

# Quincy Park District

## BOARD OF COMMISSIONERS MEETING



**QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois**

**Agenda  
February 12, 2020**

**Regular Meeting – Board Room**

**6:00 P.M**

**CALL TO ORDER (ROLL CALL)**

**PLEDGE OF ALLEGIANCE**

**CONSENT AGENDA:(UNANIMOUS CONSENT)**

1. Check Register – Full Monthly: Recommended Approval by the Finance Committee
2. Regular Meeting Minutes – January 15, 2020

**PUBLIC INPUT: Each speaker may have up to 3 minutes for comments**

**BOARD INFORMATION/EDUCATION:**

- Force Account Work Schedule
- CAFR Presentation: John Frankenhoff

**CORRESPONDENCE:**

**VOLUNTEERS: Trail Blazers & Bike Club**

**EXECUTIVE DIRECTOR'S REPORT:**

- Rome Frericks

**DIRECTORS' REPORTS:**

- Matt Higley, Director of Parks
- Don Hilgenbrinck, Director of Business Services
- Mike Bruns, Director of Program Services
- David Morgan, Director of Golf
- Marcelo Beroiza, Director of Marketing/Operations

**COMMITTEE REPORTS:**

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

- Bid for Westview Golf Course and Grounds Maintenance Chemicals: Recommended Approval **(VOICE VOTE)**
- ORDINANCE NO. 20-02: Quincy Park District Personnel Code Revision: Recommended Approval **(ROLL CALL VOTE)**
- Wavering Park Culvert Replacement: Recommended Approval **(VOICE VOTE)**
- Approval for LifePoint Church to Begin Fundraising for the Donation of Two Basketball Courts to be Located in Berrian Park: Recommended Approval **(VOICE VOTE)**
- Acceptance of the Huber Community Grant for a Universal Fitness Station to be Located in South Park: Recommended Approval **(VOICE VOTE)**

**PUBLIC INPUT:** Each speaker may have up to 3 minutes for comments

**EXECUTIVE SESSION:** In accordance with 5 ILCS, Par. 120/2c, I move that the Board convenes into Executive Session to discuss: (please read item(s) from list) **(ROLL CALL VOTE)**

**CALL TO ORDER (OPEN SESSION)** **(ROLL CALL VOTE)**

**ACTIONS AFTER EXECUTIVE SESSION**

**ADJOURN** **(VOICE VOTE)**

***CONSENT AGENDA***  
***(Unanimous Consent)***

QUINCY PARK DISTRICT  
1231 Bonansinga Drive  
Quincy, Illinois

Regular Meeting  
Board Room

January 16, 2020  
6:00 P.M.

**ROLL CALL**

President Frankenhoff called the meeting to order and upon the roll being called the following members were physically present at said location: President John Frankenhoff, Vice President Barbara Holthaus, Commissioners Vicki Dempsey, Bob Gough, Nathan Koettters, Roger Leenerts and Jeff Steinkamp. No Park Commissioner was permitted to attend the meeting by video or audio conference: none.

Also in Attendance: Executive Director–Rome Frericks, Director of Parks–Matt Higley, Director of Business Services–Don Hilgenbrinck, Director of Program Services–Mike Bruns, Director of Golf–David Morgan, Director of Marketing/Operations–Marcelo Beroiza, Administrative Assistant–Lynn Fischer and Board Attorney–Terry Anastas. President Frankenhoff led the room in the Pledge of Allegiance.

**CONSENT AGENDA**

President Frankenhoff asked if there were any objections or changes to the December 11, 2019, Regular Board or Executive Session meeting minutes or the check register and upon hearing no objections, he announced they were approved by unanimous consent.

**PUBLIC INPUT**-None

**BOARD INFORMATION/EDUCATION**

Director Hilgenbrinck reviewed the information regarding the Quincy Park District LED Lighting Project and highlighted the reduction in energy use is down by 1/3. Executive Director Frericks noted that the FY2020 Executive Summary (under separate cover) is available to all the Commissioners electronically. A hard copy would be made available on request.

**CORRESPONDENCE**-None

**VOLUNTEERS**-None

**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Frericks informed the Board that the Park Foundation and the Park District are having an open house January 21, 2020 from 11:30 a.m.-1:30 p.m. All eight affiliated groups will have two members each in attendance. President Frankenhoff stated this is part of the Foundation's new energy and all are optimistic going forward.

**DIRECTORS' REPORTS**

Director Higley reported the Kesler Park deck rail project is complete.

Director Hilgenbrinck mentioned the Commissioners completing their Statements of Economic Interest and getting them filed and that President Frankenhoff and Executive Director Frericks need to complete the required Open Meetings Act training.

Director Bruns stated nothing additional to his monthly printed report.

Director Morgan informed the Board that Brumbaugh Tree Service has started on the ash trees at Westview. He is also working with Pepsi on tee signs for the holes to enhance the course.

Director Beroiza stated the first annual brochure has been out on the website and social media since December 20, 2019, and printed brochures are now being distributed.

Commissioner Dempsey inquired on the Festival of Lights results. Executive Director Frericks stated 13,000 vehicles had gone through with a couple of days still remaining.

### **COMMISSIONER REPORTS**

Commissioner Dempsey gave an update of the Bull House Committee. Articles of Incorporation and By-Laws are completed and they are in the process of applying for their 501©3 status. The members have also formed five or six committees.

Commissioner Steinkamp reported there will be a meeting in St. Louis, February 26 for QBAREA where they will discuss funding and financials.

Commissioner Leenerts provided highlights from the Finance Committee regarding the new maintenance building and Westview operations.

Vice President Holthaus stated she will be attending sessions at the IPRA conference regarding Foundation topics.

Commissioner Gough stated the Quincy Planning Commission has been working on schools, zoning, etc.

Commissioner Koettters reported that the next Quincy Next meeting is scheduled for February 4, 2020.

President Frankenhoff announced that the Park District's representatives to the Riverfront Committee are Commissioners Gough, Koettters and Steinkamp. The Riverfront Committee is meeting January 16 at 4:30 p.m.

### **NEW BUSINESS**

#### **Quincy Park District Board of Commissioners Executive Session Minutes Bi-Annual Review**

Executive Director Frericks recommends no action be taken to release the minutes.

COMMISSIONER LEENERTS MADE A MOTION, SECONDED BY VICE PRESIDENT HOLTHAUS TO APPROVE. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED

#### **Operations and Procedures Manual Revision**

Director Hilgenbrinck explained the revisions and changes.

COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY COMMISSIONER GOUGH TO APPROVE. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED

#### **ORDINANCE NO. 20-01: QUINCY PARK DISTRICT BOARD POLICY MANUAL REVISION**

Director Hilgenbrinck explained changes are required provisions for sexual harassment

COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY VICE PRESIDENT HOLTHAUS TO APPROVE

#### **THE FOLLOWING ROLL CALL VOTES WERE CAST AND RECORDED TO APPROVE ORDINANCE NO. 20-01:**

COMMISSIONER GOUGH	YES
COMMISSIONER KOETTERS	YES
COMMISSIONER LEENERTS	YES
COMMISSIONER STEINKAMP	YES
COMMISSIONER DEMPSEY	YES
VICE PRESIDENT HOLTHAUS	YES
PRESIDENT FRANKENHOFF	YES

**PRESIDENT FRANKENHOFF DECLARED THE MOTION CARRIED.**

Quincy Park District Maintenance Building Design and Engineering Work

Director Higley reported the new building would need to include two restrooms since we have more than five employees and it will also be connected to city sewer. Executive Director Frericks stated it will be a pole building and explained the engineering services.

VICE PRESIDENT HOLTHAUS MADE A MOTION, SECONDED BY COMMISSIONER DEMPSEY TO APPROVE. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED.

Westview Semi-Annual Financial Data

Director Hilgenbrinck explained the ten years of data and expenses do not include payroll taxes, pension and insurance costs and 2019 are unaudited figures. It was mentioned staff and management at Westview did a good job controlling expenses. Hilgenbrinck stated the break even cost for a round of golf in 2019 was \$21.31. President Frankenhoff stated the report was discussed in the Finance Committee. Commissioner Leenerts pointed out the graph on Page 113 indicating demand continues to decrease. President Frankenhoff mentioned the good management and the 2020 Budget being based on 30,000 rounds of golf. Also questioned how long we can sustain/subsidize the operation. Ignoring it is not the right answer. Commissioner Dempsey inquired the trends of other Quincy courses. Director Morgan stated they are all experiencing the same trend. Executive Director Frericks stated two courses have closed in Peoria and one in Decatur. Commissioner Gough stated Normandy in St. Louis recently closed. It was also discussed that smaller area community courses continue to struggle and some are selling off property. Commissioner Gough recommended forming a committee or group to address the issue. Executive Director Frericks and President Frankenhoff stated this was discussed heavily in finance committee.

Commissioner Dempsey inquired whether the Marina was discussed in finance committee. President Frankenhoff stated it would be addressed in the next couple of months.

Executive Director – Salary Increase

President Frankenhoff stated the Executive Director’s Salary would increase to \$85,700 retroactive to January 1, 2020. COMMISSIONER DEMPSEY MADE A MOTION SECONDED BY COMMISSIONER GOUGH TO APPROVE. UNANIMOUS. PRESIDENT FRANKENHOFF DELCARED MOTION APPROVED.

**PUBLIC INPUT**-None

With no other business to discuss, COMMISSIONER DEMPSEY MADE A MOTION, SECONDED BY COMMISSIONER GOUGH TO ADJOURN THE MEETING. UNANIMOUS. PRESIDENT FRANKENHOFF DECLARED THE MOTION APPROVED. Meeting adjourned at 6:34 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ***PUBLIC INPUT***



***BOARD  
INFORMATION/  
EDUCATION***



# ***CORRESPONDENCE***

***VOLUNTEERS***

**To:** Board of Commissioners  
**From:** Rome Frericks  
**Subject:** Monthly Report  
**Date:** January 31, 2020

**Administrative Initiatives** (1/01/20 – 1/31/20)

Attended:

- Friends of the Trails meeting
  - Directors' meeting
  - Safety meeting
  - Rotary meetings
  - Quincy/Adams County Economic Development/Tourism meeting
  - Quincy Riverfront Development meeting
  - Tree Commission meeting
  - Census meeting
  - IAPD Conference
- 
- Met with Klingner & Associates on the progress of Bill Klingner Trail from 18<sup>th</sup> to 24<sup>th</sup> Street and 5<sup>th</sup> Street to Parker Heights sections.
  - Co-hosted the Quincy Park District/Quincy Park Foundation open house with our affiliated groups.
  - Met with Attorney Terry Anastas several times on current events concerning the Park District.
  - Met twice with the Park Foundation to prepare for the open house.
  - Met with Board members on several dates to discuss Park District information.
  - Worked with the Director of Parks and local engineers on the Lincoln Park Master Site Plan.
  - Worked with the Director of Parks and local engineers on the maintenance building to be located in All America Park.

- Attended the Lincoln Park Master Plan open house.
- Met with Recreation Department on programming for 2020.
- Met with staff to review information gathered at the Soaring to New Heights Conference.

### **Administrative Initiatives** (2/1/20 – 2/29/20)

- Continue to work with local contractors and engineers on the Bill Klingner Trail project for the 18<sup>th</sup> to 24<sup>th</sup> Street section and 5<sup>th</sup> Street to Parker Heights sections of Bill Klingner Trail.
- Continue work on the 2020 bond projects, goals and objectives.
- Assist in writing plans and specifications on the approved 2020 Bond projects.



# Office of the Attorney General State of Illinois

## Certificate of Completion

OMA 2019 Training

Wednesday, January 8, 2020

Executive Director  
Rome C Frericks

Has successfully completed the  
Open Meetings Act on-line training.

Kwame Raoul  
Attorney General  
State of Illinois

Sarah Pratt, Public Access Counselor  
Chief, Public Access Bureau  
Office of the Attorney General

***DIRECTORS'***  
***REPORTS***



**To:** Board of Commissioners  
**From:** Matt Higley  
**Subject:** Monthly Report  
**Date:** January 31, 2020

**Administrative Initiatives** (1/1/20 – 1/31/20)

Attended:

- Directors' meeting
  - Safety meeting
  - Kiwanis meetings
  - Friends of the Trail meeting
  - Maintenance building pre-construction meeting
  - State Park District Conference
- 
- Monitored work on winter tree list.
  - Monitored progress on 5<sup>th</sup> Street to Parker Heights trail construction.
  - Monitored yearly brush removal from the edge of timber areas.
  - Staff completed chainsaw safety training.
  - Worked on equipment purchase for Parks Department.
  - Worked on 2020 fuel bid.
  - Worked on bid documents for upcoming projects.

**Administrative Initiatives** (2/1/20 – 2/29/20)

- Monitor work on winter tree list.
- Continue planning for 2020 projects, goals and objectives.
- Work on 2020 Capital Projects for Parks Department.
- Work on equipment purchase for Parks Department.
- Work on dredge bid.

- Hold onsite meetings for upcoming projects.
- Monitor progress on 5<sup>th</sup> Street to Parker Heights trail construction.
- Monitor work on 18<sup>th</sup> to 24<sup>th</sup> Street section of trail.

**To:** Board of Commissioners

**From:** Donald J. Hilgenbrinck

**Subject:** Monthly Report

**Date:** January 31, 2020

**Administrative Initiatives** (1/01/20 – 1/31/20)

- Attended Safety Committee meeting.
- Attended open house with the Quincy Park Foundation and Quincy Park District affiliates.
- Closed out FY2019, pending auditor adjusting entries.
- Closed out 2019 payroll, prepared tax reports, and issued W-2s.
- Filed "Statement of Economic Interest" for staff and commissioners with the County Clerk's office.
- Filed the annual Certificate of Exempt Property with the County Assessor's Office.
- Posted the District's 2020 Executive Summary on the website.
- Coordinated implementation of software and PCI compliant card processing hardware, attended training sessions.
- Implemented new credit card processing with Commerce Bank under new negotiated rates and through our current FirstData merchant processor. Also, established Forte as the new gateway account for CivicRec and FirstData.
- Completed annual FOIA/OMA training. (See attached certificates)

**Administrative Initiatives** (2/01/20 – 2/29/20)

- Continue to coordinate claim processing with FEMA for reimbursement of District expenses for the 2019 flood.
- Fund the 2020 G. O. Bond and finalize the transaction with Chapman & Cutler.
- Assist with IPRF Workmen's Compensation Audit.
- Apply to the Local Records Commission for annual destruction of District records in accordance with the District's retention policy.

- Host 1<sup>st</sup> quarterly staff meeting for the purpose of building positive relationships with staff through communication, feedback, and the exchange of vital information.
- Go live on new registration software (CivicRec) on 2/3/20.
- Install new EMV compliant hardware for credit card processing transactions.



# Office of the Attorney General State of Illinois

## Certificate of Completion

FOIA 2019 Training

Friday, January 10, 2020

Mr  
Donald J Hilgenbrinck

Has successfully completed the  
Freedom of Information Act on-line training.



# Office of the Attorney General State of Illinois

## Certificate of Completion

OMA 2019 Training

Friday, January 10, 2020

Mr  
Donald J Hilgenbrinck

Has successfully completed the  
Open Meetings Act on-line training.

To: Board of Commissioners  
From: Mike Bruns  
Subject: Monthly Report  
Date: January 29, 2020

**Administrative Initiatives** (01/01/20 – 01/31/20)

- Attended the monthly safety committee meeting.
- Conducted staff evaluations.
- Staff worked on hiring seasonal supervisors for 2020.
- Prepared the 2019 report on program and event attendance and financial report on programs.
- Staff worked on ordering supplies for 2020.
- Staff worked on getting prices on shirts for sports programs and staff.
- Staff worked on updating the 2020 aquatic and Batting Cage manuals.
- Staff worked on setting up the new recreation software registration system.
- Staff conducted a baseball meeting for coaches to inform them about this year's leagues and our new registration system.
- Met with office staff on the 2020 program and event schedules.

**Administrative Initiatives** (02/01/20 – 02/29/20)

- Staff will work on hiring the spring and summer seasonal staff.

- Staff will work on organizing the youth soccer and baseball programs.
- Staff will work on the concession menu and prices for IMP and the Batting Cage.
- Staff will prepare for the job fair on March 5.
- Staff will organize Mommy Date Night for March 7 and Daddy Date Night for March 8.



<b>Programs/Facilities</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Wavering</b>	4,691	na	na	na	na
<b>Indian Mounds</b>	8,337	11,713	10,765	9,243	6,953
Pool Swim Lessons	149	91	93	98	68
Water Babies	8	15	15	21	12
Pool Private-Birthday Parties	18	15	20	12	14
Pool Events: Splash Bashes, Dive-In Movie	32	20	10	15	na
WAC: Pool Concessions	\$7,310	na	na	na	na
IMP: Pool Concessions	\$17,629	\$23,147	\$24,440	\$22,756	\$15,037
Pool Passes	209	290	379	331	231
WAC: Customer Appreciation Day	429	na	na	na	na
IMP: Customer Appreciation Day	633	567	424	524	157

<b>Batting Cage Facility</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Customer Appreciation Day	\$720	\$756	\$1,079	\$727	\$1,167
Hy-Vee Special (Friday) Mini-Golf	773 rounds	713 rounds	445 rounds	527 rounds	na
Mini Golf	\$58,942	\$59,605	\$50,597	\$44,257	\$50,972
Tokens	\$13,316	\$12,459	\$12,033	\$10,443	\$10,930
Paddle Boats	\$6,158	\$6,223	\$6,595	\$5,110	\$5,291
Concessions	\$22,392	\$24,497	\$25,583	\$24,555	\$26,973
Bike Rentals	\$152	\$155	\$134	\$60	\$100

<b>Programs</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Adult Co-Ed Softball	180 players/ 12 teams	135 players/ 9 teams	150 players/ 10 teams	165players/ 11 teams	105 players/ 7 teams
Adult Soccer League	140 players/ 7 teams	120 players/ 6 teams	140 players/ 7 teams	120 players/ 6 teams	100 players/ 5 teams
Adult Softball	510players/ 34 teams	150 players/ 10 teams	150 players/ 10 teams	195 players/ 13 teams	135 players/ 9 teams
After School Program	111	123	128	63	na
Aqua Zumba	10	20	25	23	10
Fishing Clinics	157	200	158	144	122
Future Hawk Sports Camp	0	na	na	na	na
Horsing Around	3	12	5	11	11
Low Impact Fitness Exercise (LIFE)	85	122	98	105	60
Natural Born Explorers	0	5	5	10	5
North Quincy Sports	na	350	450	475	525
Pickleball	1,000	1,500	1,500	2,000	2,500
Pickleball Tournament	na	na	na	48 players/ 24 teams	58 players/ 29 teams
Sand Volleyball	na	na	na	400 players/ 40 teams	390 players/ 39 teams
Shoshinkan Martial Arts (Karate)	58	16	na	na	na
Special Populations	48 daily/ 1,200	45 daily/ 1,305	50 daily/ 1,450	50 daily/ 1,450	50 daily/ 1,450
Summer Music	146	175	157	na	na
Summer Playground	69 daily/ 1,725	50 daily/ 1,856	45 daily/ 1,630	53 daily/ 1802	51 daily/ 1,734
Tennis - Youth Instruction	127	106	85	112	69
Tennis - Family Lessons	35	28	21	21	16
Tiny Tumblers	13	19	5	10	15

<b>Programs/Facilities</b>					
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Walk a Hound, Lose a Pound	17	15	13	14	10
Yoga	64	90	105	81	51
Youth Baseball/Softball	see below	see below	see below	see below	see below
Little League age 7-13	371 players/ 30 teams	400 players/ 31 teams	430 players/ 34 teams	350 players/ 27 teams	301 players/ 23 teams
Girls Softball age 7-12	201 players/ 16 teams	197 players/ 15 teams	172 players/ 14 teams	175 players/ 15 teams	165 players/ 14 teams
Boys Baseball age 14-16	na	48 players/ 4 teams	36 players/ 3 teams	na	na
T-Ball	144 players/ 11 teams	134 players/ 11 teams	154 players/ 12 teams	169 players/ 14 teams	174 players/ 13 teams
12U Competitive League	na	na	na	104 players/ 8 teams	104 players/ 8 teams
10U Competitive League	na	na	na	65 players/ 5 teams	78 players/ 6 teams
14U Competitive League	na	na	na	na	143 players/ 11 teams
Total Little League/Baseball/Softball/ T-Ball	716 players/ 57 teams	779 players/ 61 teams	792 players/ 63 teams	863 players/ 69 teams	965 players/ 75 teams
Youth Baseball/Softball Sponsors	46 Team/ 10 Sign	47 Team/ 9 Sign	52 Team/ 10 Sign	38 Team/ 10 Sign	29 Team/ 11 Sign
Youth Soccer Spring	190 players/ 19 teams	274 players/ 24 teams	380 players/ 33 teams	370 players/ 33 teams	409 players/ 39 teams
Youth Soccer Ages 3-4 yrs.Spring	131 players/ 11 teams	190 players/ 16 teams	128 players/ 11 teams	125 players/ 10 teams	148 players/ 14 teams
Youth Soccer Fall	na	na	na	241 players/ 24 teams	258 players/ 25 teams
Youth Soccer Ages 3-4 yrs. Fall	na	na	na	104 players/ 10 teams	117 players/ 11 teams
Zumba Fitness	33	40	35	41	13

<b>Special Events</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Breakfast With Santa	na	350/At Mall	125/At Mall	225/At Mall	120/At Mall
Date nights Mother/Son - Father/Daughter	198	286	216	184	298
Disc Golf Tournament	75	93	102	115	127
Easter Event	500	500	500	525	475
Fall Festival at Batting Cage Area	300	800	850	1,000	600
Fishing Rodeo	150	75	80	50	100
Family Fun In the Sun	200	275	175	175	350
Bill Klingner Trail Event	na	na	125	32	20
Outdoor Concerts	250	425	350	725	500
Outdoor Movies In the Park	850	875	1,200	2,400	1,400
Special Populations Holiday Dance	255	255	255	220	187
Storytelling By the Campfire	50	75	75	40	25
Tennis Fest	100	75	80	85	75
Visit With Mrs. Claus	6	na	na	na	na

## **PROGRAM REPORT 2019**

The following list shows how the programs did for 2019:

<b>PROGRAM</b>	<b>EXPENSES</b>	<b>INCOME</b>	<b>DIFFERENCE</b>
Youth Baseball/Softball	\$ 59,086.00	\$ 59,117.00	\$ 31.00
Tennis	\$ 2,791.00	\$ 2,896.00	\$ 105.00
Youth Soccer	\$ 9,995.00	\$ 29,145.00	\$ 19,150.00
Summer Playground	\$ 12,904.00	\$ 1,000.00	\$ (11,904.00)
Sand Volleyball	\$ 2,577.00	\$ 5,030.00	\$ 2,453.00
Date Nights	\$ 2,549.00	\$ 4,236.00	\$ 1,687.00
Fishing Clinics	\$ 1,463.00	\$ -	\$ (1,463.00)
Tiny Tumblers	\$ 552.00	\$ 740.00	\$ 188.00
Horsing Around	\$ 550.00	\$ 770.00	\$ 220.00
Adult/Co-ed Softball	\$ 9,057.00	\$ 6,960.00	\$ (2,097.00)
Aerobics	\$ 1,242.00	\$ 1,950.00	\$ 708.00
Special Populations	\$ 25,299.00	\$ 588.00	\$ (24,711.00)
Zumba	\$ 600.00	\$ 650.00	\$ 50.00
Adult Soccer	\$ 566.00	\$ 1,375.00	\$ 809.00
Yoga	\$ 1,770.00	\$ 2,650.00	\$ 880.00
Special Events (Family Fun in the Sun, Outdoor Movies, Storytelling)	\$ 5,364.00	\$ 2,000.00	\$ (3,364.00)
Outdoor Concerts	\$ 1,200.00	\$ -	\$ (1,200.00)
Showmobile	\$ 1,163.00	\$ 2,995.00	\$ 1,832.00
Quench Buggy	\$ 71.00	\$ 100.00	\$ 29.00
Indian Mounds Pool	\$ 137,696.00	\$ 54,806.00	\$ (82,890.00)
Batting Cage Facility	\$ 105,805.00	\$ 95,088.00	\$ (10,717.00)
Pickleball	\$ 1,400.00	\$ 1,130.00	\$ (270.00)
5K Trail Race	\$ 1,456.00	\$ 550.00	\$ (906.00)

Recreation Fund surplus for 2019	\$51,180
Recreation Fund budget for 2019	(\$44,625)
Recreation Fund cash balance as of 12/31/19	\$744,143
Recreation Fund cash reserve required	\$180,363

To: Board of Commissioners  
From: David Morgan  
Subject: Monthly Report  
Date: February 1, 2020

**Administrative Initiatives** (1/01/20 – 1/31/20)

- Attended safety, directors' and board meeting.
- Monitored the golf course on a daily basis for course playability.
- Opened the golf course for business on January 2.
- Marked the golf course for new tee signs.
- Coordinated with Brumbaugh Tree Service ash tree removal. Phase 2 is 50% complete.
- Attended 2020 Chemical Bid Opening on January 24.
- Staff started annual equipment maintenance program.
- Staff planted 14 new trees on holes 19-27 per the Chicago Morton Arboretum Grant Program.
- Staff attended chain saw safety training on January 29-31.
- Staff removed the overgrown bushes along the east side of cart barn.

**Administrative Initiatives** (2/01/20 - 2/29/20)

- Attend safety, directors' and board meeting.
- Continue to monitor the golf course on a daily basis for course playability.
- Deliver Westview information pamphlet to local businesses.

- Continue to coordinate with Brumbaugh Tree Service on Phase 2 of ash tree removal.
- Continue annual maintenance of equipment.
- Advertise and hire a full time Mechanic/Laborer.
- Prepare the 2020 Chemical Bid Summary for board approval on February 12.
- Rick will attend the spray license training and testing in February.
- Staff to work on stump grinding clean up as weather permits.
- Install baby changing stations in all restrooms at Westview Golf Course.
- Continue dead tree felling of non-ash trees around the course.

**Westview Golf Course Rounds of Golf - 2020**

		<b>Jan-20</b>	<b>2020 YTD</b>	<b>Jan-19</b>	<b>2019 YTD</b>
10000	18 Hole Weekday Green Fee	0	0	0	0
10001	18 Hole Weekend Green Fee	0	0	0	0
10002	9 Hole Weekday Green Fee	3	3	6	6
10003	9 Hole Weekend Green Fee	0	0	0	0
10004	Twilight Green Fee	0	0	0	0
10005	Fall/Spring/Winter Green Fee	8	8	14	14
10006	M-T-TH-Special	0	0	0	0
10007	Winter Special w/ Car	20	20	111	111
10008	Third Nine Green Fee	5	5	23	23
10009	Family Night Adult	0	0	0	0
10010	Family Night Child	0	0	0	0
10011	Jr. Green Fee	0	0	0	0
10012	Promotional Round	0	0	2	2
10013	Twilight Combo	0	0	0	0
10014	Early Bird 9	0	0	0	0
10015	Early Bird 18	0	0	0	0
11000	Adult Weekday Pass Visit	11	11	2	2
11001	Adult Weekend Pass Visit	2	2	19	19
11002	Senior Weekday Pass Visit	10	10	13	13
11003	Senior Weekend Pass Visit	5	5	25	25
11004	Senior Rest. Weekday Pass Visit	5	5	1	1
11005	Super Senior Weekday Pass Visit	5	5	3	3
11006	Employee Pass Visit	0	0	1	1
11007	Junior Weekday Pass Visit	1	1	0	0
11008	Junior Weekend Pass Visit	0	0	5	5
11010	Junior Summer Pass Visit	0	0	0	0
11011	College Pass Visit	0	0	0	0
11012	Young Adult Pass Visit	1	1	2	2
11013	School Team Pass Visit	0	0	0	0
12000	Green Fee Punch Card Visit	1	1	8	8
13000	Tournament Round	0	0	0	0
13001	Tournament Green Fee	0	0	0	0
13002	Outing Green Fee	0	0	32	32
	<b>Total</b>	<b>77</b>	<b>77</b>	<b>267</b>	<b>267</b>
	<b>Per Visit Fee</b>	<b>\$84</b>	<b>\$84</b>	<b>\$231</b>	<b>\$231</b>
	<b>Days Closed</b>	<b>23</b>	<b>23</b>	<b>27</b>	<b>27</b>

**To:** Board of Commissioners  
**From:** Marcelo Beroiza  
**Subject:** Monthly Report  
**Date:** February 12, 2020

**Administrative Initiatives** (01/1/20 – 01/31/20)

- Attended recreation staff meeting, Park District Board, Friends of The Trails Meeting
- Attended IAPD/IPRA marketing, facilities and recreation conference sessions
- Updated foundation website with 2020 video, photos, documents and content
- Met with Blessing Heath Systems trainers and Park District Recreation Program Manager to discuss outdoor fitness boot camp orientation
- Met with Blessing Heath Systems marketing team
- Met with Directors and Recreation Program Managers regarding IAPD/IPRA conference.
- Attended webinar HR Essentials: Creating an action plan for HR in 2020
- ExoFit Outdoor Fitness grants program conference call
- Met with Executive Director to review and discuss 2020 project list/follow-up.
- Completed new registration software activities/training
- Met with 2020 sponsors
- Lincoln Park open house campaign
- Monthly reports, press release and interviews with KHQA, WGEM, and the Herald Whig.

**Administrative Initiatives** (02/1/20 – 02/29/20)

- South Park new outdoor fitness station project
- New registration software

- Project list/follow-ups throughout the Park District facilities and parks
- MVHFA 2020 Program Bob Bangert Park
- 2020 sponsors



***COMMITTEE***  
***REPORTS***

***UNFINISHED  
BUSINESS***

***NEW BUSINESS***

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 12, 2020

## STAFF RECOMMENDATION

### **AGENDA ITEM: BID FOR WESTVIEW GOLF COURSE AND GROUNDS MAINTENANCE CHEMICALS: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Annually, the District purchases pesticides for Westview grounds maintenance. A bid packet for the delivered unit price of listed chemicals or approved equals was provided to pesticide distributors. The District has made no guarantee of product purchase amounts, but will purchase from the vendor who can deliver the product needed for the lowest as applied price.

Proposals were due on January 24, 2020.

Six proposals were received.

A bid summary is included with this report. Purchase of identical “AGENCY” priced low bid product will be rotated through the qualified bidders.

**FISCAL IMPACT:** Chemical purchases are included in the Westview maintenance budget based on estimated need. The actual amount purchased will depend on weather conditions.

**STAFF RECOMMENDATION:** Staff recommends approval of the low bids as indicated on the bid summary form.

**PREPARED BY:** David Morgan, Director of Golf

**BOARD ACTION:**

# Westview Golf 2020 Chemical Bid Summary

Product Bid

\* approved equal/generic

Yellow indicates agency pricing

Red indicates low bid

Fungicides	unit size	Distributors Bids					
		Helena	Site One	Van Diest	Ad Turf	Greens pro	Gateway Turf
*Chlorothalonil DF	20lbs	\$166.00	\$160.00	\$149.80	NB	\$235.00	\$166.60
Daconil Action	2.5 gal	\$202.50	\$202.50	\$202.50	NB	\$202.50	NB
Headway	10 gal	\$4,260.00	\$4,260.00	\$4,260.00	NB	\$4,260.00	NB
*Artavia XL	10 gal	\$2,670.00	NB	NB	NB	NB	NB
*AZ Prop	10 gal	NB	NB	NB	NB	NB	\$2,193.70
Briskway	1 gal	\$1,355.00	\$1,355.00	\$1,355.00	NB	\$1,355.00	NB
Tartan	2x2.5 gal	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00	NB
26GT	2x2.5 gal	\$775.00	\$736.00	\$561.95	NB	\$830.00	NB
*Iprodione	2x2.5 gal	\$260.00	\$298.96	\$223.45	\$315.36	NB	\$281.25
*26019	2x2.5 gal	\$260.00	NB	\$189.90	NB	\$340.00	NB
Secure Action	.5 gal	\$383.00	\$383.00	\$383.00	NB	\$383.00	NB
* Detour	1 gal	\$375.00	NB	NB	NB	NB	NB
*Rotator	1 gal	NB	NB	NB	\$455.00	NB	NB
*Fluazinan 40Sc	.5 gal	NB	NB	NB	NB	NB	\$190.80
3336 plus	2.5 gal	\$205.70	NB	\$223.12	NB	\$290.00	NB
*thiophanate	2.5 gal	\$147.50	NB	NB	NB	NB	NB
*TM 462	2.5 gal	NB	NB	NB	\$147.25	NB	\$120.92
Pro-star	4x3 lbs	\$718.80	\$817.59	\$591.48	\$707.12	\$850.00	NB
Banol	2x2.5 gals	\$1,965.00	\$1,965.00	\$1,965.00	\$1,965.00	\$1,965.00	NB
chipco 2636	2.5 gals	\$306.50	\$306.50	\$306.50	NB	\$306.50	NB
Subdue max	10 gals	\$5,250.00	\$5,250.00	\$5,250.00	NB	\$5,250.00	NB
*Mefanoxam	10 gals	\$3,490.00	\$3,957.52	\$3,396.30	\$3,833.44	\$4,940.00	\$3,528.00
Signature	4x5.5 lb	\$700.00	\$700.00	\$700.00	\$700.00	700.00	NB
*Fosetyl Al	4x5.5 lb	\$396.00	NB	NB	NB	NB	NB
* Prodigy	4x4.5 lb	NB	\$671.98	NB	NB	NB	NB
Allude	2.5 gal	NB	NB	NB	NB	NB	NB
*Reliant	2.5 gal	NB	NB	\$55.45	NB	NB	NB
Banner maxII	1 gal	\$218.00	\$218.00	\$218.00	NB	\$218.00	NB
*Propiconazole	1 gal	\$48.60	\$156.95	\$53.14	\$84.99	\$83.00	\$54.00
Torque	1 gal	\$134.67	NB	\$129.18	NB	\$173.00	NB
Bayleton Flo	2x2.5 gal	\$2,770.00	\$2,770.00	\$2,770.00	\$2,770.00	NB	NB
Emerald	4.9 lbs	\$1,053.50	\$1,053.50	\$1,053.50	\$1,053.50	\$1,053.50	NB
Insignia	2.5 gal	\$3,050.00	\$3,050.00	\$3,050.00	NB	3,050.00	NB
Tourney	4x5 lb	\$2,854.00	\$2,854.00	\$2,854.00	\$2,854.00	\$2,854.00	NB
Honor Intrinsic	36 lb	\$4,104.00	\$4,104.00	\$4,104.00	\$4,104.00	\$4,104.00	NB
Instrata	2x2.5 gal	\$810.00	\$810.00	\$810.00	NB	\$810.00	NB
Interface	2x2.5 gal	\$945.00	\$945.00	\$945.00	\$945.00	\$945.00	NB
Stellar	4x104 oz	\$2,039.80	NB	NB	NB	2,039.80	NB
Mirage	2x2.5 gal	\$935.00	\$935.00	\$935.00	\$935.00	\$935.00	NB

Yellow indicates agency pricing

Red indicates low bid

Distributors Bids

<b>Fungicides</b>	unit size	Helena	Site One	Van Diest	Ad Turf	Greens pro	Gateway Turf
Lexicon	84 oz.	\$2,058.00	\$2,058.00	\$2,058.00	\$2,058.00	\$2,058.00	NB
Velista	22 oz.	\$220.00	\$220.00	\$220.00	NB	\$220.00	NB
Heritage action	1 lb	\$333.00	\$333.00	\$333.00	NB	\$333.00	NB
Exmpler	45.6 oz	\$679.44	\$679.44	\$679.44	\$679.44	\$679.44	NB
Appear	4 gal	\$556.00	\$556.00	\$556.00	NB	\$556.00	NB
Fiata	2.5 gal	\$140.00	\$140.00	\$140.00	\$140.00	NB	NB
Posterity	105 oz	\$1,890.00	\$1,890.00	\$1,890.00	NB	\$1,890.00	NB
Tekken	2.5 gal	\$367.50	\$367.50	\$367.50	NB	NB	NB
Heritage TL	1 gal	\$530.00	\$530.00	\$530.00	NB	\$530.00	NB
*Armour techzoxy	1 gal	NB	NB	NB	\$600.00	NB	NB
*Azoxy2SC	1 gal	NB	NB	NB	NB	NB	\$360.00
Kabuto SC	1 gal	\$567.00	\$567.00	\$567.00	NB	NB	
<b>Herbicides</b>							
Bensumec	2x2.5 gal	\$607.05	\$689.44	\$545.65	\$704.00	\$760.00	NB
DimensionWSP	2.5 lbs	\$117.00	\$117.00	\$117.00	NB	NB	NB
*QP Dithiopyr	2.5 lbs	NB	NB	NB	NB	\$137.50	NB
Barricade	10 gal	\$1,380.00	\$1,380.00	\$1,380.00	NB	\$1,380.00	NB
*prodiamine 4l qp	10gal.	\$760.00	NB	NB	\$770.48	NB	\$759.40
Speed Zone	5 gal	\$381.25	\$430.00	\$345.85	\$431.92	NB	NB
*Battleship	5 gal	\$332.25	NB	NB	NB	NB	NB
*Triad Select	5gal	NB	NB	NB	NB	NB	\$105.50
Pylex	4 oz.	\$264.00	\$264.00	\$264.00	\$264.00	\$264.00	NB
Reward	2.5 gal	\$197.50	\$197.50	\$197.50	NB	\$197.50	NB
Dismiss	6 oz	\$73.68	\$64.90	\$80.00	NB	\$100.00	NB
*Antares	6 Oz	\$24.84	NB	NB	NB	NB	NB
*Sulfuetrazone	6 oz	NB	NB	NB	NB	NB	\$42.75
Round-up Pro	2.5 gal	\$46.88	DNMB	\$43.08	NB	NB	NB
Ranger Pro	2.5 gal	NB	NB	\$30.95	NB	\$52.50	NB
Banvel	2.5 gal	NB	NB	NB	NB	NB	NB
*Drexel Dicamba	2.5 gal	NB	NB	\$87.25	NB	NB	NB
*Lesco Prosecutor	2.5 gal	NB	\$44.81	NB	NB	NB	NB
Acclaim Extra	1 gal	\$520.83	\$630.00	\$470.83	\$578.12	\$620	NB
<b>Insecticides</b>							
Acelepryn	.5 gal	\$1,115.50	\$1,115.50	\$1,115.50	NB	\$1,115.50	NB
Provaunt	12 oz	\$97.80	\$109.16	\$63.60	NB	\$63.60	NB
Merit 2F	1 gal	\$295.00	NB	\$293.94	NB	NB	NB
*Imidacloprid 2F	1gal	\$68.00	NB	NB	NB	\$67.50	\$52.88
*IMD25c	1 gal	NB	NB	NB	\$55.31	NB	NB
*Bandit	1 gal	NB	\$72.50	NB	NB	NB	NB
*Zenith	1 gal	NB	NB	\$43.18	NB	NB	NB
Talstar	1 gal	\$49.25	NB	\$47.49	\$44.97	\$70.00	NB
*Bifenthrin	1 gal	NB	\$59.52	NB	NB	NB	\$45.56
Scimitar	1 qt	\$147.30	\$194.04	\$135.49	NB	\$185.00	NB
*Lambda select	1 qt	NB	NB	NB	NB	NB	\$17.50

Yellow indicates agency pricing

Red indicates low bid

		Distributors Bids					
<i>Fungicides</i>	unit size	Helena	Site One	Van Diest	Ad Turf	Greens pro	Gateway Turf
Sevin	2.5 gal	\$117.75	\$135.50	\$100.35	\$120.14	\$152.50	NB
<i>GrowthRegulators</i>							
Primo Max	10 gal	\$2,900.00	\$2,900.00	\$2,900.00	NB	\$2,900.00	NB
*T-Nex 1AQ	1 gal	\$99.80	\$145.00	\$116.83	NB	\$ 157.50	\$ 110.97
PGR 113	1 gal	NB	NB	NB	\$153.40	NB	NB
Proxy	2.5 gal	\$71.25	\$102.55	\$71.35	\$87.00	\$ 115.00	NB
<i>Turf Enhancers</i>							
Eli-Max 0-0-26	2x2.5 gal	\$170.00	NB	NB	NB	NB	NB
*Stressmaster 0-0-31	2x2.5 gal	NB	NB	\$81.95	NB	NB	NB
*Floratine 0-0-22	5 gal	NB	NB	NB	NB	NB	\$150.00
Hydraphite40 2-0-16	5 gal	NB	NB	NB	NB	\$190.00	NB
*Green Flo 0-0-25	5 gal	NB	\$78.95	NB	NB	NB	NB
New Release	2.5 gal	NB	NB	NB	NB	\$ 230.00	NB
*Floratine calplex	2.5 gal	NB	NB	NB	NB	NB	\$ 100.00
Gary's Green Ultra	2.5 gal	NB	\$116.00	\$116.00	NB	\$ 116.00	
*Floratine Largo	2.5 gal	NB	NB	NB	NB	NB	\$97.50
*Ethephon25L	2.5 gal	\$33.75					

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 12, 2020

## STAFF RECOMMENDATION

**AGENDA ITEM: ORDINANCE NO. 20-02, QUINCY PARK DISTRICT PERSONNEL CODE REVISION: RECOMMENDED APPROVAL**

### **BACKGROUND INFORMATION:**

This ordinance amends the Quincy Park District's Personnel Code. The Personnel Code is being updated to incorporate the following provisions from the Illinois Cannabis Regulation and Tax Act (P.A. 101-0027) through recommended language from the Illinois Municipal League and working with our attorney.

A redline copy noting these revisions of the Personnel Code is attached for your review.

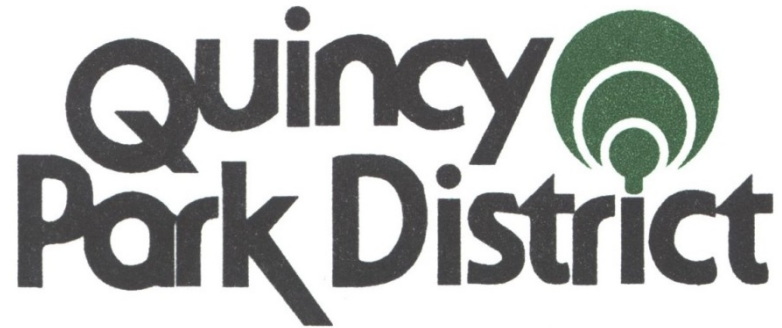
**FISCAL IMPACT:** None.

**STAFF RECOMMENDATION:** Staff recommends approval of Ordinance 20-02, as presented.

**PREPARED BY:** Donald J. Hilgenbrinck, Director of Business Services

**BOARD ACTION:**





# Policy and Procedures Manual

## PERSONNEL CODE Manual

## QUINCY PARK DISTRICT PERSONNEL CODE MANUAL

**Quincy Park District Personnel Code:** A manual describing employee; categories, benefits, policies, procedures, salary and other matters relating to the human resources of the Quincy Park District.

APPROVED AT A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE QUINCY PARK DISTRICT, QUINCY, ILLINOIS, HELD AT EMERSON COMMUNITY CENTER ON WEDNESDAY, APRIL 10, 2013:

**ORDINANCE NO. 13-03:** AN ORDINANCE DELETING ORDINANCE 94-11 WITH AS AMENDED AND DECLARING ORDINANCE 13-03, AS THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED MAY 8, 2013.

**ORDINANCE NO. 15-03:** AN ORDINANCE, AMENDING ORDINANCE 13-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED SEPTEMBER 9, 2015.

**ORDINANCE NO. 17-01:** AN ORDINANCE, AMENDING ORDINANCE 15-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED JANUARY 18, 2017.

**ORDINANCE NO. 19-07:** AN ORDINANCE, AMENDING ORDINANCE 15-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED DECEMBER 11, 2019.

**ORDINANCE NO. 20-02:** [AN ORDINANCE, AMENDING ORDINANCE 15-03, THE PERSONNEL CODE OF THE QUINCY PARK DISTRICT, ADOPTED FEBRUARY 12, 2020.](#)

# QUINCY PARK DISTRICT PERSONNEL CODE MANUAL

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Quincy Park District Personnel Code

## SECTION I. GENERAL

### 1. MISSION STATEMENT OF THE QUINCY PARK DISTRICT

Within available resources, the Quincy Park District will enhance the quality of life for all residents through the provision of a well planned, developed, maintained and accessible system of public parks, facilities, and programs.

### 2. DISCLAIMER

THIS PERSONNEL POLICY MANUAL IS NOT AN EMPLOYMENT CONTRACT. NOTHING CONTAINED IN THIS MANUAL, OR ANY WRITTEN OR ORAL STATEMENT CONTRADICTING, MODIFYING, INTERPRETING, EXPLAINING OR CLARIFYING ANY PROVISION OF THE MANUAL, IS INTENDED TO CREATE, OR SHALL CREATE, ANY EXPRESS OR IMPLIED CONTRACTUAL OBLIGATIONS THAT ARE BINDING UPON EITHER THE PARK DISTRICT OR YOU. THIS MANUAL IS INTENDED TO PROVIDE YOU WITH INFORMATION ABOUT PARK DISTRICT POLICIES AND PRACTICES THAT ARE CURRENTLY IN FORCE. THESE POLICIES AND PRACTICES ARE SUBJECT TO CHANGE BY THE PARK DISTRICT UNILATERALLY AT ANY TIME, WITHOUT PRIOR NOTICE TO YOU. AS AN AT-WILL EMPLOYEE OF THE PARK DISTRICT, YOU MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE, AND THE PARK DISTRICT RETAINS THE SAME RIGHT.

**PLEASE READ THIS MANUAL AND QUESTION ANYTHING THAT YOU MAY NOT UNDERSTAND!**

### 3. COLLECTIVE BARGAINING AGREEMENTS

If there is a conflict between the provisions of this PERSONNEL CODE MANUAL and a current, valid, union collective bargaining agreement, the provisions of the collective bargaining agreement shall be followed for employees covered under that agreement.

### 4. STATEMENT OF EEO POLICY

The Quincy Park District is an equal opportunity employer and all policies pertaining to employment shall fully comply with all applicable state and federal laws, rules, and regulations. All employment applications are considered without regard to disability, and do not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age or other factors prohibited by law providing the applicant is otherwise qualified for the job sought.

### 5. EMPLOYMENT OF CERTIFIED, PROFESSIONALLY TRAINED STAFF

It shall be the policy of the Park Board that employee recruitment for each vacancy shall be done according to appropriate guidelines as outlined in individual job descriptions contained in the operational procedural manual.

It is desirable that employees of the Quincy Park District be certified/ professionally trained at the time of recruitment/selection or certification/professional status attained during the course of their employment with the Quincy Park District.

### 6. GENERAL REGULATIONS

#### A. Responsibility

The Executive Director shall be responsible for the employment and discharge of all employees and also for the discretion of their activities except those whose appointment is otherwise described.

## Quincy Park District Personnel Code

### b. Adoption

These rules and regulations are adopted by official action of the Board of Park Commissioners. A new and/or revised policy may be introduced at any regular or special meeting of the Board of Commissioners.

### C. Revision

The Board of Commissioners may, at any time, abolish, change, make additions to, or otherwise amend these regulations by resolution at any regular or special meeting.

### D. Interpretation

Should any question arise as to the proper interpretation of these regulations, the decision of the Board of Commissioners shall be final. The administration may adopt and enforce departmental regulations, which clarify and add to these personnel policies of the Quincy Park District.

### E. Distribution

A copy of this administrative/personnel policy manual will be made available to all full-time employees including revisions and changes. A POLICY MANUAL FORM, STATING THAT THE EMPLOYEE AGREES TO ADHERE TO THESE POLICIES, SHALL BE SIGNED BY EACH EMPLOYEE AND KEPT IN HIS/HER PERSONNEL FILE.

## 7. MERIT EMPLOYMENT

All employees shall be selected and retained as employees by merit. Merit shall include experience, education, and ability.

## SECTION II. EMPLOYMENT CATEGORIES

### 1. EMPLOYEE FUNCTION

A. Executive: Executive authority is vested in the position classification of Executive Director for the Park District. The Executive Director is appointed by the Board of Commissioners and serves at the pleasure of the Board.

B. Special Consultants: Consist of the Park District Attorney, Auditor, and other special consultants appointed by the Board of Commissioners to serve the Park District for a period of time as determined by the Board. Special consultants serve at the pleasure of and under the direct jurisdiction of the Board of Commissioners. In addition, special consultants provide direct assistance to the Office of the Executive Director.

C. Administrative: Park District personnel in this employment category are responsible for the management and general direction of a major Park District operational or Business Services Department. Administrative personnel are appointed by and serve at the pleasure of the Executive Director.

D. Supervisory: Directly responsible for a major program or division of operations and reporting directly to a Park District Administrative or Supervisory employee. Employees in this category are recommended by the Department Head and approved by the Executive Director of the Park District.

E. Support: Provide direct staff administrative, fiscal and/or secretarial support services to the Park District. Recommended by the Department Head and approved by the Executive Director and report directly to appropriate Executive or Administrative personnel.

## Quincy Park District Personnel Code

F. Operational: Park District employees in this category provide direct maintenance and/or program services to the general public and report directly to appropriate supervisory personnel. Recommended by the Department Head and approved by the Executive Director.

### 2. EMPLOYEE STATUS

- A. Full-Time Non-Union: Employees who are employed in a single position by the District on a year-round basis and who are normally expected to work 40 hours per week and are not included in the collective bargaining unit.
- B. Full-Time Union: Employees who are employed by the District on a year-round basis who are included in the full-time collective bargaining unit.
- C. Seasonal Union: Employees who are employed by the District in a seasonal position on an hourly basis and are included in the seasonal collective bargaining unit.
- D. Seasonal Non-Union: Employees who are employed by the District in a position that has duration of less than the full year and are not included in the seasonal collective bargaining unit.
- E. Part-Time Non-Union: Employees who are employed by the District for any period, but will average less than 35 hours per week on an annual basis.
- F. Contractual: Employed on a pay for service, contractual basis (contract) to perform a specified service to a satisfactory conclusion.
- G. Exempt: Salaried employees who are exempt under the Fair Labor Standards Act (FLSA).

### 3. DEFINITIONS

- A. Session: That period of time during which a recreational program takes place.
- B. Overtime Pay: The hourly rate multiplied by 1.5.
- C. Immediate Family: This shall mean parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, stepchildren, aunt, uncle, stepmother, stepfather and legal guardian.

## SECTION III. EMPLOYMENT PRACTICES

### 1. GENERAL PRACTICES

#### A. Job Description:

The appropriate Director will prepare Job descriptions for each full-time position. Job descriptions for exempt employees will include the current US Department of Labor (DOL) exemption factsheet for the type of exemption the position falls under. Exempt employee status will be reviewed annually, in January, by the appropriate Director. The Director of Business Services is responsible for distributing job descriptions and exemption factsheets to the Directors and then reviewing and filing the completed checklist. All new or changed job descriptions will be reviewed and approved by the Executive Director.

#### B. Evaluative Process Testing:



## Quincy Park District Personnel Code

Various departments within the Park District may use different evaluation processes or tests at the determination of the Directors, or their designated representative, while interviewing prospective employees to determine basic knowledge and skills that are job related. Any test or evaluations given must be directly related to the skills required for the position and must be administered in the same manner to all applicants. Test or evaluations must be approved by the appropriate Director and reviewed by the Executive Director before being administered. All positions will require an investigative background check prior to employment approval. The findings of the background investigation might preclude hiring the individual.

### C. Health/Physical Examination Post Offer:

Each employment candidate may be required to have a complete physical examination at the expense of the District. With District approval, an employee may satisfy the requirement by having a physician's report submitted to the District if an examination has been completed within six months prior to beginning employment. The requirement for a physical examination shall be governed by the nature of the duties for which that employee is being considered. Such examination shall take place prior to the first day of employment.

### D. Pre-employment Drug Screening.

All Full-Time, Full-Time Union and Seasonal Union Positions will undergo a pre-employment drug screening test. The results of the drug screening must be received prior to the employees first day of work. Returning laid-off seasonal union employees are considered employees and will not undergo a pre-employment drug screening.

## **2. SALARY ADMINISTRATION PROGRAM**

The Park District has established a salary administration program for all full-time employees of the Park District. This program is a list of all current full time positions with the salary range for that position. The Executive Director will submit the salary administration program to the Board for approve not later than the October board meeting. New employees will start within the Quincy Park District salary range for that job position. All full time salaries require the Executive Director's approval. Employees reaching the end of their existing salary range will not be eligible for another pay increase.

## **3. PERFORMANCE EVALUATIONS**

Each Full Time, Full Time Union, and Seasonal Union employee will receive a written Evaluation at least annually. The evaluation will be recorded using an evaluation form approved by the Executive Director. Performance evaluations are intended to inform the employee of his or her strengths and weaknesses and to suggest ways to improve upon the weaknesses. This includes setting new goals if the original ones are not realistic or not working.

## **4. PROMOTIONS**

It shall be the policy of the Park District that all promotions or upgrading to a higher classification shall be made on the basis of ability, which shall include attitude, aptitude and personal habits which affect one's work performance. Everything else being equal, employees of longest service shall be given preference. When a position becomes vacant, the Park District will try to fill the position from currently employed person, assuming all qualifications are met.

## **5. SALARY ADJUSTMENTS**

Quincy Park District Employees are "at will" employees and salary adjustments are never guaranteed. Salaries may be adjusted as listed below when funds are available for such adjustments.

Union salaries are set by the approved collective bargaining agreement.

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Full Time Non-Union Salary Adjustments are made under the following circumstances:

1. **Cost of Living Adjustments:** An increase to salaries made to account for the effects of inflation. Normally this adjustment is applied across the board to all employees who are performing their jobs in a satisfactory manner.
2. **Merit Adjustments:** An increase in salary made when an employee's performance, knowledge, skills, experience and abilities support a salary increase.
3. **Workload Adjustments:** An adjustment to salary made when an employee takes on additional workload and responsibility. These adjustments can be permanent or temporary. Normally, temporary adjustments will only be made when the workload change will last more than 30 days. In certain circumstances an employee may have their workload reduced. If the workload reduction was caused by an employee being assigned an unrealistically high workload, no salary adjustment will be made. If the workload was reduced because the employee was not able to handle an appropriate level of work and the employee is retained, that employee's salary may be reduced. If appropriate, the reduction will be accomplished by freezing the salary until the appropriate salary level is reached.

### 6. ANNIVERSARY DATE

The first work day for each employee shall be considered his/her anniversary date.

### 7. EMPLOYEE ANNIVERSARY RECOGNITION

The Board of Park Commissioners recognizes the value and benefit of employees who remain employed with the District for a long span of time. Therefore, as a token of appreciation, the Board will recognize employees at every 5 years of service (5, 10, 15, etc) and those who retire with IMRF benefits.

### 8. PROFESSIONAL DEVELOPMENT

#### A. Membership in Professional and Service Organizations:

It shall be the policy of the Park District, when it is deemed to be in the best interests of the District, to enroll a staff member in the membership of various professional organizations and designate those individuals as the official representative(s) of the District. It shall be the responsibility of the Executive Director to approve any such membership within budget appropriations. There shall be no more than one (1) District sponsored membership in the same local service club.

It shall be the policy of the District to encourage membership and participation of its employees in various job related professional organizations. Individual employees wishing to join local service club organizations and professional job related organizations should assume the full financial responsibility for their individual membership, unless authorized by the Executive Director.

#### B. Attendance at Conference and Travel Allowance:

Attendance at and participation in professional organizations, conferences, conventions and technical meetings shall be considered part of the administrative and supervisory staff's normal duties. The Executive Director, Directors, Supervisors, or other personnel as may be recommended by the Executive Director and approved by the Board, shall

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be authorized to attend national and state level conferences, if attendance is of direct benefit to the District. Employees shall be authorized to attend regional and local conferences, with the approval of the Executive Director. Attendance at the session is an investment in the employee by the Park District. Directly related District business expenses for approved conference and travel shall be paid by the District based on the following:

- Approved transportation expenses shall be reimbursed/paid by the district, the Executive Director shall determine mode of transportation,
- Lodging, the cost of a single room at the approved conference site shall be reimbursed/paid by the District,
- The total cost of conference registration shall be paid by the District,
- A meal allowance based on 90% of the IRS Per Diem rate, as published in Publication #1542 and further defined by GSA, will be paid in advance for meals exceeding one day of travel. Traveling for 1 day or less meal allowances shall be determined by and at the discretion of the Director but shall not exceed the IRS Per Diem rate. Allowances paid shall be reported on the District's standardized expense report.
- Entertainment expenses are prohibited, unless ancillary to the purpose of the program or event. Those include but not limited to shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement.

Original receipts or equivalent evidence must be provided for reimbursable expenses along with the District's standardized expense report within one week of returning from travel.

- Expenses for meal allowance may be drawn in advance of the conference as approved by the Executive Director.
- In an ongoing effort to economize, staff will be encouraged to share a room with a co-worker when possible. Employees will not be reimbursed for personal telephone calls or movies.

No reimbursement for registration fees, travel, meal, or lodging expenses shall be made that exceeds the maximum allowable cost of \$750 per event without the consent of the Board of Commissioners by a roll call vote and based on proper documentation. Such documentation shall include 1) an estimate of the cost of travel, meals, lodging and registration expenses if they have not yet been incurred, or a receipt of those costs if the expenses have been incurred; 2) the name and job title of the individual requesting the reimbursement; and 3) the date of travel and a description of the event.

Appropriate dress for the session should reflect a professional image.

Attendees are expected to attend educational/training sessions and/or visit with business related vendors during regular business hours.

Although consumption of alcoholic beverages is not prohibited, good personal and professional judgment will be expected.

Attendees (when multiple employees are attending the same conference) will attempt to "split up" and attend different sessions in an effort to maximize benefits to the District.

Attendees are encouraged to network with others in the field in order to bring back success stories to the Quincy Park District.

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Attendees are expected to collect any and all handouts that are distributed at the session. Upon returning from the training session, the handouts should be reviewed with the supervisor and then filed in the business office.

Materials, handouts and publications secured as a result of membership provided by the Park District shall be made available in the Park District files/library for use of all District personnel.

Those attending conferences, workshops, and technical meetings may be required to prepare and submit a written report on the meeting to the Executive Director, with copies to the Directors, within five (5) days after attending the conference. The report shall be a summary of ideas and methods, which may benefit or improve services or operation of the Park District.

### **9. PERSONAL LEAVE OF ABSENCE**

#### **A. Absence Without Pay:**

Personal, unpaid, leaves of absence not to exceed thirty (30) calendar days may be granted to employees for cause stated in writing by the employee's appropriate Director or designated representative. In cases of necessity, a personal leave may be extended if application is submitted to the Executive Director a minimum of one (1) workday prior to expiration of the original leave. Leaves will not be granted to allow employees to take employment elsewhere. Employees violating this provision will be considered to have terminated their job with the District.

#### **B. Military Service:**

A full-time employee, who is inducted into the armed forces of the United States of America, or a reservist called to active duty, may be considered as being on leave of absence without pay, for a period coinciding with the duration of his/her service. Benefits and time of service will not accrue while on a military service absence. For sixty days after he/she is relieved from service, he/she has the option of requesting full reinstatement with the Park District without loss of tenure or other benefits, providing that the employee does not leave the military service with a dishonorable discharge and that the individual is not physically or mentally incapacitated to such a nature that a reasonable accommodation cannot be accomplished by the District, or such accommodation would be an undue hardship to the District.

Any full-time employee who, as a member of a military reserve unit of the United States or State of Illinois, attends special training encampments shall be given leave without pay not to exceed 15 calendar days a year except for emergency calls. This special leave shall in no way affect vacation, sick leave or other emergency leave benefits, or the employee's job status, except that the employee may request that his/her vacation coincide with the military leave and thereby receive pay during his/her absence.

### **10. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

All employees who have been employed by the Quincy Park District for at least 12 months and for at least 1,250 hours during the last year are covered under the FMLA. "Family leave" is provided for time off (with or without pay) to care for another person in your family newborn, newly adopted child, or a child, spouse, or parent with a serious health condition. "Medical leave" is used to mean time off to seek medical treatment for or to recover from your own serious health condition. The purpose of the act is to permit employees to take family leave or medical leave for up to 12 weeks per year, and still retain their job, when they return. For FMLA purposes the calendar year will be used to determine "per year" usage.

The FMLA does not require the Quincy Park District to pay the employee during leave. But the FMLA does give the employee the right to use any accrued paid annual leave and, in some circumstances, accrued paid sick leave.

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It is the intent of the Quincy Park District to fully comply with the provisions of this Act and any amendments thereof. Provisions of the act shall take precedent over what is stated in this policy. For full details of the FMLA, please refer to "Part 825-The Family and Medical Leave Act of 1993", a copy of which is located in the appendix.

### 11. PAYROLL PROCEDURES

Paychecks are issued bi-weekly on Fridays, therefore there are typically 26 pay periods per calendar year. If a payday falls on a holiday, payroll will be processed on the prior workday.

Completed employee folders should include the following forms:

1. Background check form,
2. W-4 State and Federal forms,
3. Employment application,
4. I-9 and supporting documents,
5. Direct deposit form,
6. QPD check list.

The completed employee folder must be completed before employees will receive their first payroll check. All payroll time records must be submitted to the Business Office no later than 12:00 P.M. on the Monday preceding payday.

Employees are required to direct deposit their payroll checks. If an employee does not have a bank account, the business office may have new account packets available for opening a free account at a local financial institution. These packets are being provided by the district as a convenience to the employees. The district does not endorse one financial institution over another.

Paper payroll stubs will no longer be issued. Payroll stubs can be obtained on the Quincy Park District's employee service website. If an employee does not have access to a computer they may use one in the Business Office to access the site.

### 12. VEHICLE USE MILEAGE REIMBURSEMENT

The Park District has vehicles available for official District purposes. Staff members are required to use these vehicles when available.

Park District personnel who intend to use their personal vehicle for business purposes must have the permission of the Director. A copy of proof of insurance must be provided to the business office and reviewed prior to being allowed to use a personal vehicle for business purposes.

For mileage out of town, the employee will be reimbursed at the IRS current standard per mile rate with prior permission from the Director. For mileage within town, the employee will be reimbursed at 50% of the IRS current standard per mile rate with prior permission from the Director. The District's standardized reimbursement form that includes a written log needs to be presented to the Business office with the request for reimbursement.

Smoking is prohibited in all licensed Park District vehicles.

USE OF CELL PHONES IN DISTRICT OWNED VEHICLES: Employees may not use cell phones in moving vehicles. Calls received while driving should go to voice mail until the vehicle stops.

## SECTION IV. EMPLOYEE STANDARDS

### 1. PUBLIC RELATIONS

The Park District is an agency serving the public. The goodwill and support of the community is of high importance. Courteous relationships with all park users are an important standard for all employees.

Complaints from the public must be handled promptly and courteously. The employee directly involved with a situation should handle the complaint. If the employee cannot handle the complaint satisfactorily, the complaint must be referred to the employee's immediate supervisor.

Requests for information from the public must also be handled promptly. If the employee is not authorized or is unfamiliar with information being requested, the request must be referred to the employee's immediate supervisor or to the District Freedom of Information Officer. A major goal of public relations is to increase public involvement in the planning, implementation and evaluation of District services and increase support of the District's efforts to provide for the community's recreational needs.

### 2. DRUG FREE WORKPLACE

In order to ensure a safe work environment and compliance with the Drug-Free Workplace Act of 1988 (41 U.S.C. 8101 et seq.), Quincy Park District maintains a drug-free workplace. Accordingly, the Quincy Park District prohibits employees from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Anti-Drug Abuse Act of 1988 (Public Law 100-690, 102 Stat. 4181), use of drugs, and use of alcohol in the workplace. The foregoing prohibition shall apply to Quincy Park District property, including in Quincy Park District vehicles and any private vehicles parked on Quincy Park District premises or worksites. The Quincy Park District has a significant interest in ensuring the safety of its employees and the citizens of Quincy. In furtherance of that interest, it is the policy of the Quincy Park District to take steps necessary to ensure that its employees are not impaired by the influence or use of alcohol and drugs while in the performance of their duties.

In accordance with the Drug Free Workplace Act (41 USCS 701), the Park District maintains a drug free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited.

The use of all tobacco products (smoke and chew) as well as e-cigarettes is hereby prohibited for all District employees during working hours, except during designated breaks and lunches, on District property, including but not limited to, vehicles, equipment, and buildings.

### 3. DRUG AND ALCOHOL POLICY TESTING OF EMPLOYEES

For purposes of this policy, the term "drugs" includes, but shall not be limited to: (i) any non-prescribed controlled substance that the employee is not authorized to possess or consume by law; (ii) any substance listed in the Controlled Substances Act (720 ILCS 570 et seq.); (iii) any substance listed in the Cannabis Control Act (720 ILCS 550 et seq.); and (iv) drugs or substances which may not be listed in the Controlled Substances Act or the Cannabis Control Act but which have adverse effects on perception, judgment, memory, or coordination. A non-exhaustive list of applicable drugs includes, but is not limited to, the following:

<u>Opium</u>	<u>Psilocybin-psilocin</u>
<u>Morphine</u>	<u>MDA</u>
<u>Codeine</u>	<u>PCP</u>
<u>Heroin</u>	<u>Chloral Hydrate</u>
<u>Meperidine</u>	<u>Methylphenidate</u>

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[Cannabis](#)

[Barbiturates](#)

[Glutethimide](#)

[Methaqualone](#)

[Cocaine](#)

[Phenmetrazine](#)

[Mescaline](#)

[Hash](#)

[Hash Oil](#)

[Steroids](#)

[Tranquilizers](#)

[Amphetamines](#)

[LSD](#)

### A. Prohibited Conduct

The following conduct is prohibited:

1. The unauthorized use, possession, manufacture, distribution, or sale of drugs, drug paraphernalia, or alcohol while on or in Quincy Park District property, while conducting work-related business, or during working hours.
2. Being under the influence of drugs or alcohol while on or in Quincy Park District property, while conducting work-related business, or during working hours.
3. Being under the influence of legal or prescribed drugs or chemicals used in excess of, or in non-conformity with, prescribed limits while on or in Quincy Park District property, while conducting work-related business, or during working hours.
4. The illegal use, possession, manufacture, distribution, or sale of drugs or drug paraphernalia (while on or off duty).
5. Storing any illegal drug, drug paraphernalia, cannabis or alcohol in or on Quincy Park District property.
6. Failing to notify an employee's supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that the employee is taking (or has taken) which might affect the performance of the employee's duties.
7. Refusing to immediately submit to an alcohol and/or drug test when requested by a supervisor.
8. Failing to provide, within one workday following a request, documentation confirming a valid prescription for any drug or medication identified by a positive drug test.
9. Failing to adhere to the requirements of any drug or alcohol treatment program in which the employee is enrolled as a condition of continued employment.
10. Failing to notify the employee's supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea.
11. Tampering with, adulterating, altering, substituting, or otherwise obstructing any testing process required pursuant to this policy.
12. Performing any safety-sensitive duties while having a blood alcohol concentration of .02 or greater.
13. Possessing or using drugs or alcohol while on duty or while operating a commercial vehicle.



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14. Operating a commercial vehicle within four hours after using alcohol (an on-call employee who consumes alcohol within four hours of being called in must acknowledge the use of alcohol and may not report for duty).
15. Consuming alcohol or cannabis during the eight-hour period following an accident requiring a drug and alcohol test before a post-accident alcohol or drug test is given.
16. Reporting for duty or remaining on duty requiring the operation of a commercial vehicle when the employee has used a drug or drugs, except when the use is pursuant to instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial vehicle.

### B. Required Conduct

The following conduct is required of all Quincy Park District employees:

1. Employees must notify their supervisor prior to starting work of any known side effects of medications, prescription drugs, or other chemical compounds or supplements of any kind, including cannabis, that they are taking (or have taken) which might affect the performance of their duties or threaten the safety of the employee or any other person.
2. Employees must notify their supervisor of any arrest, conviction, or relevant plea (including pleas of guilty and nolo contendere) relating to drugs or alcohol no later than the earlier of the next date the employee is scheduled to work or two calendar days following the arrest, conviction, or plea. In accordance with federal law, Quincy Park District will notify any applicable federal contracting officer(s) of any relevant conviction(s) or plea(s) within 10 days of receiving notice of the conviction or plea.
3. Employees must submit to drug testing in accordance with this policy and applicable law.

### C. Voluntary Treatment for Abuse of Drugs and/or Alcohol

The Quincy Park District strongly encourages employees who believe or suspect that they may be abusing drugs and/or alcohol to voluntarily seek treatment before their job performance is affected. Any employee who notifies Quincy Park District of alcohol or drug abuse problems will be treated in the same manner as any other employee with an illness. Information and communications regarding an employee's voluntary treatment or counseling due to actual or suspected drug and/or alcohol abuse shall remain confidential in accordance with state and federal law. Employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be subject to discipline, discharge, or discrimination based solely on such voluntary treatment if the treatment is sought prior to:

1. The employee testing positive for illegal drugs and/or alcohol;
2. The employee being notified of an upcoming drug and/or alcohol test;
3. The occurrence of an event that gives rise to reasonable suspicion that the employee is under the influence of drugs and/or alcohol;
4. Any return to duty or related follow-up testing for drugs and/or alcohol; and/or
5. The occurrence of an accident which requires the employee to submit to drug and/or alcohol testing.



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Employees who seek voluntarily treatment for drug and/or alcohol abuse shall continue to be subject to appropriate disciplinary action up to and including termination for substandard job performance, unexcused absences, abuse of drugs and/or alcohol, or any other violations of this manual, whether such violations are directly or indirectly related to the employee's use of drugs and/or alcohol.

Furthermore, employees who voluntarily seek treatment for drug and/or alcohol abuse shall not be excused from required drug and/or alcohol testing in accordance with this policy even when voluntary treatment was sought prior to the testing in question. No employee shall be permitted to use voluntary treatment for drug and/or alcohol abuse to avoid otherwise legitimate disciplinary action for failure to comply with this policy or other provisions of the manual.

Employees may request a medical leave of absence to obtain treatment for drug and/or alcohol abuse in accordance with the Family and Medical Leave Act of 1993 and other applicable law. Such leave requests shall be treated in the same manner as any other request for leave pursuant to this policy. Quincy Park District may also grant reasonable accommodations for employees being treated for drug and/or alcohol abuse so long as those employees are participating in a treatment program and are not currently abusing drugs and/or alcohol. Quincy Park District will not retaliate or discriminate against any employee for requesting leave or a reasonable accommodation to obtain treatment for drug and/or alcohol abuse.

### D. Acknowledgement

In accordance with applicable law, employees are required to acknowledge and agree to this policy as a condition of employment. Any employee violating this policy is subject to discipline, up to and including termination of employment.

## DRUG AND ALCOHOL TESTING OF ALL EMPLOYEES

### A. Reasonable Suspicion

All employees are required to submit to alcohol and/or drug testing if a supervisor determines that there is reasonable suspicion to believe that an employee has been using illegal drugs, abusing prescribed drugs, is under the influence of alcohol or cannabis, or is consuming alcohol or cannabis while working.

For the purposes of this policy, reasonable suspicion means a belief based on objective facts sufficient to lead a reasonable prudent person to find that an employee is using, or has used, drugs or alcohol in violation of this policy. Such a suspicion shall be drawn from specific, objective facts and reasonable inferences drawn from those facts in light of experience.

Some factors that may be considered in determining whether a finding of reasonable suspicion is appropriate may include, but are not limited to, any of the following, alone or in combination:

1. Observable phenomena, such as direct observation of drug or alcohol use, the presence of the odor of drugs or alcohol on or about the employee and/or the physical symptoms or manifestations of being under the influence of drugs or alcohol;
2. Abnormal conduct or erratic behavior;
3. Excessive unexcused absenteeism, tardiness, or deterioration in work performance;
4. Slurred speech or unsteady walking or movement;

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5. Illegal possession of drugs or controlled substances or an arrest for violation of a drug statute;
6. Information obtained from a reliable and credible source with personal knowledge that has been independently corroborated;
7. Testing for cannabis based on reasonable suspicion shall be supported by the good faith belief that there is some impairment of the employee while at the workplace, while engaged in work for the employer or while on call subject to the definition of those terms in the Cannabis Regulation and Tax Act, 410 ILCS 705/10-50.

Once reasonable suspicion has been determined, the employee shall be required to take the applicable drug and/or alcohol test. An order to submit to testing shall be in writing and signed by a supervisor. If an employee declines the test, it will be treated as a positive test and the employee will be subject to discipline up to and including termination. When an employee is ordered to submit to a drug and/or alcohol test as a result of a supervisor's reasonable suspicion, the employee will not be allowed to return to work pending the results of the drug and/or alcohol test.

### B. Post-Accident Testing

All accidents and injuries, including those involving a vehicle, must immediately be reported to an employee's supervisor. The supervisor shall investigate the circumstances of the accident or injury. Employee are required to submit to a drug and alcohol test regardless of the existence of reasonable suspicion.

If post-accident drug and/or alcohol testing is ordered, the employee involved must submit to a drug and/or alcohol test within two hours of the accident. An employee who fails to remain readily available for post-accident testing or leaves the scene of an accident without a valid reason or permission by his or her supervisor will be deemed to have refused to submit to testing. The employee to be tested shall not be permitted to drive himself or herself to the collection site.

### C. Types of Testing

Any of the following methods may be utilized to test an employee for the presence of drugs and/or alcohol:

1. Urine testing;
2. Evidentiary breath testing device (Breathalyzer);
3. Blood testing;
4. Hair follicle testing; or
5. Saliva testing.

As a condition of continued employment or volunteer work participation, an individual may be required to submit to drug or alcohol screening tests for a designated period.

### D. Licensed Clinical Laboratory Only

Quincy Park District shall use only licensed clinical laboratories for drug and/or alcohol testing. Such laboratories shall be responsible for maintaining a proper chain of custody of any samples. If an employee tests positive for drugs and/or alcohol, a confirming test shall be conducted. The laboratory will not submit a positive test result to Quincy Park District

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unless the confirming test result is also positive for the same sample. The laboratory shall retain a portion of the tested sample so the employee can arrange for another confirming test to be conducted by a licensed clinical laboratory of the employee's choice and at the employee's expense. Once the portion of the tested sample is delivered to the clinical laboratory selected by the employee, the employee shall be responsible for maintaining the proper chain of custody for that portion of the sample.

Employees who test positive for drugs may request a second test of the remaining portion of the split sample within 72 hours of notification of a positive test result by a medical review officer. A medical review officer is a licensed physician responsible for receiving and interpreting laboratory results from applicable tests.

### E. Records Relating to Drug and/or Alcohol Tests

Records reflecting positive drug and/or alcohol tests will be kept in the employee's file and will be kept confidential in accordance with applicable law. Information regarding drug and/or alcohol tests and an employee's participation in a substance abuse rehabilitation program may be disclosed to supervisors only if such information relates to the employee's ability to perform his or her work duties or the employee's need for a reasonable accommodation under the Americans with Disabilities Act of 1990 or other applicable law.

For employees in safety sensitive positions, the following records shall be maintained for a minimum of five years: (i) records of annual management information system reports; (ii) records regarding employee evaluations and referrals to substance abuse professionals; (iii) records relating to follow-up tests and follow-up schedules; (iv) records relating to refusals to submit to drug and/or alcohol tests; (v) records of alcohol test results indicating an alcohol concentration of .02 or greater; (vi) verified positive drug test results; and (vii) breath testing device calibration documentation.

### F. Required Records from Prior Employment as Driver of a Commercial Vehicle

In accordance with applicable law, any individual who is given an offer of employment for a safety-sensitive position requiring a commercial driver's license (CDL) and who has worked as a driver of a commercial vehicle during the two-year period immediately preceding the offer of employment, must authorize his or her prior employer(s) during the two-year period immediately preceding the offer of employment to release information to Quincy Park District regarding any positive alcohol or drug tests and/or any refusal to submit to an alcohol or drug test.

This information must be obtained before the individual can be hired by Quincy Park District. However, if the information has not arrived by the individual's anticipated start date and the individual has passed a pre-employment drug test, the individual may be hired, and the requested information can be obtained from the individual's prior employer(s) within 14 calendar days of the individual's date of hire. If the information has not been received within 14 calendar days of the individual's date of hire, the individual will not be permitted to drive a commercial vehicle until the information has arrived. If the information obtained from any prior employer indicates that the individual tested positive for drugs or alcohol or refused to be tested during the past two years, that individual will not be permitted to drive a commercial vehicle unless subsequent information indicates that the individual was evaluated by a substance abuse professional and successfully completed return to duty testing.

### G. Compensation

If an employee is ordered to submit to an involuntary post-employment drug and/or alcohol test, the time spent by the employee traveling to and from the test and waiting for and undergoing the test will be considered compensable working time unless otherwise provided by law or contract. Pre-employment drug and/or alcohol tests will not be compensated.

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### H. Cutoff Levels for Drugs and Drug Metabolites: Blood Alcohol Exceedances

Cutoff levels for all drug and drug metabolite testing shall be consistent with the guidelines established by the U.S. Department of Health and Human Services (HHS). An employee shall be deemed to be under the influence of alcohol if the applicable blood alcohol test demonstrates a level of .02 or greater.

### I. Policy Violations

Any employee testing positive for drug usage, blood alcohol levels greater than .02, or engaging in any other prohibited conduct concerning drug or alcohol shall be subject to disciplinary action up to and including immediate termination. Regardless of disciplinary action taken, all such employees will be advised of resources available to evaluate and treat problems associated with drug and/or alcohol abuse.

Employees in safety-sensitive positions, including those that require a CDL, who are not terminated for violation of this policy shall be subject to the following conditions of continued employment:

1. If an employee has a breath alcohol concentration of at least .02 but less than .04, he or she shall not drive a commercial vehicle or engage in any other safety sensitive activities for at least 24 hours.
2. If an employee tests positive for drugs, tests positive for a blood alcohol level of .04 or greater, and/or engages in any other conduct prohibited by this policy relating to drugs and/or alcohol, the employee will be immediately removed from duties requiring the driving of a commercial vehicle and will not be permitted to return to work unless the employee: (i) has been evaluated by a substance abuse professional; (ii) has complied with any rehabilitation prescribed by a substance abuse professional; and (iii) has successfully completed a return to duty test for drugs and/or alcohol.
3. Upon completion of a recommended rehabilitation program and successful return to work, the employee will be subject to follow-up random testing for up to 60 months as recommended by the substance abuse professional and Quincy Park District with a minimum of six such unscheduled tests within the first 12 months of returning to duty.

### DRUG AND ALCOHOL TESTING OF SPECIFIC EMPLOYEES

In accordance with the Omnibus Transportation Employee Testing Act of 1994 and other applicable law, Quincy Park District requires employees in safety-sensitive positions and applicants for safety sensitive positions to submit to mandatory drug and alcohol testing pursuant to this policy. Applicants for non-safety-sensitive positions may be required to submit to pre-employment testing.

Safety-sensitive positions are those positions where there exists a high risk of injury to others with disastrous consequences if the employee has even a momentary lapse of attention. Some examples of safety-sensitive positions include employees who transport passengers, and employees who operate District vehicles or equipment.

Under this policy, employees in safety-sensitive positions specifically include all employees whose positions may involve driving a commercial vehicle and that require the possession of a CDL. For purposes of this policy, a commercial vehicle means a vehicle that either: (i) has a gross weight of over 26,000 pounds (including combined weight if towed unit weighs over 10,000 pounds); (ii) is designed to transport 16 or more persons, including the driver; or (iii) is used to transport hazardous materials.

An employee is considered to be "driving a commercial vehicle" under this policy if he or she is performing any safety sensitive function defined in 49 CFR 382.107, which includes all time working in a position requiring a CDL.

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With respect to employees who work in a position requiring a CDL, alcohol testing for reasonable suspicion may be conducted just before, during, or after an employee operates a commercial vehicle.

### A. Additional Drug and Alcohol Testing Provisions

1. Return to Duty Testing – Any employee who has violated this policy and/or has tested positive on a drug or alcohol test and is subsequently permitted to return to work, must pass a drug and/or alcohol test in accordance with this policy prior to returning to duty.
2. Follow-Up Testing – An employee in a safety-sensitive position who is referred for assistance related to alcohol and/or drug abuse is subject to unannounced follow-up testing for a period not to exceed 60 months as directed by a substance abuse professional and Quincy Park District. The number and frequency of follow-up tests will be determined by the substance abuse professional and Quincy Park District but will not be less than six tests in the first 12 months following the employee's return to duty.

### B. Pre-Employment Drug Testing

Employees in safety-sensitive positions must pass a drug test as a post-offer condition of employment. Employees in non-safety sensitive positions may be required to take and pass a drug test as a post-offer condition of employment. Failure to successfully pass a post-offer pre-employment drug test may result in the offer of employment being revoked. An applicant who is denied employment because of a positive drug test may not reapply for employment with Quincy Park District for a period of six months.

## DISCIPLINE

Employee supervisors and their superiors, as applicable, are responsible for administering disciplinary measures, when in the sole discretion of the appropriate supervisor, based on the facts and circumstances of the situation, discipline is warranted. Prior to the administration of any disciplinary action, the applicable supervisor may give the employee the opportunity to respond to the allegations made against the employee. Employees subject to discipline for being under the influence of, in possession of or consuming cannabis shall be provided a reasonable opportunity to contest the basis for the imposition of discipline. The disciplinary procedures set forth in this section apply to all employees, unless otherwise subject to a collective bargaining agreement. These policies and procedures should not be construed as preventing, limiting, or delaying the Quincy Park District from taking appropriate disciplinary action, including immediate dismissal without prior warning or notice, as the facts and circumstances warrant.

All discipline issued will be based on the applicable facts and circumstances, and at the level applicable in the sole and exclusive judgment of the applicable supervisor.

### A. Statement of Policy:

It is the policy of the Quincy Park District to provide a safe, productive, and drug free work environment. While we have no intention of intruding into the private lives of our volunteers and employees, we expect all personnel (managers, employees, and volunteers) to report to work and to remain in a condition suitable to perform their duties at the highest level of efficiency. The impairing influence of drugs and alcohol during working hours is inconsistent with this objective.

### B. Definitions:

For purposes of this drug and alcohol abuse policy, the following terms shall have the following meanings:

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~~"Detectable Level": means that the results of the laboratory's analysis of the employee's urine or blood specimen are positive for the tested substance.~~

~~"Drug": means a controlled substance as defined in the Illinois Controlled Substances Act or cannabis as defined in the Cannabis Control Act. The term "drug" includes prescribed medications not used in accordance with a valid prescription.~~

~~"Under the influence of alcohol": means an alcohol concentration as shown by analysis of the employee's blood or breath that is at or above 0.02.~~

~~"Impaired and under the influence of cannabis": means a concentration as shown by analysis of the employee's blood is at or above 5 nanograms of THC per milliliter or other bodily fluids that is at or above 10 nanograms of THC per milliliter.~~

~~"Working" or "Working time": means all time during which an individual is performing work for the benefit of the District.~~

~~"Working areas": shall include without limitation all areas owned and leased by the Quincy Park District.~~

~~"Individual": refers to an employee of or volunteer of the Quincy Park District.~~

### C. Prohibited Acts

~~No employee may use, possess, distribute, deliver, or be impaired by the influence or use of a drug, or alcohol, while performing work for the Quincy Park District.~~

### D. Prescribed Medication

~~Individuals undergoing prescribed medical treatment with a controlled substance that may affect the individual's job performance must report this treatment to their supervisor. The use of controlled substances as part of a prescribed medical treatment program is not grounds for disciplinary action; it is important, however, for the Quincy Park District to know such use is occurring, if it may affect performance or safety.~~

### E. Voluntary Treatment

~~Individuals who voluntarily request help with alcohol or drug dependencies may do so without thereby jeopardizing their employment or continued volunteer work. Volunteering to participate in treatment programs will not of itself prevent disciplinary action for violations of this policy. Such matters will be handled with complete confidentiality.~~

### F. Procedures

~~The Quincy Park District may require any employee or volunteer to provide a urine and/or blood specimen for laboratory testing or to take a breath alcohol analysis test at a medical clinic of the Park District's choice if:~~

~~**Reasonable Suspicion:** The Quincy Park District has reasonable suspicion to believe that the individual is impaired by the influence of alcohol, or a legal or illegal drug. For purposes of this policy, "reasonable suspicion" shall mean suspicion based on specific personal observations that the Quincy Park District's representatives can describe concerning the individual's appearance, behavior, speech, or breath or body odor. Suspicion is not reasonable and thus not a basis for testing if it is based solely on third party observation and reports. An employee who is identified for a reasonable suspicion test will be transported to and from testing by District staff and then, with the approval of the Executive Director, placed on paid suspension until the results of the test are received. Under no circumstances will an employee who is suspected for being under the influence of drugs or alcohol be allowed to drive or operate equipment. The Quincy Park District representative who makes the reasonable suspicion determination will complete~~

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~~the current Reasonable Suspicion Checklist within 24 hours of making the determination. The Checklist will be filed in the confidential section of the employee's personnel folder.~~

~~**Post Accident:** The individual is involved in any work related accident. For purposes of this policy, an individual shall be deemed to have been involved in a work related accident if he or she is injured or causes the injury of another person on the Quincy Park District premises or during working time, or causes damage to any District leased or owned property. Employees who are involved in an accident will be evaluated by a supervisor to determine if there is reasonable suspicion to believe the employee is impaired by the influence of drugs or alcohol. If reasonable suspicion exists based on a post accident observation of the employee, they will be transported to and from testing by District staff and then, with the approval of the Executive Director, placed on paid suspension until the results of the test are received. Under no circumstances will an employee who is suspected for being under the influence of drugs or alcohol be allowed to drive or operate equipment. If there is no reasonable suspicion to believe the employee is under the influence of drugs or alcohol the employee will remain on work status pending the results of the test. This does not preclude a suspension given as a corrective discipline measure not related to the District's drug policy.~~

~~**Consent:** If requested, an individual must sign a consent form authorizing the clinic to withdraw a specimen of blood and/or urine, or to conduct a Breath alcohol analysis test, and release the results of the laboratory testing to the Quincy Park District.~~

### ~~F. Refusal to Provide Specimen Consent~~

~~Any volunteer or employee who refuses to provide a urine or blood specimen, or to take a Breath alcohol analysis test, where the Quincy Park District may require such a urine or blood specimen or Breath alcohol analysis test under this policy, or who refuses to sign a consent form shall be subject to discharge or disqualification. Any attempt to tamper with a specimen or failure to follow the required lab procedures will be treated as a refusal to provide consent.~~

### ~~G. Drug Testing~~

~~A 9 panel, or more, urine drug test and a breath or blood alcohol test will be used for all tests.~~

### ~~H. Chain of Possession and Testing Procedure~~

~~Testing will be conducted at certified facilities. These facilities are responsible for following appropriate Chain of Possession procedures and for conducting all testing in accordance with the current standards.~~

### ~~I. Positive Drug or Alcohol Test~~

~~Employees who violate this policy may be terminated and they will be placed on unpaid suspension until a final determination is made. The Quincy Park District, at its sole discretion, may elect to retain the employee.~~

~~Employees retained will not be allowed to return to work until they have taken and passed a follow up drug test. The Quincy Park District may, as a condition of employment, require that the employee agree to submit to random drug testing for an agreed upon period. In addition the Quincy Park District may require the employee to complete, at the employee's expense, an alcohol or drug treatment program.~~

### ~~J. Notification of Conviction~~

~~Any individual convicted of violating any federal, state, or local criminal drug law of the State of Illinois must notify their supervisor of such conviction no later than five (5) days after such conviction. An individual convicted of violating any such criminal drug law may receive discipline up to and including discharge or disqualification from volunteer work or~~



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~~may have his or her continued employment/volunteer work conditioned on satisfactory participation in a drug abuse assistance or rehabilitation program.~~

~~As a condition of continued employment or volunteer work participation, an individual may be required to submit to drug or alcohol screening tests for a designated period.~~

### ~~K. Confidentiality~~

~~The results of any blood or urine analysis or breath alcohol test shall be kept strictly confidential among the tested individual, the clinic, any outside laboratory used by the clinic for analysis, and the Quincy Park District. However, the Quincy Park District may use the results to decide upon an action to be taken towards the tested individual, or to the extent necessary, to defend its actions in any subsequent legal or other proceeding.~~

### 4. TOBACCO USE

~~The use of all tobacco products (smoke and chew) as well as e-cigarettes is hereby prohibited for all District employees during working hours, except during designated breaks and lunches, on District property, including but not limited to, vehicles, equipment, and buildings.~~

## 4. COMMERCIAL DRIVERS LICENSE (CDL) PROCEDURES

The U.S. Department of Transportation ("DOT") has issued regulations to govern the use of controlled substance and alcohol by commercial motor vehicle drivers, and require the Quincy Park District to conduct mandatory controlled substances and alcohol testing of those employees holding a Commercial Drivers License (CDL) at the times and under the conditions described in this Policy.

The Quincy Park District will conduct controlled substances and alcohol testing in accordance with current DOT and other applicable standard on any current and/or prospective employee who operate a District commercial motor vehicle or who is required to possess a CDL.

All applicants for positions with the Quincy Park District that require a CDL will be notified of the Park District's Policy when they are interviewed for position with the Quincy Park District.

Employees required to possess a CDL will receive training on the testing requirements for the CDL license program.

## 5. SEXUAL HARASSMENT POLICY

The Quincy Park District prohibits any form of harassment of its employees, volunteer workers, or individuals participating in the District's programs perpetrated by any District employee or volunteer worker.

### Definition:

Harassment means persistent and unwelcome contact with another individual that could be in the form of verbal, written or physical behavior when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in District's programs.

Submission to or rejection of such conduct is used as a basis for employment or other decisions associated with participation in District programs affecting such individual.



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Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment in which District program is conducted.

The terms intimidating, hostile, or offensive as used above include conduct that has the effect of humiliation, embarrassment, or discomfort. This behavior is unacceptable in the work place itself and in other work-related settings such as business trips and business-related social events.

### Prohibited Conduct:

Prohibited acts of harassment (including sexual harassment) can take a variety of forms ranging from subtle pressure for sexual activity or contact to physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. One example of sexual harassment is where a qualified individual is denied employment opportunities and benefits that are, instead, awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors. Another example is where an individual must submit to unwelcome sexual conduct in order to receive an employment opportunity. Other examples of conduct that could be considered sexual harassment include:

- (a) Persistent or repeated unwelcome flirting, pressure for dates, sexual propositions, sexual comments or touching;
- (b) Sexually suggestive jokes about sex, anatomy or gender-specific traits; obscene gestures; leering;
- (c) Preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or denial or threat of employment, benefits, or advancement for refusal to consent to sexual advances;
- (d) The open display of sexually oriented pictures, posters, slogans, or other material offensive to others;
- (e) Retaliation against an individual for reporting or complaining about sexually harassing conduct;
- (f) Unwelcome hugging or kissing, pinching, brushing the body, unwelcome sexual intercourse or actual assault;

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is subtler and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man", depending on the gender of the alleged victim.

An example of the subtlest form of sexual harassment is the use of endearments. The use of terms such as "honey", "darling", and "sweetheart" is objectionable to many women who believe that these terms undermine their authority and their ability to deal with men on an equal and professional level.

Another example is the use of compliment that could potentially be interpreted as sexual in nature. Below are three statements that might be made about the appearance of a woman in the work place:

- ."That's an attractive dress you have on."
- ."That's an attractive dress. It really looks good on you."
- ."That's an attractive dress. You really fill it out well."

The first statement appears to be simply a compliment. The last is the most likely to be perceived as sexual harassment, depending on the individual's perceptions and values. To avoid the possibility of offending an employee, it is best to follow a course of conduct above reproach, or to err on the side of caution.

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### Training:

All employees (both full and part-time) will be required to annually engage in sexual harassment training. When available, the Illinois Department of Human Resources training programs shall be utilized.

### Reporting:

Any incident of harassment must be reported as quickly as possible but in no event later than six (6) months after the occurrence. All reports and investigative procedures shall be confidential. Reports should be made to the director of the department in which employee or volunteer is working. The director shall submit a written report to the Executive Director within seven (7) days of receiving the report. If the director is involved in the harassment, a written report must be submitted directly to the Executive Director.

Employees and volunteer workers are expected to report suspected incidents of harassment of program participants by other employees and volunteer workers as well as incidents where they themselves have been harassed.

All complaints of harassment will be investigated and a written report of the disposition of the claim will be returned to the person making the report within thirty (30) days of the date upon which the Executive Director received the written complaint.

Complaints involving actions or inaction by the Executive Director should be made to the Board of Commissioners.

### Disciplinary Action:

There shall be no retaliatory action taken by any employee, volunteer worker, and supervisor or by the Director against any person making a harassment complaint. Any employee or volunteer worker who is found to have harassed another employee or volunteer workers or a person participating in park programs shall be disciplined at the discretion of and in the manner determined appropriate by the Executive Director or the Board of Commissioners as the case may be.

### Recourse, Investigative and Compliant Process through Illinois Department of Human Rights and the Illinois Human Rights Commission:

It is hoped that most harassment complaints and incidents can be resolved through the District's internal complaint process established above. However, an individual has the right to contact, file a complaint with, request an investigation by, and/or seek recourse through the Illinois Department of Human Rights (the "Department") and the Illinois Human Rights Commission (the "Commission"). Any such complaint must be filed within 180 days of the incident of harassment or of the incident of unlawful retaliation. The exact rules, procedures, and other information regarding filing a complaint with, requesting an investigation by and/or securing recourse from, the Department or Commission (including the nature and extent of such recourse) can be obtained by contacting the Department or Commission as follows:

If the Department:

Illinois Department of Human Rights  
100 West Randolph Street  
Suite 10-100  
Chicago, IL 60601  
312/814-6200  
or 312/263-1579- TDD

If the Commission:

Illinois Human Rights Commission

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100 West Randolph Street  
Suite 5-100  
Chicago, IL 60601  
312/814-6269

## **6. POLITICAL ACTIVITY**

Employees of the Park District serve all Park District residents equally. Political opinions or affiliations of any resident shall in no way affect the amount or quality of service he/she receives from the Park District. An individual's political affiliation, preference, or opinion will not in any way influence his/her appointment, retention, or promotion as a Park District employee.

## **7. PERSONAL APPEARANCE**

Personal appearance of employees conveys to the public a general impression of the organization. Employee's clothing on the job should be in good taste, neat, clean and appropriate for the duties performed.

Certain positions require wearing an official uniform. The employee is required to maintain said uniforms in clean and good condition. Failure to wear a required uniform may result in disciplinary action. The Board and the staff are encouraged to wear these articles of clothing (when appropriate dress codes permit) to all community and Park District affiliated events in order to identify them with the Park District and to further promote the name of the Quincy Park District. It shall be the policy of the Park District that no employee, whether permanently, temporarily, or seasonally employed, shall wear Park District clothing to any non-community or Park District affiliated event that is not in the best interest of the Park District. Employees required to wear articles of Park District provided clothing additionally labeled "STAFF" should return the clothing upon termination of employment.

## **8. SOLICITATION, SELLING AMONG EMPLOYEES**

All solicitations among Park District employees during working hours for charitable or any other purpose or purposes, and all selling of tickets, magazines, or merchandise of any kind shall be authorized by the Executive Director or his designee. This policy applies to all solicitations, selling, or peddling of every nature whether by a Park District employees or nonemployees. This policy includes games of chance.

## **9. GIFTS AND GRATUITIES**

The Quincy Park District has adopted the current State Gift Ban Act. The solicitation or the acceptance of gifts prohibited to be solicited or accepted under the act is prohibited by any appointed official or employee of the Quincy Park District.

## **10. WORKPLACE PRIVACY**

The District reserves the right to monitor all computer, Internet, and e-mail usage and, therefore, employees of the District should have no expectation of privacy in those areas. In addition, all equipment and areas used for, and/or related to, work for the District are controlled by the District and employees should have no expectation of privacy in such equipment or areas.

## **11. CONFIDENTIALITY AND SECURITY POLICY**

Employees of the District often deal with matters that require confidential treatment. Whether the matter involves actions contemplated by the District's Board of Commissioners that, if prematurely publicly known, could harm the District or, whether the matter involves a parent's concerns about a child expressed to the employee supervising a particular District program, the District expects all employees to keep all matters of such sensitive nature confidential.

Each employee must accept individual responsibility for security of other personnel, patrons, and District property. Threats made should be taken seriously and immediately reported to a supervisor. Supervisors shall investigate all such reports and, where warranted, shall seek guidance from the Director regarding further action.

## **12. WORKPLACE VIOLENCE**

It is the policy of the Quincy Park District to promote a safe environment for its employees and park users. The District is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this conduct is not pervasive at the Quincy Park District, no organization is immune. Any reports of violence, threats, harassment, intimidation, or other disruptive behavior will be taken seriously and dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties or both.

If an employee observes or experiences such behavior by anyone on Park District property or in association with any Park District activity, it should be reported immediately to a supervisor or Director. Supervisors and Directors who receive such reports should report the incident to the Executive Director immediately.

PLEASE NOTE: THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE ATTENTION BY SECURITY OR POLICE SHOULD BE REPORTED TO THE POLICE AT 911.

## **13. NEPOTISM**

Unless otherwise noted, no immediate family member of any elected official, the Executive Director or any Director may be employed in any paid position within the District. Newly elected official's immediate family members shall be exempt if said employee(s) has been a paid employee of the Park District within the preceding twelve months prior to the official's date of taking office. Supervisors, full-time, seasonal, or part time, may not hire or supervise immediate family members. An immediate family member shall include: parents, spouse, parents-in-law, sisters, brothers, children, grandchildren, grandparents, brothers-in-law, sisters-in-law, step-children, stepmother, stepfather, aunt, uncle or legal guardian.

## **14. RESIDENCY REQUIREMENTS**

The Executive Director, Director of Parks, Director of Golf, Director of Business Services, Director of Program Services and full-time supervisors, other than those supervisors residing outside the Quincy Park District on May 8, 2013, are required to reside within the State of Illinois, City of Quincy and the Quincy Park District at the time of appointment or within six (6) months of his or her first day of employment.

All other full-time employees, other than those employed by the Quincy Park District and residing in Missouri as of September 13, 2000, must reside a reasonable distance from the Quincy Park District (but still in Illinois) considering his or her position and responsibilities.

All seasonal and part-time employees, whether union or non-union, must reside in Illinois unless no qualified Illinois resident is available. The Executive Director must approve all exceptions.

Although residency within the Quincy Park District may not be required in certain positions, employment preference will be given to applicants who reside within the Quincy Park District.

## **15. OUTSIDE OR DUAL EMPLOYMENT**

Employees may secure outside employment under the following conditions:

- a. Performance of the employee's position with the District is not negatively affected.
- b. There are no conflicts of interest between positions.

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c. Director approval is secured.

d. In the case of additional employment within the District, above conditions a. and c. need to be satisfied.

The Executive Director may not secure outside employment without Board approval.

### 16. ATTENDANCE

Non-exempt employees are required to report to their designated work location promptly by the designated start time. Late arrival will result in loss of time on the employee's payroll. Repeated tardiness may be cause for discipline and/or discharge.

Exempt (Salaried) employees work the schedule set by their supervisor. Full day absences must be approved by their supervisor and accounted for in one of the categories of paid time off.

Non-exempt employees are not permitted to perform any Park District work outside their scheduled work hours without the permission of their immediate supervisor.

Employees are required to inform their immediate supervisor or authorized staff of a sick day of absence within 15 minutes of the employee's scheduled start time. Any employee absence for three consecutive days without notifying the District may result in discharge. Failure to notify, as specified, may result in loss of that day's sick pay.

### 17. RESIGNATION

An employee resigning a position should, if he/she desires to leave the District in "good standing," give sufficient notice of this intention to enable the Park District time to fill the position. Sufficient notice is ten working days; however, a thirty-day notice is preferred. Exit interviews may be requested for all employees resigning from employment.

All resignations shall be in writing, giving the reason for leaving. When an employee does not provide a written resignation, the employee's immediate supervisor is required to provide such a report to their Director.

The business office must be notified by the employee's immediate supervisor of an impending resignation. All Park District equipment/clothing/hats in the employee's care, to include keys or hand tools, and facility passes must be collected prior to the end of employment and inventoried by the employee's immediate supervisor.

### 18. HOURS OF WORK

The normal workweek for non-exempt employees shall be Monday thru Sunday, consisting of not more than forty hours of work. Eligible employees will be paid time and one-half for all hours worked in excess of forty hours per week. Any pay received in lieu of work (i.e. Holiday Pay) shall be considered a part of the forty-hour workweek for purposes of computing overtime.

Employees will be entitled to a fifteen-minute break in the first half and in the second half of their 8-hour shift. The employee's immediate supervisor will determine when breaks may be taken. Breaks may be required to be taken at the worksite.

All non-exempt full-time non-union employees shall be entitled to an unpaid one-hour lunch period.

Full-time non-exempt employee's hours worked on holidays will be compensated at a rate of time and one-half with the employee entitled to said regular holiday time off at a later agreed upon date at the employees regular pay rate.

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All non-exempt employees will be off for at least one continuous twenty-four hour period each work week in accordance with the Illinois "one day rest in seven act".

Directors shall determine work schedules.

### 19. ETHICS

- A. Employees should conduct themselves in a competent manner and be of high moral character in fulfilling obligations to, and be protective of, all citizens.
- B. Employees should maintain a professional relationship with subordinates at all times, and personal relationships should not be allowed to inhibit objectivity in dealing with subordinates.
- C. Employees should cultivate, train, and promote staff members under their supervision to positions, which will allow the staff member to demonstrate and grow in professional ability within the District.
- D. Employees should strive for the improvement of individual knowledge and skill in their area of responsibility and give assistance in the professional development of their staff and fellow workers.
- E. Employees should never discriminate unfairly by the dispensing of special favors or privileges to anyone, and never accept, for themselves or their family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of their park district duties.
- F. Employees should never use any private information in the performance of their official duties as a means of personal profit or advancement.
- G. Employees should seek to find and employ more efficient and economical means of accomplishing tasks.
- H. Employees should not engage in criminal, dishonest, immoral, or disgraceful conduct or any conduct prejudicial to the Quincy Park District.
- I. Employees should uphold the rules and regulations of the Quincy Park District and never be a party to their invasion.
- J. Employees should expose corruption whenever and wherever discovered.
- K. Employees should never plagiarize and shall give credit to others from whom they borrow information or ideas.
- L. Employees should give a full day's work for a full days pay, giving the utmost to the performance of their duties, their earnest effort and best thought.
- M. All employees are expected to carry out their specified duties in line with this Personnel Code, and to practice cooperation with fellow employees, to exhibit loyalty to their organization and to treat all residents and users of the District's parks and facilities with every consideration.

### 20. CONFLICT OF INTEREST

In order to ensure the success and protect the good reputation of the Park District, all possible conflicts involving purchasing decisions or recommendations shall be reported immediately to the Board of Commissioners through the Executive Director.

## 21. RECORD KEEPING

### A. Accident Reports:

Accidents are defined as an occurrence that may result in a claim due to expense from medical care or repair costs. Accident reports must be filed with the Director within 24 hours of the accident. Should the accident occur over a weekend, notification must take place no later than the first business day after the weekend. A verbal report to the immediate supervisor is required before the end of the workday in which the accident occurred.

An employee involved in an accident must fill out a standard accident report form. The employee's immediate supervisor may provide assistance, if needed. The report, or any additional reports regarding the accident, shall be copied to the Safety Committee and business office for review and filing.

The employee's immediate supervisor is required to investigate the accident thoroughly and recommend changes to correct unsafe conditions or unsafe actions. This written report must be filed with the Director within five working days of the accident. Immediate action by the supervisor may be necessary in some situations to prevent reoccurrence.

### B. Incident Reports:

Incidents are defined as near miss accidents or occurrences with the potential for a claim or adverse Park District public relations. Incidents are possible indicators of unsafe conditions or practices. Incidents are to be reported promptly by the employee involved (within 24 hours) using the District's standard incident report form. Reports are to be copied to the Director, business office and Safety Committee.

### C. Damage Reports:

Damage to District equipment or facilities must be reported to the employee's immediate supervisor for transmittal to the District Park Safety Supervisor. The Park Safety Supervisor will file written reports with the Director and the Business Office. The Park Safety Supervisor will also be responsible for contacting any law enforcement agency required. A verbal report is required during that workday from the employee to the supervisor.

In the case where damage may be the direct result of employee involvement or negligence, the employee's immediate supervisor is responsible for reporting said damage to the Director within 24 hours of the occurrence and follow-up with a thorough investigation and written report submitted to the Director within five days.

### D. Personnel Record Changes:

A personnel record will be maintained on every employee. This file will be kept in the business office. Information in this file is available to the employee, the employee's immediate supervisor, the Director of the employee, office staff responsible for payroll, and the Director of Business Services; otherwise, the information in the file shall be confidential.

The District reserves the right to withhold from the employees' access, any documents in his/her file which the District, in its sole judgment, deems to invade, impair, compromise, or anyway affect the rights or legitimate expectation of others to privacy or confidentially. The District further reserves the right to withhold comments, which it deems private, privileged, or confidential.

Any changes in personal status such as change of address, telephone number, marital, or family status shall be reported promptly to the employee's immediate supervisor and the Business office of such changes.

### E. Lost and Found:

All items of value found on Park District property must be turned in to the immediate Supervisor.



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### F. Change of Name, Address, Marital, Direct Deposit or Family Status:

All employees shall report changes in name, address, marital, banking, or family status to the immediate supervisor. In case of a change in address, new state and federal W-4 forms must be filled out. The supervisor will report the information to the Business Office.

### G. New Employee Orientation Procedure:

It shall be the responsibility of the Department Head or his/her designee to review in detail with each new employee personnel forms to be completed, personnel policies and procedures, compensations and benefits, safety, and job instructions.

## 22. CARE AND USE OF EQUIPMENT

### A. Care of Equipment:

All District equipment must be handled with care and maintained by the operator according to the manufacturer and District's prescribed guidelines for safe operation and maintenance. Training certification may be required before operation of equipment.

Damage or loss of District equipment due to willful employee negligence, may be considered grounds for dismissal. The employee may be responsible for payment of said damages or loss.

### B. Personal Use of Telephone:

District telephones are installed for official business; personal use of telephones must not inhibit the normal flow of work. The Director is required to control existing or potential abuse.

### C. Personal Use of Equipment/Materials:

District equipment and facilities may not be used by an employee for private gain. No District equipment, commodities or materials may be taken or used for private use.

## 23. SAFETY POLICY

The District acknowledges an obligation to provide the safest possible working conditions for employees and a safe leisure environment for the public while utilizing programs, facilities and parks.

It is the intent of the Park District to develop, administer, and monitor a safety and comprehensive loss control program.

Personnel, at all levels, are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are promptly investigated.

### A. Safety Work Rules :( where applicable)

PLEASE NOTE: All employees are required to acquaint themselves with the Quincy Park District Safety Manual.

In order to preserve employee's safety while on the job, the District has established safety work rules:

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1. Appropriate employees will wear approved work boots at all times while on the job for the Park District.
2. Appropriate employees will wear long legged pants and an appropriate shirt with sleeves while on the job for the District. Appropriate employees should be in uniform.
3. Jewelry should not be worn where it may create a potential hazard.
4. All employees must wear a reflective safety vest when working outside in heavy traffic areas.
5. When working on, in or under a street, sidewalk or right-of-way, employees must barricade the area of work whenever possible; set traffic cones for warning and traffic control; place appropriate signs for the work being done; and illuminate any warning lights.
6. All employees involved in welding-torch cutting operations will wear appropriate protective equipment. This may include each of the following:
  - a. Welding helmet or cutting goggles when using a torch;
  - b. Leather welding apron and gloves.
7. Welding or cutting operations will never be performed on or near a fuel tank.
8. All employees using grinding or drilling equipment are required to wear goggles or a full-face shield.
9. Never hold materials to be cut, drilled, welded or otherwise worked upon by hand. Always use clamps or vises.
10. Whenever using percussive equipment such as a jackhammer, employees must use protective, steel toecaps. If other duties may dictate potential injury, toecaps must be used.
11. Employees using a steam pressure washer while heated and with detergent must use safety goggles. When the washer is cold and no detergent is used, safety glasses must be worn.
12. Employees must take all special precautions for labeling hazardous/toxic substances that may be used in day-to-day operations.
13. All employees must follow all safety precautions as prescribed in the Quincy Park District Confined Space Entry Policy whenever entering any defined confined space.
14. Whenever an employee encounters a work procedure, which is questionable, it is expected that the employee will call it to the attention of the employee's immediate supervisor.
15. All employees are expected to perform in a business like professional manner at all times while on the job. Horseplay cannot and will not be tolerated.
16. Each employee is expected to clean Park District equipment and workspace as soon as a job is completed.
17. All liquid spills are to be cleaned up immediately.
18. All employees must be in full compliance with OSHA Laws at all times while on the job.
19. All full time employees and other employees as designated by the Director are required to have an up-to-date certification card in CPR and first aid.

PLEASE NOTE: ALL EMPLOYEES ARE REQUIRED TO ACQUAINT THEMSELVES WITH THE QUINCY PARK DISTRICT SAFETY MANUAL.

## 24. ABUSED AND NEGLECTED CHILD REPORTING ACT

## Quincy Park District Personnel Code

The Quincy Park District shall comply with the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.), which requires program or facility personnel to report child abuse and neglect to the Illinois Department of Children and Family Services. All employees should acquaint themselves with the procedures associated with this policy found in the Operation and Procedures Manual on pages 5.15-5.17.

### 25. SOCIAL MEDIA GUIDELINES:

The Quincy Park District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

All employees shall use the Personnel Manual Section IV.11 (Confidentiality & Security Policy) as additional guidance for social media.

#### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Quincy Park District, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Consideration shall be given of the risks and rewards that are involved before creating online content. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects commissioners, employees, customers, suppliers, or people who work on behalf of Quincy Park District or Quincy Park District's legitimate business interests may result in disciplinary action up to and including termination.

#### **Know and follow the rules**

Carefully read these guidelines. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

#### **Be respectful**

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of Quincy Park District. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

#### **Be honest and accurate**

## Quincy Park District Personnel Code

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Quincy Park District, fellow employees, members, customers, suppliers, and people working on behalf of the Quincy Park District or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Quincy Park District trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a Quincy Park District website without identifying yourself as a Quincy Park District employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Quincy Park District. If the Quincy Park District is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the Quincy Park District, fellow employees, members, customers, suppliers or people working on behalf of the Quincy Park District. If you do publish a blog or post online related to the work you do or subjects associated with the Quincy Park District, make it clear that you are not speaking on behalf of the Quincy Park District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Quincy Park District."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor. Do not use the Quincy Park District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Quincy Park District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Employees should not speak to the media on the Quincy Park District's behalf without contacting their immediate supervisor. All media inquiries should be directed to a Director.

Social Media Accounts

Employees hereby acknowledge that all posting on company social media is the property of the District, as are the accounts, names, etc. associated with the accounts. Upon termination of employment, all account information, passwords and communications shall be transferred to the District.

## 26. Technology Usage:

Quincy Park District will provide computer accounts to users that require computer access to perform their job duties. Upon the hiring of a new employee, the Director of Business Services or his/her designee will identify the technology equipment and assess that the individual requires per their job description.

Temporary users, volunteers, interns, and contractors may also be provided an account as necessary. Accounts will be terminated by request of the user, supervisor, Director, or at the termination of employment with the District.

As a part of their jobs, some employees are provided with access to a laptop computer to remotely access the District's internal network. Users are to take every precaution to prevent confidential information from being viewed on these computers and causing a breach of confidential information.

- Encryption shall be deployed on portable computing devices in accordance with the level of security associated with the data residing on them.
- Users should never save information to the hard drive of a laptop or unapproved flash/external hard drive which may be viewed by others.
- District laptops should never be left unattended in public areas.
- Users should not take confidential work home unless it has been pre-approved by a Director.
- All portable computing devices shall have adequate password protection applied.
- Encrypted flash drives will be provided by Quincy Park District if the Business Office deems it necessary that the user has a need to save data locally or to take work home with them.
- Users should always, when available, VPN into the Quincy Park District internal network to save their work.

### Password Protection

Each user will have a unique computer password that does not contain personal information. Employees should use passwords that contain, at a minimum, 8 characters that contain upper and lower case alpha characters, numeric, and a special character (+, -, !, @, #, \$, &, \*, =). To minimize exposure of confidential information due to unattended computer monitors, employees should change their password every 90 days at a minimum. Additionally, all computers will have a password protected screensaver to further protect confidential information. Employees should never allow another person to use their password, and will be responsible for the actions of that person if they do choose to share their password. Passwords should not be stored in data files, on the network, or be displayed openly at any individual's workstation, except for general workstations.

### Approved Software

District employees are expected to use approved software provided by the Director of Business Services. If additional software is required to perform certain job duties, employees should notify their Director and a request will be submitted to the Director of Business Services for evaluation and installation. Software purchased by the District is protected by copyright laws and should not be duplicated for personal use. Employees are not permitted to download applications, demos, or upgrades without the permission of the Director of Business Services. Likewise, employees are not permitted to connect ANY mobile devices such as cell phones/IPOD's, or similar devices to District computers unless authorized in certain instances where tethering may be used for Internet access. To ensure that the District is compliant with all software licenses, the Director of Business Services will conduct periodic audits.

## Quincy Park District Personnel Code

The Director of Business Services will configure all workstations with antivirus software, which will not be removed or disabled. Each employee is responsible for protecting their computer against virus attack by not visiting site categories that are known for carrying viruses.

### Usage of District Email

District email addresses should never be used for personal use, such as signing up for email notifications, online shopping accounts, etc. Additionally, whenever email addresses are provided to websites for work-related purposes, the employee must review the privacy terms of that website and prevent the sharing of the District email address to other websites. District employees should be mindful that there are no assurances that email text and attachments sent will not be seen, accessed, or intercepted by unauthorized parties; therefore, confidential information shall not be revealed within email messages.

The following practices should be undertaken by every user to avoid ransomware, spyware, etc.:

- Don't open any email attachment that has not come from someone you know or someone you expect to be writing you. Even then, if it's about something you're not expecting read the message carefully and **don't open the attachment until you're sure it's real**. If something doesn't seem right, it probably isn't.

### Access to District Email via Personal Cell Phones and/or Portable Devices

By connecting a personally owned phone or portable computing device, employees agree that District policies and procedures may be enforced on said device, including the ability to wipe (erase) all data stored on the device.

Care must be taken to avoid the risk of unauthorized persons viewing information on the screen when such devices are used in public. Such devices shall not be left unattended or unsecured when accessing Quincy Park District data. In the event that cell phones and/or portable devices containing District email is lost or stolen, it must be reported to the Business Office immediately.

### Monitoring

To ensure that District employees are utilizing the Internet, email system, and computers in an appropriate manner, computer usage may be monitored. There are many other reasons why the Quincy Park District might monitor the electronic activities of employees. These include but are not limited to:

- Computer and Internet connections are District property
- Employee productivity losses
- Employee morale
- Protection from sexual harassment, defamation, and illegal activity
- Storage and bandwidth capacity

Types of monitoring conducted by Quincy Park District may include network surveillance, email monitoring, and data file monitoring. Network surveillance consists of the monitoring of Internet activity and network traffic, including websites visited. A content filter is also utilized to block inappropriate Internet activity. Email monitoring consists of the District's ability to read employees' incoming and outgoing email. Data files saved on the network, hard drives, or other storage devices, may also be retrieved for monitoring purposes. Deleted information may also be retrieved for monitoring purposes. Monitoring may occur if there is suspicion of improper use and will be conducted with or without notice. Information collected and contents of messages will be disclosed as deemed appropriate. Employees of Quincy Park District should have no expectation of privacy with regard to their use of the District's computer system.

Procedure Violation Notification

Employees should immediately notify their supervisor or Director of any violations of this procedure. Employees who violate this procedure will be subject to disciplinary action, up to and including termination of employment.

**SECTION V. FRINGE BENEFIT PROGRAM**

**1. VACATION LEAVE**

Vacations are provided for each full-time employee as a means of refreshing one's health, rest, relaxation, and pleasure. Vacations shall be earned and based on the length of continuous employment.

Vacation schedules are to be determined by the Director. While due consideration for individual employee convenience may be given, the needs of the District in scheduling workloads will govern decisions on granting vacation leave.

Requests for vacation leave are to be turned into the employee's immediate supervisor at least 5 working days in advance of the period requested.

All full-time employees are eligible for the following paid vacation benefits:

- a. Employees between 0 and 5 years of service earn 6.667 hours per month (80 hours per year) (At the beginning of the first calendar year after a full-time employee reaches their 5th year of service (hire date) as a full-time employee, they shall receive eight (8) hours of additional vacation for each year of additional service. A maximum of two hundred (200) hours of vacation per year may be earned in this case.
- b. Employees may take vacation leave in advance, up to the amount earned within the current calendar year; however, if employment terminates after using unearned vacation leave, the employee must reimburse the Park District the difference between earned service and the advance leave taken. If an employee works the majority of a month, credit will be given for the entire month.
- c. Employees shall be allowed to take their vacation leave in increments of no less than two hours at a time.
- d. If a full-time employee has his/her status changed to a part-time employee, earned vacation hours are carried over.

Employees are urged to use vacation days during the year in which they are accrued. Employees may carry up to 50% of their annual earned vacation days into the next year. Any unused vacation above 50% of annual earned vacation will be converted to compensatory time and must be used in the next calendar year. The maximum number of vacation days that can be carried into the next calendar year is 30. Any days in excess of 30, will be converted to compensatory time and must be used in the next calendar year.

Example 1: An employee earns 20 days (160 hours) of vacation and uses 8 days of vacation in a year. 10 days of vacation (50%) will carry over and be added to the total for the next year and 2 days of vacation will be converted to compensatory leave.

Example 2: An employee earns 20 days (160 hours) of vacation and has 30 days of vacation time accrued from previous years. They use 8 days of vacation in a year. 12 days of vacation (100% of the amount over 30) will be converted to compensatory leave.

**2. SICK LEAVE**



## Quincy Park District Personnel Code

Sick leave, with pay, will be earned by all full-time employees at the rate of 8 hours for each full month of service. Employees will only be allowed to take sick leave, with pay, that they have previously accumulated.

Sick days are granted for illness, injury or medical appointment of the employee or immediate family member (parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, stepchildren, stepmother, stepfather and legal guardian) in accordance with IL P.A. 99-0841. (Also see section on Family and Medical Leave Act)

At the discretion of a Director or the Executive Director, a physician's certification may be required if an employee uses three or more consecutive days of sick leave.

Sick leave may be accumulated from year to year on an unlimited accrual basis.

If a full-time employee has his/her status changed to a part-time employee, earned sick leave hours are carried over.

An employee who uses sick leave shall notify his/her immediate supervisor within fifteen minutes after his/her scheduled shift.

### A. Annual Benefit Incentives:

Any full-time employee who uses 16 hours or less of sick leave during a full calendar year shall be rewarded an additional 16 hours vacation leave to be used during the following calendar year.

### B. Termination Benefit Incentives:

Upon voluntary termination of employment, full-time employees shall receive 8 hours of pay for each 80 hours of sick leave accumulated during their term of employment. A minimum of 500 hours of sick leave must be accumulated before any payment is made. A maximum of 160 hours pay may be received. Payment will be based on a five day, 40-hour workweek.

After termination of employment, there will be no carryover of sick leave hours earned if the employee secures District employment at a later date.

## **3. WELLNESS LEAVE**

All full-time employees shall have the opportunity to utilize leave, with pay, for the purpose of undergoing routine or detailed tests or examinations from physicians, dentists, etc. for the purpose of maintaining good physical health. In order to qualify for leave with pay, a minimum of seven days notice shall be given to the employee's immediate supervisor as to the dates when these appointments are scheduled. Written certification from professional/medical personnel may be required before wellness leave with pay will be given. Each full-time employee will be given 16 hours per year for "wellness leave." Wellness leave may not be accumulated from year to year.

## **4. PAID PERSONAL LEAVE**

Each full-time employee shall be granted up to twenty-four (24) hours of paid leave annually to be used for personal reasons. Employees will earn eight (8) hours of personal leave for every three (3) months they work and will be fully vested after nine (9) months of employment with the District.

Personal leave is not cumulative from one calendar year to another. Employees will not be compensated for unused personal leave.



## Quincy Park District Personnel Code

Personal leave may be used in increments of no less than one hour at a time. New employees will not be credited with personal leave until they have completed 3 months of work.

Employees should notify their immediate supervisor of requested personal leave a minimum of forty-eight hours in advance.

### **5. SALARIED "EXECUTIVE EXEMPT" EMPLOYEE COMPENSATORY LEAVE**

(Effective 1/1/2014)

Salaried employees who are exempt under the "Executive" exemption are paid for the results achieved, not for the hours worked. These employees work a schedule that fulfills the objectives of the Park District and the department in which they are employed. Directors are responsible for approving the work schedule for the exempt employees they supervise but, as a general rule, exempt employees are expected to work at least a 40 hour week.

Due to the nature of their jobs, it will often be necessary to put in time, which is in addition to the basic workweek. It is understood that this additional time will be after regular business hours during weekdays, as well as weekends and holidays.

It is normal and expected that employees in this category will occasionally work in excess of 40 hours per week. When a Department's schedule allows, Directors may allow exempt employees to use a flexible schedule that balances the hours worked. For example an exempt employee who will be monitoring league games for two hours in the evening, may come in two hours later the next morning.

When there is an unusual event (storm/flood) or particularly heavy work load period (start of league play/pool startup) where long hours are worked with limited change to balance hours with flex time, Directors may authorize Department approved compensatory leave not to exceed two days in any pay period or five days per year, unless approved by the Executive Director.

### **6. HOLIDAY LEAVE**

The following shall be considered regular paid holidays for all (union and non-union) full-time employees:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. July 4th
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Eve
12. Christmas Day
13. New Year's Eve

Full-time union and non-union employees shall receive 8 hours pay for each regular holiday.

## Quincy Park District Personnel Code

When any regular holiday falls on a Saturday, it shall be observed on the preceding Friday. When any regular holiday falls on Sunday, it shall be observed on the following Monday.

When any full-time support or operational employee works on any regular holiday or on a day observed as a holiday, they shall be compensated for the time worked at one and one-half their regular hourly rate of pay and shall have the additional time off, with pay, as applicable.

When a holiday falls within an employee's vacation period, the holiday shall not be charged to the employee as a day of vacation.

### **7. PARK DISTRICT FACILITY USE**

Except as otherwise noted, all full-time employees, including an employee's spouse and children are allowed to use Westview Golf Course, Wavering Aquatic Center, Indian Mounds Pool and the Batting Cage at no charge. Additionally, they will be allowed to use at no charge solely district sponsored activities/programs. Definition of employee's eligible children: unmarried children under the age of 19 residing in the same home or unmarried full-time students up to the age of 23 residing in the same home.

Full-time employees and eligible immediate family members are eligible for a 25% discount or sale price, whichever is less, on Westview Golf Course Pro Shop merchandise listed at retail price.

Park District executive, administrative, and full-time supervisory employees shall not be charged a fee for golf cart rental.

### **9. PARK DISTRICT PENSION PROGRAM**

All full-time employees are included in the Illinois Municipal Retirement Fund. IMRF provides specific benefits for retirement, survivor's annuity, and disabilities.

### **10. WORKER'S COMPENSATION**

All employees of the Park District are covered by worker's compensation insurance. The Park District pays for this insurance. In the event an employee is injured in connection with work while on the job, he/she is entitled to benefits of this insurance. Benefits include payment of medical and doctor bills as approved by the Illinois Industrial Commission.

The Park District shall continue to pay an injured, full time employee a regular salary for a period not to exceed three (3) working days. Wages or benefits from worker's compensation shall be assigned to the Park District as partial offset of that employee's full salary.

No employee shall be allowed to return to work after an on the job injury which requires professional medical attention until he/she has supplied the Park District with a statement from a physician approving his/her return to work. The Quincy Park District may require a functional capacity evaluation before an employee returns to work.

### **11. DEFERRED COMPENSATION PROGRAM**

The Park District provides full-time employees with an approved Deferred Compensation Program. Participation in this plan is voluntary.

### **12. JURY DUTY LEAVE**

## Quincy Park District Personnel Code

All full-time employees who are called and thereby required to appear for jury service, witness service, or a coroner's panel, shall be granted leave for each day or portion thereof for service occurring during their regular work schedule. Employees will be paid the difference between hours of pay missed from work and any payment received for said service.

### 13. FUNERAL LEAVE

All full-time employees will be granted up to 3 days leave, with pay, for time lost due to the death of an immediate family member.

For the purpose of definition, an immediate family member shall include: spouse, children, parents, parents-in-law, brother-in-law, sister-in-law, aunt, uncle, stepchildren, brother, sister, grandparents, grandchildren, stepmother, and stepfather and legal guardian. Time off shall be consecutively scheduled workdays and shall end the day of the funeral or the day after, if travel is necessary.

Should a Park District employee die and their family requests that fellow employees act as pall bearers, the District will pay the employee for the lost time which is required to perform the deed.

### 14. HEALTH INSURANCE

The Park District will provide each full-time employee health insurance with the premium paid by the Quincy Park District for employee coverage. Employees desiring additional coverage for immediate family members can secure said coverage at the employee's own expense. Health insurance coverage starts on the first day of the month after a 30 day waiting period.

IMRF eligible retirees will be offered a continuation of their health insurance benefits at the time of their separation from the Quincy Park District. Those electing to remain on the health insurance plan are responsible to pay 100% of any and all premium for said coverage.

The Park District allows for employees to participate in pre-tax payroll deduction supplemental insurance programs (i.e. cancer, dental, long term disability) through AFLAC at their own expense.

The District shall also provide each full-time employee life insurance, accidental death, and dismemberment insurance, without costs, to the employee. Said employee insurance benefit limits of coverage shall not be less than \$15,000.00. Life insurance coverage starts on the first day of the month after a 30 day waiting period. (Same as the Health Insurance benefit)

Employees that terminate their employment with the District may, at their own expense, remain on the District's insurance policy under COBRA law for a maximum of 18 months. The monthly premium is due by the end of the month. Any premium increases will be passed onto the terminated employee, who will be notified in writing by the Park District as soon as possible.

### 15. MISCELLANEOUS: FULL-TIME EMPLOYEE

Full-time employees in the Parks, Recreation, Business Services, and Westview Departments are entitled to the following:

1. Staff shirt at 50% of cost.
2. Fees waived on shelter house rental for personal use (one per year).
3. Ten percent (10%) discount on marina slip rental fee.

## Quincy Park District Personnel Code

4. Personal use of disposal hoppers if not abused and no extra pickup is required.

### **16. MISCELLANEOUS: NON-UNION SEASONAL EMPLOYEES**

A. Non-Union Seasonal employees who are current pool employees are entitled to free swimming pool admission during public hours.

B. Non-Union Seasonal employees who are current Batting Cage employees are entitled to free Batting Cage and miniature golf during public hours.

C. Non-Union Seasonal employees who are current marina employees are entitled to a ten (10%) percent discount on the marina slip rental fee.

D. Non-Union Seasonal employees who are current employees at Westview Golf Course are entitled to free greens fees, fifty (50%) percent discount on golf cart rental fees, free golf handicap service, free golf club storage locker rental (only if still available), and a ten (10%) percent discount off retail merchandise in Pro Shop while employed.

### **17. MISCELLANEOUS: FULL-TIME WESTVIEW EMPLOYEES, EXECUTIVE DIRECTOR, AND ALL ADMINISTRATIVE STAFF**

A. Free golf handicap service.

B. Free golf club storage rental fees, only if still available.

### **18. EMPLOYEE LEAVE ASSOCIATED WITH DOMESTIC OR SEXUAL VIOLENCE (IL P.A. 99-0765)**

An employee who is a victim of domestic or sexual violence or an employee who has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take up to 4 work weeks unpaid leave from work if the employee or employee's family or household member is experiencing an incident of domestic or sexual violence or to address domestic or sexual violence by:

(A) seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;

(B) obtaining services from a victim services organization for the employee or the employee's family or household member;

(C) obtaining psychological or other counseling for the employee or the employee's family or household member;

(D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or

(E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

## SECTION VI. EMPLOYEE DISCIPLINE/GRIEVANCE PROCEDURES

### 1. DISCIPLINE PROCEDURES

All employees are expected to meet the Quincy Park District's standards of work performance, engage in acceptable conduct and to satisfactorily perform their duties under the policies, guidelines and rules contained in this Manual. In addition, employees are expected to follow any other applicable Quincy Park District policies, rules and guidelines, performance standards, the directions of supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with the Park District's policies and procedures.

The Quincy Park District may dismiss an employee who does not meet standards or who violates District policies, guidelines and rules. Under appropriate circumstances, the Quincy Park District may take corrective action other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance on what needs improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with the Park District's policies and procedures and/or other disciplinary problems.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Quincy Park District. Employees may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance on your part.

Notwithstanding the Quincy Park District's option to use progressive discipline, the Quincy Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with dismissal.

### 2. ORAL REPRIMANDS

Oral reprimands consist of a conference between the employee's immediate supervisor or other Park District official issuing the reprimand and the employee for the purpose of expressing disapproval of misconduct or poor work performance, clarifying applicable rules, or standards of performance, policies, and procedures and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Records of oral reprimands will be maintained in employee personnel files. A written accounting of the verbal reprimand will be placed in the employee's personnel file and be signed by the employee and his/her immediate supervisor.

### 3. WRITTEN REPRIMANDS

Written reprimands consist of a conference between the employee's immediate supervisor or another Park District official issuing the reprimand and the employee relating to misconduct, poor work performance, clarifying applicable rules, policies or procedures, and warning that repetition of the misconduct or failure to improve work performance may result in more severe discipline. Copies of written reprimands shall be maintained in employee personnel files.

### 4. SUSPENSION

#### A. Suspension without Pay:

Any action of an employee which is in violation of the orders of his supervisors or contrary to policies or rules of the Quincy Park District, may result in suspension without pay. An employee may be suspended at the discretion of the Director. Suspensions will be made, without pay, for a period not to exceed ten working days.

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Prior to the suspension of an employee, such employee shall be informed of the reason(s), in writing, and be given a reasonable opportunity to be heard with regard to such reason(s). A copy of the suspension report shall be filed in the employee's personnel file.

### B. Suspension with Pay:

When an employee is suspected of a serious violation of District policy, or of a criminal act that would warrant immediate dismissal, but further information or investigation is necessary to confirm or deny the violation, the employee may be suspended with pay.

Employees will remain suspended until the results of the investigation confirm or deny the allegations. At that time employee will be dismissed, disciplined or returned to work depending on the results of the investigation.

## 5. DEMOTION

Directors, with the approval of the Executive Director, may demote an employee for just cause. Demotion is the permanent reduction in grade or class of employment with a corresponding permanent reduction in salary. Demotions should be handled such that all rights and interests of the employee and the Park District are fully protected.

Prior to the decision to demote an employee, the immediate supervisor should have a written report documenting the reasons for demotion, which is reviewed with and signed by the employee and immediate supervisor and placed in the employee's personnel file. Demotions should be considered in cases where poor performance is a result of inability to perform the duties of the position and the employee will be better able to perform the duties of the lesser position.

Prior to finalizing the demotion with the employee, the Director will discuss the details on the situation with the Executive Director to obtain his consent.

## 6. TERMINATION

### A. Dismissal:

The Director, with the approval of the Executive Director, may dismiss any employee for any lawful reason at any time. Prior to such dismissal, an employee shall, if practical, be informed of the reason(s) for his dismissal and be given a reasonable opportunity to be heard, by his/her immediate supervisor, with regard to such reason(s). Following said hearing, if employer's decision continues to be dismissal, the employer shall prepare a notice of dismissal in writing. The Notice of Dismissal shall be in writing and shall state the specific charges with such clarity and particularity that the employee will understand the charges made against him/her and will be able to answer them if he/she so desires.

Failure to meet acceptable standards of conduct and work performance for any of the following listed reasons (such list not to be considered all inclusive) shall be sufficient cause to dismiss an employee:

1. That the employee is excessively or habitually late.
2. That the employee is excessively or habitually absent.
3. That the employee uses sick leave under false pretenses.
4. That the employee leaves work without permission.
5. That the employee is incompetent, negligent, or inefficient in the performance of his/her duties.
6. That the employee has been unjustly abusive in his/her attitude and language or has been abusive in his/her conduct.

## Quincy Park District Personnel Code

7. A qualified physician determines that the employee has some permanent or chronic physical or mental ailment or defect, which incapacitates him for the proper performance of his/her duties.
8. That the employee has been disrespectful to a Supervisor, Director, Executive Director or a Board Member.
9. That the employee has damaged or destroyed district equipment or property or caused the injury of any person, through carelessness, negligence or intentional action.
10. That the employee has damaged or destroyed personal property, through carelessness, negligence or intentional action.
11. That the employee performs any job or task without the required personal protective equipment (PPE).
12. That the employee has willfully violated any lawful or official regulation, order or rule, or failed to obey any lawful and reasonable direction given him by his superior.
13. That the employee had possession of or consumption of alcoholic beverages or illegal drugs while on duty or while using a Park District vehicle or reporting to work under the influence of intoxicating beverages or illegal drugs.
14. That the employee refuses to submit to a post accident or probable cause drug or alcohol test as directed by a supervisor.
15. That the employee has solicited for personal use a fee, gift, or other valuable considerations for private gain in the course of his/her work.
16. That the employee has been convicted of a criminal offense.
17. That the employee has been absent without authorized leave for 3 days or more or has failed to report after an authorized leave of absence has expired or has been canceled by his/her immediate supervisor.
18. That the employee has violated the provisions of the Political Activity statement hereof.
19. That the employee has intentionally falsified reports or records including employee's time sheet or employment application.
20. That the employee has stolen Quincy Park District property.
21. That the employee has accessed computer files or programs without authorization.
22. That the employee has been guilty of other misconduct comparable to the offenses enumerated above in seriousness.

## **7. EMPLOYEE GRIEVANCE PROCEDURES**

A grievance is a dispute or difference of opinion between the Park District and an employee/s concerning violations, meaning or application of any of the terms or conditions of Quincy Park District policies, including disciplinary actions.

Step 1: The aggrieved employee/s shall present their grievance to their immediate supervisor, within five working days after he/she knew or should have known, following the occurrence of said grievance occurrence. The aggrieved employee's immediate supervisor shall answer said grievance within two working days.

Step 2: If not settled in Step 1, the grievance shall be reduced to writing, signed by the aggrieved employee and presented to the appropriate Director within three working days from the immediate Supervisor's Step 1 response.

Step 3: The appropriate Director shall give his/her written reply, to the aggrieved employee within three working days.

Step 4: If not settled in Step 3, the Executive Director shall be notified, in writing, by the aggrieved employee/s and the Executive Director shall schedule a meeting between the associated representative(s) of Park District management/supervision and the aggrieved employee within ten working days. The Executive Director shall give a written reply to the aggrieved employee within five working days of said Step 4 meeting. The Executive Director's decision and notification in the matter is final.

## Quincy Park District Personnel Code

Step 5: If the grievance is the result of an issue directly related to the Executive Director and his/her illegal, unethical or immoral performance, the Department Head should discuss the issue with the Executive Director. If the Department Head feels that the issue has not been settled to a satisfactory conclusion, the Department Head will contact the President of the Board of Commissioners and inform him/her of the details relative to the issue. The President of the Board of Commissioners will advise the Board of Commissioners on the details of the issue. If the Board of Commissioners, at a Regular or Special Meeting, considers the issue, and a decision is reached by a majority of the Board, their decision will be final.

### 8. ANTI-RETAILIATION

#### PURPOSE:

In many instances, the Quincy Park District must rely on individual staff and patrons to report to the appropriate Quincy Park District office cases where it appears that a member or members of the Quincy Park District community are not complying with applicable law or policy. A major deterrent to such reporting is the fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this policy is to clearly articulate that the Quincy Park District prohibits retaliation against those who make bona fide reports of possible non-compliance.

#### GENERAL STATEMENT OF THE POLICY AGAINST RETALIATION:

Administrators and staff shall not intimidate or take retaliatory action, as defined below, against any member of the Quincy Park District community or a relative of such a person who is an employee or patron of the Quincy Park District, who makes a report of the type defined below in good faith and without malice. This Policy also prohibits persons from knowingly and intentionally making a report of non-compliance that is false.

#### TYPES OF REPORTS COVERED BY THE POLICY AGAINST RETALIATION:

The prohibition against retaliation applies to:

- A. The disclosure of information concerning conduct that the reporter believes is illegal or in violation of Quincy Park District policies;
- B. The provision of information or testimony to, or the filing of a complaint initiating proceedings before, a duly constituted investigatory body of the Quincy Park District;
- C. Disclosures made during compliance review or a peer review process;
- D. The filing of a legitimate complaint or incident report

#### TYPES OF RETALIATION THAT ARE PROHIBITED:

The types of retaliation that are prohibited include but are not limited to:

- A. Intimidation;
- B. Adverse actions with respect to the reporter's work assignments, salary, vacation, and other terms of employment;
- C. Unlawful discrimination;
- D. Termination of employment;
- E. Adverse actions against a relative of the reporter who is a Quincy Park District employee or student; and
- F. Threats of any of the above

Note that an adverse personnel or other disciplinary action against an employee whose conduct or performance warrants such action for reasons unrelated to the reporting of a concern will not be deemed a violation of this policy.



**SANCTIONS FOR VIOLATION OF THE RETALIATION POLICY:**

Individuals who violate this policy shall be subject to appropriate disciplinary proceedings as set forth in this policy, and, if found to have violated this policy, they may be subjected to the full range of available sanctions, up to and including termination of employment.

Employees who have had discrimination complaints lodged against them must use care when interacting with the employees who lodged such complaints. Employees are to contact the Human Resources Department with questions on appropriate interactions with colleagues or subordinates who have made such complaints.

Persons who knowingly and intentionally make a false report of non-compliance may also be subjected to the full range of available sanctions, up to and including termination of employment or dismissal from an academic program.

**REPORTING:**

Individuals who are concerned about retaliation should report their concerns to the Executive Director.

**SECTION VII. LAYOFF, REDUCTION IN FORCE AND EMPLOYEE SUGGESTIONS**

**1. LAYOFFS OR REDUCTION IN FORCE**

Whenever it becomes necessary, through lack of work or funds, to reduce the number of full-time employees in any given class, the Director shall submit, for the Executive Director's approval, a list of those employees to be laid off due to the lack of work or funds.

Every effort will be made to transfer employees to another department rather than lay them off. When this is not practical, the following criteria must be used by the Director in making his/her recommendations: Tenure and work performance will be factors used for determining those who are laid off and for the rehiring of hourly employees. For salaried employees, consideration of tenure must be coupled with evaluation of work performance as prescribed by the merit appraisal system and position classification value to the efficient operation of the Park District. Tenure will be the controlling factor where performance factors are substantially equal.

**2. EMPLOYEE SUGGESTIONS**

Employee suggestions for improvement of the Park District's park and recreational services are always welcome regardless of the particular employee's job. Suggestions may be presented by letter, memorandum, or in person. If an employee should feel that his suggestion has not received due consideration, it is suggested that he submit it in writing to his immediate supervisor who will review the situation with the Director. There is also a suggestion box located outside the main door of the Park District Business Office for the public and for your personal use as well.

Quincy Park District Personnel Code

Ordinance 13-03, 15-03, 17-01, 19-07  
Policy and Procedures Manual  
PERSONNEL  
CODE

5/8/2013

Amended: 12/11/19

I, \_\_\_\_\_, ~~have received a copy of the Quincy Park District Personnel code, have read and understand all Code provisions as they relate to my employment. Any and all questions have been fully answered to my personal satisfaction~~ acknowledge that I have received a copy of the Quincy Park District Personnel Code (“Policy”) and understand that it is my responsibility to read and become familiar with its contents. I further understand that it is my responsibility to ask questions of my immediate supervisor and/or another appropriate member of management if I do not understand any of the information contained in the Policy and that I am required to abide by and observe all of the information and rules, policies, and procedures explained therein.

I acknowledge that nothing in the Policy constitutes a contract or promise of employment and that unless otherwise provided in a collective bargaining agreement or individual employment contract, my employment is “at-will,” which means that the employment relationship may be terminated at any time for any lawful reason with or without cause or notice.

I agree to abide by and observe all of the information and rules, policies, and procedures set forth in the Policy and understand that Quincy Park District’s rules, policies, and procedures may be changed from time to time, with or without notice, and that this Policy supersedes and replaces any and all prior manuals or policies.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**QUINCY PARK DISTRICT**  
**ORDINANCE NO. 20-02**

**WHEREAS**, The Quincy Park District presently has Ordinance No. 13-03, the Personnel Code of the Quincy Park District, in full force and effect; and,

**WHEREAS**, The Quincy Park District Ordinance No. 13-03, the Personnel Code of the Quincy Park District, was amended by Ordinance 15-03, 17-01 and 19-07; and,

**WHEREAS**, after study by the Board of Commissioners and the Executive Director of the Quincy Park District, it is in the best interest of the Quincy Park District, the Commissioners, employees and the general public that a substantial revision of the same be accomplished, and

**WHEREAS**, such a revision has in fact been completed.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Quincy Park District of Adams County, Illinois, that Ordinance No. 13-03, dated May 8, 2013, commonly known as the Personnel Code of the Quincy Park District, is hereby amended and the attached Personnel Code is hereby declared to be the Personnel Code of the Quincy Park District.

That all ordinances and resolution and parts thereof in conflict herewith are to the extent of such conflict hereby repealed.

This ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

ADOPTED: February 12, 2020

APPROVED: February 12, 2020

QUINCY PARK DISTRICT, an Illinois  
Municipal Corporation

By: \_\_\_\_\_

President

Attest:

\_\_\_\_\_  
Secretary

STATE OF ILLINOIS )  
COUNTY OF ADAMS ) SS  
QUINCY PARK DISTRICT )

I, Rome Frericks, Secretary of the Quincy Park District, do hereby certify that the copy of said Resolution 20-02 attached hereto, is a true, full and complete copy thereof, as the same appears on the records of the Quincy Park District.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Quincy Park District this 12<sup>th</sup> day of February, A.D., 2020.

\_\_\_\_\_  
Rome Frericks

STATE OF ILLINOIS )  
COUNTY OF ADAMS ) SS  
QUINCY PARK DISTRICT )

ROME FRERICKS, BEING FIRST DULY SWORN ON HIS OATH, deposes and says that he, as Secretary of the Quincy Park District, signed and sealed the above and foregoing Resolution 20-02, and that the contents thereof are true and correct in substance and in fact.

\_\_\_\_\_  
Rome Frericks

Subscribed and sworn to before me this 12<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Notary Public

# QUINCY PARK DISTRICT

Board of Commissioners

Date of Board Meeting: February 12, 2020

## STAFF RECOMMENDATION

### **AGENDA ITEM: WAVERING PARK CULVERT REPLACEMENT: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** The culvert that drains Marx Industrial Park, which enters into Wavering Park at the three way stop at 39<sup>th</sup> street, has deteriorated causing the road to fail. This culvert has been identified for replacement on the 2020 bond project list.

In October, the Board approved \$20,000 for the replacement of the Wavering Park culvert at 39<sup>th</sup> street. It is anticipated that the project will be complete by April 1, 2020.

Staff received two quotes for the culvert replacement with the low quote from Derhake Bros. for \$16,800

**FISCAL IMPACT:** The low quote for the culvert replacement is \$16,800. Funds will be paid from the 2020 G.O. Bond.

**STAFF RECOMMENDATION:** Staff recommends approval of the low quote from Derhake Bros of \$16,800 for the Wavering Park culvert replacement.

**PREPARED BY:** Matt Higley, Director of Parks

**BOARD ACTION:**

# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: February 12, 2020**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: APPROVAL FOR LIFEPOINT CHURCH TO BEGIN FUNDRAISING FOR THE DONATION OF TWO BASKETBALL COURTS TO BE LOCATED IN BERRIAN PARK: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Park District staff has been approached by LifePoint Church to begin fundraising for the construction and installation of two new full-sized basketball courts to be located in Berrian Park just south of the existing court.

With the approval of this staff recommendation, LifePoint will begin fundraising immediately and will be able to accept grants for the two basketball courts. In addition to the two courts, LifePoint has contacted Ameren and received approval to relocate the existing light poles to the new location of the two basketball courts. LifePoint will install a new accessible sidewalk and bleacher pads at the new courts. They will also remove the current basketball court after the installation of the two new courts.

LifePoint has a fundraising goal of \$75,000 to complete the entire project. All work would be supervised by a licensed contractor with all other work performed by church volunteers. LifePoint plans to have the two new courts installed by May 2020.

A picture of the location of the two new basketball courts is attached behind this report.

**FISCAL IMPACT:** None to the Quincy Park District. LifePoint Church will fund the entire project.

**STAFF RECOMMENDATION:** Staff recommends approval for LifePoint Church to begin fundraising for the donation of two basketball courts to be located in Berrian Park.

**PREPARED BY:** Rome Frericks, Executive Director


**BOARD ACTION:**




# Berrian Park

Write a description for your map.

**Legend**

-  Berrian Park
-  Proposed Location
-  Quincy Machine & Welding Inc

 Proposed Location



# QUINCY PARK DISTRICT

Board of Commissioners

**Date of Board Meeting: February 12, 2020**

## **STAFF RECOMMENDATION**

### **AGENDA ITEM: ACCEPTANCE OF THE HUBER COMMUNITY GRANT FOR A UNIVERSAL FITNESS STATION TO BE LOCATED IN SOUTH PARK: RECOMMENDED APPROVAL**

**BACKGROUND INFORMATION:** Quincy Park District has been awarded the Huber Community grant for the purchase of a universal fitness station to be located in South Park.

Staff applied for the Huber Community Funding Grant after being contacted by an employee of the J.M. Huber Corporation. The Quincy Park District was awarded the grant due to the close proximity and walking distance of both J.M. Huber manufacturing plants. J.M. Huber employs over 230 residents of Quincy and the surrounding communities.

Once this grant is accepted, staff will solicit designs for a universal fitness station from fitness companies. This will be similar to the recently installed fitness station in Bob Mays Park. The grant will cover the purchase of the equipment and the installation of a sidewalk. Park District staff will install the equipment. Staff plans to install the universal fitness station in June 2020.

A picture of the location of the universal fitness station is attached behind this report.

**FISCAL IMPACT:** The \$50,000 grant will fund the purchase of the universal fitness station and the sidewalk leading to the station.

**STAFF RECOMMENDATION:** Staff recommends acceptance of the Huber Community Grant for a universal fitness station to be located in South Park.

**PREPARED BY:** Rome Frericks, Executive Director


**BOARD ACTION:**




# South Park

Write a description for your map.

## Legend

 Universal Fitness Station

 Universal Fitness Station



# ***PUBLIC INPUT***