



# 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 of when it was adopted or revised. Also noted is when the policy or revision was communicated to staff.

Each 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  
Daryl Graves  
Ben Doty  
Bill Kroeger  
Denise Ackmann

## Executive Director

Jonelle Bailey