



Policy 7-1 Workplace Matters

Insurance Conversion Privileges

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 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.

Park District Risk Management Agency (PDRMA)

The SPD is a member of PDRMA. PDRMA is an organization of the Illinois Public Park and Recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of self-funding and commercial insurance in the areas of property, liability, and worker's compensation. In addition, PDRMA provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services. All employees are expected to cooperate fully with PDRMA staff.

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, but 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, (step) child,

Parent (in-law, step), grand (parent, in-law, child), daughter (in-law), son (in-law), domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), 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 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. 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.

Approved On:

Revised On:
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