



## **INTRODUCTION AND AT-WILL DISCLAIMER**

Welcome to the Sycamore Park District. We are proud of our 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 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 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 Director 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, may 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 status, addition, revision, or deletion of the policy.

Nothing contained written in this manual, oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of this Manual is intended to create an employment contract, either express or implied, to remain SPD's employee. Nor does it guarantee any fixed terms and conditions of your employment. Your employment may be terminated at will, with or without cause, and without prior notice by SPD, or yourself. No representative of SPD, except as delegated and approved by the Board of Executive Directors or the Executive Director, has the authority to enter into any agreement for employment or to make any agreement contrary to the above.

Each employee will 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 **page iii**. SPD will maintain the acknowledgment form in their 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. They will listen to your concerns, consider the appropriate action, if necessary, and provide you with the information you need, or direct you to someone who can provide you with that information.

The Executive Director or their designee is responsible for overseeing the enforcement of the following policies and the direction of all employees' activities, except those whose appointment is otherwise prescribed. Any questions that 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.

**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, 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 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 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 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: \_\_\_\_\_