

**Sandwich Park District
Personnel Policy Manual**

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Introduction and At-Will Disclaimer

Welcome to the Sandwich Park District. The Sandwich Park District is proud of its record of continuing growth and expansion of services offered to the residents of Sandwich and neighboring communities. The growth and reputation of the Sandwich Park District are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this Manual.

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this manual has been prepared for you as a general reference guide.

Second, this Manual supersedes all previously issued manuals. Your decision to continue employment with the Sandwich Park District after this revision and any future revision to this Manual shall be deemed to constitute your agreement with all such revisions. The Sandwich Park District and the Board of Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or benefits described in this Manual. Therefore, the Sandwich Park District may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. The Sandwich Park District will try to inform you of any changes that may occur.

Third, nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create nor shall create an employment contract, either express or implied, to remain in the Sandwich Park District's employ. Nor does it guarantee any fixed terms and conditions of you employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice from the Sandwich Park District, or you may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice, and the Sandwich Park District retains a similar right. No supervisor, Department Head, Parks and Recreation Director or other representative of the Sandwich Park District (except as delegated and approved by the Board of Commissioners) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, you must sign, date and return the Employee Acknowledgement Form found in this Manual. This form will be maintained by the Sandwich Park District's files and the original will be on file in your personnel file. If you have any comments, suggestions, or questions about any aspect of your employment,

you are encouraged to discuss them with your immediate supervisor or the Director of Parks and Recreation.

The Director of Parks and Recreation is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of the Manual, or any other personnel policy, the decision of the Director of Parks and Recreation will be final.

Where the context of this Manual permits, words in the masculine gender shall include the feminine words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of the Manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of the Manual and its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

Please sign and date this acknowledgment and return to the Director of Parks and Recreation.

Employee Signature: _____

Print Name: _____

Date: _____

Employment Contract Disclaimer and Signed Acknowledgment

I hereby acknowledge receipt of the Sandwich Park District's Personnel Policy Manual. I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, or Director of Parks and Recreation.

I understand that this Manual has been developed as a general reference guide for the Sandwich Park District employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of the Manual is intended to create or shall create an employment contract, either express or implied, on the part of the Sandwich Park District. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by the Sandwich Park District at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Sandwich Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Sandwich Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the Sandwich Park District, other than the Director of Parks and Recreation with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other Sandwich Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Sandwich Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return to the Director of Parks and Recreation.

Employee Signature: _____

Print Name: _____

Date: _____

Section 1: Purpose and Philosophy

1.1 Scope

These policies do not supersede Federal regulations, state laws, local Merit Commission rules and regulations, or collective bargaining agreements. It is the express purpose of these practices to bring to the attention of all concerned those benefits, privileges and obligations that are desirable on the part of both the employer and the employee. This instrument is also designed to bring to the attention of all concerned, the practices approved by the Sandwich Park District Board of Commissioners together with the benefits available to each employee.

Once adopted, the personnel policies prescribed herein supersede and cancel any prior inconsistent written or oral policies, practices and agreements.

1.2 Purpose of Policies

Few phases of administration are more important than employee relations. The establishment of policies, a good administrative structure and sound financial methods are seriously impaired if employees are not reaching their full capability. This manual has been established to clearly set forth and bring a higher degree of understanding and cooperation and, in turn, efficiency among Sandwich Park District personnel. The policies set forth in this manual are subject to revisions and periodic changes. Final interpretation of these policies is vested solely in the Board of Commissioners of the Sandwich Park District. The contents of this manual are intended to provide a guide for employees and management of the District; however, these contents should not be construed by any individual as being an employment contract.

1.3 Equal Employment Opportunities

Discrimination shall not be exercised in any manner by any Sandwich Park District officer or employee against, or in favor of any applicant or employee because of his political or religious opinions or affiliations. Equal employment opportunities will be extended to all qualified persons without regard to race, national origin, sex, religion, age or disability.

1.4 American With Disabilities Act

The Sandwich Park District complies with the Americans with Disabilities Act which prohibits discrimination on the basis of disability in employment, programs, and services provided by state and local governments, goods, services provided by private companies, and in commercial facilities.

1.5 Illinois Child Labor Law: Employment of Minors

The Sandwich Park District complies with the Illinois Child Labor Law that regulates the employment of minors under the age of 16 and requires 14 and 15 year olds to have Employment Certificates. The Employment Certificates (work permit) are issued by the county or local superintendent of schools.

1.6 Employee Selection Criteria

Whenever job openings exist, it shall be the practice to consider qualified Sandwich Park District personnel first. Ability, past performance, experience, education, character and job attitude shall be indicators which are carefully reviewed prior to making a final decision.

All employees of the Sandwich Park District will be hired strictly on merit. Employees are to be employed and retained solely on the basis of their ability and efficiency.

It is important that all employees be provided with proper guidance, leadership, supervision, instruction, training, equipment and working conditions, so that they may render the best possible service.

1.7 Academic Interaction

It shall be the policy of the Sandwich Park District that cooperation with colleges and universities with curricula in leisure studies or park and recreation and/or sports studies shall be pursued in a variety of forms such as research, field work training, etc. It is felt that through mutual cooperation the Sandwich Park District may be able to attract more qualified and professionally trained employees.

1.8 Responsibility of Policy Administration

Sandwich Park District Board of Commissioners shall have the general responsibility for carrying out these policies. The Board will discuss with the Parks and Recreation Director all matters having to do with employees supervised by that person and shall insure fair and equal treatment for each employee.

1.9 Illinois Clean Indoor Air Law / Smoke-Free Workplace

The Sandwich Park District complies with the Illinois Clean Indoor Air Law (Public Act 86-1018; July 1, 1990) established that non-smoking is the policy for the State of Illinois and prohibits smoking in all public places of work, regardless of size, except where specifically excluded from coverage. The Sandwich Park District also has the policy of “no smoking” in any indoor facility or within any Sandwich Park District owned vehicles.

As of January 1, 2008, the “Smoke-Free Illinois Act” requires all public places and places of employment to be completely smoke-free inside and within 15 feet from entrances, exits, windows that open and ventilation intakes. The act also establishes fines to be assessed to individuals or businesses in violation of the Act.

Section 2: Employment Practices

2.1 Employment Forms

Potential candidates for positions of employment with the Sandwich Park District shall complete an Employment Application Form. The employee's ability to carry out duties of the position will be evaluated. This may include a check of references, physical examination, completion of a background check, or taking other examinations and / or any other means required to adequately determine the applicant's qualifications to fill the position.

The Sandwich Park District may reject the application of anyone not qualified for the position. Reasons may include but not limited to:

1. Lack of established requirements for the position.
2. Physically unable to perform the duties of the position being applied for.
3. Dismissed from previous employment for delinquency.
4. Insubordination or misconduct.
5. Falsification of information on the employment application.
6. Resigned from previous employer under charges of misconduct.
7. Failure of background check.

2.2 Employee Personnel File

Once hired, an Employee Personnel File will be established for each employee. All pertinent information, such as salary increases, appraisal rating forms, commendations, post hiring information form, training, promotion, and other employee records will be contained in this file and located in a confidential file cabinet. Access to an employee's personnel file shall be in accordance with state law. General access shall be granted within seven (7) days of request and at reasonable intervals of two times per calendar year.

2.3 Residency Requirement

There is no regulation requiring an employee to live within the Sandwich Park District boundaries.

2.4 Outside Employment

Employees will be allowed to secure employment outside of the Sandwich Park District provided it does not conflict with the duties associated with the Park District's work. The Director of Parks and Recreation shall seek permission from the Board prior to securing outside employment while all other full-time employees shall inform the Director or his/her designated Supervisor.

2.5 Dual Jobs Within The District

Provided that the full-time employee's primary job is not compromised in any manner, and with the permission of the Director, an additional part-time or seasonal job can be undertaken with pay. Pay will be attached to the job performed not to the person performing the job.

2.6 Employee Cooperation

Park District employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the Park District must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or work place disruption will not be condoned and may lead to disciplinary action, up to and including dismissal.

2.7 Dress and Appearance

The personal appearance of employees conveys to the public a general impression of the organization. The attire of the employee on the job should be in good taste, neat, clean, and appropriate for the duties performed. Safety equipment and attire will be required for certain jobs. If required, uniforms and tools for specialized jobs will be provided.

2.8 Attendance, Punctuality, and Dependability

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Park District. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. It is imperative that you report to work regularly, promptly and ready to perform your job.

If you are going to be late or absent for any reason, you or someone must telephone your supervisor at least 30 minutes before your scheduled starting time. E-mails and texts are not acceptable ways of notifying your supervisor. If you fail to reach them by telephone, you may contact the front desk.

Even though you provide proper notice of your absence, continued irregular attendance or excessive absenteeism or tardiness, constitutes unsatisfactory performance and will lessen an employee's chances for advancement, or could result in disciplinary action up to and including dismissal.

2.9 Employee Classifications

All employees are defined in one of the following categories:

1. Supervisory Personnel: This includes those persons in the positions of Director of Parks and Recreation, Program Coordinators or Office Manager.
2. Permanent Full-Time: This includes those persons who have been employed by the District for duties and responsibilities on a full-time and year-round basis.
3. Permanent Part-Time Personnel: This includes personnel employed for a specific job on a part-time basis working, on average, more than 19 hours per week.
4. Seasonal: This includes personnel employed on an "as needed" basis during certain times of the year. They may work 0 - 40 hours per week. Seasonal employees may be required to re-apply on an annual basis.
5. Volunteers: Volunteers shall be considered appointees depending on how they obtain the position. Volunteers serve without financial compensation. A stipend may be available on a case to case basis deemed appropriate by the Director of Parks and Recreation.
6. Contract Hire: This includes those hired that are not paid through the regular payroll process but in a lump sum making them eligible for a 1099 at years end. They must also provide a certificate of insurance prior to work beginning and naming the Sandwich Park District as an additional insured.

2.10 Children in the Workplace

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in extra-ordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the company's professional work environment.

Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact the Director as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the Director will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with an employee. A child brought to the workplace in unavoidable situations will be the

responsibility of the employee parent and must be accompanied and under the direct supervision of the employee parent at all times. Excessive need to bring a child to the workplace may result in discipline, including termination.

2.11 Telecommuting Policy

In order to accommodate the needs of employees, Sandwich Park District will permit some employees in specific positions to telecommute and work at home as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation of the agency. Some positions, such as supervisory and front desk personnel, do not lend themselves to telecommuting. The Sandwich Park District will determine whether a specific job may be performed effectively off site and whether an individual is effective working without supervision at home.

When considering telecommuting, the Director and employee are responsible for ensuring that the following conditions are met:

3. Telecommuting does not adversely affect the agency, departmental assignments/projects, customer relations, or other work units.
4. There is adequate and suitable work available for the employee to perform at home with no supervision.
5. The position is appropriate for a telecommuting arrangement.
6. The employee has maintained a good work record for the six months prior to making his/her request to telecommute.

Employees interested in telecommuting should discuss with the Director whether telecommuting is an option in their current position. If so, an agreement will be discussed that allows the employee to telecommute, along with any and all rules and regulations, such as times present in the office, performance criteria, reporting requirements and what violations would constitute termination of the agreement.

2.12 Probation Period

Each new full-time and part-time employee shall be on probation for three (3) months from the start of his/her employment. At the end of three (3) months, the employee will receive a written evaluation that will be discussed with his immediate supervisor.

2.13 Job Reclassification / Creating New Positions

When major job functions change, or a desire for a change exists by an employee or the Director of Parks and Recreation, the following procedure shall be followed:

1. Reasons for change should be itemized in written form using the existing job description as a basis for change in wording (if situation warrants). The employee should discuss the written changes with the Director.

2. The immediate supervisor will review the written changes and determine whether the suggested changes should be considered.
3. The Director of Parks and Recreation shall decide whether to recommend written changes to the Board of Commissioners who will have the ultimate authority to create new job titles and / or amend job descriptions. The Board will also approve a salary range for all positions.
4. If the changes with the job description are felt to be significant enough to warrant consideration for a salary range revision, the Director of Parks and Recreation shall initiate a salary range comparison investigation among other park districts and / or other public agencies. The Director shall be responsible to recommend a salary range to the Board of Commissioners commensurate with the revised or new job description.

2.14 Transfer and Promotion

Employees interested in a particular opening should apply, in writing, to the position's supervisor or notify their immediate supervisor. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the Sandwich Park District. Whenever there are two equally qualified candidates, preference may be given to the Sandwich Park District employee. Employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

2.15 Employment Verification

The Sandwich Park District may only verify the following information to inquiries about past employees, verbally or in writing:

2. Job Title(s)
3. Job Description(s)
4. Employment Dates

2.16 Pre-Employment Background Check

The Sandwich Park District will perform the following background checks on all new employees:

1. Criminal Background Check
2. Sex Offender Check
3. Verification of Prior Employment History

Section 3: Conditions of Employment

3.1 Work Week

1. Director of Parks and Recreation – This person is expected to work a schedule that fulfills the objectives of the Sandwich Park District consisting of 40 hours per week.
2. Regular Permanent Personnel – Actual work hours on a daily basis will vary from position to position and will be established and modified as the need arises by the person responsible for the work area in question and approved by the Director.
3. Seasonal/Part-Time Personnel – Hours for persons hired in this category will be established by the individual who is responsible for supervising their work.
4. Workweek - The workweek begins at 12:01 am Monday and ends at 11:59 midnight the following Sunday.

3.2 Advancement

All advancement will be made on the basis of ability, attitude and aptitude. Everything listed being equal, employees of longer service will be given preference for advancement. Provided the employees are qualified for the jobs, current employees will be given preference for advancement and will be graded whenever possible, to the more responsible or better paid jobs as such jobs become available.

Employees desiring to be considered for positions other than those they occupy in the Sandwich Park District shall indicate their desire in writing to the person responsible for the interviewing and should notify their immediate supervisor. This practice should be encouraged to allow employees who feel they are suited for the better jobs to be identified and to be assured consideration when such jobs become available. Any employee requesting a transfer or promotion is subject to the same selection process as outside applicants.

When the Director determines that an employee is worthy of promotion, such a determination should be discussed with the appropriate Board Committee Chairperson prior to indicating said intention to the employee. The Director should be prepared to demonstrate the rationale for such a decision and also to indicate the proposed salary level the employee being promoted should be placed.

3.3 Evaluations

All Park District employees shall be evaluated as to their work performance on an annual basis preferably in March or April prior to the start of a new fiscal year. Employee

evaluation need not coincide with a salary review. Evaluation forms are available to assist in the employee work performance evaluation. All completed evaluations are to be a shared effort with the employee and the Director. The results of an employee evaluation are added to the personnel file which is kept in the Board Secretary's office.

Periodic program evaluations are administered by Program Coordinators after the completion of a Sandwich Park District sponsored program. The results of evaluations will be tabulated and shared with program instructors after completion of programs. Information will be used as a method in which feedback is shared by program participants as to the quality of leadership during program instruction, facility and general satisfaction of patron experiences during the program offering. Program evaluations are provided as a means to identify strengths, areas of concern, program value and overall satisfaction of programming.

3.4 Personnel Policy Manual

At the time of employment, all regular, permanent part-time and seasonal employees will receive written information to conditions of employment and a copy of the Personnel Policy Manual outlining the conditions of employment. Printed binder copies of the Personnel Policy Manual are available in the Administrative Offices of the District and at the Park Maintenance Building and at other indoor facilities that are owned by the Sandwich Park District. Written copies are available upon request from the Board / Financial Secretary. An electronic copy of the Personnel Policy Manual shall be kept by the Board / Financial Secretary which will be known as the Master Copy for the District. All current updates to the policy will be printed and contained within the electronic document. A disc will be available upon request to any employee by the Board / Financial Secretary that contains current changes to this policy manual. The employee shall be responsible for reading and understanding all information provided herein. Each employee will sign a receipt that the Personnel Policy Manual was received.

3.5 Issuance of Keys

A record of all keys issued to regular, permanent part-time, and part-time/seasonal employees shall be maintained by the appropriate supervisor of each employee and with the Board Secretary. The actual cost per set of keys shall be charged to an employee not returning keys. The Director of Parks and Recreation shall have the authority to waive the charge when circumstances warrant. An employee's final paycheck will be held until all keys or a lost key(s) payment is received.

3.6 Work Break

In order to improve productivity and job safety, a 15-minute break will be provided for every four (4) consecutive hours worked by any employee. For six (6) or more consecutive hours of work time, a thirty (30) minute lunch break must be taken with each employee

punching in and out on the time clocks located at the David A. Francis Center or the maintenance building.

3.7 Use of District Vehicles

1. Maintenance Department

Use of vehicles to travel from the job site to area restaurants and coffee shops during break and lunch periods should be minimized. When it is necessary to leave the job site for coffee and food, one person from the crew will be designated to shop for the entire crew. Under no circumstances should that designated person leave the job site more than 10 minutes prior to the start of break time.

Return to the shop at the end of the work day for storage of vehicle and equipment shall not normally be more than 15 minutes prior to the end of the shift. The Director may extend the time period without prior notice.

The Parks Maintenance Department, at the supervision of the Director, is also responsible for the upkeep of all Maintenance Department vehicles for safety and longevity purposes. This includes the cleaning and all maintenance (necessary and preventative) in order to keep the vehicles in clean and good working condition. The public perception of the Park District vehicles cleanliness must be a consideration of the Maintenance Department. Washing of vehicles / equipment must occur at least 1 time per week as determined by seasonal usage and at the discretion of the Director.

All accidents must be immediately reported to the Director, regardless of the extent of injury or property damage. See drug testing, section 5.11.

The Sandwich Park District also has the policy of “no smoking” in any Sandwich Park District owned vehicles. See section 1.9.

2. Recreation Department

The Parks Maintenance Department is responsible for upkeep of the Recreation Department van for safety and longevity purposes. This includes the cleaning and all maintenance (necessary and preventative) in order to keep the vehicles clean and in good working condition.

All accidents must be immediately reported to the Director, regardless of the extent of injury or property damage. See drug testing, section 5.11.

The Sandwich Park District also has the policy of “no smoking” in any Sandwich Park District owned vehicles, see section 1.9.

3.8 Overtime

Each position authorized by the Sandwich Park District Board of Commissioners shall be designed as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act.

Exempt positions (salaried employees) are not eligible for overtime compensation in the form of additional pay, nor are they eligible for hour-for-hour compensation. Exempt positions are allowed administrative time off per Director and Park Board President approval. All non-exempt employees need Director approval, as stipulated in Section 3. Conditions of Employment, Paid Time Off, section 3.9.3 in this Manual.

Non-exempt positions (hourly employees) are eligible for time and a half overtime compensation for hours worked beyond the normal, 40 hour work week. All paid overtime must be pre-approved by the Director. All compensation time, must be pre-approved by the Director.

Overview, working in excess of the normal hours within a work week requires prior approval by the employee’s supervisor and the Director.

3.9 Paid Time Off

All employee benefits will be based on a calendar year provision. Time off will be paid at a rate corresponding to the number of hours worked daily by that employee. These benefits are available after the employee successfully completes the 90-day probationary period. No paid time off is available during the first ninety (90) days of employment.

- A. **Regular Personnel/Full-Time Employees** will receive the following paid time off: **Note: Tier 1- in IMRF system before Jan. 1, 2011. Tier 2 – in IMRF system after Jan. 1, 2011.*
 - 1. Personal Days – an employee will receive two (2) days for personal time after (90) days of employment and every year thereafter. These must be used before the year end and may not be carried over to the next year. Unused personal days will not be paid upon employee termination. The Director’s personal days will be negotiated at time of hire.
 - 2. Sick Days – After the first ninety (90) days, an employee will be entitled to one (1) day per every one (1) month worked. Example: If employee is hired in January, after one year they would receive a sick day Feb. 1, March 1, April 1, May 1, June 1, July 1, Aug. 1, Sept. 1, Oct. 1. After the first year of employment, the employee is entitled to ten (10) days per calendar year. If available, a maximum of two (2) sick days may carry over to the next year. Employee may not exceed a total of twelve

- (12) sick days per year. Unused / accrued sick days will not be paid upon employee termination, but will be accumulated towards I.M.R.F.
3. Extended Illness - After three (3) consecutive days of illness, an employee must present a doctor's excuse to the Director to return to work.
 4. Compensation Time – If pre-approved by the Director, a non-exempt employee will receive comp time after forty (40) hours worked in a week. Comp time should be used as soon as reasonably possible, and scheduled with the approval of the Director. Employees are limited to a maximum of thirty-two (32) comp hours per calendar year. There will not be any accrual of compensation time.
 5. Vacation – an employee will receive one (1) week of vacation after six (6) months of employment. The employee will receive two (2) weeks of paid vacation after one (1) year of employment. The employee will receive two (2) weeks of paid vacation following two (2) years of employment through seven (7) years of employment. The employee will receive three (3) weeks of paid vacation following eight (8) years of employment and one (1) day additional per year thereafter, not exceeding twenty (20) days (4 weeks per year). Vacation time must be used in the calendar year following accrual and cannot be carried over from year to year. Unused vacation days for the current year will be paid upon employee termination. The Director's vacation will be as stipulated in the agreement of understanding upon hire.
 6. Staff Holidays – 8 hours for each scheduled staff paid holidays and holiday office closing.
 7. Bereavement - Salaried employees will be allowed up to three (3) days off with pay for the funeral of an immediate family member (spouse, child, parent, parent-in-law, grandparent, grandchild, step parent or legal guardian) and one day off for an extended family member.
- B. **Permanent Part-Time Personnel** employed on a year-round basis of 20 hours or more per week will receive paid time off as follows: **Note: Tier 1- in IMRF system before Jan. 1, 2011. Tier 2 – in IMRF system after Jan. 1, 2011.*
1. Personal Days – an employee will receive one (1) day for personal time after (90) days of employment and every year thereafter. This must be used before the year end and may not be carried over to the next year. Unused personal days will not be paid upon employee termination.
 2. Sick Days – After the first ninety (90) days, an employee will be entitled to one (1) day per every two (2) months worked. After the first year of employment, the employee will be entitled to six (6) sick days per year. Example: If employee is hired in January, after one year they would receive a sick day Feb. 1, April 1, June 1, Aug. 1, Oct. 1 and Dec. 1. If available, a maximum of two (2) sick days may carry over to the next year. Employee may not exceed a total of eight (8) sick days per year. Unused / accrued sick days will not be paid upon employee termination, but will be accumulated towards I.M.R.F.

3. Extended Illness - After three (3) consecutive days of illness, an employee must present a doctor's excuse to the Director to return to work.
 4. Compensation Time – This is not available for permanent part-time personnel, working less than a 40-hour work week. If pre-approved by the Director, an employee will receive comp time after forty (40) hours are worked in a week. Comp time should be used as soon as reasonably possible, and scheduled with the approval of the Director.
Employees are limited to a maximum of thirty-two (32) comp hours per calendar year. There will not be any accrual of compensation time.
 5. Vacation – an employee will receive five (5) days of paid vacation after one (1) year of employment equal to the hours worked on average. The employee will receive five (5) days of paid vacation following two (2) years of employment through seven (7) years of employment. The employee will receive eight (8) days of vacation and one (1) day additional per year thereafter not exceeding ten (10) days per year. Vacation time must be used in the calendar year following accrual and cannot be carried over from year to year. Unused vacation days for the current year will be paid upon employee termination.
 6. Staff Holidays – The employee will receive holiday pay for their normal hours worked for that actual day. i.e. holiday is on Friday, employee does not work on Fridays, no holiday pay given, i.e. holiday is on Friday, employee normally works 5 hours, holiday pay of 5 hours is given.
 7. Bereavement -- Permanent Part Time employees will be allowed up to three (3) days off with pay for the funeral of an immediate family member (spouse, child, parent, parent-in-law, grandparent, grandchild, step parent or guardian) and one (1) day off for an extended family member on a prorated basis.
- C. **Seasonal / Part-Time Personnel** working less than 20 hours per week are not entitled to paid time off.

D. **Scheduled Paid Staff Holidays**

Holiday Office Closings

New Year's Day
 Spring Holiday
 Memorial Day
 July 4th
 Labor Day
 Thanksgiving
 Friday after Thanksgiving
 Christmas Eve
 Christmas Day

Office closed early:
 New Year's Eve 5:00p Closing
 Day after Christmas 5:00p Closing

- E. **Inclement Weather Closings:** The Sandwich Park District will follow

the Sandwich Community School District policy of closings for inclement weather. All children's programs will be cancelled when school is cancelled or dismissed early due to severe weather conditions. The cancellation of other programs will be determined by the Director or program coordinator. Office staff will report to work unless directed otherwise by the Director.

3.10 Leave of Absence

Employees may receive pay during a leave of absence as outlined below, if eligible and time off is available under Section 3.

1. Personal Leaves: Personal leaves may be granted or denied at the discretion of the Director or the Board of Commissioners based on the facts of each individual case. Personal leaves are governed in the same manner as any other type of leave. Personal leave of absence should not be interpreted as personal days off with pay. Personal days are granted for those periods when the employee must be away from work for an extended period of time. Employees may receive pay during such leave if eligible and available. Vacation time may be used during this period.
2. Federal Family and Medical Leave Act (FMLA): The Federal Family and Medical Leave Act (FMLA) provides an eligible employee the right to 12 weeks of unpaid leave during a 12-month period (defined by the Park District as a 12-month period measured forward from the date the first FMLA absence begins). This may be paid time if vacation or sick day hours are available. To be eligible, an employee must have been employed by the Sandwich Park District for a minimum of one (1) year and worked at least 1,250 hours during the 12 months preceding the leave.

An FMLA leave may be taken for the birth or adoption of a child, the acceptance of a foster child, or the serious health condition of the employee or the employee's dependent child, spouse or parent.

3.11 Conference / Professional Development Expense Policy

The following is a comprehensive conference reimbursement list for the Sandwich Park District Board members and staff for conference and professional development expenses.

The Sandwich Park District pays for legitimate expenditures incurred by each Board and staff member. These legitimate expenses may include registration fees, lodging, mileage, parking, train, cabs, coat and baggage check, tips and meals. Meal reimbursement will have a \$60 per day limit based on the following: *Breakfast = \$15.00 including 15% gratuity, Lunch = \$15.00 including 15% gratuity, Dinner = \$30.00 including 15% gratuity.*

Prepaid meals will be deducted from the \$60.00 per day reimbursement. *Ex. A \$10.00 prepaid lunch will allow for a balance of \$50.00 for meal reimbursement that day.*

Please remember: reimbursement is for legitimate expenses incurred by Board and Staff Members (ONLY). Spouse and Family members do not qualify for professional development reimbursement expenses.

The Sandwich Park District has approved Resolution No. 2016-001 which follows the Local Government Travel Expense Control Act HB4379 – 3.2.2017. This Resolution and process will be followed in relationship with the Sandwich Park District Personnel Policy, Section 3.11 Conference / Professional Development Expense Policy.

3.12 Illinois Municipal Retirement Fund (I.M.R.F.)

I.M.R.F. participation is mandatory for those employees who are hired into a position with the Sandwich Park District that meets the 1,000 hours annual standard. A deduction of 4.5 percent from each payroll check is deposited with I.M.R.F. Any unused sick days may be accumulated towards I.M.R.F. retirement benefits. Any unused sick days accumulated as an employee with the Sandwich Park District will contribute towards pension if filing for retirement within sixty (60) days after last day of employment with the district. An employee becomes vested with I.M.R.F. after eight (8) years for Tier 1 and ten (10) years for Tier 2. **Note: Tier 1- in IMRF system before Jan. 1, 2011. Tier 2 – in IMRF system after Jan. 1, 2011.* Further information regarding I.M.R.F. is available through the personnel department.

Section 4: Compensation

4.1 Definitions

- a. Exempt Employee: An employee to whom the overtime provisions of the Fair Labor Standards Act do not apply.
- b. Non-Exempt Employee: An employee subject to the overtime provisions of the Fair Labor Standards Act.
 - a. Non-exempt employees are entitled to overtime compensation or compensatory time off at the rate of one and one-half times their established pay rate for all hours worked in excess of 40 in a single work week. The maximum compensatory time that may be accrued per year, by any employee is 32 hours (21 hours of actual overtime hours worked).
 - b. Compensatory time may be taken in lieu of overtime pay if authorized by the Director and agreed upon by employee.
 - c. For purposes of overtime calculation, “hours worked” will not include any form of leave including vacation, sick time, floating holidays and/or use of comp time, or other non-working time, whether paid or unpaid. Exempt employees are not eligible for overtime pay.
 - d. Employees will be permitted to use comp time within a reasonable period after the request has been made as long as it does not disrupt the operations of the Sandwich Park District. However, no more than 16 hours of time may be taken consecutively. The Sandwich Park District may, at its own discretion, elect to pay wages for overtime rather than permitting additional accruals of compensatory time.
 - e. In the event of termination of employment, payment for accrued compensatory time will be calculated at the average regular rate of pay for the final three years of employment or the final regular rate received by the employee, whichever is higher.
- c. Workweek: The workweek begins at 12:01 am Monday and ends at 11:59 midnight the following Sunday.

4.2 Deferred Compensation Plan

The Sandwich Park District has established a voluntary deferred compensation plan in accordance with state and federal guidelines in order to aid employees with their long-term financial planning. This plan allows you, individually, to put money aside for your retirement on a tax-deferred basis through payroll deductions. The Sandwich Park District offers this plan as a voluntary service and is not part of a group benefit. Employees should consider their financial needs to determine if this plan is in their best interest. Please contact the Secretary/Treasurer for details on this plan.

Section 5. Rules and Disciplinary Action

5.1 Discipline

The following rules were developed for the mutual benefit of the employees of the Sandwich Park District.

They are intended to define acceptable conduct in order that cooperation will be maintained. The purpose is not to restrict the employee's rights but to protect them. *The employee's ability to satisfactory perform the essential duties of the job in question governs all employment decisions.*

Violation of the following rules will result in corrective action from a reprimand to immediate discharge depending on the seriousness of the infraction and frequency of occurrence.

When a disciplinary action is warranted, it will ordinarily be of a progressive nature as follows: verbal warning, written warning, suspension, and then dismissal. Repeated violations of the same rule, violations of more than one rule and aggravating circumstances, may be cause for accelerated or compound disciplinary action. Moreover, certain types of misconduct may result in immediate dismissal.

It is impossible to delineate every type of misconduct for which discipline may be appropriate. The following list of types of misconduct is published to provide an understanding of what is considered unacceptable violation of the rules. These listings are not all inclusive but rather are merely examples of the types of misconduct for which employees may be disciplined. Unacceptable conduct not specifically listed below will, nonetheless, result in disciplinary action. Blatant abuse of any of these rules or policies is justification for immediate dismissal.

5.2 Employee Actions

The following employee actions will result in progressive discipline, but not limited to:

1. Punching another person's timecard.
2. Excessive tardiness or absence: Tardiness = Two (2) times within five (5) consecutive work days or four (4) times within thirty (30) days. Absent = Five (5) days within any ninety (90) consecutive working days without excused leave.
3. In the event of an illness, failure to contact your supervisor each day of your illness.
4. Insubordination.
5. Sleeping on the job, loafing, senseless use of equipment or horseplay.
6. Removal of Sandwich Park District property from premises without proper authorization.
7. Repeated mistakes due to carelessness.

8. Convicted of improper or illegal conduct.
9. Distribution of printed items on Sandwich Park District property without the permission of the Director of Parks and Recreation.
10. Failure to report on “day of return” from an excused leave without calling in.
11. Performing non-Park District work on Park District time.
12. Failure to report an injury of unsafe condition to a supervisor.
13. Careless handling of Sandwich Park District funds
14. Showing lack of courtesy to any person or persons while representing the Sandwich Park District.
15. Failure to obey safety rules.
16. Making false or malicious statements concerning the Sandwich Park District and its employees.
17. Abusive language to any person.
18. Sexual or employee harassment.
19. Failure to report improper conduct.

5.3 Examples of Immediate Termination

The following employee actions may result in immediate termination:

- A. Deliberate falsification of information on employment application.
- B. Absent three (3) consecutive working days without notification unless justified by the Director.
- C. Drinking of alcoholic beverages or use of controlled substances during working hours.
- D. Possession of firearms or dangerous weapons while on duty.
- E. Deliberately destroying Sandwich Park District property including tools, equipment, machinery and vehicles.
- F. Theft of Sandwich Park District or another employee’s or patron’s property.

5.4 Sexual Harassment

The Sandwich Park District does not tolerate sexual harassment by its employees in any form. Such conduct may result in disciplinary action up to and including dismissal.

It is a policy of the Sandwich Park District that all employees have a right to work in an environment free of discrimination which encompasses freedom from sexual harassment.

- A. Specifically, this policy provides that no supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect, or that the submission to or rejection of advances will in any way influence any personnel decision regarding that employee’s

employment, assigned duties, shifts, or any other condition of employment of career development.

- B. Other equally harassing conduct in the work place, whether physical or verbal, committed by supervisory or non-supervisory personnel, is also prohibited. This includes repeated, offensive sexual flirtations, advances, propositions; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual; and the display in the work place of sexually suggestive objects or pictures.
- C. Employees who have complaints of sexual harassment should, in appropriate circumstances, report such conduct to their supervisors. If this is not appropriate, employees are urged to seek assistance from the Director of Parks and Recreation or the President of the Board of Commissioners.
- D. If the complaint is against an agent, supplier or person using the Sandwich Park District's facilities or programs, the Director will decide on the most appropriate means of investigating the complaint and protection of the complainant against further sexual harassment.
- E. In every case involving a complaint of sexual harassment, everyone involved will be given the utmost protection and privacy. In addition, there shall be no retaliation against any employee who, in good faith, makes a complaint of sexual harassment.

5.5 Weapons Policy

The Park District strictly prohibits and does not tolerate weapons at any Park District facility, on any Park District property, or at any Park District-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor.

Employees who violate this policy may be subject to disciplinary action, up to and including termination.

5.6 Carelessness Policy

The Park District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting Park District business.

The Sandwich Park District expects and demands that its employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow employees, and to Park District quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including immediate discharge. Employees who fail to respond to the Park District's efforts to correct carelessness may be subject to disciplinary action, up to and including discharge.

5.7 Violence in the Workplace

The Sandwich Park District strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or the department head. All complaints will be investigated.

The Park District will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

5.8 Political Activity

Sandwich Park District Employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should never affect the amount or quality of service received from the Park District.

Park District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when they may be identified as an employee of the Park District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petitions, distributing political literature, or encouraging others to do any of the above. For purposes of this paragraph, "while on duty"

includes those hours you are scheduled to work and are working for the Park District but does not include breaks, lunches, or other off-duty periods of time. Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a Park District employee. Employees of the Sandwich Park District will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

5.9 Solicitation, Distribution and Use of Bulletin Boards

Employees may not solicit any other employee during working time, nor may employees distribute literature on Sandwich Park District premises, which includes all areas where employees perform their assigned work tasks during working hours. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

You may not accept the solicitation or the distribution of literature by any non-employee while on duty. For the purposes of this policy, "while on duty" does not include breaks, lunches, or other off-duty periods of time.

Bulletin boards maintained by the Sandwich Park District are to be used only for posting or distributing material of the following nature:

1. Notices containing matters directly concerning Park District business.
1. Announcements of a non-profit business nature which are equally applicable and of interest to employees and public.
2. Information provided by not-for-profit groups.
3. Emergency information.
4. Information about lost and found items.
5. Information regarding lost and found animals.

All posted material must have authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to add or remove material from the bulletin boards without permission from the Director. Any employee who violates this policy is subject to disciplinary action, up to and including discharge.

5.10 Search of Desks or Other Sandwich Park District Property

Whenever necessary, and at the discretion of the Sandwich Park District, any SPD property and employees' work areas (such as desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate. These searches would take place if it is suspected that this property holds or contains any illegal or prohibited items or substances or missing/stolen SPD funds or property.

5.11 Alcohol and Drug Abuse Policy

Purpose

The purpose of this policy is to inform employees of the Sandwich Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Sandwich Park District employees will abide by its terms. As with all policies in the manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Sandwich Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL).

Sandwich Park District employees who operate Sandwich Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Sandwich Park District has established a controlled substance and alcohol testing policy for Sandwich Park District positions that require a commercial Driver's license. Both the Sandwich Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to and supplements and complements rather than supersedes all other Sandwich Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees Policy and the provisions of any other Sandwich Park District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees Policy will control.

A. Employee Requirements:

1. All employees who are required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Sandwich Park District must abide by all DOT instituted regulations.
2. Employees may not report to work while there is any alcohol or controlled substance in their system (unless the use is instructed by a physician who has informed the employee of the effects of the substance and that it does not adversely affect his/her ability to safely perform his/her job).
3. Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
4. Affected employees will agree and follow the Sandwich Park District procedures for drug testing, as listed in section 5.10.
5. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance

test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

B. Acts Prohibited

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Sandwich Park District Property or while acting on behalf of the Sandwich Park District.

C. Definitions

For purposes of this policy, the following definitions apply:

1. "Alcohol" means any orally consumed substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act which provisions are specifically incorporated in the policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. "Director" is the Director of Parks and Recreation of the Sandwich Park District.
6. "District Property" means any building, park, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Sandwich Park District. District Property also includes property used by Sandwich Park District patrons while on Sandwich Park District-sponsored events or field trips or property of others when presence thereon by the Sandwich Park District employee is related to employment with the Park District.
7. "Drugs" mean Legal Drugs and controlled substances, including cannabis.
8. "Legal Drugs" mean prescription drugs and over the counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
9. "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.
10. "Policy" means this Alcohol and Drug Abuser Policy of the Sandwich Park District.
11. "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies.
13. "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be

established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

D. Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Sandwich Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Sandwich Park District's drug and alcohol policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Sandwich Park District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the Sandwich Park District's policies, rules of conduct, and standards, including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Sandwich Park District management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense. Sandwich Park District management will make every attempt to keep such voluntary discussions and medical treatment confidential in accordance with this policy.

E. Screening and Testing

The Sandwich Park District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have Public Safety responsibility to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of safety rules, during and after an employee's participation in an alcohol or drug counseling or rehabilitation program, or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The screening or testing will be conducted by a medical facility selected by the Sandwich Park District, at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs and to explain the circumstances of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

Each Sandwich Park District employee is required to sign a consent form, a copy of which is included with this policy, at the time this policy is distributed to the employee. Prospective employees applying for positions that require a CDL will be required to sign a consent form prior to taking the pre-employment drug screening. Prospective employees for positions that require a pre-employment physical will be required to sign a consent form prior to taking the pre-employment physical.

Each employee and prospective employee may also be required to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Sandwich Park District, in its sole discretion, under the circumstances.

F. Treatment

If the medical facility recommends treatment, the Sandwich Park District may, depending on the circumstances as determined in the sole discretion of the Sandwich Park District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Sandwich Park District and the employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Sandwich Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Sandwich Park District, which may include, but is not limited to, future alcohol and/or drug testing.

G. Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility and who has taken a legal drug must report the use of such legal drug to the immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Sandwich Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal.

H. Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest pleas, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action up and including dismissal.

I. Discipline/Penalties for Violation

1. An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on District property or while acting on behalf of the Sandwich Park District, is convicted of a drug related crime, causes financial or physical damage to the Sandwich Park district property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this policy, will be disciplined in accordance with the Disciplinary Action Section of the Sandwich Park District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Sandwich Park District in its sole discretion, the Sandwich Park District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Sandwich Park District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Sandwich Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

2. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and the manual, the Sandwich Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Sandwich Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment, (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this policy; or (6) if the employee fails to notify the Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

J. Records

The Sandwich Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The Sandwich Park District will not disclose these records to persons outside the Sandwich Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

5.12 Post Accident Drug Testing

Any employee who suffers an on-the-job injury or illness, or is involved in an accident while operating park district equipment, a park district vehicle, or a personal vehicle on park district business, shall report the incident to the Director immediately.

An employee will be tested to rule out the presence of drug and/or alcohol if, within the scope of their employment, they are involved in a work-related accident which results in a personal injury requiring more than basic first aid treatment, or if it appears that their actions result in property damage costs in excess of \$1,000. The Sandwich Park District reserves the right to request, annually, a driver's license abstract review from the Illinois Secretary of State's office.

Reasonable Suspicion:

In the event that an employee demonstrates behavior or performance and/or otherwise engages in conduct, whether on or off the job (including, but not limited to, reports received from reliable third parties concerning behavior, performance and/or other conduct that provides a good faith basis for suspicion of possible drug and/or alcohol abuse) that gives the Director reasonable cause to suspect that an individual may be under the influence of either drug or alcohol, the Director or a designated representative will escort the employee to the medical facility for the appropriate testing procedure.

The testing is conducted at a medical facility at Park District expense. The employee is required to have a drug test and a breath alcohol test to determine if there is a presence of drugs and/or alcohol. If a test is positive, the medical facility discusses the results with the designated representative. Refusal to submit or delay in submitting to a drug and/or alcohol test in these instances may result in immediate dismissal.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the employee's receipt of the test result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

At any time, if there is reason to suspect that an employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended (with or without) pay until the results of a drug and alcohol test are made available to the Sandwich Park District by the testing laboratory. There will be no adverse employment action taken until the test results are in.

Sandwich Park District will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them.

Where the employee is referred to a program, at the employee's expense, the Park District will attempt to reassign an employee during the treatment program. However, there may be instances due to the severity of the problem, the requirements of the job and/or a major disruption of service delivery, where the Park District determines that it is in the best interest of the District and those whom we serve, to suspend without pay and/or terminate the employee. Upon completion of the treatment program, there will be follow-up testing at the discretion of the Park District. A further positive test will result in immediate dismissal.

CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, laboratory, or medical facility chosen by the Sandwich Park District at the Sandwich Park District's expense. I hereby consent to the physician, clinic, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, laboratory or medical facility to disclose his, her or its findings, conclusions, and opinions regarding the drug and/or alcohol screening or testing to a Sandwich Park District official or a designated representative.

I hereby further consent to Sandwich Park District's contacting my physician or pharmacist to verify my reported use of legal drugs in accordance with the Sandwich Park District's Alcohol and Drug Abuse Policy and authorize my physician or pharmacist to provide all information requested by the Sandwich Park District regarding my use of such drugs, including without limitation the possible effects of such use on my performance of my job functions.

I also acknowledge receiving, reading and understanding the Sandwich Park District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the Sandwich Park District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

Employee Name: _____
(Print)

Employee Signature: _____

Date: _____

Witness Signature: _____

5.13 Grievance Process and Procedure

Any employee who has a grievance arising from his employment with the Sandwich Park District is encouraged to attempt to resolve problems with the person(s) involved. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

1. You may present a written grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a written response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion regarding the written grievance between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to step 2.
2. You may present a written grievance to the Director. The Director will investigate the matter, discuss the matter with you and your immediate supervisor, and should give you a written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through the succeeding level of authority in your department up to the President of the Board of Commissioners. In the event it is necessary for you to process your grievance up to the President, the President should issue a written decision within ten (10) working days of discussing the grievance with you and the Personnel Committee unless the investigation requires a longer period of time. A decision of the President of the Board of Commissioners is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor, you may immediately proceed to step 2. In all cases, the President's decision shall be final.

NOTE: The Sandwich Park District's failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals or other disciplinary actions.

The Sandwich Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

Section 6: Severance of Employer / Employee Relationship

6.1 Employment At-Will

Employment with the Sandwich Park District is on an at-will basis. This means that both employees and the Park District have the right to terminate employment at any time with or without cause or notice.

6.2 Lay-Offs

The Sandwich Park District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work or funds, or a change in functions directly or indirectly creates a surplus of employees for the workload of the Park District. Although the Park District is under no obligation to do so, every reasonable effort will be made to transfer full-time employees to another department rather than laying them off. When this is impractical, the department head will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.

6.3 Resignation

All employees resigning from a position should give sufficient notice of his/her intention to enable the Sandwich Park District to make proper provisions for filling of the position. Sufficient notice is two (2) weeks at a minimum, subject to negotiation for Director. All regular full-time or regular part-time employees' resignations shall be in writing and contain the reasons for leaving. A resignation will be placed in the employee's personnel file.

It is the responsibility of the Director of Parks and Recreation, before releasing the employee's final paycheck, to collect from the employee all Sandwich Park District property, including keys, phone, equipment, etc.

A report of all such resignations shall be reported to the Board of Commissioners at the next regular meeting.

Resignation of the Director shall be submitted to and acted upon by the Board.

6.4 Dismissal

For the most severe violation or repeated previous violations, the Sandwich Park District Board may discharge an employee from employment with the Sandwich Park District. The Director of Parks and Recreation may act in dismissal of employee when immediate action is required.

6.5 Retirement

Employees may retire for the purpose of collecting retirement from I.M.R.F. if applicable or Social Security. Please contact the Treasurer/Secretary so that the appropriate paperwork can be completed in a timely manner.

6.6 Return of Park District Property

Before officially separating from the Sandwich Park District's employment for any reason, you must return all Park District property, including without limitation vehicles, tools, keys, uniforms, equipment, and identification, credit and insurance cards.

6.7 Upon Separation of Services

Upon separation, your unused earned vacation leave will be paid to you or your heirs at your rate of pay as of your separation date. The Treasurer/Secretary or Director will provide you with the appropriate information when you separate from the Sandwich Park District.

6.8 References

Information provided by the Park District in response to requests for employment references will generally be limited to your starting date, ending date, job title, and job description. You should complete and deliver a written release to the Park District, in the form required by the Park District, before any additional information will be provided.

6.9 Exit Interview

If possible, the departing employee's immediate supervisor or Director will conduct an exit interview when separating from the Sandwich Park District. At this meeting, you are required to return all Park District property not previously returned, such as nametags, keys, phone, security cards, etc. Additionally, you should speak with the Treasurer/Secretary regarding required completion of forms for IMRF, and other termination-related matters

Section 7: Social Media, Email, Internet Policy

7.1 Guidelines

- A. The Sandwich Park District Facebook page will be developed, maintained and monitored on a daily basis by authorized members of appointed office staff.
- B. Only the designated staff will be permitted to develop or change the Sandwich Park District Facebook page. Program instructors are not permitted to alter the District Facebook page. Request must be submitted through the office manager who will forward to authorized members of Park District staff.
- C. Sandwich Park District members must submit to the registration office any information they wish to be posted, or changed on the Sandwich Park District Facebook page.
- D. Under no circumstances may unauthorized staff or groups affiliated with the Sandwich Park District change or create additional pages without the approval of the Director of Parks and Recreation.
- E. Sandwich Park District will not allow the use of profane language on the Sandwich Park District Facebook page. Staff is directed to remove any derogatory or inflammatory comments posted by fans
- F. Office staff will seek input prior to responding to any negative comments or questions. The Sandwich Park District will be fair and responsible to serious inquiries whether negative or positive.
- G. Authorized staff members will respond to inquiries within 48 hours of posting and remove old information and events with within 48 hours.
- H. Staff members are encouraged to invite friends and family members to become fans, post pictures and frequently comment on our Facebook page.
- I. Staff members are not permitted to tag any of our patrons; please let the patrons do the tagging.
- J. If you see inappropriate tags, please report them immediately to the office staff.
- K. Freedom of Information requests must be requested through the Sandwich Park District's Freedom of Information officer, not through Facebook. Please channel all such inquiries through our Board Secretary.
- L. Should a patron submit a FOIA request, please direct them to our Board Secretary.
- M. Under no circumstances should you utilize your personal Facebook page on work time. Remember, any post or activity is publicly posted with a timestamp.
- N. If staff has questions regarding the policies or use of the social media sites, please direct these to the Director of Parks and Recreation.

7.2 Email Use

- A. The email system is the property of the Sandwich Park District. It has been provided for use in conducting Sandwich Park District business. All communication and information transmitted by, received from, or stored in this system are the district's records and property.

- B. The Sandwich Park District, in its discretion as owner of the email system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the email system, for *any* reason and without the permission of any employee.
- C. Employees should routinely delete outdated or otherwise unnecessary emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

7.3 Internet Use

- A. Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. Use of the Internet, however, must be tempered with common sense and good judgment.
- B. Employees may not waste computer resources or monopolize resources such as; mass mailings, chain letters, excessive amounts of time on the Internet, playing games, online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Audio, video and picture files may not be downloaded unless they are business-related.
- C. Employees may not use the Sandwich Park District's Internet connection to download games, entertainment software, wallpapers, screen savers, or play games over the Internet. No personal files will be downloaded to Sandwich Park District computers.
- D. Accessing the Internet through a computer attached to the Sandwich Park District's network must do so through an approved Internet firewall.
- E. Employees are required to scan all files before downloading, using the district's approved virus checking software. If you suspect that a virus has been introduced into the district's network, you need to notify the Director immediately.
- F. Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination and civil and criminal liability.

Section 8: Job Descriptions

Every position in the District shall be as completely described as possible in a job description which is approved by the Board of Commissioners. Each job description shall contain four types of information: 1) job summary, 2) duties and responsibilities, 3) specifications, and 4) standards. Job descriptions shall be given to each employee and periodically reviewed.

8.1 Director of Parks and Recreation

Full-Time, Exempt
Board Approved 12.13.17.

Hours: 40 hours per week

Immediate Supervisor: Board of Commissioners

Salary Range: \$55,000 - \$80,000

Job Summary

- Administer the operations of the Sandwich Park District.
- Maintain complete charge of the operation, maintenance, and construction of all District facilities, property and recreation programs.
- Maintain complete charge of all Sandwich Park District personnel required for operating the Park District; subject to the employment and salary provisions established by the Board of Commissioners.

Job Duties

- Organize and supervise an efficient professional administrative organization for the Sandwich Park District.
- Supervise the daily operation of the Sandwich Park District in accordance with established policies of the Board of Commissioners.
- Determine the procedures for operation to provide maximum service at reasonable costs.
- Advise the Board of Commissioners on all Sandwich Park District operational and administrative matters of the District.
- Assist the Board of Commissioners in its role as the policy making body of the District.
- Implement and enforce all park district policies approved by the Board of Commissioners.
- Recommend, develop and supervise recreational activities and services to meet the leisure needs of the community.
- Recruit, select, train, supervise and evaluate District maintenance and recreational personnel.
- Maintain a sound personnel management program.
- Evaluate effectiveness of Sandwich Park District services.
- Oversee the preparation and execution of the annual budget, tax levy and audit adopted by the Board of Commissioners.
- Maintain a continuing cooperative relationship with other Board-appointed officers, advisory groups and other community agencies.
- Adhere to and actively enforce safety procedures of the Sandwich Park District and its overall risk management system.

- Administer the development and implementation of the Sandwich Park District's Strategic, Master, and Risk Management plans.
- Formulate short and long-range planning for the Sandwich Park District.
- Oversee the personnel policy including job descriptions and maintain said plan.
- Oversee that the personnel records are properly maintained in the best interest of the employee.
- Perform other duties as assigned by the Board of Commissioners.
- Attend all meetings of the Board and its Committees, unless excused.

Job Specifications

- Ability to analyze problems.
- Coordinate public meetings.
- Coordinate sound business practices for the Sandwich Park District.
- Research, develop, and implement programs and services that meet the needs of the constituents.
- Ability to work cooperatively with other governmental agencies.
- Ability to understand and determine the needs of the community.
- Ability to effectively supervise personnel and fiscal matters is required.
- Ability to communicate verbal and written English language and produce accurate work on a timely basis.
- Strong oral, mathematical and written communication skills are required and knowledge using fund accounting software preferred.
- Proficient in utilizing social media such as Facebook, Wordpress entry and website management.
- Demonstrate good computer skills, proficient with Word, Publisher, Excel, Calendars and Photo Editing.
- Experience with RecTrac registration system and reporting preferred.

Employment Standards

- Bachelor's Degree in Park and Recreation Administration or related field required.
- Master's Degree in Park and Recreation Administration is preferred.
- Five years administrative experience in parks and recreation or a related field is required.
- Certified Park and Recreation Professional Certification (CPRP) preferred or will acquire within a one-year period after hire.
- CPR/AED Certification is required within a 6-month period after hire.
- Membership in professional agencies such as IPRA, NRPA is strongly required.
- Ability to lift 50 lbs. and perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have and maintain a valid driver's license and must pass a standard background check.

Salary negotiated based on qualifications.

8.2 Board Secretary / Treasurer

Permanent Part-Time

Hours: 25 – 30

Immediate Supervisor: Director of Parks and Recreation

Wage Range: \$16.00 - \$24.00

Job Summary:

- Under the authority of the Director, this person will be responsible for the month and year-end accounting activities and insure timeliness, accuracy and continuity of financial information.
- Work closely with the Board of Commissioners and Director of Parks and Recreation on confidential situations and information.
- Serve as recorder for the Board of Commissioners providing written documentation for all activities, actions and governmental functions.

Job Duties:

- File Invoices, prepare and file all necessary documents monthly and prepare for audit submittal. Assist with Economic Interest Statements filing.
- Perform all public accounting functions for the Sandwich Park District.
- Record receipts of all monies and make deposits.
- Pay and record all authorized statements.
- Prepare monthly and quarterly IDES report.
- Complete, file and maintain state, federal tax, IMRF, Social Security and withholding documents. Responsible for I-9, W-2, W-4, and employment documents.
- Record the proceedings of all Sandwich Park District Board meetings and provide copies to all members, within one week after that meeting.
- Establish and prepare direct deposits as needed.
- Publish meeting dates and public notices in local paper.
- Maintain and provide the Board with all financial reports involving the Board and the park district. Prepare and balance monthly budget reports and prepare necessary budget ordinances.
- Prepare, maintains and files all Board and District ordinances, policies and resolutions.
- Act as the liaison for all district insurance and legal matters.
- Track assignment of grants, invoices, contract agreements and bonds as necessary.
- Prepare and process all information needed within local county offices for Kendall and DeKalb.
- Prepare and record annexations into the park district.
- Maintain and provide current documents necessary for vendors/contractors.
- Assist with the maintenance of the website as needed.
- Complete FOIA requests as needed and acts as primary FOIA officer, completing training annually.
- Archive park district ordinances, policies, resolutions, minutes and agendas.
- Prepare and monitor annual disposal of records, subject to board approval.

- Maintain reports and records for the Sandwich Foundation, filing all non-profit annual reports.
- Perform other related duties as assigned.

Job Specifications:

- Ability to interpret financial data and analyze problems of a governmental business nature.
- Must have the ability to work with others and deal effectively with the public.
- Must maintain certifications for FOIA and OMA annually.
- Able to abide by and maintain confidentiality and security matters at all times.
- Maintain a valid notary public license.

Employment Standard

- High School graduate or GED.
- Bachelor's Degree in Business or related field preferable.
- Three years of bookkeeping work related to Fund Accounting.
- Working knowledge of computerized accounting system is essential.
- Experience or knowledge in the field of governmental accounting, preferred.
- Shall have considerable knowledge of public accounting principles.

Must be 18 yrs or older, have and maintain a valid driver's license and must pass a standard background check.

Salary negotiable based on qualifications.

8.3 Office Manager

Hours: 25 - 30 hours per week

Permanent Part-Time

Immediate Supervisor: Director of Parks and Recreation.

Wage Range: \$11.00 - \$20.00

Job Summary

- Responsible for managing general operating procedures for the office at the David A. Francis Center.
- Works in conjunction with the Director of Parks and Recreation, Program Coordinators and Board Secretary.

Job Duties

- Prepare promotional materials for the Program Guide.
- Responsibilities include answering telephones, servicing customers, registering program participants, maintaining cash drawer balances and end of day deposit.
- Manage RecTrac program registration and data entry.
- Prepare rosters and attendance sheets for instructors and staff.
- Purchase building, vending and office supplies.
- Manage facility rentals, deposits, rental fees.
- Establish and maintain bulletin boards, and social media sites.
- Creates and develops our facebook and website accounts.
- Coordinate building rentals and schedule custodians.
- Responsible for conducting end of the day cash control procedures and reviewing daily financial close out.
- Call registrants with regards to change in classes, cancellations, and/or confirmations, per Coordinators request.
- Perform other assignments as required.

Job Specifications

- Ability to communicate with staff and general public.
- Ability and proficiency in using computers and software.
- Ability to count, add, subtract and balance cash journals.
- Ability to lift a maximum of 40 lbs. and perform light physical work.

Employment Standards

- Minimum of a High School diploma.
- Experience in public relations and office work or a combination of education, experience and training which provides for required knowledge, skills and abilities.

Salary negotiable based on qualifications.

8.4 Facility Coordinator / Administrative Assistant

Hours: 25 hours per week

Permanent Part-Time

Immediate Supervisor: Director of Parks and Recreation.

Wage Range: \$9.00 - \$12.00

Job Summary

- Responsible for assisting with general operating procedures at the David A. Francis Center.
- Works in conjunction with the Office Manager and Director of Parks and Recreation, Program Coordinators and Board Secretary.

Job Duties

- Prepare promotional materials including flyers for programs.
- Responsibilities include answering telephones, servicing customers, registering program participants, maintaining cash box balances.
- RecTrac program registration and data entry.
- Prepare rosters and attendance sheets for instructors and staff.
- Prepare and manage daily Master Athletic Field Schedule.
- Maintains the district website and assists with social media sites.
- Prepare press releases and newsletters for programs with assistance from program coordinators.
- Call registrants with regards to change in classes, cancellations, and/or confirmations.
- Establish and maintain bulletin boards.
- Coordinate building rentals and schedule custodians.
- Responsible for conducting end of the day cash control procedures and daily financial close out.
- Perform other assignments as required.

Job Specifications

- Ability to communicate with staff and general public.
- Ability and proficiency in using computers and software.

Employment Standards

- Minimum of a High School diploma.
- Experience in public relations and office work or a combination of education, experience and training which provides for required knowledge, skills and abilities.

Salary negotiable based on qualifications.

8.5 Front Desk Staff

Hours: 10 – 30 hours per week (or as needed)

Part-Time

Immediate Supervisor: Office Manager

Wage Range: \$9.00 - \$15.00

Job Summary

- Responsible for performing general office duties during and after normal business hours.
- The employee will function under the direction of the Office Manager.

Job Duties

- Responsible for answering telephones, taking registrations and payments, giving receipts, giving correct information to customers, confirming program times with participants, assist instructors and participants, when necessary.

Specific Duties

- Responsible for conducting end of the day cash control procedures and daily financial close out.
- Establish and maintain bulletin boards.
- RecTrac program registration and data entry.
- Prepare promotional materials including flyers for programs, and social media.
- Prepare rosters and attendance sheets for instructors and staff.
- Report any abnormal activity or vandalism to the Park District Director.
- Take phone messages and direct to the responsible party through the voice mail system.
- Call registrants with regards to change in classes, cancellations, and/or confirmations.
- Manage and maintain facility if necessary.
- Perform other duties as assigned.

Job Specifications

- Ability to communicate with staff and general public.
- Reliable person to handle registration money and lock up building.
- Computer skills are desirable.

Employment Standards

- High School diploma or equivalent required.

Salary negotiable based on qualifications.

8.6 Program Coordinator

Hours: 40 hours per week

Full Time, Exempt

Immediate Supervisor: Director of Parks and Recreation

Wage Range: \$30,000 - \$50,000 DOQ

Job Summary

- Responsible for assisting the Director of Parks and Recreation in the development of programs and administration of personnel.
- Takes all directives from the Director of Parks and Recreation.
- Administers a variety of recreation programs including the supervision of instructors and leaders in the toddler, youth, teen and adult programs.

Job Duties

- Responsible for assisting the Director of Parks and Recreation in the administration of current programs and implementation of new sustainable programs. Responsible for personnel, financial and facility management.
- Marketing and advertising of programs, and assist with budget preparation.
- Assistance in grant writing, public relations, and special projects.
- Involvement in playground/park activities and other programs assigned.
- Primary program involvement in toddler, pre-school, youth, teen and adult programs, trips, outings, holiday activities, and special events, such as but not limited to, Party in the Park, July 4th weekend, Sandwich Fair and the Summer Day Camp program.
- Assist with overall promotion and marketing of the Sandwich Park District.

Job Specifications

- A minimum of two (2) years of full time experience in field is preferred.
- Computer skills including, Microsoft Word, Excel, Publisher and internet proficiency required. Experience using RecTrac preferred.
- Ability to lift 50 lbs., set-up/break down, load and unload equipment and supplies needed for programs.
- Good oral and written communication skills are essential.

Employment Standards

- Minimum requirements include Bachelor's Degree in Parks, Recreation or Leisure Services Administration, or related field with equivalent experience preferred.

Salary negotiable based on qualifications.

8.7 Sports Coordinator

Hours: 40 hours per week

Full Time, Exempt

Immediate Supervisor: Director of Parks and Recreation

Wage Range: \$30,000 - \$45,000 DOQ

Job Summary

- Responsible for assisting the Director of Parks and Recreation in the development of programs and administration of personnel.
- Takes all directives from the Director of Parks and Recreation.
- Administers a variety of sports programs for all ages, including the supervision of instructors, coaches, supervisors for facilities, referees, umpires.

Job Duties

- Responsible for assisting the Director of Parks and Recreation in the administration of current programs and implementation of new sustainable programs.
- Marketing and advertising of programs, and assist with budget preparation.
- Assistance in grant writing, public relations, and special projects.
- Involvement in playground/park activities and other programs assigned.
- Primary program involvement in multi-sport leagues, tournaments, baseball, basketball, softball organizations, sport activity classes, fitness, 5K runs, special events.
- Assist with overall promotion and marketing of the Sandwich Park District.

Job Specifications

- Graduate or enrollment in an undergraduate program in the field of Recreation Management is desired.
- Computer skills including, Microsoft Word, Excel, Publisher and internet proficiency required.
- Ability to lift 50 lbs., set-up/break down, load and unload equipment and supplies needed for programs.
- Good oral and written communication skills are essential.

Employment Standards

- An Associate or Bachelor Degree in Recreation Management or related field, as desired.
- Prior experience in recreation programming is also desired.

Salary negotiable based on qualifications.

8.8 Preschool Director

Hours: 30 – 35 hours per week (or as needed)

Permanent Part-Time

Immediate Supervisor: Director of Parks and Recreation

Wage Range: \$16.00 - \$25.00

Job Summary

- Responsible for managing the overall operations of the Mother Goose Club program.
- Must possess the skill and competence necessary to contribute to the children's physical, intellectual, personal, emotional and social development.
- Must demonstrate initiative, patience, creativity and the ability to inspire the best in others.

Job Duties

- Supervise preschool staff
- Set policies and procedures for the program
- Plan curriculum for preschool year.
- Maintain enrollment, registration and waiting list for each child.
- Order materials and equipment, as needed.
- Implement and evaluate programs.
- Interpret and describe the program to parents and others.
- Contact parents and conduct parent conferences, as necessary.
- Develop behavior and discipline guidelines.
- Operate program within budget.
- Make a written evaluation of Mother Goose Club staff annually.
- Clean up room after sessions.
- Develop a newsletter, informing parents of monthly activities.

Job Specifications

- Must comply with all Park District personnel policies and procedures.
- Arrive at least 45 minutes prior to class for set-up and preparation.
- Responsible for following all safety rules and guidelines.
- Perform all duties in a safe manner to prevent injury to staff, self and others.
- Participate in conferences and/or seminars for continuing education.

Employment Standards

- Twenty-one years of age or older
- High School Diploma or GED.
- Bachelor Degree in Early Childhood Education or equivalent from an accredited college with 18 semester hour in courses related directly to child development and child care.
- A minimum of 3 years successful teaching experience with young children and/or advanced degree.

Salary negotiable based on qualifications.

8.9 Preschool Assistant

Hours: 25-30 hours per week

Permanent Part-Time

Immediate Supervisor: Preschool Director

Wage Range: \$10.00 - \$14.00

Job Summary

- Must possess the skill and competence to work with a small group of children.
- Assist the Preschool Director with children's activities and keep the facility ready for use with the children.
- Must have a strong desire to work with all varieties of children.
- Must demonstrate initiative, creativity and an ability to get along with others.

Job Duties

- Assist with curriculum planning and preparations.
- Make suggestions for ordering supplies and equipment.
- Prepare Mother Goose room for the day.
- Prepare snack tables and present snacks.
- Supervise and direct children's play and activities.
- Help with cleanup following each session.
- Perform other duties, as required.

Job Specifications

- Must comply with all Sandwich Park District personnel policies and procedures.
- Must be present 30-minutes prior to class and stay until all cleanup is completed.
- Responsible for following all safety rules and guidelines.
- Perform all duties in a safe manner to prevent injury to self, staff and others.
- Participate in conferences or seminars for continuing education.

Employment Standards

- Eighteen years of age or older.
- High School diploma or GED.
- At least 6 semester hours of college credit in Early Childhood Education or Child Development.
- Maintain neat and clean physical appearance.

Salary negotiable based on qualifications.

8.10 Park Foreman

Hours: 40 per week

Full Time, Non- exempt

Immediate Supervisor: Director of Parks and Recreation

Wage Range: \$17.00 - \$22.00

Job Summary

- Coordinate, manage and evaluate the maintenance activities and park staff.
- Plan and schedule daily tasks for all park staff.
- Manage the routine maintenance in parks, buildings and all equipment.
- Manage the rental and custodian schedule for the David A. Francis Center.
- Perform necessary inspections, monitor safety regulations, and maintain proper records in compliance with legal practices.

Job Duties

- Develop and monitor a mowing schedule as needed and submit weekly reports.
- Develop and monitor monthly playground/park inspections and reports.
- Develop and monitor a weed trimming schedule as needed.
- Perform pruning and trimming of bushes and trees, as needed.
- Create a schedule and monitor removal of litter, graffiti, etc. from park district property.
- Respond to all “maintenance requests” within 24 hours and submit proper forms upon completion.
- Properly maintain, clean, and store all park district equipment, including recording repairs and hours used per season.
- Schedule and supervise community service workers as needed.
- Visually identify hazards throughout the park district’s properties, report findings to the Director and take appropriate action to rectify hazards.
- Assist Director with capital improvement schedule.
- Submit annual operational budget for park department including replacement purchases and repairs.
- Assist Director with suitable grants to increase work load and cost savings.
- Perform annual (seasonal) performance evaluations for all park staff.
- Other duties as assigned by the Director of Parks and Recreation.

Job Specifications

- Must be at least 21 years old.
- Ability to manage staff and work a flexible schedule.
- Ability to work with little supervision in preparing weekly work schedules, while demonstrating time management for efficiency.
- Ability to operate garden tractors, tractors, mowers, vehicles and power equipment.

- General knowledge of carpentry, plumbing and electrical, preferred.
- Knowledge of small engine repair, preferred.
- Computer skills are required, including Microsoft Word, Excel, Park Inspection Software and Internet proficiency required.
- Good oral and written communications skills are essential.
- Ability to operate and perform basic maintenance to motorized equipment including, but limited to tractors, mowers and vehicles.
- Have the necessary physical strength to carry out maintenance and repairs (lifting heavy of objects, maximum of 60 lbs., digging, loading and unloading trucks, perform assigned repairs).
- Ability to work and communicate well with the Director, park staff and recreation staff.
- Abide by and enforce all polices of the Sandwich Park District.
- Maintain a neat and clean appearance and conduct business in a professional manner while representing the park district.
- Must maintain a valid Illinois driver's license.

Employment Standards

- An Associate Degree or Bachelor Degree, preferred.
- Minimum of three years experience, with emphasis in park maintenance, park and recreation management and/or Forestry maintenance or related field with equivalent experience preferred.
- Experience managing, evaluating and scheduling subordinates.

Salary negotiable based on qualifications and experience.

8.11 Maintenance Personnel – Maintenance II

Hours: 36 per week summer / 20 winter
Immediate Supervisor: Park Foreman
Wage Range: \$10.00 - \$15.00

Permanent Part-time

Qualifications

- Must be at least 18 years old
- Ability to follow instructions and work a flexible schedule.
- Ability to work with little supervision.
- Ability to operate garden tractors, tractors, mowers and power equipment.
- General knowledge of carpentry, plumbing and electrical, preferred.
- Knowledge of small engine repair, preferred.
- Valid Illinois driver's license.

General Responsibilities

- Perform routine maintenance in parks and building, as assigned.

Specific Responsibilities

Daily Routine

- Mowing, as needed
- Weed trimming, as needed
- Pruning and trimming of bushes and trees, as needed
- Removal of litter from Park District property.
- Removal of graffiti from Park District property.
- Respond to all "maintenance requests" within 24 hours.
- Properly maintain, clean, and store all Sandwich Park District equipment.
- Other duties as assigned by the Park Foreman and Director of Parks and Recreation.

Essential Functions

- Ability to operate and maintain motorized equipment, specializing in triple deck mower.
- Inspect and record mechanical equipment at the Splash Pad.
- Have the necessary physical strength to carry out maintenance and repairs (lifting heavy objects, 60 lbs., digging, loading and unloading trucks, carry out assigned repairs).
- Visually identify hazards throughout the District's properties, report findings to the Foreman and take appropriate action to rectify hazards.
- Ability to work and communicate well with the Foreman, co-workers, and recreation staff.
- Abide by and enforce all policies of the Sandwich Park District.
- Maintain a neat and clean appearance.
- Conduct yourself in a professional manner while representing the Sandwich Park District.

8.12 Maintenance Personnel – Maintenance I

Hours: 20-40 per week

Seasonal

Immediate Supervisor: Park Foreman

Wage Range: \$9.50 - \$12.00

Qualifications

- Must be at least 18 years old
- Ability to follow instructions and work a flexible schedule.
- Ability to work with little supervision.
- Ability to operate garden tractors, tractors, mowers and power equipment.
- General knowledge of carpentry, plumbing and electrical, preferred.
- Knowledge of small engine repair, preferred.
- Valid Illinois driver's license.

General Responsibilities

- Perform routine maintenance in parks and building, as assigned.

Specific Responsibilities

Daily Routine

- Mowing, as needed
- Weed trimming, as needed
- Pruning and trimming of bushes and trees, as needed
- Removal of litter from Park District property.
- Removal of graffiti from Park District property.
- Respond to all "maintenance requests" within 24 hours.
- Properly maintain, clean, and store all Sandwich Park District equipment.
- Other duties as assigned by the Park Foreman and Director of Parks and Recreation.

Essential Functions

- Ability to operate and maintain motorized equipment
- Inspect and record mechanical equipment at the Splash Pad.
- Have the necessary physical strength to carry out maintenance and repairs (lifting heavy objects, 60 lbs., digging, loading and unloading trucks, carry out assigned repairs).
- Visually identify hazards throughout the District's properties, report findings to the Foreman and take appropriate action to rectify hazards.
- Ability to work and communicate well with the Foreman, co-workers, and recreation staff.
- Abide by and enforce all policies of the Sandwich Park District.
- Maintain a neat and clean appearance.
- Conduct yourself in a professional manner while representing the Sandwich Park District.

8.13 Custodian

Hours: Part-Time (10 – 15 hours per week or as needed)

Immediate Supervisor: Park Foreman

Wage Range: \$9.50 - \$12.00

Qualifications

- At least 16 years old.
- Ability to follow a fixed schedule.
- General knowledge of cleaning procedures.

General Responsibilities

- Perform routine cleaning and maintenance of the David A. Francis Center.

Specific Responsibilities

- Vacuum all carpets.
- Empty all wastebaskets and clean, as needed
- Clean and sanitize restrooms.
- Sweep, mop and sanitize all tile floors.
- Clean and sanitize sinks, counters, and toilets.
- Restock soap, towels and toilet paper.
- Sweep and mop kitchen and activity room, as needed.
- Check and replace light bulbs as needed.
- Insure that all Sandwich Park District maintenance equipment is properly cared for and stored.
- Keep maintenance storage areas clean and free of hazards.
- Other duties as assigned by the Park Foreman and/or Director.

Essential Functions

- Ability to operate and maintain cleaning equipment.
- Have the physical strength to carry out maintenance and repairs (lift heavy objects, 60 lbs.).
- Visually identify hazards in and around the David A. Francis Center and report findings to the Park Foreman and/or Director. Take appropriate action to rectify hazards, when possible.
- Maintain inventory of supplies and equipment and submit supplies request to the Park Foreman or Director before on-hand stock is depleted.
- Ability to work and communicate well with the Park Foreman and Director, program staff, office staff, program participants and the general public.

8.14 Sports Supervisor

Hours: Part-Time (10) hours per week or as needed during league

Immediate Supervisor: Sports Coordinator

Wage Range: \$10.00 - \$15.00 or (% percentage of program)

Qualifications

- Must be at least 16 years old.
- Ability to follow instructions and work a flexible schedule.
- General knowledge of the sport and operational procedures.
- Good knowledge of rules for the sport to be supervised and related activities.
- Knowledge of computer skills; Word, Excel, and other computer programs.
- Excellent written and verbal communication skills.
- Must have a valid driver's license.

General Responsibilities

- Work with Sports Coordinator to plan all meetings and materials.
- Build and execute all schedules that relate to the sport; (practice, game, etc.).
- Maintain all storage areas related to the sport including sheds and other buildings.

Specific Responsibilities

- Manage all activities of the sports program you are assigned to.
- Secure coaches, asst. coaches and volunteers where needed.
- Prepare practice schedules, game schedules for sport assigned to in a timely manner.
- Manage game time activities and set up fields or gyms.
- Report all incidents related to the sport or activity.
- Submit an inventory of all equipment at the beginning and end of a sport.
- Provide input to Sports Coordinator during the budget process.
- Submit all equipment needs to Sports Coordinator during the budget process.
- Oversee that all Sandwich Park District equipment is properly cared for and stored in an organized manner at all times.
- Keep accurate records of incidents, scores, conflicts, keys, equipment, pertaining to coaches.
- Other duties as assigned by the Sports Coordinator and/or Director.

Essential Functions

- Have the physical strength to lift heavy objects up to 50 lbs.
- Maintain inventory of supplies and equipment and submit supplies request to the Sports Coordinator or Director before budgets and costs are finalized.
- Submit schedules, rosters, and other information in a timely accurate manor.
- Ability to work and communicate well with the Sports Coordinator and Director, program staff, office staff, umpires, officials, program participants and the public.

Salary negotiable based on qualifications.