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 Executive 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 Executive 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 their 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, they 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 Administration 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.

Upon Separation of Service: Upon separation, unused earned vacation leave will be paid to the employee or the employee's heirs at their 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 they separate 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 Executive 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 Administration regarding required completion of forms for insurance continuation, IMRF and other termination related matters.

Adopted on: 7/30/13

Revised on: October 2022