecting retirement or Social Security. An employee intending to retire should contact the Director so that the appropriate paperwork can be completed in a timely manner.

Return of Park District Property: Before officially separating from SYCAMORE PARK DISTRICT's employment for any reason, an employee must return all SYCAMORE PARK DISTRICT property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards. An employee may be held responsible to reimburse SYCAMORE PARK DISTRICT for costs associated with lost or damaged property. An employee's final paycheck may be delayed until matters involving lost or damaged property are resolved.

Upon Separation of Service: Upon separation, unused earned vacation leave will be paid to the employee or the employee's heirs at his or her rate of pay as of the separation date. The employee's health insurance may be continued under applicable law. The Executive Director or designee will provide the employee with the appropriate information when he or she separates from SYCAMORE PARK DISTRICT.

References: Information provided by SYCAMORE PARK DISTRICT in response to requests for employment references will generally be limited to the employee's starting date, ending date, job title, and job description. An employee should complete and deliver a written release to SYCAMORE PARK DISTRICT, in the form required by SYCAMORE PARK DISTRICT, before any additional information will be provided.

Exit Interview: Every effort will be made by the departing employee's immediate supervisor or Director to conduct an exit interview when separating from SYCAMORE PARK DISTRICT. At this meeting, the employee is required to return all SYCAMORE PARK DISTRICT property not previously returned, such as nametags, keys, security cards, and all other SYCAMORE PARK DISTRICT property. Additionally, the employee should speak with the Director regarding required completion of forms for insurance continuation, IMRF and other termination related matters.

Adopted on:

Revised on:

Policy 1-16 Work Schedules

Meal and Break Periods

All employees are entitled to two (2) fifteen (15) minute paid breaks each 8 hour workday. Normally these breaks will be scheduled at two different intervals, one prior to your meal period and one after your meal period. These breaks should be scheduled with your supervisor. If you work in a department where breaks are not directly assigned, please coordinate with your co-workers to maintain adequate coverage at all times.

If you work longer than four (4) hours, you will be given an unpaid meal period. The time when meal periods are scheduled varies among departments, depending on the needs of each department. You are requested not to perform any work during your regularly scheduled meal period. It is important to return to work on time at the end of your meal period.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other emergencies, the Executive Director or your supervisor may decide to close Sycamore Park District for the whole or portion remaining of the day. As such, you will be notified as soon as possible by your supervisor.

Hourly/Non-Exempt Employees:

In this case, an hourly employee will not be paid during the closure unless they choose to use accrued vacation/paid leave. If you have reported to work and are sent home in these conditions, no loss of pay will occur for the remainder of that day. Any other days following that, where a closure continues, will not be paid unless the employee chooses to use accrued vacation/paid leave.

If your supervisor asks that you remain at work to complete assigned work duties after Sycamore Park District has closed because of severe weather conditions or another emergency, you will be paid at time and one half after 40 hours and double time after 40 hours on weekends and holidays for the remaining hours that you work beyond the announced closing time.

Any employee who was on a previously approved leave day during a declared emergency shall not be charged leave for the emergency period.

Exempt Employees:

In this case, an employee will be paid during the closure if they must work at any time on the day(s) of that closure. If you have reported to work and are sent home in these conditions, no loss of pay will occur for the remainder of that day. Any other days following that, where a closure continues, will not be paid unless the employee chooses to use accrued vacation/paid leave.

Policy 1-17 Anniversary Date

The first day you report to work is your "official" anniversary date. Your anniversary date is used to compute various conditions and benefits described in this Personnel Policies Manual.

2-1 POLICY ON PAY PERIODS

The pay period for employees will be bi-weekly on Friday for a total of twenty-six (26) pay periods per year. Payment will be in arrears the actual days worked by five calendar days for non-exempt employees only. Persons starting or terminating their employment in the middle of a pay period shall be paid at a rate of one-tenth of the total bi-weekly salary for each day worked. In case the pay day falls on a holiday, payment will be made on the nearest preceding work day.

Adopted on:

Revised on:

2-2 POLICY ON RECORDING OF HOURS WORKED

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Work time is computed to the nearest quarter of an hour (15) minutes per week. All employees who work more than six consecutive hours receive an unpaid meal period. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible to maintain your own work time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against SYCAMORE PARK DISTRICT rules and is grounds for disciplinary action, up to and including dismissal.

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

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

Exempt employees are not required to sign in or out; however, business trips, vacations, sick, and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance. Each supervisor and the Director are responsible for the verification of the hours of those employees under their supervision and charge.

Prior to receipt of your paycheck, staff are required to sign the payroll registry. Your paycheck may not be given to anyone other than you without written consent.

In the event of a lost paycheck, the Superintendent of Finance must be notified in writing as soon as possible before a replacement check can be issued. In the event the lost paycheck is recovered and SYCAMORE PARK DISTRICT identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to SYCAMORE PARK DISTRICT within 24 hours of the time that it is demanded.

Adopted on:

Revised on:

2-3 POLICY ON PAYROLL DEDUCTIONS

Automatic payroll deductions will be made for you for federal and state income tax purposes, health insurance deductions, pension contributions and social security tax, and any other item ordered by court or applicable law. Voluntary deductions may be made for elective programs offered by SYCAMORE PARK DISTRICT. Please contact the Superintendent of Finance for information on payroll deductions.

Except as required by law or court order; deductions will not be taken without your written authorization. Deductions required by law include Social Security, Medicare, federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. Also, employees who meet certain hourly requirements will have Illinois Municipal Retirement Fund (IMRF) pension contributions withheld.

Adopted on:

Revised on:

2-4 POLICY ON FAIR LABOR STANDARDS ACT

SYCAMORE PARK DISTRICT compensates all employees in accordance with the Fair Labor Standards Act (FLSA).

Definitions:

Exempt Employee: An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.

Non-Exempt: An employee subject to the overtime provisions of the Fair Labor Standards Act.

Workweek: The workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight the following Sunday.

Eligibility: Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of forty (40) in a single workweek. The FLSA does not require any leaves of absence such as vacation leave or sick leave to be considered as hours worked for overtime purposes. For purposes of overtime calculation, "hours worked" shall not include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay.

Overtime Obligations and Approval: Because of the nature of the Parks and Recreation field and the public services to be rendered, SYCAMORE PARK DISTRICT employees may be required to work more than the standard hours per workweek. Depending on SYCAMORE PARK DISTRICT work needs, employees may be required to work overtime. Employees are required to work overtime when necessary and any employee's unwillingness or refusal to do so may be cause for disciplinary action, up to and including dismissal.

For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action.

Compensation: SYCAMORE PARK DISTRICT will compensate all non-exempt employees for overtime hours through overtime pay or compensatory time off. The employee may request to be either:

1. Compensated with pay at the rate of 1½ times the regular hourly rate for all hours worked in excess of forty (40) in a single work week; or

2. Compensated through compensatory time off at the rate of 1½ hour for each hour worked in excess of forty (40) hours in a single workweek. The maximum compensatory time that may be accrued by an employee is 40 hours.

Compensatory time may be taken in lieu of overtime pay if authorized by and arranged in advance with the employee's immediate supervisor. Employees shall be permitted to use compensatory time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt the operations of SYCAMORE PARK DISTRICT. An employee's immediate supervisor, based upon whether the grant of such requests result in short staffing or other disruption of SYCAMORE PARK DISTRICT's operations, will generally determine whether to grant an employee's request for use of compensatory time. However, SYCAMORE PARK DISTRICT, may in its own discretion, elect to pay cash wages for overtime rather than permitting additional accruals of compensatory time.

If an employee terminates his/her employment with compensatory time accrued, the employee will receive financial reimbursement as described above.

Adopted on:

Revised on:

2-5 POLICY ON ADMINISTRATIVE LEAVE

Administrative time is defined as time granted to exempt personnel in lieu of overtime compensation. Due to the nature of the positions and the requirement of these individuals, they may work additional hours in the evenings and on weekends and thus may be granted time off from work. Said time must be approved by their immediate supervisor and the Executive Director who shall use the proper care and judgment before granting the request. It should be clearly understood by all concerned that administrative time may not necessarily be granted on an hour-for-hour basis.

Adopted on:

Revised on:

2-6 POLICY ON PERFORMANCE APPRAISAL AND SALARY REVIEW

Purpose: SYCAMORE PARK DISTRICT has a formal performance appraisal system for full-time employees to provide a means of attempting to evaluate an employee's performance and progress and to communicate its findings to the employee. The performance appraisal assists SYCAMORE PARK DISTRICT in making personnel decisions related to such matters as promotions, transfers, demotions, terminations, and salary adjustments. Performance appraisals become and are an essential part of an employee's personnel records.

Frequency: Under usual and appropriate circumstances, employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual work review, however, another may be performed before the next annual review, after the new assignment has begun. A performance appraisal will be conducted at the end of the probationary period and annually in January of each year. In addition, an employee or the employee's supervisor may request an informal review at any time. Formal evaluations generally will be conducted by an employee's immediate supervisor.

Review Process: Performance appraisals include a discussion and written documentation of job duties, tasks and responsibilities, performance objectives and performance results.

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

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

Request in writing, within five (5) working days upon receipt of your performance evaluation, a meeting with the supervisor at the succeeding level of authority in your department. Your request must include an explanation as to why you believe your formal performance evaluation should be changed. You must attach to your request any supporting documentation. If you fail to request a meeting, the evaluation of your immediate supervisor will be final and a copy of your evaluation will be placed in your personnel file. If you timely request a meeting, the supervisor will meet with you and investigate the circumstances surrounding your evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of your written request. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level up to the Director. Any decision of the Director shall be final.

2-6(a)

You may also prepare a written response stating your position or objection to your evaluation, and requesting that your response be placed in your personnel file. It is your responsibility to make certain that your response is placed in your personnel file.

Adopted on:

Revised on:

2-7 POLICY ON BUSINESS EXPENSES

SYCAMORE PARK DISTRICT may reimburse employees for necessary and reasonable expenses incurred while on SYCAMORE PARK DISTRICT business. This shall include reimbursement, at the IRS established rate, for an employee's use of his or her personal vehicle for park district business. In order to qualify for reimbursement of business expenses, an employee must request prior approval from his or her supervisor for expenses and provide proof of the expenses incurred on official SYCAMORE PARK DISTRICT business through the submission of receipts and/or other documentation SYCAMORE PARK DISTRICT may require. Reimbursement for business expenses exceeding more than \$500 requires written approval from the Director prior to the expenses being incurred.

Adopted on:

Revised on:

3-1 POLICY ON BOARD MEETING ATTENDANCE

All employees of SYCAMORE PARK DISTRICT are welcome to attend any meeting of the Board, except closed Executive Sessions, and acquaint themselves with matters that are discussed by the Board. In the interests of efficiency and better working relationships, however, any dissatisfaction on the part of the employee shall be handled as outlined in Grievances 3-23 to ensure fairness and to conserve the time of the Board.

Adopted on:

Revised on:

3-2 POLICY ON POLITICAL ACTIVITY

All SYCAMORE PARK DISTRICT employees are prohibited from engaging in any political activity (except voting) while on duty. In the event of a SYCAMORE PARK DISTRICT referendum, an employee may participate in conjunction with SYCAMORE PARK DISTRICT and in accordance with state statute.

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

SYCAMORE PARK DISTRICT rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of SYCAMORE PARK DISTRICT by any means such as uniform, insignia, motor vehicle or in any other manner. Employees shall not intentionally use any property or resources of SYCAMORE PARK DISTRICT in connection with any political activity. Political activities include, but are not limited to running as a candidate or public office, soliciting votes for such part or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above. For purposes of this paragraph "while on duty" includes those hours you are scheduled to work and are working for SYCAMORE PARK DISTRICT, but does not include breaks, lunches, or other duty-free periods of time.

Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

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

Adopted on:

Revised on:

3-3 POLICY ON ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of SYCAMORE PARK DISTRICT. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in disciplinary action, up to and including dismissal.

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

If you must leave work early due to an illness or personal emergency, you must make every reasonable effort to promptly advise your immediate supervisor or if your immediate supervisor is not available, contact the supervisor at the succeeding level of authority.

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

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

Attendance is an essential function of every job. Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or unsatisfactory performance will subject you to disciplinary action up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the Family and Medical Leave Act, approved military leave, VESSA and other approved paid leaves.

Adopted on:

Revised on:

3-4 PROPER DRESS AND APPEARANCE

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

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

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your co-workers, or the public, as determined by SYCAMORE PARK DISTRICT.

Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Tattoos deemed inappropriate by management will not be allowed and must not be visible.

Clothing and shoes should fit properly and not be torn, frayed, deteriorated, and/or visibly dirty.

Additional dress code requirements may be instituted by your immediate supervisor. Any employee not following the above policy may be sent home to change without pay.

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

It is your responsibility to wear your ID and/or uniform while on duty. Please remember that ID's, keys, and other SYCAMORE PARK DISTRICT property are and remain the property of SYCAMORE PARK DISTRICT and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost SYCAMORE PARK DISTRICT property. Also, please remember that uniforms, ID's, and other identifying items identify you as a SYCAMORE PARK DISTRICT employee while you are on duty. They are not to be worn when you are not on duty.

Adopted on:

Revised on:

3-5 CHILDREN IN THE WORKPLACE POLICY

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in extra-ordinary emergency situations. Occasional visits only during an employees allowed breaks is acceptable.

Childcare is the personal responsibility of the employee and it is further the responsibility of the employee to prearrange for childcare in the event of an emergency.

Adopted on:

Revised on:

3-6 POLICY ON SMOKE-FREE WORKPLACE

In the interest of promoting health and safety, SYCAMORE PARK DISTRICT has enacted a smoke-free policy which applies to all SYCAMORE PARK DISTRICT facilities and vehicles, all SYCAMORE PARK DISTRICT employees, all patrons, and vendors who visit SYCAMORE PARK DISTRICT facilities. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, or other similar items. Each supervisor is responsible for enforcing the smoke-free policy in his/her respective area/facility. An employee's disregard for the smoke-free policy may subject the offending employee to appropriate discipline as provided herein.

Adopted on:

Revised on:

3-7 POLICY ON PERSONAL INFORMATION

All full-time employees must notify the Superintendent of Finance or Executive Director through their immediate Supervisor, upon the change of address or change of telephone number and emergency contact information as soon as is practical after the change occurs.

Adopted on:

Revised on:

3-8 POLICY ON WORK AREAS

Work areas will be kept clean and orderly at all times.

Apparel, such as boots, coats and umbrellas will be stored in designated areas.

Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, paper, or information of value must be properly secured.

Non-work material, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

Adopted on:

Revised on:

3-9 POLICY ON WEAPONS IN THE WORKPLACE

SYCAMORE PARK DISTRICT strictly prohibits and does not tolerate weapons at any SYCAMORE PARK DISTRICT facility, on any SYCAMORE PARK DISTRICT property, or at any SYCAMORE PARK DISTRICT sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager or supervisor.

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

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

If neither of these alternatives is satisfactory to you, then you can report the situation by following the grievance procedures as outlined in the personnel manual.

Adopted on:

Revised on:

3-10 POLICY ON CARELESSNESS

SYCAMORE PARK DISTRICT does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting SYCAMORE PARK DISTRICT business.

SYCAMORE PARK DISTRICT expects that its employees perform their employment duties with care and attention to our patron's needs, the safety and welfare of fellow employees, and to SYCAMORE PARK DISTRICT quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action up to and including immediate dismissal. Employees who fail to respond to SYCAMORE PARK DISTRICT's efforts to correct carelessness may be subject to disciplinary action, up to and including dismissal.

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

If neither of these alternatives is satisfactory to you, then you can report the situation by following the grievance procedures as outlined in the personnel manual. 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.

Adopted on:

Revised on:

3-11 POLICY ON WORKPLACE WRONGDOING

SYCAMORE PARK DISTRICT does not tolerate workplace wrongdoing on SYCAMORE PARK DISTRICT premises, property, SYCAMORE PARK DISTRICT sponsored events, or while acting within the scope of employment.

SYCAMORE PARK DISTRICT does not tolerate theft of property, whether from the SYCAMORE PARK DISTRICT patrons or staff. Employees should seek permission before removing SYCAMORE PARK DISTRICT materials, tools, or other items, including damage goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

SYCAMORE PARK DISTRICT prohibits false information on any expense account sheet, time sheet or on any insurance claim submitted under SYCAMORE PARK DISTRICT's health care benefits or workers' compensation benefits program.

SYCAMORE PARK DISTRICT prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to and including dismissal.

SYCAMORE PARK DISTRICT prohibits horseplay, practical jokes, and pranks. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

SYCAMORE PARK DISTRICT prohibits embezzlement or stealing of SYCAMORE PARK DISTRICT funds, including but not limited to, stealing money from a SYCAMORE PARK DISTRICT account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

Adopted on:

Revised on:

3-12 POLICY ON RADIO, TELEPHONE AND CELLULAR TELEPHONE USAGE

Office telephones and radios are a vital part of our agency operations. Due to the nature of agency business transacted by telephone and radio, personal use should be limited and brief. Excessive use of the phone or radio for personal business will be subject to corrective action. Personal long distance calls should be billed to the employee's home phone or credit card.

Cellular telephones are furnished to certain employees in connection with their job duties. Employees need to limit personal use of their cellular telephone in the same way they need to limit personal use of their office telephone. Employees with excessive cellular usage for personal calls will be subject to disciplinary action.

SYCAMORE PARK DISTRICT requires the safe use of its cellular telephones and radios by employees while conducting business. The employee should exercise extreme caution when using the radio or cellular telephone while driving because of safety concerns. When using a hand-held cellular telephone, employees should consider pulling over or stopping before making a call. In some jurisdictions, use of hand-held cellular telephones is strictly prohibited. You are expected to fully comply with all traffic laws and laws related to cellular phone use. Employees charged with traffic violations resulting from use of the phone while driving will be solely responsible for all fines.

During work time, employees should not use personal cellular telephones. These should be used only during breaks or meal time. SYCAMORE PARK DISTRICT will not be liable for the loss or damage of personal cellular phones brought into the work place.

Adopted on:

Revised on:

3-13 POLICY ON ROMANTIC OR SEXUAL RELATIONSHIPS

Consenting “romantic” or sexual relationships between a supervisor/manager and an employee may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager and the Association. Any such relationship may, therefore, be contrary to the best interests of SYCAMORE PARK DISTRICT.

Accordingly, SYCAMORE PARK DISTRICT strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

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

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the employee’s department head or Executive Director. Failure to do so may result in disciplinary action. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

Adopted on:

Revised on:

3-14 POLICY ON VIOLENCE IN THE WORKPLACE

SYCAMORE PARK DISTRICT strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instance of violence must be reported to the employee's immediate supervisor and/or department head or the Executive Director. All complaints will be investigated.

SYCAMORE PARK DISTRICT will promptly respond to any incident or suggestion of violence. Violation of this policy may result in disciplinary action, up to and including dismissal.

Adopted:

Revised on:

3-15 POLICY ON SOLICITATION, DISTRIBUTION AND USE OF BULLETIN BOARDS

Employees may not solicit any other employee during working time, nor may employees distribute literature on SYCAMORE PARK DISTRICT premises, which includes all areas where employees perform their assigned work tasks during working time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Employees may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy “while on duty” does not include lunches, or other duty-free periods of time.

Bulletin boards maintained by SYCAMORE PARK DISTRICT are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning SYCAMORE PARK DISTRICT business.

- Announcements of a park district business nature, which are equally applicable, and of interest to employees.

All posted material must have authorization from a Superintendent or Executive Director. As a rule-of-thumb, only items sponsored by Sycamore Park District or its written affiliates, and other units of local government may have items posted on park district property. All employees are expected to check these bulletin boards periodically for new and/or update information and to follow the rules set forth in all posted areas. Employees are not to remove material from bulleting boards.

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

Adopted:

Revised on:

3-16 POLICY ON EMPLOYEE COOPERATION

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

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

Adopted:

Revised on:

3-17 POLICY ON ALCOHOL AND DRUG ABUSE

Purpose: SYCAMORE PARK DISTRICT has implemented a Policy on Alcohol and Drug Abuse in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since SYCAMORE PARK DISTRICT employees operate, supervise and maintain facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, SYCAMORE PARK DISTRICT wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the SYCAMORE PARK DISTRICT's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, SYCAMORE PARK DISTRICT has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of SYCAMORE PARK DISTRICT's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all full-time employees and employees in safety sensitive positions as defined by SYCAMORE PARK DISTRICT will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

Acts Prohibited: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, cannabis or alcohol, is prohibited on SYCAMORE PARK DISTRICT Property or while acting on behalf of SYCAMORE PARK DISTRICT except when lawful dispensation and use of alcohol occurs at SYCAMORE PARK DISTRICT facilities licensed for such purposes or when use of alcohol occurs at social functions being attended as a duty of the employee's position in which the employee is not affected by a blood alcohol content of .04 or above.

Definitions: For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Executive Director of SYCAMORE PARK DISTRICT.
6. "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by SYCAMORE PARK DISTRICT. SYCAMORE PARK DISTRICT Property also includes property used by SYCAMORE PARK DISTRICT, patrons while on SYCAMORE PARK DISTRICT sponsored events, or field trips or property of others when presence thereon by a SYCAMORE PARK DISTRICT employee is related to employment with SYCAMORE PARK DISTRICT.
7. "Drugs" mean Legal Drugs and controlled substances, including cannabis.
8. "Legal Drugs" mean prescription drugs and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
9. "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
10. "Policy" means this Alcohol and Drug Abuse Policy of SYCAMORE PARK DISTRICT.

11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
13. "Under the Influence" means that the employee is affected by a blood alcohol content of .04 and above or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion and/or a scientifically valid test.

Voluntary Treatment: It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. SYCAMORE PARK DISTRICT will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of SYCAMORE PARK DISTRICT's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating SYCAMORE PARK DISTRICT's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet SYCAMORE PARK DISTRICT's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with SYCAMORE PARK DISTRICT management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Executive Director for details. SYCAMORE PARK DISTRICT management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

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

Each SYCAMORE PARK DISTRICT employee is required to sign a consent form, a copy of which is included with this Policy, at the time this Policy is distributed to the employee.

Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

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

Screening and Testing Procedures:

Random Testing

- a. Employees will be placed in a pool from which random selections for testing will be made. SYCAMORE PARK DISTRICT may choose to test entirely from its own pool of employees or it may choose to join a Consortium. Random testing will be for both alcohol and controlled substances.
- b. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
- c. Selection for testing will be performed on a sufficiently random basis. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
- d. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

Reasonable Suspicion Testing

- a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact their department head (or equally trained supervisor) who will also observe the employee. If both supervisors are in agreement, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.
- b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
- c. When a reasonable suspicion determination has been made, the employee must immediately stop work.
- d. The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. If not already on record, the employee will be asked to review and sign a Consent/Refusal Form. The employee may be asked to sign a second consent form from the testing facility.

- e. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
- f. If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. SYCAMORE PARK DISTRICT will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, it may not be in a SYCAMORE PARK DISTRICT vehicle, and the local Police Department will be called and notified.
- g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.
- h. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

Post Accident Testing

- a. Drivers of a SYCAMORE PARK DISTRICT vehicle involved in an accident in which an injury or death occurred or for which the driver received a ticket for the operation of their vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
- b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
- c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
- d. If an injury or death occurs or a driving citation is issued, alcohol testing will be performed within two hours, but no testing after eight hours, and controlled substance within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

Follow-up Testing During and After an Employee's Participation in Counseling/Rehab Program

3-17(e)

- a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuse problem will be subject to follow up testing.
- b. The Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years.**
- c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.**
- d. Employee is responsible for all costs associated with follow-up testing.

Required Training: All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required. All employees will sign a receipt that they attended the training. The receipt will be kept in SYCAMORE PARK DISTRICT records.

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

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

Use of Legal Drugs: Any employee who operates a vehicle, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by SYCAMORE PARK DISTRICT in a confidential manner and will be disclosed only to persons who need to know.

3-17(f)

The employee's immediate supervisor, after conferring with the department head or Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal.

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

Discipline/Penalties for Violation:

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on SYCAMORE PARK DISTRICT property or while acting on behalf of SYCAMORE PARK DISTRICT (except when lawful dispensation and use of alcohol occurs at SYCAMORE PARK DISTRICT facilities licensed for such purposes or when use of alcohol occurs at social functions being attended as a duty of the employee's position in which the employee is not affected by a blood alcohol content of .04 or above.), is convicted of a drug related crime, causes financial or physical damage to SYCAMORE PARK DISTRICT property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of SYCAMORE PARK DISTRICT's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by SYCAMORE PARK DISTRICT in its sole discretion, SYCAMORE PARK DISTRICT may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by SYCAMORE PARK DISTRICT and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by SYCAMORE PARK DISTRICT. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, SYCAMORE PARK DISTRICT will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of SYCAMORE PARK DISTRICT; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if

the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or, (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Pre-Employment Screening: As a final prerequisite in SYCAMORE PARK DISTRICT's employment selection procedure, persons otherwise offered a full-time, labor intensive position with SYCAMORE PARK DISTRICT will be required to undertake a physical examination which may include a drug and alcohol screening test.

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

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

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

CONSENT TO DRUG AND/OR ALCOHOL

SCREENING OR TESTING

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

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

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

Employee Name: _____

(Print)

Employee Signature: _____

Date: _____

Witness Signature: _____

Adopted on:

Revised on:

3-18 POLICY ON DISCIPLINE

All employees are expected to meet SYCAMORE PARK DISTRICT's standards of work performance, engage in acceptable conduct and to satisfactorily perform their duties under the policies, guidelines and rules contained in this Ordinance. In addition, employees are expected to follow any other SYCAMORE PARK DISTRICT policies, rules and guidelines, performance standards, the directions of their Supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, some of which may include attendance, punctuality, personal conduct, job proficiency and general compliance with SYCAMORE PARK DISTRICT's policies and procedures.

If an employee does not meet these standards, SYCAMORE PARK DISTRICT may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance to improve work performance, attendance problems, attitude, and personal conduct, general compliance with SYCAMORE PARK DISTRICT's policies and procedures and/or other disciplinary problems. On occasions when work performance is below the acceptable level or does not progress according to expectations, the employee may be redirected or reassigned.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by SYCAMORE PARK DISTRICT. An employee may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on the employee's part.

Notwithstanding SYCAMORE PARK DISTRICT's option to use progressive discipline, SYCAMORE PARK DISTRICT is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with dismissal.

While it is hoped and expected that the need for disciplinary action will be rare, when an employee's job performance, attitude, or conduct falls short of established standards, appropriate action will be taken. Such actions will range from verbal counseling to termination. This means that, as a general rule, an employee will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that dismissal may be imposed for the first offense. The following procedures represent guidelines that may be implemented to remedy unacceptable job performance, attitude or conduct:

VERBAL WARNING

A verbal warning may be undertaken by an employee's supervisor(s). Verbal warnings occur for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including discharge. The supervisor engaged in a verbal warning will discuss the concern with the employee and suggest how to correct the offending conduct or work performance. Documentation of verbal warning may be placed in the employee's personnel file.

WRITTEN WARNINGS

Written warnings may be issued by an employee's supervisor(s). Written warnings consist of a conference between the employee and the supervisor imposing the warning. A written memorandum expressing disapproval of conduct or poor work performance and/or attendance will be written warning the employee that repetition of the conduct or failure to improve may result in more severe discipline including discharge. A time frame for improvement shall be determined by the employee's supervisor and communicated to the employee. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature or for more serious misconduct which in SYCAMORE PARK DISTRICT's opinion does not warrant suspension or discharge.

An employee is required to sign the written warning indicating receipt of the warning and his or her understanding of the reason for the warning. An employee will also be given an opportunity to provide written comments, which will be placed in his or her personnel file. If an employee refuses to sign, another Supervisor will be asked to witness the employee's refusal. A copy of the written warning will be placed in the employee's personnel file. If the employee corrects work performance deficiencies, it should be noted at the bottom of the written warning and be signed by both the employee and the supervisor.

SUSPENSION

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay. The supervisor(s) imposing the suspension will meet with the employee being suspended and give him or her a written memorandum outlining the details of the suspension, including without limitation, the reasons for and duration of the suspension, including the starting and ending dates. During this meeting, the employee will be given an opportunity to respond to the reason(s) for the suspension.

The duration of the suspension shall be determined by the Executive Director who shall inform the Board of this decision. To the extent permitted by law, unpaid suspensions of fulltime personnel will be based on daily increments except in instances of infraction of workplace conduct rules.

A suspended employee is required to sign the written notice of the suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. The suspended employee will also be given an opportunity to provide written comments on the notice, which will be placed in his or her personnel file. If an employee refuses to sign, another Supervisor will be asked to witness the employee's refusal. A copy of the notice will be placed in the employee's personnel file.

DISMISSAL

A dismissal is a termination of employment initiated by SYCAMORE PARK DISTRICT. An employee may be dismissed for any lawful reason at any time. All SYCAMORE PARK DISTRICT employees serve at the will of SYCAMORE PARK DISTRICT. If an employee is dismissed he or she will receive written notice of the dismissal including effective date and time of dismissal. Under ordinary circumstances, the employee's supervisor or designee will meet with the employee, and present the written notice of dismissal. The employee is required to sign the written notice of the dismissal indicating his or her receipt of the notice. If the employee refuses to sign, another supervisor may be asked to witness the employee's refusal. A copy of the notice will be placed in the employee's personnel file. The employee may further respond to those charges, if any, through the formal review procedure outlined below.

REVIEW OF DISMISSAL

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

If a department head has been dismissed, he or she may make a request to the Board. The Executive Director's decision to dismiss a department head shall be final unless the department head submits a written request for review of dismissal to the Board within

(5) working days from the date the action was taken. The Board may meet with the department head and investigate the circumstances surrounding the dismissal. The Board should issue a written determination within ten (10) working days of receipt of the written request. The Board's decision shall be final.

This procedure will be followed to the extent that it is, in SYCAMORE PARK DISTRICT's sole discretion, practicable. SYCAMORE PARK DISTRICT reserves the right to proceed directly to the Executive Director's or the designee's review of an employee's dismissal. Nothing shall limit or restrict SYCAMORE PARK DISTRICT's right to dismiss an employee at any time, with or without cause. As an at-will employee of SYCAMORE PARK DISTRICT, you may terminate your employment at any time, with or without cause or notice and SYCAMORE PARK DISTRICT retains a similar right. SYCAMORE PARK DISTRICT's failure to strictly adhere to the time limits or the procedures described above shall not affect the resolution of any disciplinary action.

REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within (10) working days of receipt of your request for review. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within (5) working days after the date of initial determination. This supervisor may meet with you and should issue a written determination within (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final. Note that SYCAMORE PARK DISTRICT's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure should be followed to the extent that it is, in SYCAMORE PARK DISTRICT's sole discretion, practicable under the circumstances.

EMPLOYEES RESPONSE

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

SPECIAL RULES AND REGULATIONS

Satisfactory performance of duties and acceptable conduct is required of every employee. Failure to meet the minimum standards and work performance for any of the following listed reasons should be sufficient to dismiss any employee. Such list is not to be considered all inclusive. The Board shall be informed of the nature of the violation and chosen course of disciplinary action. They include but are not limited to:

- Use SYCAMORE PARK DISTRICT owned equipment or vehicles for personal use without the permission of the Executive Director.
- Work another job for which compensation would be received while on duty.
- Drinking or using controlled substances on the job or arriving on the job under the influence of alcohol or un-prescribed controlled substances.
- Insubordination or failure to follow the order of a Department Head, Supervisor or Executive Director.
- Being absent from work without permission, or failure to report any absences to the immediate Department Head or Supervisor.
- Being habitually absent or tardy.
- Failure to perform work in an appropriate manner.
- Being wasteful of material, property or working time.
- Inability to work with fellow employees.
- Being convicted of a felony involving crimes of moral turpitude by the authorities (local, state, or federal)
- Theft.
- Fighting, disorderly, or immoral conduct.
- Punching another employee's time card or falsifying any time record.
- Intentionally giving false or misleading information in order to obtain employment.
- Conduct which endangers the health, safety or general welfare of other SYCAMORE PARK DISTRICT personnel or SYCAMORE PARK DISTRICT users.
- Failure to follow SYCAMORE PARK DISTRICT policies and procedures.
- Lying, falsifying or providing misleading information with regard to SYCAMORE PARK DISTRICT records, reports and forms.

- Any violation of policies or procedures regarding the privacy of individually identifiable health insurance information (or protected health information) as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPA) and as defined by the U.S. Department of Health and Human Services.

Employees who are dismissed have the right of appeal and may do so in accordance with the steps outlined entitled Grievance Process and Procedure.

Adopted on:

Revised on:

3-19 POLICY ON CONFLICT OF INTEREST

SYCAMORE PARK DISTRICT expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of SYCAMORE PARK DISTRICT. Business dealing which appear to create a conflict between the interests of SYCAMORE PARK DISTRICT and an employee are unacceptable.

SYCAMORE PARK DISTRICT recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that SYCAMORE PARK DISTRICT may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of SYCAMORE PARK DISTRICT's business dealings.

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

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Finance Department or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois Law. Please see the Finance Department for details.

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

Adopted on:

Revised on:

3-20 POLICY ON GIFTS

In accordance with the State Officials and Employees Ethics Act, no employee and no spouse of or immediate family member living with an employee shall solicit or accept any gift from any prohibited source which is otherwise prohibited by law or ordinance and no prohibited source shall intentionally offer or make a gift that violates this Act.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to cash, food and drink, honoraria for speaking engagements related to or attributable to government employment or the official position of the employee.

Prohibited source means any person or entity who is seeking official action, or does business or seeks to do business, or conducts activities regulated by an officer, and employee, or by the officer or another employee directing that employee; or has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or the employee.

The exceptions to the Act are:

- (1) Opportunities, benefits, and services which are available on the same conditions as for the general public
- (2) Anything for which the employee or his or her spouse or immediate family member pays fair market value
- (3) Any contribution that is lawfully made under the Election Code or activities associated with a fundraising event in support of a political organization or candidate
- (4) Educational material and missions
- (5) Travel expenses for a meeting to discuss business
- (6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancé

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. Catered means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of the employee), if the benefits have not been offered or enhanced because of the official position or employment of the employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. Intra-governmental gift means any gift given to an employee from another officer or employee, and inter-governmental means any gift given to an employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed above is mutually exclusive and independent of every other.

In the event that someone offers an employee a gift as a result of his or her position, the employee should report it to the Executive Director. The Executive Director will determine whether or not the gift is in violation of the act. If so, the employee will be asked to take reasonable action to return a gift from the prohibited source or give the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code.

Retention of any gifts will be conditional upon approval of the Executive Director. Failure to properly report a gift, gratuity or reward may subject you to disciplinary action up to and including dismissal.

Adopted on:

Revised on:

3-21 POLICY AND PROCEDURE FOR GRIEVANCES

For the purposes of this policy and procedure, grievance shall be defined as “an employee complaint.” Any employee who has a grievance arising from his or her employment with SYCAMORE PARK DISTRICT is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, an employee feels uncomfortable discussing the problem with the person(s) involved, the following procedure may be followed:

1. An employee may meet and discuss the grievance with his or her immediate supervisor. In most cases, the problem can and should be resolved with a frank and open discussion between the employee and the supervisor. If in the employee’s view repeated attempts to resolve the situation through the immediate supervisor have failed, the employee may formally submit the grievance in writing to the immediate supervisor who shall give a written response on his or her position within three (3) working days of receiving the written grievance. If a satisfactory resolution remains unreachable at this level, the employee may proceed to step 2.
2. The employee may present the written grievance and the immediate supervisor’s written response to the supervisor at the succeeding level of authority. The supervisor shall investigate the matter, discuss the matter with the employee and his or her immediate supervisor, and shall give a written response to the employee within three (3) working days of discussing the grievance with the employee. If the employee is not satisfied with the resolution at this stage, the employee may continue this process through each succeeding level of authority up to the Executive Director. The Executive Director shall issue a written decision within ten (10) working days of discussing the grievance with the employee, unless investigation requires a longer period of time. An employee has the right to request that SYCAMORE PARK DISTRICT hear his or her grievance if dissatisfied with the decision of the Executive Director and may do so by following step 3.
3. Within ten (10) working days of receiving a response from the Executive Director, the employee may request in writing to the Board through the Executive Director with a copy of the request given to the Executive Director, an opportunity to present his or her written grievance to the Board in an Executive Session at a regularly scheduled SYCAMORE PARK DISTRICT Board Meeting. The SYCAMORE PARK DISTRICT Board can deny the request to discuss the grievance with the employee if they deem that the Executive Director, in good faith and in accordance with his responsibilities as authorized by the board, carried out his duty to decide on the grievance, and shall notify the employee in writing of its denial.

Should the SYCAMORE PARK DISTRICT Board decide to hear the grievance, it shall confer with the Executive Director at the earliest opportunity and establish the date and time of the meeting at which the grievance will be discussed and notify the employee in writing of that information. Every effort will be made to bring the matter as soon as possible to a SYCAMORE PARK DISTRICT Board Meeting. The Board shall determine which staff members are to be included in the discussion of the matter in the Executive Session. Following the Board Meeting in which the grievance was discussed, a final written response from the Board through the Executive Director will be given to the employee within fifteen (15) working days. The response will be considered final and binding as it relates to the resolution of the grievance and no further appeals will be considered.

SYCAMORE PARK DISTRICT's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance. SYCAMORE PARK DISTRICT will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith; testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

Adopted on:

Revised on:

Acknowledgment of Agreement with Sycamore Park District Grievance Procedure Policy

My signature on this document acknowledges that I understand the above Grievance Procedure Policy and agree to abide by its conditions. I also acknowledge that I understand my employment is at-will and may be terminated at any time, with or without reason, by either Sycamore Park District or myself. I further agree that, in accordance with Sycamore Park District's Grievance Procedure Policy, I will submit any dispute - including but not limited to my termination - arising under or involving my employment with Sycamore Park District to binding arbitration within one (1) year from the date the dispute first arose. I agree that arbitration shall be the exclusive forum for resolving all disputes arising out of or involving my employment with Sycamore Park District or the termination of that employment. I agree that I will be entitled to legal representation, at my own cost, during arbitration. I further understand that I will be responsible for half of the cost of the arbitrator and any incidental costs of arbitration.

Employee Name (printed)

Date

Employee Signature

Supervisor Signature

Date

Note to the employee: The original of this form will be placed in your personnel file. A copy of this form will be given to you by your supervisor.

3-22 POLICY OF REPORTING ABUSED OR NEGLECTED CHILDREN

SYCAMORE PARK DISTRICT recognizes that its' employees are charged with the supervision of children using SYCAMORE PARK DISTRICT facilities and grounds for recreational use, particularly in SYCAMORE PARK DISTRICT programs. In order to assist in identifying incidents of child abuse and neglect, the Association has determined that it is in the best interests of the Association to establish policies governing the identification of incidents of child abuse and neglect.

A child means any person under the age of 18 years, unless legally emancipated by reason of marriage or entry into a branch of the United States armed services.

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

Inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function;

Creates a substantial risk of physical injury to such child by other than accidental means which would be likely to cause death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily functions;

Commits or allows to be committed any sex offense against such child;

Commits or allows to be committed an act or acts of torture upon such child; or

Inflicts excessive corporal punishment.

Neglected child means any child whose parent or other person responsible for the child's welfare withholds or denies nourishment or medically indicated treatment including food or care denied solely on the basis of the present or anticipated mental or physical impairment as determined by a physician acting alone or in consultation with other physicians or otherwise does not provide the proper or necessary support or medical or other remedial care recognized under State law as necessary for a child's well-being, or other care necessary for his/her well-being, including adequate food, clothing and shelter; or who is abandoned by this/her parents or other person responsible for the child's welfare.

An employee of SYCAMORE PARK DISTRICT that has reasonable cause to believe that a child known to them may be an abused child or neglected child shall immediately report such incident to his/her immediate supervisor. Said situation shall be documented in a written incident report and immediately tendered to the Executive Director. The Executive Director, after verifying, or causing to be verified, shall immediately make a report to the Illinois Department of Children and Family Services. Any person required by this Act to report suspected child abuse and neglect who willfully fails to report such shall be guilty of a Class A misdemeanor pursuant to 325 ILCS 6/4.02

Adopted on:

Revised on:

3-23 POLICY ON ACCOMMODATING DISABILITIES

No qualified individual with a disability shall, on the basis of the disability, be excluded from participation in, or be denied the benefit of the services, programs, or activities of SYCAMORE PARK DISTRICT, or be subject to discrimination by SYCAMORE PARK DISTRICT.

It is the intent of this policy to establish an internal complaint system to provide for prompt and equitable resolution of complaints alleging any action by SYCAMORE PARK DISTRICT that would be prohibited by the Americans with Disabilities Act (ADA, or Title II rules).

Any individual who believes that he, she or a specific class of individuals has been subjected to discrimination on the basis of disability may file a complaint with SYCAMORE PARK DISTRICT. The complaint must be filed in writing, or other permanent record, by the complainant or by an authorized representative within thirty (30) calendar days from the date of the alleged discrimination unless the time for submission is extended by SYCAMORE PARK DISTRICT due to good cause shown. The complaint must include the following:

- The complainant's name, address and telephone number.
- The relationship of the complainant to SYCAMORE PARK DISTRICT.
- The nature of the complaint including the specific service, program or activity and persons involved.
- If known, the specific section of the ADA or the Title II rule under which the alleged violation took place.
- The date of the alleged violation.
- The remedy or relief sought.

The complaint should be directed to: Kishwaukee Special Recreation Association
940 East State Street
Sycamore, IL 60178
Attention: Executive Director

Adopted on:

Revised on:

3-24 POLICY ON NON-DISCRIMINATION AND ANTI HARASSMENT

SYCAMORE 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, SYCAMORE PARK DISTRICT expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, board member, agent, volunteer, and vendor of SYCAMORE PARK DISTRICT as well as anyone using SYCAMORE PARK DISTRICT's facilities, to refrain from sexual and other harassment. SYCAMORE PARK DISTRICT will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of SYCAMORE 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 may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse

of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

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

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

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

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

Retaliation Is Prohibited

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

Reporting Procedure

SYCAMORE PARK DISTRICT strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity

or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, SYCAMORE PARK DISTRICT strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued. If an employee experiences or witnesses harassment or discrimination of any kind, he or she should deal with the incident(s) as directly and firmly as possible by clearly communicating his or her position to the offending person, the immediate supervisor, the department head, and/or the Executive Director. He or she should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

The following communication steps should be initiated in reporting incidents of harassment:

1. **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, an employee should directly and clearly express his or her objection to the offending person(s) regardless of whether the behavior is directed at him or her. If he or she is the harassed employee, he or she should clearly state that the conduct is unwelcome and the offending behavior must stop. However, the employee is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
2. **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event an employee feels threatened or intimidated by the offending person, the employee should promptly report the offending behavior to his or her immediate supervisor, department head or the Executive Director. If the employee feels uncomfortable doing so, or if his or her immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, it should be reported directly to the

Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, the employee should contact the SYCAMORE PARK DISTRICT Board.

3. Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If the employee's complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, the employee should immediately report the incident or incidents in writing to the SYCAMORE PARK DISTRICT Board. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

Harassment Allegations against Non-Employees/Third Parties

If an employee makes a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using SYCAMORE PARK DISTRICT programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. SYCAMORE PARK DISTRICT will make reasonable effort to protect the employee from further contact with such persons. It should be recognized, however, that SYCAMORE PARK DISTRICT has limited control over the actions of non- employees.

Important Notice To All Employees

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

Responsibility Of Supervisors And Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. SYCAMORE PARK DISTRICT will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the

alleged conduct or may have other relevant knowledge. SYCAMORE PARK DISTRICT reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

Responsive Action

SYCAMORE PARK DISTRICT will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as SYCAMORE PARK DISTRICT believes appropriate under the circumstances.

False and Frivolous Complaints

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

While SYCAMORE PARK DISTRICT hopes to be able to resolve any complaints of harassment within the Association, it acknowledges an employee's 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, the employee may file a complaint directly with the HRC between the 365th and the 395th day.

Adopted on:

Revised on:

Policy 3-25 Payroll

Compensation Philosophy

It is Sycamore Park District's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual performance and district financial conditions and in compliance with all applicable statutory requirements.

Sycamore Park District applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items Sycamore Park District considers are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Sycamore Park District pays their employees in comparable positions (internal equity), and individual as well as Sycamore Park District performance. It is Sycamore Park District's goal to have a current Job Description on hand which broadly defines your job responsibilities.

Pay Period

Our payroll workweek begins on Monday and ends on Sunday.

Pay Cycle

Payday is normally on every other Friday for services performed during the two (2) week period ending the previous Sunday. The bi-weekly pay schedule is made up of twenty-six (26) pay periods per year.

Changes will be made and announced in advance whenever Sycamore Park District holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Paychecks will be distributed by your supervisor on the pay dates specified above.

Computing Pay

Sycamore Park District will compute your time on the basis of a forty (40) hour workweek for part time employees and a fifty-two (52) week work year for full time employees.

Mandatory Deductions from Paycheck

Sycamore Park District is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These

deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the Administrative Office immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Sycamore Park District is ordered to make such deductions.

Direct Payroll Deposit

Direct payroll deposit is the automatic deposit of your pay into the financial institution accounts of your choice. In addition, it may be possible for you to authorize Sycamore Park District to make additional deductions from your paycheck, such as for Christmas Clubs, credit union loan payments, or payroll savings plans. This benefit is only available to full time employees. Contact the Administrative Office for details and the necessary authorization forms.

Payroll Advance

If a payday will fall during a full time employee's vacation, he/she may have an advancement in pay to the extent of her/his accrued vacation time. A full time employee's request for such an advance must be made through his/her supervisor to the Director. Full time employees should allow a ten workday advance notice to the supervisor.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly. If an error has been made it will be corrected the next payroll cycle.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over eight (8) hours a day, or over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty- (40) hour workweek.

All overtime must be approved in advance by your supervisor.

Work Performed on District Holidays

Full-time "non-exempt" employees, those employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act, who work on a district holiday are considered to have worked overtime on that day and will be paid overtime for hours worked, regardless of the number of hours worked during that same work week.

Compensatory Time Off *(revised & approved August 19, 2003)*

Sycamore Park District allows non-exempt full-time employees to bank overtime hours worked to be used as compensatory time off. If you work in excess of forty (40) hours in a week those hours will be banked at a rate of one and one-half hours for each hour of overtime worked. Comp time will carry over into the first quarter of the following year and any time remaining after March 31 will be paid out at the employee's current rate.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by time cards.

You are responsible for accurately recording your time. No one may record hours worked on another's timecard or timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

Sycamore Park District acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

Policy 3-27 Safety

General Employee Safety

Sycamore Park District is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Sycamore Park District will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

Sycamore Park District strongly encourages you to communicate with your supervisor regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The Illinois state Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

Entering and Leaving the Premises

At the time you are hired, you will be advised about the proper entrances and exits for our employees, as well as unauthorized areas, if any. Our insurance company prohibits unescorted or unauthorized visitors in certain areas of our facilities. If you are expecting

visitors, such as vendors, patrons or friends, please notify your supervisor. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

Security Checks

Sycamore Park District may exercise its right to inspect all packages and parcels entering and leaving our premises.

Parking of Vehicles

Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for patrons and visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor and the Sycamore Police Department.

Sycamore Park District cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

Weapons

Sycamore Park District believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Sycamore Park District prohibits all persons who enter all district property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by Sycamore Park District to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

If you are aware of a fire, you should:

- Dial 911
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Sycamore Park District. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Restricted Areas

In the interest of safety and security, certain portions of Sycamore Park District's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. All interior building areas are designated no smoking areas as well.

Security

Maintaining the security of Sycamore Park District buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Sycamore Park District's premises make sure that all entrances are properly locked and secured, should you be the last person to leave.

Smoking

No smoking is allowed in any Park District building. Smoking is allowed outside of the buildings – you must be 15 feet from any door, window, or opening. Please be courteous and concerned about the needs of your fellow employees and others.

All employees are expected to abide by this policy while at work.

Policy 4-0: General Policy on Benefits

Sycamore Park District is committed to sponsoring a comprehensive benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. The benefits program described in this Personnel Policies Manual represents a very large investment by Sycamore Park District.

A good benefits program is a solid investment in Sycamore Park District's employees. Sycamore Park District will periodically review the benefits program and will make modifications as appropriate to the district's condition. Sycamore Park District reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this Personnel Policies Manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, or as singled out by direct reference in this manual--provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Insurance Premium Payment During Leaves of Absence

Sycamore Park District will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of three (3) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Sycamore Park District, you will be responsible for paying the total premiums for your coverage and that of your dependents if you have that coverage at time of disability. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with the Administration Office to set up a payment schedule.

Note: Please see "Introductory Period" in the Employment section of this Personnel Policies Manual for further information.

Adopted On:

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Note: Please see "Introductory Period" in the Employment section of this Personnel Policies Manual for further information.

Adopted On:

4-1 POLICY ON VACATION LEAVE

Vacation is a time for you to rest, relax, and pursue personal interests. Sycamore Park District has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make Sycamore Park District a leader in its field.

Only regular full-time employees are eligible. Part-time employees are not eligible.

Eligible employees accrue vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

Years of Employment	Monthly Accrual Rate (In Hours)	Total Accrual Per Year (In Days)
One (1) year	3.33	Five (5) days
Two (2) – Five (5) years	6.66	Ten (10) days
Six (6) – Ten (10) years	10.00	Fifteen (15) days
More than ten (10) years	13.33	Twenty (20) days

Sycamore Park District will always try to let you use your vacation time as desired, but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your supervisor at least two (2) weeks in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Normally, only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance) without written authorization from the Director. Such authorization is at the discretion of the Executive Director, and must be granted in advance of your vacation. Any amount of advanced vacation paid but not yet accrued at the time of termination of employment will be deducted from your final paycheck.

All vacation time must be taken in at least four (4) hour increments, unless otherwise authorized in writing. Specific vacation dates must be approved by your supervisor. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect Sycamore Park District's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) days, vacation time will not continue to accrue.

Any vacation time remaining at year end can be rolled over to the following year. Your available vacation balance may never exceed your current annual benefit.

If you have unused vacation days upon the termination of your employment with Sycamore Park District, you will be paid for that time when your final paycheck is issued.

When a holiday falls during an employee's vacation and the employee is entitled to the holiday, said holiday will not be charged against the vacation time.

Eligible vacation days may be used in lieu of paid personal leave when all personal leave has been exhausted. At the discretion of SYCAMORE PARK DISTRICT, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted.

If you fail to return to work following the end of an approved vacation leave, the Association may consider you to have voluntarily resigned your position with SYCAMORE PARK DISTRICT effective immediately.

Employees who have been terminated from the district will be reimbursed for un-used vacation days.

Adopted on:

Revised on:

4-2 POLICY ON PERSONAL LEAVE

In special circumstances, Sycamore Park District may grant a leave for a personal reason. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or Sycamore Park District. Your supervisor will submit your request to the Executive Director for final approval.

A personal leave of absence may be granted for up to twenty (20) days. If your leave is extended for more than twenty (20), vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Adopted on:

Revised on:

4-3 POLICY ON HOLIDAY LEAVE

Regular full-time employees are eligible for holiday pay. The following holidays are recognized by Sycamore Park District as paid holidays:

- New Year's Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day or Columbus Day (floating)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

You may take time off to observe your religious holidays in lieu of one of the holidays on the list, above. Please schedule the time off in advance with your supervisor and submit to the Executive Director listing the religious holiday you wish to take off, and the holiday, above, that will be waived.

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy. If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

When a holiday falls during an employee's vacation, said holiday will not be charged against the vacation time. In the event the holiday falls on a Sunday, the following Monday will be observed as a paid holiday. In the event the holiday falls on a Saturday, the preceding Friday will be observed as the holiday.

Full-time Exempt employees who are required to work on holidays will receive an additional day of vacation leave which must be taken within the current fiscal year.

Adopted on:

Revised on:

4.204 Life and Accidental Death and Dismemberment Insurance

If you are a regular full-time employee of Sycamore Park District, you are covered by our Group Life Insurance. This insurance is payable in the event of your death, in accordance with the policy, while you are insured. You may change your beneficiary whenever you wish by submitting the appropriate documents to the Administration Office. Refer to the literature provided by our insurance company for details on your life insurance coverage.

4.205 Employee cost for Insurance Coverage

The Sycamore Park District Board of Commissioners has established a generous allowance for covering most of the cost of the insurance benefits. Any cost in excess of this amount will be allocated in a fair manner amongst the employees that are covered in the plans. The employee's cost will be automatically deducted on a pre-tax basis in equal installments from the employee's paycheck.

The Sycamore Park District reserves the right to adjust this amount at any time there is an increase on our policy renewal dates. The administration office will provide a thirty (30) day notice of any such change.

Employees may make additional contributions to their HSA. A pre-tax deduction can be set up for any desired amount up to the current legal standards. Employees wanting to do this must make arrangements with the administration office.

4.206 AFLAC

All employees are able to obtain AFLAC supplementary coverage. Policy premiums can be paid through a payroll deduction. If interested in learning more about the types of policies available, notify the administration office and a meeting with an AFLAC representative will be arranged.

COBRA: the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) 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. Please contact the Executive Director for further information.

Adopted on:

Revised on:

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4-4 POLICY ON BEREAVEMENT LEAVE

Up to three (3) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's immediate family defined as: employee's mother, father, sister, brother, wife, husband, child, grandchild, grandmother, grandfather, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, or daughter-in-law and children for who he/she is the legal guardian.

If more than three (3) working days are requested, or if time off is desired upon the deaths of persons other than those listed here, the granted time may be charged as vacation leave or personal leave.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Adopted on:

Revised on:

4-5 POLICY ON JURY DUTY LEAVE

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

Sycamore Park District will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. Sycamore Park District will reimburse you for the difference between your jury pay and your regular pay, not to exceed eight (8) hours per day, for a maximum of ten (10) business days.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. This document is issued by the court.

Adopted on:

Revised on:

4-6 POLICY ON DISABILITY LEAVE (Including Pregnancy)

If, after the first year of employment, an employee becomes sick or injured on the job or off the job and is temporarily disabled from performing his/her duties and the disability persists for thirty days or more, the employee may be eligible to receive disability benefits under the Illinois Municipal Retirement Fund. The employee shall be responsible for completing the necessary disability applications. During the first year of employment, the disability benefits of IMRF are not in effect.

Sycamore Park District may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your supervisor, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up ninety (90) days. If necessary, you may request extensions in thirty (30) day increments for a maximum of one (1) year. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to Sycamore Park District's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position will not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

Adopted on:

Revised on:

4-7 POLICY ON MATERNITY/PATERNITY LEAVE

Federal law requires that a pregnancy be treated as a disability. As a result, any full-time employee requesting a leave of absence due to a pregnancy should exhaust all accrued sick leave days before becoming eligible for disability benefits.

Illinois Municipal Retirement Fund (IMRF) provides disability income benefits for pregnancy following a thirty (30) day waiting period. The waiting period begins the day following the person's last day of work which is determined by a physician attending to the employee. Benefits are paid for a maximum of eight (8) weeks following the birth of a child. The employee must return to service upon the completion of the benefit period. An employee who fails to return to work at the conclusion of the benefit period may be subject to disciplinary action.

Maternity/paternity leave shall be granted up to three (3) months without pay, but other employee benefits shall be dealt with as stated above during this period. This position shall be held open for the employee during this time. Commencing with the fourth (4th) month, the position may be filled by another individual. If, after (90) ninety calendar days, complications arise, an additional leave of absence may be granted by the Executive Director upon written request by the employee.

Adopted on:

Revised on:

4-8 POLICY ON FAMILY AND MEDICAL LEAVE ACT

Employees that have been employed by the Association for at least 12 months and have worked at least 1250 to qualify for leave under FMLA and may take up to a maximum of 12 calendar weeks of leave over a rolling 12 month period measured retroactively from the last day of leave for the following reasons. Where both husband and wife are employed by SYCAMORE PARK DISTRICT, their combined leave under this policy is 12 weeks over the 12 months where the leave involves the birth or adoption of a child or the care for a seriously ill parent.

- The birth and care of a newborn
- The placement of a child in the employee's home for either adoption or foster care;
- To care for the employee's parent, spouse or child (but not in-law) with a serious health condition which renders the employee unable to perform the functions of the employee's job.
- The employee's own serious health condition which renders the employee unable to perform the functions of the employee's job.

For purposes of this policy, "serious health condition" means an injury, illness, impairment, or physical or mental condition that involves one of the following:

Hospital Care: Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition.

Absence plus treatment: A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or three 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.

Pregnancy: Any period of incapacity due to pregnancy or for prenatal care.
Chronic conditions Requiring Treatment.

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.

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.

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 of 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.

Where such leave is foreseeable, at least (30) days written notice must be given to the employee's Department Head and Executive Director prior to the start of leave. In cases of an emergency, notice should be given as soon as is practical (usually within one or two business days). A delay in submitting this request may result in a delay of the start of the leave.

The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away. In cases where an employee requests leave for the employee's own serious health condition or to care for a seriously ill family member, SYCAMORE PARK DISTRICT may require medical certification from a health care provider to support the request.

If SYCAMORE PARK DISTRICT has reason to doubt the employee's initial certification, SYCAMORE PARK DISTRICT may: (1) with the employee's permission, have a designated health care provider contact the employee's health care provider in an effort to clarify or authenticate the initial certification; and/or (2) require the employee to obtain a second opinion by an independent SYCAMORE PARK DISTRICT designated provider at SYCAMORE PARK DISTRICT's expense. If the initial and second certifications differ, the Association may, at its expense, require the employee to obtain a third, final and binding certification from a jointly selected health care provider.

During FMLA leave, the Association may request the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during the FMLA leave, the employee must provide the Association with periodic reports regarding the employee's status and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Association with reasonable notice (i.e., within 2 business days) of the employee's changed circumstances and new return to work date. If the employee gives the Association notice of the employee's intent not to return to work, the employee will be considered to have voluntarily resigned.

A request for a leave of absence must be approved by the employee's Department Head and the Executive Director. An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor. If an employee's request does not meet the requirements for FMLA leave of absence, the employee may apply for a personal leave of absence.

The employee may elect, or SYCAMORE PARK DISTRICT may require you to substitute any accrued paid vacation or personal leave for unpaid leave under this policy, and any such paid time off must be taken at the same time as your Family and Medical Leave. All time missed from work that qualifies for both Family Medical Leave and for worker's compensation will be counted toward your twelve weeks of Family and Medical Leave and any other leave. If you qualify for both Family and Medical Leave and any other leaves, Family and Medical Leave must be taken first.

Family medical leave taken to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child and may not be taken intermittently or on a leave schedule that reduces the numbers of hours per week or day worked ("Reduced Leave Schedule") unless agreed to by the employee and the Executive Director. However, leave may be taken on a Reduced Leave Schedule for the employee's own serious health condition or to care for a spouse, child or parent with a serious condition. If a request is made for a Reduced Leave Schedule for foreseeable medical treatment, every reasonable effort must be made to schedule planned medical treatment on off-duty hours. If necessary, SYCAMORE PARK DISTRICT reserves the right to temporarily transfer the employee to an available position for which the employee is qualified.

While a full-time employee is on FMLA leave, the Association will maintain the employee's group health insurance coverage under the same conditions that the employee had at the start of FMLA leave for a period not to exceed the FMLA 12 week period. The employee will be responsible for any premium contribution and/or payment to other employee elected benefit programs.

To the extent that an employee's FMLA leave is paid, the employee's portion of health insurance premiums will be deducted from the employee's salary. For the portion of FMLA leave that is unpaid, the employee's portion of health insurance premiums may be paid pursuant to a system voluntarily agreed to by SYCAMORE PARK DISTRICT and the employee. Other benefits, if any, such as vacation, or personal leave, shall not accrue while an employee is on unpaid FMLA leave. Employees on FMLA leave, however, will not forfeit any benefits that accrued prior to the start of FMLA leave by virtue of taking FMLA leave.

The employee will not earn IMRF pension service credit for the month(s) in which the employee is not paid. To receive IMRF pension service credit, the employee must apply and pay for an IMRF Benefit Protection Leave. If the employee returns to work following family leave as scheduled, the Association will return the employee to the position previously held or an equivalent position. However, the employee will not be restored to a previous position or an equivalent position if that employee would have been laid off had the leave not been taken.

An employee who fails to return to the available position on the first day after the leave of absence has expired will be considered to have voluntarily resigned. However, pursuant to SYCAMORE PARK DISTRICT's American with Disabilities Act Policy, employees may request extended unpaid leave as a "reasonable accommodation" under the ADA. The Association may recover health insurance premiums that the Association paid on behalf of the employee during any unpaid FMLA leave except the Association's share of such premiums may not be recovered if the employee fails to return to work because of the employee's or a family member's serious health condition or because of other circumstances beyond the employee's control. In such cases, the Association may require the employee to provide medical certification of the employee's or the family member's serious health condition.

In addition to the certifications described above that the park district may require from the employee, the employee shall also be expected to maintain periodic contact with the Association regarding his or her status during the leave. If on leave for one's own serious health condition, that employee must submit a certification from the doctor that work may be resumed. Further, the Association reserves any and all other rights granted to it by the Family Medical Leave Act of 1993, Employees seeking family leave may receive a detailed statement concerning their rights and privileges under the Act, as well as those of the Association by making a request to the Executive Director.

Adopted on:

Revised on:

4-9 POLICY ON MILITARY LEAVE

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law.

Full-time employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty as long as the cumulative length of the absence and all previous absences do not exceed five (5) years, or as otherwise prescribed by law. Employees on military leave may substitute their accrued paid leave for unpaid leave.

An employee must provide SYCAMORE PARK DISTRICT with at least thirty (30) days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of his or her orders. Upon return to the Association from the military training, the employee must submit a statement signed by an appropriate military official indicating the time he or she spent in military training and/or service. An employee whose period of service is more than thirty (30) days must complete an application for reemployment within the time periods as specified in the law.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if an employee is a member of the National Guard or of the United States Armed Services Reserve, he or she may be entitled to leave with pay when called into service by the President of the United States as provided by law. Under this Act, and if eligible, his or her salary continuation shall include health insurance and any other benefits he or she was receiving at the time of being called up. The employee's salary will be offset by his or her military pay.

The employee is also eligible for leave with pay, for not more than ten (10) working days, to take part in annual encampments or training cruises. He or she will receive the difference between his or her regular salary and base military pay. Employees should retain their military pay vouchers. Upon the employee's return, he or she must furnish official proof of pay during his or her tour of duty in order to receive pay from the Association.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service shall receive military leave and reemployment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and reemployment benefits in accordance with applicable law.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his health coverage for up to 18 months of unformed service, but may be required to pay all or part of the premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

Adopted on:

Revised on:

4-10 POLICY ON SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (820 ILCS 147) defines how leave for school visits must be administered:

If an employee has worked for SYCAMORE PARK DISTRICT at least six (6) months for an average of at least twenty (20) hours per week, he or she 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 an employee's 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, personal days and floating holidays.

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

School visitation leave shall be unpaid. An employee may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by SYCAMORE PARK DISTRICT. If the employee chooses not to make up the time taken, or an arrangement to make up such time cannot be made, he or she will not be compensated for the leave taken.

Upon completion of a school visitation, the employee may be required to produce documentation of his or her visit from the school administrator and submit such documentation to SYCAMORE PARK DISTRICT.

Failure to submit the documentation upon request to SYCAMORE PARK DISTRICT within two (2) working days of the employee's school visit may be cause for disciplinary action.

Adopted on:

Revised on:

4-11 POLICY ON FAMILY MILITARY LEAVE

If an employee has worked for SYCAMORE PARK DISTRICT at least twelve (12) months and at least 1250 hours for the last year, he or she may be eligible to take 30 days of unpaid, job-protected leave to visit with a spouse or child who has been called into military service that will last longer than thirty days. While on the leave, all benefits will be at the employee's expense.

The employee seeking this leave must give 14 days advance notice to SYCAMORE PARK DISTRICT if the leave will be for 5 or more consecutive work days. If less than 5 consecutive work days, the employee must give advance notice "as is practicable". SYCAMORE PARK DISTRICT may require certification from the proper military authority to verify leave eligibility, and the employee must first exhaust all accrued vacation, personal leave and any other leave granted by the Association with the exception of disability leave.

Upon returning from leave, the employee will be restored to their same position or one with equivalent seniority, benefits and pay.

Adopted on:

Revised on:

4-12 POLICY ON ABSENCE WITHOUT LEAVE

Absence without leave is absence from work, including a single day or portion of a day, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay may be denied and the employee may be subject to disciplinary action up to and including dismissal. An employee who is absent without leave for three consecutive working days will be considered to have voluntarily resigned his or her position. Where his or her absence is determined excusable on conditions that rendered prior approval impossible, the charge of absence without leave may be changed to vacation leave, personal leave, or leave without pay.

Adopted on:

Revised on:

4-13 POLICY ON VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)

SYCAMORE PARK DISTRICT will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is: seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member; obtaining services from a victim services organization for the employee or the employee's family or household; obtaining psychological or other counseling for the employee or the employee's family or household member; participating in safety planning, temporarily or permanently relocating, or taking other actions to increase safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Family or household member means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual 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 older and incapable of self-care because of mental or physical disability.

The employee shall be entitled to a total of 12 work weeks 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 Medical Leave Act.

The employee may use any available paid or unpaid leave (including family, vacation, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave. The employee shall provide SYCAMORE PARK DISTRICT with at least 48 hours' advance notice of their intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, SYCAMORE PARK DISTRICT will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined as 15 days) provides certification as described: the employee's family or household member is a victim of domestic or sexual violence; and the leave is for one of the purposes as defined above. The employee will provide such certification to SYCAMORE PARK DISTRICT within a reasonable period after the Sycamore Park District requests certification. An employee may satisfy the certification requirement by providing a signed and dated statement of the employee along with documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence; a police or court record; or other corroborating evidence.

All information provided to the Sycamore 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 SYCAMORE PARK DISTRICT, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable Federal or State law.

An employee who takes leave under this policy shall be entitled, on return from such leave to be restored to the position of employment held by the employee when the leave commenced; or be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The Sycamore 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.

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

The Sycamore Park District may recover the premium that the Sycamore 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: the employee fails to return to leave under this policy after the period of leave to which the employee is entitled has expired; and the employee fails to return to work for a reason other than the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or other circumstances beyond the control of the employee. The Sycamore Park District may require certification as defined above.

The Sycamore 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, condition, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

Adopted on:

Revised on:

4-14 POLICY ON PERSONAL LEAVE OF ABSENCE

Eligible full-time employees may be granted a personal leave of absence without pay for a period not to exceed 90 consecutive calendar days within any 24 consecutive month period. Normally, a personal leave of absence will not be granted during the first year of employment.

All requests for personal leave should be made in writing and must be approved by 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 and 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 SYCAMORE PARK DISTRICT in its sole discretion. Each request will be reviewed on a case-by-case basis.

The employee 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 leave to begin. If the employee requests an extension while on FMLA leave period, 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.

Additional leave time may be granted, provided that it does not extend the total leave beyond one year, including leave granted under the FMLS, 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. This request must be approved by the Director.

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 SYCAMORE 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, personal days, etc., 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.

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 this job is required by SYCAMORE PARK DISTRICT before an employee may be permitted to return to work.

Although the Sycamore 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 Sycamore Park District.

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 Sycamore Park District. However, pursuant to SYCAMORE PARK DISTRICT's American with Disabilities Act Policy, employees may request unpaid leave as a "reasonable accommodation" under the ADA.

Justification: Provides for leave in extenuating situations

Adopted on:

Revised on:

Policy 4 -15 Miscellaneous Benefits

Facility Usage

As an employee of Sycamore Park District, you are entitled to use Park District facilities and participate in Park District programs. Some of those will be at a reduced fee or at no cost. The following is a list of the various facilities that are available based upon your employment classification.

Full-time Regular and IMRF Eligible Positions

The following benefits extend to spouse/domestic partner and their children:

- Pool - Free admission
- Golf
 - Free play weekday evenings (Monday-Thursday) when available
 - 50% of Published Rate for all other times
 - No tee times
 - Carts Treated Same as Golf Rates, above
 - 10% over cost on all pro shop merchandise
- Community Center
 - Free Fitness Center membership.
 - Free registration for programs.
 - ✓ Class must meet minimum size.
 - ✓ Does not include contractual programs, trips and day camps.
 - ✓ Employee responsible for any purchases of materials, books, etc.
- Clubhouse Rental
 - \$15.00 per hour
- Picnic Shelters – Free Rental
- Concessions – 20% off

Policy 4-16 Health/Wellness Leave (adopted January 27, 2009)

Only Regular Full-time employees are eligible to accrue health/wellness leave. IMRF Eligible, Part-time employees may accrue this leave at 25% of the terms defined, below. For Regular, Full-time Regular Employees Health/wellness leave hours begin accruing on your hire date. IMRF Eligible Part-time Employees only begin accruing their Health/Wellness Leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold during their first year of service.

If you must be absent from work because of a personal illness, you may be eligible to accrue leave at the rate of one (1) day per month of continuous service, up to twelve (12) days per year.

You may use your leave in units of no less than four (4) hours at any one time. Please let your supervisor know that you will be absent from work due to illness as early as possible. Only accrued leave may be taken.

In addition to utilizing leave in the event of your own illness, leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling.

Sycamore Park District may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence for less than thirty (30) days, your leave eligibility will not be affected. Any accrued leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

In the event of an illness or injury which is covered by workers' compensation insurance, this Health/Wellness Leave Policy will not apply, but will defer to state statutes.

All eligible full-time 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. The effective date of pension must be within 60 days of the employee's termination/retirement.

5-1 POLICY ON USE OF PARK DISTRICT INFORMATION, PROPERTY AND EQUIPMENT

The protection of SYCAMORE PARK DISTRICT's business information, property and all other assets are vital to the interests and success of SYCAMORE PARK DISTRICT. Except in the ordinary course of performing duties for SYCAMORE PARK DISTRICT, or otherwise permitted, no SYCAMORE PARK DISTRICT property may be removed from SYCAMORE PARK DISTRICT premises. Accordingly, when an employee leaves SYCAMORE PARK DISTRICT, the employee must return to SYCAMORE PARK DISTRICT all related SYCAMORE 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.

Unless it is specifically assigned or authorized as part of employment or is generally available to the public, no employee or elected official may use agency property for personal use, whether during normal hours of business or after hours. Common examples of specific authorization are agency owned phones, vehicles or laptop computers.

For the purpose of this policy, property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment and the like. Because safety and liability is of chief concern, it is expected that SYCAMORE PARK DISTRICT property that is assigned or authorized permitted to be used will be operated in a fashion consistent with SYCAMORE PARK DISTRICT's established safety rules and regulations. In addition, the use of some SYCAMORE PARK DISTRICT property may require permits, waivers and releases which confirms with regular service to the public.

Property may not be used over and above the Association's regular operations. Use of SYCAMORE PARK DISTRICT property in violation of this policy may result in disciplinary action up to and including dismissal.

Adopted on:

Revised on:

5-2 POLICY ON VEHICLE USE AND FLEET SAFETY

For the purposes of this policy “vehicle” shall refer to “any licensed motorized vehicle that, as part of its regular use by an employee in conducting SYCAMORE PARK DISTRICT business, accesses public roadways.” SYCAMORE PARK DISTRICT has adopted this Vehicle Use and Fleet Safety Policy (“Policy”) in order to make employees aware that, whether they drive a SYCAMORE PARK DISTRICT vehicle or their own personal vehicle on official SYCAMORE PARK DISTRICT business, they have a responsibility to drive safely. As safety should be a matter of continuing and mutual concern, equal in importance with all other operational considerations, it is every employee’s responsibility to know and comply with all traffic and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for traffic and safety rules can cause accidents. Therefore, all employees must at all times be careful, attentive, alert, and follow proper traffic and safety procedures. Failure to follow all policies, rules, regulations, practices, and provisions of this Policy may subject an employee to disciplinary action up to and including dismissal.

Applicable to All Vehicles Operated on SYCAMORE PARK DISTRICT Business

- A. Use of any vehicle for SYCAMORE PARK DISTRICT business must be authorized by your department head.
- B. Employees operating any vehicle for SYCAMORE PARK DISTRICT business must have a valid drivers license with proper classification for the type of vehicle being operated and must show proof of such license upon request. An employee must notify his or her immediate supervisor if the status of his or her driver’s license changes and a copy of the change placed in the employee’s personnel file.
- C. Employees are required to obey all traffic regulations. This includes without limitation the use of seat belts and the “headlight law,” where vehicles must have their headlights on when their windshield wipers are on.
- D. All accidents must be immediately reported to an employee’s immediate supervisor and department head. A copy of the police report must also be included.
- E. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for SYCAMORE PARK DISTRICT business. For the purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person’s opinion, or the statement of a witness.

SYCAMORE PARK DISTRICT-Owned Vehicles: In addition to the regulations listed above, the following apply to any employee who has been granted authorization by the Executive Director to operate a SYCAMORE PARK DISTRICT vehicle.

- A. SYCAMORE PARK DISTRICT owned vehicles may be taken home when authorized by the Executive Director.
- B. Employees operating SYCAMORE PARK DISTRICT vehicles must be 18 years old or older.
- C. SYCAMORE PARK DISTRICT vehicles will not be used to transport SYCAMORE PARK DISTRICT patrons unless the vehicle and employee are authorized to do so or in case of an emergency.
- D. Employees are responsible for the care and conservation of SYCAMORE PARK DISTRICT vehicles, and must promptly report any accident, breakdown or a malfunction of any unit to their supervisor so that necessary repairs may be made.
- E. SYCAMORE PARK DISTRICT has the right to search any SYCAMORE PARK DISTRICT vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to SYCAMORE PARK DISTRICT vehicles.
- G. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any SYCAMORE PARK DISTRICT-owned vehicle at any time, irrespective as to whether the use is for personal or SYCAMORE PARK DISTRICT business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientific valid test, a lay person's opinion, or the statement of a witness.

Personal Vehicles: In addition to the regulations listed above, the following apply to any employee who operates his or her personal vehicle for SYCAMORE PARK DISTRICT business.

- A. Employees who will be using their personal vehicle for SYCAMORE PARK DISTRICT business must inform their supervisor and department head. They are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. SYCAMORE PARK DISTRICT's liability insurance is secondary to the employee's own coverage.
- B. It is strictly prohibited for an employee to use a personal vehicle to transport participants in any SYCAMORE PARK DISTRICT program except for a medical emergency.
- C. Reimbursement for authorized use of personal vehicles will be at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

In order to qualify for reimbursement, an employee must have prior approval from the Executive Director, provide proof of the mileage used for SYCAMORE PARK DISTRICT business (i.e., submission of an approved mileage reimbursement form and other appropriate documentation, such as receipts, as required by SYCAMORE PARK DISTRICT).

Driver Qualification Guidelines – Selection and Hiring: For SYCAMORE PARK DISTRICT positions which require that an employee operate a motor vehicle, the following driver qualification and selection procedures will be followed, in addition to the general qualification and selection procedures followed for all SYCAMORE PARK DISTRICT positions.

- A. The job position advertisement will state that the applicant must have attained a certain minimum age of 18 or older, must possess a valid driver's license, must have relevant driving experience, and must possess good driving standards. Per Illinois Vehicle Code Law, any employee driving participants in a SYCAMORE PARK DISTRICT vehicle must be 21 years of age or older and have one year's driving experience.
- B. Each applicant must complete an application form containing, without limitation, a summary of the applicant's education, driving experience, training, and qualifications. Applicants will also be required to furnish references and any additional information required by SYCAMORE PARK DISTRICT. SYCAMORE PARK DISTRICT will make a reasonable effort to check and verify all references indicated on the application form for details regarding the applicant's abilities, knowledge, aptitude, and attitude. SYCAMORE PARK DISTRICT will also make a reasonable effort to contact an applicant's previous employers to verify length of employment, type of work performed and number of motor vehicle accidents and moving traffic violations.

Applicants may also be required to submit copies of their driving records with their applications.

- C. Any false, misleading or misrepresented answer, statement or information contained in the application or in any other document or report provided to the SYCAMORE PARK DISTRICT may result in non-hire or if hired, disciplinary action up to and including dismissal.
- D. SYCAMORE PARK DISTRICT reserves the right to make any and all inquiries into an applicant's employment and driving record. It may, on its own, request the applicant's driving record abstract from the Illinois Secretary of State. If SYCAMORE PARK DISTRICT requests a copy of the applicant's driving record abstract, the applicant must submit all necessary information, including the applicant's full name, driver's license number, and date of birth so SYCAMORE PARK DISTRICT can obtain a copy of the abstract. The abstract will be obtained by SYCAMORE PARK DISTRICT by forwarding an inquiry to the appropriate governmental agency. The inquiry will state that the abstract requested is for an employment applicant who may operate a motor vehicle for SYCAMORE PARK DISTRICT.
- F. SYCAMORE PARK DISTRICT will review the driving record abstract and may discuss its contents with the applicant. SYCAMORE PARK DISTRICT may choose not to hire an applicant to a position that requires the operation of a motor vehicle based upon the applicant's driving record.
- G. Each applicant may be required to sign an authorization and release form authorizing SYCAMORE PARK DISTRICT and/or its designee(s) to make such independent investigation as SYCAMORE PARK DISTRICT deems necessary or desirable, including without limitation, contacting state and other local governmental authorities and agencies such as the Secretary of State and the State Police, in order to determine the applicant's record of compliance with various federal, state and local laws, rules and regulations. The form will also authorize each and every party so contacted to release to SYCAMORE PARK DISTRICT or its designee(s) any and all information which SYCAMORE PARK DISTRICT or its designee(s) shall request in connection with the application.

Post Accident Procedures: Even minor traffic accidents can adversely affect SYCAMORE PARK DISTRICT operations and employees. Therefore, it is important for employees who operate SYCAMORE PARK DISTRICT vehicles or their own vehicles on official SYCAMORE PARK DISTRICT business to familiarize themselves with and observe precautionary and safety measures to ensure safe driving habits. Many accidents can be avoided if drivers obey traffic laws, drive defensively, and drive in peak mental and physical condition. When an employee is involved in an accident while operating a SYCAMORE PARK DISTRICT vehicle or his or her personal vehicle on official SYCAMORE PARK DISTRICT business, it is important that these guidelines be followed:

- A. The employee must stop at the scene of the accident or as close to it as possible without blocking traffic. The employee should stop his vehicle in a safe place so that the vehicle and the employee are out of harms way.

- B The employee should assist an injured person in whatever way possible unless to do so puts the employee in danger of suffering injury. The employee should not attempt to move an injured person unless the injured person faces immediate danger from another source (e.g. fire) and should not attempt to give first aid unless trained to do so. Emergency response personnel (e.g. ambulance, police, fire) should be notified immediately.

- C. The employee should place reflectors, flares, cones, flags, flashlights or other safety or warning devices near the scene of the accident to warn other drivers about the accident. When taking such precautionary measures, the employee should not take any action that puts him in danger of suffering injury or that for which he is not qualified (e.g. directing traffic).

- D. The employee must report any accident to the police immediately or as soon as possible and after the police are notified contacts his or her supervisor.

- E. The employee must exchange only the following information with other people involved in the accident: driver(s) name, address, driver's license number, license plate number and insurance carrier and agent. The employee must make certain that he receives at least this information from the other driver(s). The employee should not volunteer information regarding the facts of the accident or the events leading up to the accident with the other driver(s) involved in the accident. The employee should not give any information regarding the accident to any person other than police officers conducting the investigation (other than as described in this section).

- F. The employee must complete the Vehicle Accident Form and obtain copies of all police and accident reports.
- G. The employee should look for and identify witnesses and record their names, addresses, driver's license numbers, license plate numbers and telephone numbers.
- H. The employee should be courteous to all involved.
- I. The employee must not admit any guilt or accept any responsibility to anybody. The employee should only discuss the facts with the police. The employee should record any admission of guilt by the occupant(s) of the other vehicle(s) or any statement made by witnesses regarding the accident.
- J. If the accident involves an unattended vehicle, the employee must call the police and have an accident report completed. If the police cannot assist the employee, he must leave a note on the vehicle involved in the accident including the employee's name, SYCAMORE PARK DISTRICT's name, work telephone number, and the date and time the accident occurred. The employee must then record the make and type of the other vehicle involved in the accident, its license plate number, the location of the vehicle and any other pertinent information that will assist the employee in filing an accident report (e.g. damage to the vehicle, location on the road or in the parking lot). The employee must immediately notify his or her Supervisor about the accident and file a written report with the appropriate police department. If the employee is a victim of a "hit and run" he or she must call the police immediately, followed by calling his or her supervisor.
- K. If a SYCAMORE PARK DISTRICT vehicle is involved in an accident resulting in injury or death of any person, or in which damage to property of any one person, including SYCAMORE PARK DISTRICT's property, in excess of \$500.00, a copy of the accident report must be forwarded to the Secretary of State within ten days after the accident

Adopted on:

Revised on:

5-3 POLICY ON KEYS

In the interest of safety and protection of property, strict control over access to SYCAMORE PARK DISTRICT property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, safe combinations or other access to SYCAMORE PARK DISTRICT property in connection with their job responsibilities must exercise sound judgment discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. . Failure to do so may result in disciplinary action, up to and including dismissal. A fee up to \$100 may be assessed for lost keys. Keys may not be transferred from one employee to another without prior written authorization by the appropriate supervisor. Upon termination of employment with SYCAMORE PARK DISTRICT, the employee is responsible for returning all keys issued to that employee prior to receiving a final paycheck.

Adopted on:

Revised on:

5-4 POLICY ON THE USE OF VOICE MAIL

Every SYCAMORE PARK DISTRICT employee is responsible for using the Voice Mail system properly and in accordance with this policy. Any questions about this policy should be addressed to the Executive Director.

The Voice Mail system is the property of SYCAMORE PARK DISTRICT. It has been provided by SYCAMORE PARK DISTRICT for use in conducting SYCAMORE PARK DISTRICT business. All communications and information transmitted by, received from, or stored in the system are SYCAMORE PARK DISTRICT records and property of SYCAMORE PARK DISTRICT. The Voice Mail system is to be used for SYCAMORE PARK DISTRICT purposes only. Use of the Voice Mail system for personal purposes is prohibited with the exception of incidental situations.

Employees have no right of personal privacy in any matter stored in, created, received, or sent over the SYCAMORE PARK DISTRICT Voice Mail system.

SYCAMORE PARK DISTRICT, in its discretion as owner of the Voice Mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the Voice Mail system, for any reason without the permission of any employee and without notice.

Even if employees use a password to access the Voice Mail system, the confidentiality of any message stored in, created, received, or sent from the SYCAMORE PARK DISTRICT Voice Mail system still cannot be assured. Use of passwords or other security measures does not in any way diminish SYCAMORE PARK DISTRICT's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to the Executive Director of SYCAMORE PARK DISTRICT as Voice Mail messages may need to be accessed by SYCAMORE PARK DISTRICT in an employee's absence.

Even though SYCAMORE PARK DISTRICT reserves the right to retrieve and read any Voice Mail messages, those messages should still be treated confidentially by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any Voice Mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Executive Director.

SYCAMORE PARK DISTRICT's policies against sexual or other harassment apply fully to the Voice Mail system, and any violation of those policies is grounds for discipline up to and including dismissal. Therefore, no Voice Mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

The Voice Mail system may not be used to solicit for religious or political causes, or commercial enterprises, outside organization, or other non-job related solicitations.

Users should routinely delete outdated or otherwise unnecessary Voice Mails.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice Mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create Voice Mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on SYCAMORE PARK DISTRICT letterhead.

Employees should also use professional and courteous greetings on their Voice Mail boxes so as to properly represent SYCAMORE PARK DISTRICT to outside callers.

In order to avoid accidentally disclosing message contents to unauthorized listeners, employees should not listen to Voice Mail messages while using the speakerphone feature.

Any employee who discovers misuse of the Voice Mail system should immediately contact the Executive Director.

Violations of the Park District Voice Mail policy may result in disciplinary action, up to and including dismissal.

Adopted on:

Revised on:

5-5 POLICY ON TAPE RECORDING

It is a violation of SYCAMORE PARK DISTRICT policy and Illinois law to record conversations with a tape recorder or other recording device (except for those required by the Open Meetings Act and the Freedom of Information Act) unless prior approval is received from your immediate supervisor or all parties to the conversation give their consent.

Violation of the policy may result in disciplinary action, up to and including dismissal.

Adopted on:

Revised on:

5-6 POLICY ON INFORMATION SYSTEMS POLICIES AND PROCEDURES

A. Physical Security of Computer Assets

Employees will ensure that all computer assets (Computers, Monitors, laptop computers, printers, etc.) that are assigned to or regularly used by them are maintained and used in a manner consistent with the equipment's function and such that the possibility of damage and/or loss is minimized.

Desktop computer equipment will not be removed from SYCAMORE PARK DISTRICT premises without prior authorization from the Executive Director or his/her designee. Employees will not modify SYCAMORE PARK DISTRICT computer equipment in any manner including, but not limited to, attaching external disk drives, external hard drives, changing the amount of memory in a computer, and attaching/installing any peripheral device.

Some portable computing equipment (laptop computers, PDAs, Electronic organizers, etc.) will be maintained under the direct supervision of the employee/department to which it is issued.

Computers, as well as other electronic equipment should never be left in/near extreme temperatures. For this reason as well as the possibility of theft, laptop computers and the like should not be stored overnight in a vehicle.

Any electrical or mechanical malfunction of equipment should be reported to the immediate supervisor or Executive Director without delay.

B. Maintenance of Computer Assets

Employees are individually responsible for keeping their PC; it's components and the surrounding desktop clean and in good repair. The desktop and floor should be kept clear of substances and debris that could accidentally spill on critical components such as the keyboard, mouse, printers and the like.

C. Hard Drive Maintenance

Employees should log off each night

D. Ownership of Information, Data, and Software

Definition of Data: Any computer information, including, but not limited to, information that has been entered into a computer, stored in a computer, or retrieved from a computer. Examples would include spreadsheet and database entries.

All information and data generated or gathered by an employee, in the course of their employment and/or utilizing SYCAMORE PARK DISTRICT owned assets, shall be the exclusive property of SYCAMORE PARK DISTRICT. No information or data shall be transferred to, given to, or loaned to any other organization or outside individual except for those instances where it is in the approved course of business for SYCAMORE PARK DISTRICT.

All software purchased by, licensed by, or created by SYCAMORE PARK DISTRICT is the exclusive property of SYCAMORE PARK DISTRICT and may not be transferred to, given to, or loaned to any other organization or outside individual without the express written authorization of the Executive Director or his/her designee.

E. Access to Computer Information and Hardware

All computer related resources under the control of SYCAMORE PARK DISTRICT exist for the furtherance of SYCAMORE PARK DISTRICT business pursuits. SYCAMORE PARK DISTRICT may inspect or monitor any SYCAMORE PARK DISTRICT owned, leased, or controlled computer, computer device, network, computer facility, or storage device at any time for any reason. This includes the inspection of e-mail (incoming, outgoing, or stored) and the monitoring of Internet usage. SYCAMORE PARK DISTRICT may divulge any information found during such inspections or monitoring to any party it deems appropriate.

The use of encryption, the labeling of an e-mail or document as private, the deletion of an e-mail or document, or any other such process or action, shall not diminish SYCAMORE PARK DISTRICT's rights in any manner.

F. Information Security

Sensitive or Confidential information is any information in any form, that is a business advantage to SYCAMORE PARK DISTRICT in any way. This includes: participant lists, pending contracts, claims and investigation files, legal documents, loss control materials and SYCAMORE PARK DISTRICT financial information. Information belonging to participants or prospective participants also applies.

A common method for gaining access to computer networks is for the hacker to impersonate a contracted information systems employee. They will call an employee with a story that they need the employee's ID and password. Once they have these, they are well on their way to breaking into the network. Contracted agents of any information systems departments will never call an employee and ask for a login ID and or password. Employees should never disclose their login or passwords to anyone with the exception of the Executive Director. Employee IDs and/or passwords should not be written down and kept within the general area of the computer. Employees may not access, in any manner, unassigned computer equipment unless that person is specifically authorized to.

The loss of any computer equipment of any of the SYCAMORE PARK DISTRICT's information should be immediately reported to the Executive Director who will immediately ensure that all possible steps are taken to protect SYCAMORE PARK DISTRICT from further information loss and loss of assets.

All information created by, obtained by, or utilized by employees in the course of their employment is the exclusive property of the SYCAMORE PARK DISTRICT. Even when physically able to, employees will not access any information other than that which they are specifically authorized to and is necessary for the performance of their assigned duties. SYCAMORE PARK DISTRICT information may be utilized for the benefit of other organizations within reason, i.e., surveys, participant registration totals.

Extreme care should be taken when dissemination of information that is Sensitive or Confidential. In this case, it is required that the Executive Director be consulted for clarification on Sensitive Confidential matters. The Sensitive or Confidential information is encrypted in a computer file, or otherwise sealed in an envelope or appropriate container. The transmittal letter or e-mail text includes a warning to the recipient that the material is Sensitive or Confidential and is the property of SYCAMORE PARK DISTRICT. A copy of the transmittal letter or e-mail should be archived by the employee.

All employees will ensure that their computer files are properly backed up. SYCAMORE PARK DISTRICT work files (network drives) are backed up nightly, local hard drives are not.

All computers will have antivirus software installed. This software is to remain activated at all times.

G. Installation and Use of Software

Software piracy is utilizing software in violation of its licensing agreement. Without the prior written authorization of the Executive Director or his/her designee employees shall not install any software on SYCAMORE PARK DISTRICT owned computer equipment, install SYCAMORE PARK DISTRICT owned software on non-owned SYCAMORE PARK DISTRICT computer equipment or provide copies of SYCAMORE PARK DISTRICT owned or licensed software to anyone.

Employees will not engage in any acts of software piracy. The Executive Director shall ensure that all software installed or utilized on SYCAMORE PARK DISTRICT machines is properly licensed.

H. Personal Use of Computer Hardware/Software

Employees may utilize SYCAMORE PARK DISTRICT owned hardware and software for personal use within reason. Such use should not take place during normal business hours, except during lunch, occasional rest breaks or before/after personal flextime hours of work; should not interfere with SYCAMORE PARK DISTRICT needs or operation and should be purely personal and many not be for any commercial purpose. In addition, the employee must comply with all laws and regulations and usage should not include political activity, pornography, sexist material, racist material, or any illegal act or any other inappropriate behavior.

Examples of allowable use include typing a letter; making a meeting flyer, or updating a budget spreadsheet. Others include sending e-mail to a family member or friend or accessing the internet to search for material.

SYCAMORE PARK DISTRICT may purge files on its computer at anytime without notice. SYCAMORE PARK DISTRICT is not responsible for any personal files or outside project files that may be purged or lost.

B. Electronic Mail and Internet Usage

SYCAMORE PARK DISTRICT's e-mail system and internet access is intended to further the business purposes of SYCAMORE PARK DISTRICT. Personal use of the e-mail system and internet access is permissible within reason and should be limited to the time frames as indicated above (Personal Use of Computer).

All information created, sent, or received via SYCAMORE PARK DISTRICT computers, networks, internet access, and/or email system is the property of SYCAMORE PARK DISTRICT.

SYCAMORE PARK DISTRICT reserves the right to monitor, filter, and/or review, at any time, any all internet utilization and e-mail created, sent, or received via SYCAMORE PARK DISTRICT's computers, networks, internet access and/or e-mail systems. SYCAMORE PARK DISTRICT further reserves the right to reveal the contents of such e-mail and Internet access information to any party that it deems appropriate. The use of encryption, the labeling of communication as private, the deletion of communication, or any other such process or action, shall not diminish SYCAMORE PARK DISTRICT's rights in any manner. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the SYCAMORE PARK DISTRICT e-mail system.

SYCAMORE PARK DISTRICT will disclose e-mail and internet access information to any party that it may be required to by law or regulation. This may include law enforcement search warrants and discovery requests in civil litigation.

Even though SYCAMORE PARK DISTRICT has the right to retrieve and read any e-mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive the prior approval of the Executive Director or his/her designee.

Due to potential security breaches, employees will exercise extreme caution in executing any files attached to e-mail. If the attachment seems odd, is not clearly business related and/or expected from a known source, it should never be opened or executed. Employees should never download files from the Internet or accept e-mail attachments from outsiders without first scanning the material with virus checking software. If you are unsure of certain e-mails or attachments, contact the Executive Director.

Employees will not subscribe to any e-mail lists that are not directly relevant to their assigned duties. Employees will not post any comments or statements on any web page or send any messages to the Internet newsgroups without written authorization from the Executive Director or his/her designee. Employees should not enter any Internet chat rooms, chat channels, bulletin board services and the like unless this action is related to work. Employees should not download software from the Internet unless prior approval has been obtained from the Director or his/her designee. Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Extreme care should be taken when e-mailing information that is Sensitive or Confidential as discussed above (Information Security).

Each employee is responsible for ensuring that their use of SYCAMORE PARK DISTRICT's e-mail system and internet access is consistent with this policy, any other applicable SYCAMORE PARK DISTRICT policy, and appropriate business practices. SYCAMORE PARK DISTRICT's policies against sexual or other harassment apply fully to the e-mail system, and any violation of those policies is grounds for discipline up to and including dismissal. Therefore, e-mails shall not contain offensive jokes, pornography, sexist remarks, racist remarks, defamatory remarks, obscene remarks, anything of a commercial nature not pertaining to SYCAMORE PARK DISTRICT business, anything of a political nature, or any other classification protected by law. Further, the e-mail system shall not be used for any purpose in violation of law or regulation.

Chain Letter e-mail will not be created or forwarded. Employees will carefully review all e-mail prior to sending it to ensure that their meaning is clear and not subject to interpretation. E-mail messages should be composed in a professional manner. Comments that would be inappropriate in memorandums and letters are equally inappropriate in e-mails.

Employees should be mindful that internet sites collect information about visitors. This information will link the employee to SYCAMORE PARK DISTRICT. Employees will not visit any site that might in any way cause damage to SYCAMORE PARK DISTRICT's image or reputation. In the event that you unintentionally access such a site, please inform your immediate supervisor.

Employees should be aware that some of the material available on the internet is copyrighted or trademarked. Other than viewing publicly available material, employees will not sue any material found on the Internet in any manner without first establishing that such use would not be in violation of a copyright or trademark. Internet sites usually make visitors aware of the law as well as options for securing permission to purchase/use images, etc.

Employees may not use SYCAMORE PARK DISTRICT's internet connection to download games or other entertainment software, including but not limited to wallpaper and screensavers, to play games over the internet, music, etc.

Employees will not reveal their e-mail passwords to anyone with the exception of the Executive Director. Employees will not utilize or access e-mail accounts belonging to any other employee.

Users should routinely delete outdated or otherwise unnecessary e-mails and computer files.

Violation of the Information Systems Policies and Procedures may result in disciplinary action up to and including dismissal.

Adopted on:

Revised on:

6-1 EMPLOYEE BENEFITS POLICY DISCLAIMER

SYCAMORE 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 Manual contains a very general description of the benefits to which you may be entitled as an employee of SYCAMORE 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 Office of the Executive Director. 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 benefits plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between SYCAMORE PARK DISTRICT and its employees, retiree or their dependents, for benefits or 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, SYCAMORE 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 may be extended to retirees and their dependents. Further, SYCAMORE 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 SYCAMORE PARK DISTRICT's benefit programs, please contact the Executive Director.

Adopted on:

Revised on:

6-2 POLICY ON RETIREMENT BENEFITS

IMRF (Illinois Municipal Retirement Fund) - All employees that work in a position that the Sycamore Park District determines will work in excess of 1,000 hours per year shall be included in the combined retirement program of IMRF and Social Security. Employees shall contribute by mandatory payroll deduction to IMRF a percentage of their salary in accordance with IMRF regulations. These contributions shall include social security payments. SYCAMORE PARK DISTRICT shall also contribute to the fund for each employee a percentage of that employee's salary in accordance with IMRF regulations.

IMRF provides specific benefits to each employee for retirement, surviving spouse annuity, disability and insurance. Specific dollar amounts for these benefits will differ depending on the employee's contributions. Upon an employee's termination of service with SYCAMORE PARK DISTRICT the employee must initiate and complete the necessary forms to be entitled to a refund of their contributions to the retirement portion of this Fund, exclusive of contributions to social security.

Should an employee change jobs, the vested employee may wish to leave his/her accumulated IMRF contributions in the Fund and continue the service credits to a qualified fund and to the extent permitted by law.

Adopted on:

Revised on:

6-3 POLICY ON SOCIAL SECURITY AND MEDICARE

As required by law, a fixed percentage of your earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, SYCAMORE 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.

Adopted on:

Revised on:

6-4 POLICY ON INSURANCE BENEFITS

Sycamore Park District is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage on your date of hire.

The following benefits are provided, as defined and limited in the literature provided by our insurance company(ies):

- Health Care Coverage
- Dental Care Coverage
- Short Term Disability Insurance
- Group Term Life Insurance / Accidental Death and Dismemberment Insurance

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail.

4.202 Health/Dental Insurance

Sycamore Park District offers all of its full-time regular employees Health and Dental Insurance coverage. Additionally, any employee serving as a Regular Full-time Employee as of December 31, 2013 has this extended to their Spouse/Domestic Partner and their children. After December 31, 2013, any employee hired or promoted to a Regular Full-time position will only have these benefits extended to the employee. The health insurance plan is offered in conjunction with a Health Savings Account (HSA). Certain conditions may make an employee ineligible for an HSA. The administration office will assist in determining eligibility.

Contributions to the HSA will be made on a bi-annual basis if funds permit.

The Sycamore Park District reserves the right to adjust the amount for HSA contributions and the type of coverage at any time. The administration office will provide a thirty (30) day notice of any such change. Most often, these changes will be due to requirements by healthcare law, or cost to the Sycamore Park District.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Sycamore Park District or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. Consult the administration office for details.

6-5 Policy on Employee Assistance Program

SYCAMORE PARK DISTRICT realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these issues, available to all full-time employees and their families. Please contact the Executive Director. SYCAMORE PARK DISTRICT has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis.

Adopted on:

Revised on:

6-6 POLICY ON WORKERS COMPENSATION

SYCAMORE PARK DISTRICT employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of his or her employment with SYCAMORE PARK DISTRICT. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of an employee's assigned duties are not covered under the Act. Employees having any questions regarding workers' compensation, should see the Executive Director, or contact the Park District's Workers' Compensation Coverage provider.

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 Executive Director.
2. Upon notification, SYCAMORE PARK DISTRICT shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize SYCAMORE PARK DISTRICT's Physician Network Referral Service if additional treatment is necessary.
3. All medical evaluations by any licensed physician must be submitted to the Executive Director, for the duration of your period of leave.
4. SYCAMORE PARK DISTRICT reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at SYCAMORE PARK DISTRICT's expense and the physician will submit the results to SYCAMORE PARK DISTRICT. The employee is entitled to a copy of this report.
5. SYCAMORE PARK DISTRICT may assign an injured employee to a modified duty assignment in accordance with SYCAMORE PARK DISTRICT's Modified Duty Program.
6. 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 SYCAMORE PARK DISTRICT.
7. SYCAMORE PARK DISTRICT reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

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. SYCAMORE PARK 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 personal 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.

Adopted on:

Revised on:

6-7 POLICY ON CAFETERIA PLAN

Full-time personnel may elect to participate in SYCAMORE PARK DISTRICT's cafeteria benefit plan which allows contributions to the plan for child care expenses or medical expenses not covered by insurance. These contributions are made by payroll deduction and are not taxed by federal, state or FICA taxes. Unexpended contributions will not carry over from year to year nor will they be refunded to the employee. Cafeteria Plan contributions are included in gross wages when determining personnel member's IMRF contribution. SYCAMORE PARK DISTRICT's Policy on Cafeteria Plan complies with IRS Section 125 rules.

Adopted on:

Revised on:

6-8 POLICY ON DEFERRED COMPENSATION PLAN

Full-time personnel shall be provided an opportunity to participate in SYCAMORE PARK DISTRICT's qualified section 457 deferred compensation program. This is an arrangement which permits full-time personnel on a voluntary basis, to authorize a portion of their salaries to be withheld and invested for payment at a later date. Neither the amount withheld nor earnings on the investment are subject to current Federal income tax. Taxes become payable when the deferred income plus earnings are distributed to the employee. SYCAMORE PARK DISTRICT's ability to offer a 457 deferred compensation program is subject to federal law.

Adopted on:

Revised on:

6-9 POLICY ON INDEMNIFICATION AND LIABILITY INSURANCE

SYCAMORE 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 SYCAMORE PARK DISTRICT at the time of the incident from which a claim arises. However, SYCAMORE PARK DISTRICT is statutorily prohibited from indemnifying employees for "punitive" damages.

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

Adopted on:

Revised on:

6-10 POLICY ON CONFERENCES, SEMINARS, AND PROFESSIONAL PARTICIPATION

In the best interest of SYCAMORE PARK DISTRICT, employees may attend professional conferences, seminars, workshops, conventions, and technical meetings and belong to professional associations and service organizations as budgeted and approved by the Executive Director. Reimbursement for expenses will be 100% of approved expenses. In order to qualify for reimbursement, the employee must request prior written approval from the department head for expenses and provide proof of the expenses incurred (e.g., submission receipts, registration, etc.) If an employee resigns or is terminated for cause within three months after attending professional conferences, seminars, workshops, or conventions, the employee must repay SYCAMORE PARK DISTRICT in full.

If an employee attends professional seminars, conferences, conventions, workshops and technical meetings outside SYCAMORE PARK DISTRICT, the employee may be required to submit a written report to the department head summarizing the ideas or methods discussed at the meeting.

While employees are encouraged to belong to professional associations and service organizations, employee participation in such associations and organizations must not conflict with SYCAMORE PARK DISTRICT's interests. Depending upon the benefits derived by SYCAMORE PARK DISTRICT by such memberships, SYCAMORE PARK DISTRICT may pay all or part of the membership fees.

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

Adopted on:

Revised on:

6-11 POLICY ON EDUCATION BENEFIT

At the discretion of SYCAMORE PARK DISTRICT, employees may be given the opportunity to take educational courses related to their position within SYCAMORE PARK DISTRICT. Interested employees should consult with the Executive Director. SYCAMORE PARK DISTRICT resources are limited and the Executive Director will evaluate individual requests.

If an employee is full-time and has worked for SYCAMORE PARK DISTRICT at least one year, he/she may be eligible to participate in SYCAMORE PARK DISTRICT's tuition reimbursement program.

SYCAMORE 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. (Costs for textbooks and materials will not be reimbursed). The amount the employee receives will depend on SYCAMORE PARK DISTRICT's approval and upon passing the course and a minimum grade of C and will not exceed an annual reimbursement of \$1,000.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. If approved, the employee pays the initial course fees. Once the employee receives a grade (s), the employee should provide a copy of the tuition bill and the final grade to the Executive Director.

Unless specifically approved in writing by the Executive Director, course work may not be performed during business hours.

If an employee resigns or is terminated for cause before receiving a grade, OR after receiving a grade but leaves the employ of Sycamore Park District for any reason in less than one year after the park district receives the employee's grade, then the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twenty-four months after receiving reimbursement, the employee must repay SYCAMORE PARK DISTRICT in full.

Adopted on:

Revised on:

Policy 7-1 Workplace Matters

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliated Act (COBRA) of 1985, in the event of your termination of employment with Sycamore Park District or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult supervisor for additional details.

Exit Interviews

In a resignation situation, Sycamore Park District would like to conduct an exit interview to discuss your reasons for leaving and any other impressions that you may have about Sycamore Park District. During the exit interview, you can provide insights into areas for improvement that Sycamore Park District can make. Every attempt will be made to keep all information confidential.

Return of District Property

Any Sycamore Park District property issued to you, such as computer equipment, keys, passes or district credit card must be returned to Sycamore Park District at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Former Employees

Depending on the circumstances, Sycamore Park District may consider a former employee for re-employment. Such applicants are subject to Sycamore Park District's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Sycamore Park District.

Post-Employment Inquiries

Sycamore Park District does not respond to oral requests for references. In the event your employment with Sycamore Park District is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of Sycamore Park District, do not under any circumstances respond to any requests for information regarding another employee unless it is

part of your assigned job responsibilities. If it is not, please forward the information request to the Executive Director.

Workplace Policies

This Personnel Policies Manual is designed to answer many of your questions about the practices and policies of Sycamore Park District. Feel free to consult with your supervisor for help concerning anything you don't understand.

Bonding Requirement

If your employment with Sycamore Park District requires you to handle other people's property or to deal with money in any capacity, Sycamore Park District may require that you be bonded. It is your responsibility to assure that you are bondable. Sycamore Park District will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Sycamore Park District methods of communication, including this Personnel Policies Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and district e-mail and intranet.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters from Sycamore Park District. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information which will keep you up-to-date on the events here at Sycamore Park District.

Community Activities

Sycamore Park District recognizes the importance of community participation. Our organization is dependent upon the community for employees and for customers, and the community is dependent on our business for employment opportunities and for our services.

Sycamore Park District encourages and supports your participation in service activities that contribute to the community. We will allow you to take two (2) days of normal work time to participate in an approved community service activity each six (6) months. The time must be scheduled at least two (2) weeks in advance and approved by your supervisor.

Please provide your supervisor with a statement indicating the date and amount of time volunteered to the community organization. Include the results of your activities and any photographs, contact person or other relevant information so you can be acknowledged for your effort.

Some eligible service activities might include:

- American Cancer Society
- American Lung Society
- Blood drive
- Community health screening
- Community clean-up projects
- Big Brothers / Big Sisters activities
- Food drive
- Toys for Tots
- United Way drives
- Community recycling center
- Homeless shelter
- Local museum
- Red Cross
- School activities
- Assisting physically challenged or confined individuals. (This must be through a community organization.)
- Assisting elderly citizens. (This also must be through a community organization.)

District and Department Meetings

On occasion, we may request that you attend a district sponsored meeting. If this is scheduled during your regular working hours, your attendance is required. If you are a non-exempt employee, and attend a meeting held during your non-working hours, you will be paid for the time you spend traveling to and from the meeting as well as for time spent at the meeting.

Relatives

If you and members of your family are employed by Sycamore Park District, one may not supervise the other. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person

with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees employed by the district enter into a personal, non-work related relationship, one or both employees may have to be counseled to seek other employment should the personal relationship interfere with the effective operation of the district. In any case, personal relationships between co-workers will not adversely or negatively impact the productivity, morale or operational function of the district.

Promotion and Transfer Policy

Sycamore Park District has a policy of providing our employees with every opportunity for advancing to other positions within the district. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon educational credentials, training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, Sycamore Park District will reserve the right to recruit potential employees from outside the district as well.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to your supervisor. You are encouraged to discuss any contemplated transfer with your current supervisor.

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SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: Adding Additional Information Resources to the Sports Complex.

BACKGROUND INFORMATION: The Park District Board had a discussion regarding the management of on-site activities when affiliate organizations hold their programs on Park District fields and property. That discussion included issues related to improved customer service, building relationships with outside organizations, quicker response to problems, the cost of adding supervision to the site, and the passing of that cost to the affiliate organizations. Staff was asked to come up with options to address this situation and bring them to the Board for further discussion.

Option 1

The user groups themselves would provide volunteers to be out in the park perhaps wearing something that distinguishes them to their respective group. They would be out at the park on the busiest days, perhaps walking around and making sure that their program is running effectively and answer questions from people. The volunteers would have access to Park District staff's phone numbers and email addresses in case a question can't be answered. Staff at the concessions will have copies of all the field schedules to assist people when there are questions as another means to help the user groups. The organization would benefit the most by their customers meeting the leaders of the organization. The other benefit to the organization would be that this option does not inflict a cost. The challenge with this option is getting the individual user groups to provide volunteers to chaperone their own events as many league Commissioners are already involved in coaching their own teams. This may be a bigger issue with the groups who don't see this as a problem currently.

Option 2

The Park District would provide a “Park Ambassador” on the busiest days of the week. This paid position would be responsible for walking around the park and speaking to users and assisting them when questions arise. Due to the traffic at the Sports Complex, this position would be at least 20 hours a week from May 1 through July 31. This position would be paid hourly and the cost to the District would be in the range of \$1,260.00. The concession area also will have copies of all organizations schedule to also assist when people have questions. If this position is continued in the fall, the person would be responsible for assisting the youth soccer program. This position would require Saturday hours for 10 weeks, four hours a day. The cost of this would be \$400.00. The challenge of this option is how to pay for the added position. Either addition funds would have to be added to the recreation department budget, or the different user groups could be charged for the position which would cause conflicts as most groups have not requested this change. This cost does not include the cost of social security/medicare payments for the position.

Option 3

There is no “change” in how we operate currently. Concessions, which is currently open on the busiest days at the complex and already staffed with paid Park District employees, would be provided all field schedules and phone contacts for all the user groups. They will also have senior staff contact information, in case of other incidents or questions. We would also ask the user groups to inform coaches and parents that the concessions staff has senior staff contact information available to them. With this option, there is no increase in cost to the District; however, some additional instruction will be needed to inform our concessions staff.

FISCAL IMPACT: Based upon solution.

STAFF RECOMMENDATION: The main challenges presented from Option 1 and Option 2; such as costs to District and the user groups and the fact that some user groups may not see a need for “volunteers” during their respective season or for that matter, be able to provide volunteers, lead Staff to recommend Option 3.

PREPARED BY: Bart Desch, Superintendent of Recreation & Jeff Donahoe, Superintendent of Parks and Facilities

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

A handwritten signature in black ink, appearing to be 'J. Desch', written over the Executive Director Review/Approval line.

BOARD ACTION:

N/A

BLANK

SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: AUTHORIZATION TO AWARD NATURAL GAS CONTRACT: Recommended Approval

BACKGROUND INFORMATION: Public entities have the authority to bid a variety of work and services, and to award bids to the most qualified and low cost bidder. Utilities, given their “spot market” nature pose problems for the more standard, formal bidding process of construction projects, or professional services when attempting to capture a good price.

Therefore, in this case the Board must authorize the Executive Director, on behalf of the Board of Commissioners, to negotiate a contract on their behalf.

Our current contract with IGS expires on May 31, 2013. The District was paying a fixed price per therm of \$0.58. Three brokers were used to obtain new quotes. They were as follows:

IGS 12 Month Rate Per Therm=	.510
Vanguard 12 Month Rate per Therm=	.505
Nordic 12 Month Rate per Therm=	.520

We were also given two options for a variable rate. These variable rates were recommended by Vanguard and Nordic. Here is how the variable rate works:

The company uses a published index rate and charges a nominal amount over that index. With Vanguard, the amount they charged over the index was variable. Nordic quoted a flat amount of the index rate +.03.

The other advantage is that the District will be able to “store” gas for the winter months. The cost will be based upon the summer rates therefore reducing our overall expenses. Lastly, we can discontinue this at any time

and go to a fixed rate. This will allow us to find a time of year when rates are much lower, and then lock in a rate for an extended period of time, if we choose.

FISCAL IMPACT: An analysis was done using the terms used in 2012. If we had been on the program offered by Nordic, we would have had a savings of approximately 48% or \$5,500 for the year.

STAFF RECOMMENDATION: Recommend that the Board authorize the Executive Director to enter into a one year contract with Nordic at the variable rate of index plus \$.03.

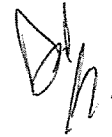
PREPARED BY: Jacqueline Hienbuecher, Superintendent of Finance.

EXECUTIVE DIRECTOR REVIEW/APPROVAL:

BOARD ACTION:

Approved

Ayes: 5
Nays: 0
Absent: 0



SYCAMORE PARK DISTRICT

Board of Commissioners

Date of Board Meeting: May 28, 2013

STAFF RECOMMENDATION

AGENDA ITEM: Moving Insurance from IPARKS and OTHERS to PDRMA PLUS Resolutions 02-2013, 03-2013, and 04-2013: Recommend Approval

BACKGROUND INFORMATION: In our annual review of insurance:

- Liability
- Property
- Flood
- Workmen's Compensation
- Liquor

I have found that we hold insurance with four different providers. Additionally, we are currently paying \$81,000 for those policies.

We have received advanced information from our current providers, including our major provider (IPARKS), and have compared that to an estimate provided by PDRMA. That estimate is \$58,000—a savings of \$23,000 annually.

Additionally, Jackie and I have compared coverage from the three policies we currently have, and we feel we will have better coverage under PDRMA's package. Some of the significant improvements include:

- Current policy does not cover flood damage to tees and greens on the golf course. PDRMA's will.
- PDRMA provides, as part of its fee, free legal consultation on any issues related to loss control, risk management, and issues that arise related to their coverage.
- The property insurance program through PDRMA works very differently than IPARKS in that if "you own it they insure it" within the parameters of the policy. With IPARKS we have to be very specific with all of our items listed.

- Another program that PDRMA offers will be very beneficial to our patrons that rent out shelters. Many that want to be able to have alcohol at their functions opt not to because of the extra work and possible cost to get the required insurance coverage. Some insurance providers will not even issue such coverage. PDRMA has a program that simplifies obtaining this coverage.
- On most of the coverages, the District's deductible would be reduced from \$2,500 to \$1,000.

Finally, other local agencies (DeKalb Park District, and Genoa Township Park District) use PDRMA and recommend it highly. They have used PDRMA for a number of years. Like IPARKS, PDRMA is a member driven agency and is focused on Parks and Recreation.

FISCAL IMPACT: Saving over \$20,000 this year.

STAFF RECOMMENDATION: Staff Recommends:

- A. Approval of the three attached Resolutions in order to allow staff to take the action necessary to move our insurance to PDRMA. These should be moved and approved one at a time by Roll Call Vote.
- B. Authorize the Executive Director or the Superintendent of Finance to notify our current providers of our intent to terminate with them.

PREPARED BY: Daniel Gible, Executive Director

EXECUTIVE DIRECTOR REVIEW/APPROVAL:



BOARD ACTION:

A. Approved
 Ayes 5
 Nays 0
 Absent 0

B. Approved
 Ayes: 5
 Nays: 0
 Absent: 0



RESOLUTION NO. 02-2013

A RESOLUTION ACKNOWLEDGING THE SYCAMORE PARK DISTRICT
RECOGNITION AND DEDICATION TO THE LOSS CONTROL
AND RISK MANAGEMENT PRINCIPLES OF
THE PARK DISTRICT RISK MANAGEMENT AGENCY

WHEREAS, the corporate authorities of the Sycamore Park District have resolved to become a member of the Park District Risk Management Agency (PDRMA) to provide its coverage in one or more of the following areas: liability/property/workers compensation, health benefits, unemployment compensation or others which may be subsequently developed; and

WHEREAS, PDRMA is an intergovernmental cooperative agency of units of local government, intergovernmental contractual or other approved entities dedicated to certain loss prevention and control and risk management principles; and

WHEREAS, the corporate authorities of the Sycamore Park District recognize that PDRMA has become a highly successful and effective provider of liability protection and property, health benefits, unemployment compensation, and other areas which may be subsequently developed and services in the State of Illinois and that PDRMA's success has been due to a large extent to the dedication of its members to affirmative loss prevention and control and risk management measures; and

WHEREAS, the corporate authorities of the Sycamore Park District recognize that

participation in a self-insurance cooperative agency requires significantly greater attention and dedication to the principles of risk management and loss prevention and control by taking active measures to regularly prevent, eliminate or control potential risks, losses, claims and hazards; and

WHEREAS, the PDRMA Contract and ByLaws, Agency Policies and Agency Procedures provide programs and policies which have been directed and recommended by PDRMA and its governing bodies and which are designed to more effectively reduce losses and claims and manage risks within a member's environment. In addition, PDRMA performs regular reviews of member's in order to evaluate their loss prevention and control and risk management programs and makes recommendations on the manner in which such efforts can be improved; and

WHEREAS, the corporate authorities of the Sycamore Park District acknowledge that PDRMA's claims handling is administered by PDRMA and requires the involvement and cooperation of members in order to aggressively defend claims, where warranted, so as to reduce the potential exposure to each member and to pay, when appropriate, meritorious claims and thus develop an aggressive and proactive claims administration philosophy amongst members.

NOW BE IT RESOLVED by the corporate authorities of the Sycamore Park District, County of DeKalb, State of Illinois, as follows:

1. That the Sycamore Park District is desirous of membership in the Park District Risk Management Agency.
2. That the Sycamore Park District , by its officials, administration and staff, is dedicated to the loss prevention and control and risk management principles and philosophies of PDRMA, all of which have served members to reduce losses, claims and exposures.

3. That the Sycamore Park District shall fully commit its staff and financial resources to actively participate and cooperate with PDRMA in its loss prevention and control and risk management efforts by all means possible throughout its membership in the Agency.
4. That the Sycamore Park District shall cooperate willingly and positively in promoting and developing programs, policies, and procedures required by the PDRMA Contract and ByLaws and recommended in the Agency Policies and Agency Procedures all to the end of benefiting the risk management efforts of the member individually and PDRMA members as a whole. The Sycamore Park District will cooperate to the greatest extent possible with PDRMA's loss prevention and control, risk management and claims administration efforts so as to reduce its exposure to losses.
5. That this Resolution constitutes a statement of policy by the corporate authorities of the Sycamore Park District and is intended to demonstrate the continuing dedication of Sycamore Park District to PDRMA's loss prevention and control and risk management philosophy.
6. This Resolution shall be in full force and effect from and after its passage and approval.

PASSED this _____ day of _____, _____.

AYES:
 NAYS:
 ABSENT:

APPROVED this _____ day of _____, _____.

 President

ATTEST:

 Secretary

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RESOLUTION NO. 03-2013
AUTHORIZING MEMBERSHIP IN THE PARK DISTRICT
RISK MANAGEMENT AGENCY

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, the Illinois Governmental Cooperation Act, 5 ILCS 220/1 et seq (1998) contains provisions specifically authorizing units of local government to enter into intergovernmental agreements to jointly provide areas of coverage for liability or loss and authorizes each public agency member of the contract to utilize its funds to protect, wholly or partially, any public agency member of the contract against liability or loss in the designated insurance areas; and

WHEREAS, a large number of Illinois units of local government and intergovernmental agencies have entered into an intergovernmental contract which established the Park District Risk Management Agency (PDRMA); and

WHEREAS, units of local government have determined it to be appropriate to provide various personnel benefit programs for their employees; and

WHEREAS, PDRMA has successfully operated for a number of years; and

WHEREAS, after substantial study and investigation, it has been determined that the best method of achieving the goals of comprehensive insurance and insurance-like coverages and risk management services of the Sycamore Park District can be achieved by participating in PDRMA and by entering into a contractual relationship with PDRMA and its Members; and

WHEREAS, the Sycamore Park District and PDRMA desire to continue to utilize all defenses and immunities available to governmental bodies in this state under statutory or common-law authority; and

WHEREAS, the stated purposes, organizational structure and other governance provisions contained within the Contract and By-Laws document and policies contained within PDRMA Policies, which have been submitted to the governing board of this body for adoption, represents the position shared by this governing board and, in the case of a Member which is created through an intergovernmental contract, by its constituent contracting parties; and

WHEREAS, the governing board the Sycamore Park District finds that it is in its best interest to become a member of the PDRMA under the submitted Contract and By-Laws;

NOW, THEREFORE, BE IT RESOLVED BY THE SYCAMORE PARK DISTRICT as follows:

SECTION 1: That the President and Secretary or other executive and secretariat officers are hereby authorized to execute the Contract and By-Laws of the Park District Risk Management Agency. A copy of the Contract and By-Laws is appended to and made a part of

this Resolution.

SECTION 2: The powers of PDRMA, unless the Contract and By-Laws be amended under its terms, shall be limited to those contained within the Contract and By-Laws and Agency Policies.

SECTION 3: The obligation of this unit of local government or intergovernmental contractual or other approved entity to fully participate in such operations shall be effected in accordance with that Contract and By-Laws.

SECTION 4: If a Member of PDRMA, passing this Resolution, is an intergovernmental entity which provides special recreational services to its Members, the passage of this Resolution shall be acknowledged as the approval of the Contract and By-Laws by the intergovernmental entity and by each of its contracting Members such that all contracting Members acknowledge their individual responsibility to comply with the Contract and By-Laws of PDRMA in any matters involving the obligations assumed by the intergovernmental entity.

SECTION 5: Except to the extent of the financial contributions to PDRMA set forth in the Contract and By-Laws, no contracting party by authorizing the execution of the Contract and By-Laws acknowledges or accepts any responsibility in any way for claims due to the property losses, health or other employee benefits, claims in tort or contract or other claims or losses made against any other Member of PDRMA.

SECTION 6: This unit of local government or intergovernmental contractual or other

approved entity expressly acknowledges receipt of the PDRMA Policies a copy of which is made a part of this Resolution as Appendix 2.

SECTION 7: This Resolution shall be in full force and effect from and after its passage.

PASSED this ____ day of _____, _____.

AYES:

NAYS:

ABSENT:

President

ATTEST:

Secretary

RESOLUTION 04-2013

**A RESOLUTION AUTHORIZING SYCAMORE PARK DISTRICT
PARTICIPATION IN AND ADOPTION OF BYLAWS PARK DISTRICT
RISK MANAGEMENT AGENCY**

WHEREAS the Sycamore Park District seeks to protect itself and its citizens from risk, liability, and loss, AND

WHEREAS, the Sycamore Park District always strives to minimize its cost of doing business, while maintaining high quality service and products, AND

WHEREAS, the Sycamore Park District renews its insurance for flooding, liability, workmen's compensation, and other risks, NOW

THEREFORE, be it resolved that the Board of Commissioners of the Sycamore Park District gives authority to its President, Ted Strack, and its Secretary, Daniel Gibble, to execute the signing of the attached by-laws and documents, and approve participation in the Park District Risk Management Agency for a term commencing in June of 2013.

AYES:

NAYS:

ABSENT:

President

Secretary

BLANK

PARK DISTRICT RISK MANAGEMENT AGENCY

CONTRACT AND BYLAWS

Approved by the Membership Assembly on May 8, 2013

Park District Risk Management Agency
2033 Burlington Avenue
Lisle, IL 60532
630/769-0332 • Fax 630/769-0449
www.pdrma.org

**PARK DISTRICT RISK MANAGEMENT AGENCY
CONTRACT AND BYLAWS**

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**ARTICLE I
NAME AND AUTHORITY**

The organization shall be known as the Park District Risk Management Agency (hereinafter referred to as the "Agency") which is an intergovernmental cooperative agency established by units of local government and other entities as permitted pursuant to Article VII, Section 10 of the 1970 Illinois Constitution and the Illinois Governmental Cooperation Act, 5 ILCS 220/1 et seq (1998).

**ARTICLE II
DEFINITIONS**

As used in this agreement, the following terms shall have the meaning hereinafter set out:

"Agency Policies"

The rules, regulations, and policies that shall, in addition to this Contract and By Laws, govern the operation of the Agency.

"Agency Procedures"

The methods used to deal with the operation of the Agency and its Programs.

"Member(s)"

The unit(s) of local government, intergovernmental contractual entities, local public entities, as that term is defined by 745 ILCS 10/1-206, and non-profit public service entities which initially or later enter into the intergovernmental contract established by this intergovernmental agreement.

"Membership"

Participation in at least (a minimum of) one (1) of the Agency's Programs.

"Program"

A line of coverage or service provided by the Agency.

**ARTICLE III
PURPOSE**

The purpose of the Agency is to administer funds contributed by Members to provide Programs including but not limited to property, liability, workers' compensation, unemployment compensation, and health benefits and to provide risk management and other services related to these Programs.

The Agency is also authorized to engage in other activities and provide such other Programs and services as the Board of Directors may from time to time determine are in the best interests of the Agency and as may be permitted under Illinois law.

It is the intent of the parties by entering into this agreement that, to the fullest extent possible, the scope of activities undertaken by them using governmental funds shall not waive any defenses or immunities provided in the Local Governmental and Governmental Employees Tort Immunity Act on behalf of any Member or public employees as defined therein and shall not affect the right to assert or utilize any defense or immunity, common law or statutory, provided in The Park District Code or other applicable statute that are available to Members or their employees as defined therein. Funds contributed to the Agency by its Members are not intended to constitute the purchase and/or issuance of a policy of insurance.

ARTICLE IV POWERS OF THE AGENCY

The powers of the Agency to perform and accomplish the purposes set forth shall be as follows:

- A. To employ agents, employees and independent contractors;
- B. To purchase, sell or lease real property, equipment, machinery, or personal property necessary for the carrying out of the purpose of the Agency;
- C. To carry out educational and other activities relating to risk and loss prevention and reduction;
- D. To cause the creation of, see to the collection of funds for, and administer the Agency and its Programs and services;
- E. To purchase excess, stop loss, aggregate, reinsurance or any other insurance deemed appropriate;
- F. To establish reasonable and necessary loss prevention and reduction procedures which shall be followed by the Members;
- G. To provide risk management services including legal defense, payment and settlement of claims, and payment of judgments against Members for covered claims and losses;
- H. To collect funds from Members to purchase conventional insurance; and
- I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the Agency.

ARTICLE V LIMITATION ON THE LIABILITY OF MEMBERS

Each of the Agency's Programs shall be self-sustaining and a Member shall not be responsible for any liability resulting from a Program in which it does not participate.

Except as specifically provided in the foregoing provision of this ARTICLE, any and all of the Agency's assets may be used to discharge the general obligations and liabilities of the Agency. In the event that assets of one Program are required to pay an obligation of another Program, the Agency shall, to the fullest extent permitted by law, be authorized to transfer surplus funds from the Member's account in one Program(s) to its account in another Program or assess the Members of the receiving Program the amount necessary to reimburse the contributing Program.

The manner in which transfers and/or assessments are made shall be as set forth in the Agency Policies.

ARTICLE VI MEMBERSHIP ASSEMBLY

A Membership Assembly is hereby established which shall consist of one (1) representative designated by each Member. The qualifications and other rules governing appointment of representatives shall be as set forth in the Agency Policies.

The representative shall have one vote for each Program in which the Member participates that may be cast by proxy or at a meeting of the Membership Assembly.

The Membership Assembly's powers and duties shall be as follows:

- A. Elect the Board of Directors;
- B. Provide input and guidance to the Board of Directors;
- D. Approve Contract and By Laws amendments;
- E. Establish the term of the Agency;
- F. Authorize a Member of the Agency to issue bonds or other debt instruments; such authorization shall bind the Members to pay their proportional share of the cost of issuance, administration and retirement of the debt.

This Contract and By Laws shall be effective beginning 12:01 a.m. on January 1, 2013. The Membership Assembly shall meet at least one (1) time a year with the date(s) of the regular meeting(s) to be established at the beginning of the fiscal year. Other meeting provisions shall be as set forth in the Agency Policies.

ARTICLE VII BOARD OF DIRECTORS

A Board of Directors is hereby established which shall govern the Agency and provide leadership to achieve the mission and purpose of the Agency.

The Board of Directors' powers and duties shall be as follows:

- A. Provide the vision for and establish the Agency's strategic plan;
- B. Approve new Programs and terminate Programs solely upon the recommendation and approval of the Program Council;
- C. Select, employ, set the compensation of, and evaluate the President/Chief Executive Officer;
- D. Adopt the Agency budget;
- E. Approve the distribution of surplus funds to Members;
- F. Approve Agency Policies;
- G. Expel Members from a Program or from the Agency;
- H. Approve revision of Program Membership terms;

- I. Approve new members to the Agency; and
- J. Have such other powers and duties, as it may deem necessary to govern the Agency and authority to take such action necessary to discharge its responsibilities.

The Board of Directors may assign its powers and duties as set forth in the Agency Policies.

The Board shall be comprised of a maximum of nine (9) Directors, a minimum of six directors who are representatives of the Members, as set forth in the Agency Policies, and a maximum of three other directors.

A majority of the Directors who are representatives of the Members shall submit any proposal to add other Directors and/or to compensate Directors to the Membership Assembly for approval.

The Directors' qualifications and term shall be as set forth in the Agency Policies.

There shall be established the offices of Chairman, Vice-Chairman, Secretary, and Treasurer. The Board of Directors may establish other offices or terminate existing offices from time to time, as it sees fit. The Board of Directors by a majority vote shall elect the persons to fill all such offices. The selection process, qualifications, term, and duties and responsibilities of the officers shall be as set forth in the Agency Policies. No non-Member representative Director shall serve as Chairperson or Vice Chairperson of the Agency.

ARTICLE VIII SUCCESSION

This Contract and By Laws shall be effective beginning 12:01 a.m. on January 1, 2013. The Agency shall continue to carry out all of the duties as provided in the Contract and By Laws which were in effect prior to January 1, 2013..

ARTICLE IX PROGRAM COUNCILS

Program Councils are hereby established for each of the Agency's Programs. Each Program Council shall consist of one (1) representative designated by those Members participating in each such Program. The qualifications and other rules governing appointment of such representatives shall be as set forth in the Agency Policies.

The Program Council's powers and duties shall be as follows:

- A. Determine its Program coverage, plan design and limits that are to be provided by the Agency;
- B. Approve its Program budget, rates and Member contributions;
- C. Approve the manner in which costs are allocated among Members of its Program;

- D. Recommend to the Board of Directors the distribution of surplus funds of its Program to Members;
- E. Approve supplementary payments needed from Members of its Program;
- F. Recommend to the Board of Directors that its Program Membership term be revised;
- G. Recommend that its Program be terminated;
- H. Approve Agency Procedures for its Program; and
- I. Such other powers and duties as set forth in the Agency Policies.

ARTICLE X AGENCY TERM

The term of the Agency shall be twelve years beginning January 1, 2013 and concluding December 31, 2024. The Membership Assembly may extend the term of the Agency as provided by Illinois law and in the manner set forth in the Agency Policies.

ARTICLE XI MEMBERSHIP TERM

Each entity joining the Agency shall remain a Member for the Membership term as set forth in the Agency Policies. The Membership term for existing Members on January 1, 2013 shall remain the same as exists for each such Member. . When that existing Membership term expires, the subsequent Membership term shall be as set forth in the Agency Policies.

The Program Councils may recommend to the Board of Directors that the Membership term of its Program be revised. However no change to a Membership term shall be applied retroactively.

A Member may terminate its participation in a Program only at the end of its Membership term, except as provided below or as otherwise provided by law. The termination procedure shall be as set forth in the Agency Policies.

However, a Member may be allowed to terminate its participation in a Program prior to the end of its Membership term by motion of the Program Council. The motion allowing a Member to terminate its participation in the Program shall specify the financial and other obligations of the Member upon which such early termination is conditioned.

ARTICLE XII FINANCES

The finances of the Agency, including but not limited to calculations of Members' Program contributions, shall be as set forth in the Agency Policies.

**ARTICLE XIII
SCOPE AND AMOUNT OF COVERAGE**

Program Councils may establish their own scope of coverage document(s) or adopt the language of a conventional insurance policy. The Agency shall have the authority to make decisions whether to decline coverage for any submitted claim or otherwise limit the extent to which the Agency shall provide defense or coverage as set forth in the Agency Policies. Members shall have the ability to appeal the Agency's decision as set forth in the Agency Policies.

By entering into this Contract and By-Laws, each Member of the Agency agrees to be bound by the decision of the Agency whether a particular matter presented to the Agency for defense and indemnification is or is not within the scope of coverage provided by the Agency.

**ARTICLE XIV
OBLIGATIONS OF MEMBERS**

The obligations of Members shall be as follows:

- A. To appropriate, budget for, where necessary to levy for, and to promptly pay all annual and supplementary payments including those payments arising from the authorized issuance of bonds or other debt instruments or other payments to the Agency at such times and in such amounts as shall be established by the Agency within the scope of this agreement. Any delinquent payments shall be paid as set forth in the Agency Policies;
- B. To select a person(s) to serve on the Membership Assembly and Program Council(s);
- C. To allow the Agency reasonable access to all facilities of the Member and all records and information which relates to the purpose, authority or powers of the Agency;
- D. To allow attorneys employed or retained by the Agency to represent the Member in investigation, settlement, negotiations and all levels of litigation arising out of any claim made against the Member within the scope of loss protection furnished by the Agency;
- E. To furnish full cooperation with the Agency's attorneys, claim representatives, the President/Chief Executive Officer and any agent, employee, officer or independent contractor of the Agency relating to the purpose, authority and powers of the Agency;
- F. To follow in its operations all loss prevention and reduction procedures established or recommended by the Agency within the Agency's purpose, authority and powers;
- G. To report claims to the Agency's claims representative(s) within the time limit as set forth in the Agency Policies; and
- H. To timely submit to the Agency any and all documents, data and information for underwriting purposes, the development of rates, budgets and Member contributions and any other information which relates to the purpose, authority or powers of the Agency.

All Members of the Agency, including those which have terminated their participation in a Program or have been expelled, shall remain fully obligated for the payment of supplementary

and other payments attributable to years during which they were Members of the Agency. Such supplementary payments, within the limitation as may be set forth in the Agency Policies, may include but are not limited to sums sufficient to pay claims, retain reserve levels and pay for continuing claims administration and other administrative expenses. In addition, all such Members shall continue to be responsible for all other obligations of membership attributable to years during which they were Members.

ARTICLE XV
LIABILITY OF THE MEMBERSHIP ASSEMBLY, BOARD OF DIRECTORS,
OFFICERS AND PROGRAM COUNCILS

Those persons serving on the Membership Assembly, Board of Directors, Program Councils and officers should use ordinary care and reasonable diligence in the exercise of their power and in the performance of their duties hereunder. They shall not be liable for any mistakes of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care; nor for loss incurred through investment of Agency funds, or failure to invest. No Member, its representative, director or officer shall be liable for any action taken or omitted by any other Member, its representative, director or officer. No Member, its representative, director or officer shall be required to give a bond or other security to guarantee the faithful performance of duties hereunder.

The Agency will protect, defend, indemnify and hold harmless any person who is or has served on the Membership Assembly, the Board of Directors and/or the Program Councils (hereinafter in after referred to as "the bodies"), and/or-any Agency committees, or who is or has been an Agency employee, officer, or volunteer against any and all claims, suits, actions or proceedings concerning the Agency incurred while acting within the scope of their official duties and which result from any errors, omissions or acts, including without limitation, legal fees and costs and amounts paid in any compromise, settlement or judgment, unless such errors, omissions or acts constitute intentional conduct, criminal acts, or conduct outside the scope of their duties.

Notwithstanding the above, the Agency, on a claim-by-claim basis, will exercise its discretion to assume the defense of claims, subject to a reservation of rights, when such claims and/or damages requested, arise out of alleged intentional conduct, criminal acts, or conduct outside the scope of their duties, and when such claims initially appear to be frivolous, without merit or otherwise unsubstantiated.

The scope and amount of coverage that the Agency provides for its Members will also apply to those persons who are or have served on the bodies, any Agency committees, and officers, employees, and volunteers of the Agency.

ARTICLE XVI CONTRACTUAL OBLIGATION

These By Laws shall constitute a contract among entities that become Members of the Agency and shall allow Members to participate in one or more of the Agency's Programs. The obligations and responsibilities of the Members set forth herein and in the Agency Policies, including the obligation to take no action inconsistent with these By-Laws as originally written or validly amended, shall remain a continuing obligation and responsibility of the Member. The Agency or any of its Members may enforce the terms of this Contract in a court of law.

The consideration for the duties herewith imposed upon the Members to take certain actions and to refrain from certain other actions shall be based upon the mutual promises and agreements of the Members set forth herein. This Contract and By-Laws may be executed in duplicate originals and a certified copy of a resolution passed by a majority of the corporate authorities or governing board then in office shall evidence its passage. Provided, however, that except to the extent of the financial contributions to the Agency agreed to herein or such additional obligations as may come about through amendments to these By-Laws, no Member agrees or contracts herein to be held responsible for any claims in tort or contract made against any other Member.

The contracting parties intend in the creation of the Agency to establish an organization only within the scope herein set out and have not herein created as between Member and Member any relationship of surety, indemnification or responsibility for the debts of or claims against any Member. The contractual obligations agreed to herein shall survive the term of this agreement for the payment of claims that occurred during the contract term and were reported within the time established in the scope of coverage as the coverage period.

XVII TERMINATION OF THE AGENCY

If, sixty (60) days prior to the conclusion of any fixed term of the Agency, the Membership Assembly does not vote to continue the existence of the Agency, then the Agency shall cease its existence at the close of the then-current fiscal year. Under those circumstances, the Board of Directors, or its designee, shall continue to meet on such a schedule as shall be necessary to carry out the remaining affairs of the Agency. It is contemplated that it may be required to continue to hold meetings for some substantial period of time in order to accomplish this task.

Upon conclusion of all business required to be transacted by the Agency or at a time otherwise authorized by the Board of Directors, remaining assets of the Agency shall be distributed as set forth in the Agency Policies.

All Members of the Agency, including those which have terminated their participation in a Program or have been expelled, shall remain fully obligated for the payment of supplementary and other payments attributable to years during which they were Members of the Agency. Such supplementary payments, within the limitation provided for in the Agency Policies, may include

but are not limited to sums sufficient to pay claims, retain reserve levels and pay for continuing claims administration. In addition, all such Members shall continue to be responsible for all other obligations of membership attributable to such prior years.

ARTICLE XVIII GENERAL PROVISIONS

Headings and Sub-Titles. The headings of paragraphs and any sub-titles in the Contract and By Laws are for convenience only and form no part of this Contract and By Laws and shall not affect its interpretation.

Construction. In any dispute regarding the interpretation or enforcement of this Contract and By Laws, the laws of the State of Illinois shall be applied to its interpretation. The Members further agree that the jurisdiction and venue for any lawsuit shall be the 18th Judicial Circuit Court, DuPage County, State of Illinois. In any lawsuit brought by a Member or the Agency, the prevailing party shall be entitled to recover, as part of any judgment, the reasonable legal fees and costs incurred by said party in pursuing or defending such litigation.

Severability. If any provision, or any portion thereof, contained in this Contract and By Laws is held to be unconstitutional, invalid, or unenforceable, the remainder of this Contract and By Laws or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

Notice. Any notice required or permitted to be given under this Contract and By Laws shall be sufficient if given in writing and sent by registered or certified mail, return receipt requested and postage prepaid to the Agency, or to the Member as the case may be, at the address of its corporate offices.

No Third Party Beneficiaries. Notwithstanding any provision herein to the contrary, these Contract and By Laws are entered into solely for the benefit of the Members, and nothing in these Contract and By Laws are intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to these Contract and By Laws or to acknowledge, establish or impose any legal duty to any third party. No claim as a third party beneficiary under these Contract and By Laws by any person, firm, or corporation shall be made or be valid against the parties of the Contract and By Laws.

WHEREUPON under the authority granted me by Resolution Number _____, passed by the Governing Board on the _____ day of _____, I do hereby execute and the Secretary does hereby attest to my signature as evidence that _____ has approved participation in the Park District Risk Management Agency for a term commencing on _____ in accordance with this Contract and By Laws in its executed form and as it may subsequently be validly amended.

AYES:

NAYS:

ABSENT:

President

Secretary