



1-5 POLICY ON EMPLOYMENT AND VACANT POSITIONS

Employment will be based upon the selection and recommendations of the appropriate leadership staff, 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 post position vacancies on the SYCAMORE PARK DISTRICT website. 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 hiring manager. 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. 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/IMRF and part-time personnel position openings will be advertised on the park district website, and on appropriate industry and social media websites.

The Application Process: All candidates must submit a standard application to the Sycamore Park District via the website. A resume and cover letter 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.

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 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 should 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 of 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 while performing job duties. Employees must be physically and mentally fit to perform assigned job duties.

Driver's License Abstract: Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either their personal vehicle or a SYCAMORE PARK DISTRICT vehicle in the course of their normal duties will be required to have a valid driver's 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 may request a driver's license abstract review from the Illinois Secretary of State's office.

Introductory Period: Every individual selected for a position with SYCAMORE PARK DISTRICT must successfully complete an introductory period. For full-time employees the term of (6) months will serve as this introductory period. The term for all others, including employees who are transferred or promoted, will be three (3) months. Introductory employees, like all other employees, are at-will and may be terminated with or without cause, without further recourse, except for such recourse as is contained in the grievance procedures set forth herein. Successful completion of the introductory period does not guarantee continued employment for any specific period or otherwise create an 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 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 Director determines that the citation, summons, or ticket occurred within the scope of the employee's employment with SYCAMORE PARK DISTRICT. The fact that a citation, summons, or ticket was given to an employee within the scope of the employee's employment with SYCAMORE PARK DISTRICT, however, will not immunize the employee from appropriate discipline, as dictated by the facts and circumstances.



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 Park District Board, of which permission shall not be unreasonably withheld and 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 conflicts with the business interests of SYCAMORE PARK DISTRICT is prohibited.

Further, employees shall not enter 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 pays, for performing services while on duty.

Adopted on:
Revised on: October 2016
Revised on October 2021
4836-4497-6185, v. 1