

HARRISBURG TOWNSHIP  
PARK DISTRICT  
EMPLOYEE HANDBOOK



## TABLE OF CONTENTS

1. INTRODUCTION
  - 1-1 Welcome to Harrisburg Township Park District
  - 1-2 About this Handbook
  
2. EMPLOYMENT POLICIES
  - 2-1 Equal Employment Opportunity
  - 2-2 Prohibition of Harassment
  - 2-3 Americans with Disabilities Act
  - 2-4 Reasonable Accommodation
  - 2-5 Open Door Policy
  - 2-6 Hiring Procedures
  - 2-7 Smoke Free & Drug Free Workplace
  - 2-8 Workplace Injuries
  - 2-9 Abused & Neglected Children Policy
  
3. COMPENSATION POLICIES
  - 3-1 Classification of Employment
  - 3-2 Work Hours
  - 3-3 Timesheets
  - 3-4 Pay Procedures
  - 3-5 Salary and Wages
  - 3-6 Personnel File
  - 3-7 Performance Evaluation
  - 3-8 Outside Employment
  - 3-9 IMRF Pension Plan
  
4. TIME-OFF BENEFITS
  - 4-1 Holidays
  - 4-2 Accrued Time
  - 4-3 Authorized Leave of Absence
    - A. Unpaid Leave
    - B. Family Medical Leave Act
    - C. Victims' Economic Security and Safety Act
    - D. Military Leave - Illinois Family Military Leave Act
    - E. Voting Leave
    - F. Election Judge Leave
    - G. Blood Donation Leave
    - H. School Visitation Rights Act
    - I. Jury Duty
    - J. Witness Leave
    - K. Illinois Pregnancy Fairness Law
    - L. Maternity / Paternity Leave
    - M. Nursing Mothers in the Workplace Act
    - N. Bereavement Leave Policy
    - O. Child Bereavement Act

- P. Employee Sick Leave Act
- Q. Additional Paid Leave
- R. Disability Leave
- 4-4 Emergency Closings
  
- 5. EMPLOYEE CONDUCT
  - 5-1 Absenteeism and Tardiness
  - 5-2 Appropriate Conduct
  - 5-3 Use of Technology Policy
  - 5-4 Safety in the Workplace
  - 5-5 Identity Protection and Personal Information
  
- 6. DISCIPLINARY ACTION
  - 6-1 Disciplinary Action
  - 6-2 Examples of Reasons for Disciplinary Action
  - 6-3 Review of Disciplinary Action
  - 6-4 Review of Discharge
  - 6-5 Grievance Process
  - 6-6 Employee Response
  
- 7. DISCIPLINARY ACTION
  - 7-1 Pool Employees
  
- 8. SEPARATION OF EMPLOYMENT
  - 8-1 Separation of Employment
  
- 9. EMPLOYEE ACKNOWLEDGEMENT AND UNDERSTANDING
  - 9-1 Employee Acknowledgement

#### APPENDIX

- A1 – Harassment and Other Inappropriate Behavior Policy
- A2 – Americans with Disabilities Act Notice
- A3 – Reasonable Accommodation Policy
- A4 – Background Investigation Policy
- A5 – Moto Vehicle Operators Policy
- A6 – Abused and Neglected Children Policy
- A7 – Use of Technology Policy
- A8 – Identity Protection Policy
- A9 – Personal Information Privacy Policy
- A10 – Drug Free Workplace Policy
- A11 – Information Security Policy
  
- B1 – Illinois Department of Human Rights - Pregnancy and Your Rights in the Workplace
  
- C1 – Job Descriptions

## 1-1 Welcome to Harrisburg Township Park District

Welcome to the Harrisburg Township Park District. We recognize that the staff at Harrisburg Township Park District is our most valuable resource. It is having capable individuals like yourself and your fellow employees that makes our success possible in enhancing the quality of community life by ensuring recreational programming and services to all people regardless of their age, sex, race, religion, socioeconomic status and level of physical or mental ability.

We are pleased to have you as a part of our team. We hope you find your time with us to be an enjoyable and rewarding experience.

Sincerely,

A handwritten signature in black ink that reads "Blake Emery". The signature is written in a cursive, slightly slanted style.

Blake Emery  
Executive Director

## 1-2 About This Handbook

The purpose of this Employee Handbook is to answer any questions regarding the Harrisburg Township Park District and its policies. The policies stated in this Handbook are subject to change at the sole discretion of the Harrisburg Township Park District Board of Commissioners. As needed, there may be updated information concerning changes in policy distributed to the employees. Should there be any questions regarding any policies, please ask a supervisor or the Executive Director for assistance. Please read this Handbook carefully and retain it for future reference.

This Handbook includes present policies and procedures such as general rules of conduct, safety regulations, disciplinary rules and the like. Nothing contained in this manual or any verbal statement should be construed as creating any type of employment contract, either expressed or implied. The policies and other information contained in this manual are subject to change at any time at the option of the Harrisburg Township Park District. While the Harrisburg Township Park District will normally attempt to provide employees advance notice of any change, it reserves the right to alter these policies at any time without advance notice. This Manual supersedes all prior manuals, handbooks, policy statements, practices or customs.

The information contained in this Employee Handbook is presented as a matter of general information only and may be changed by the Harrisburg Township Park District from time to time in its discretion. Your employment is **“at-will.”** This Employee Handbook does not change your “at-will” status and is not a contract or agreement, and its contents should not be interpreted as a contract or agreement between the Harrisburg Township Park District and you. There may be occasions where, based upon the circumstances, the Harrisburg Township Park District will not follow the policies and procedures, with or without notice. No representative of the Harrisburg Township Park District other than the Board of Commissioners has any authority to enter into an individual contract of employment with you, and any such contract must be in writing.

Each employee is expected to review this Employee Handbook and to become familiar with its contents and must sign, date and return the Employee Acknowledgement Form. The Harrisburg Township Park District will retain this form in the employee’s personnel file. Employees are required to comply with all policies, rules and procedures established in this Employee Handbook. To the extent any provision of this Employee Handbook conflicts with a federal, state or local law, the law will apply.

Where the context of this Employee Handbook permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Employee Handbook are for convenience only. They shall not affect the meaning or construction or be used in the interpretation of this Employee Handbook or any of its provisions.

## **2-1 Equal Employment Opportunity**

It is the policy of the Harrisburg Township Park District, in accordance with state and federal law, to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to, but not limited to, hiring, training, rates of pay, promotion, layoff, termination, transfer, recall, leave of absence, discipline, and compensation are made and executed with regard to race, color, religion, sex, sexual orientation, civil union partnership, pregnancy, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service, record of arrest or any other classification protected by local, state, or federal law.

The Harrisburg Township Park District is forbidden to retaliate against any employee who exercises his/her right to file a complaint against the agency for discrimination practices.

## **2-2 Prohibition of Harassment**

It is the policy of the Harrisburg Township Park District to provide a workplace where each employee feels respected, valued and comfortable. To preserve this atmosphere, the District will not tolerate harassment or other abusive behavior by anyone – including employees, vendors, and customers.

See **Appendix A1** for Harassment and Other Inappropriate Behavior Policy.

## 2-3 Americans with Disabilities Act

The Harrisburg Township Park District is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is the District’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the Harrisburg Township Par District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the District aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Harrisburg Township Park District.

The Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

An employee or job applicant who has questions regarding this policy or believes that he or she had been discriminated against based on a disability should immediately notify the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

See **Appendix A2** for the Americans with Disabilities Act Notice.

## 2-4 Reasonable Accommodation

Employees who believe they need a reasonable accommodation to perform the essential functions of their job should contact his or her Immediate Supervisor or the Executive Director. If you feel uncomfortable making an accommodation request to your Immediate Supervisor or you believe your accommodation request was not properly managed, report to the Executive Director.

On receipt of an accommodation request, your Supervisor and the Executive Director will meet with you to discuss and identify potential accommodation that the Harrisburg Township Park District might make to help you perform the essential job functions of your position. The District may request that the employee provide reasonable documentation from the employee's health care provider concerning the need for reasonable accommodation.

The Harrisburg Township Park District will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the Harrisburg Township Park District's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on the Harrisburg Township Park District's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The Harrisburg Township Park District will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

See **Appendix A3** for the Reasonable Accommodation Policy.

## **2-5 Open Door Policy**

The Harrisburg Township Park District believes in an 'open door' policy and therefore takes all its employees issues and problems very seriously. The Harrisburg Township Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. The Harrisburg Township Park District values each and every employee and tries its best to provide a positive work experience. Employees are actively encouraged to bring any workplace concerns they may have or problems they might be facing, or for that matter be aware of, to management to share their issues and problems in any way that might affect their overall workplace efficiency. Employees are encouraged to openly discuss with their Immediate Supervisor any problems so that appropriate action may be taken. If the Supervisor cannot be of assistance, the Executive Director is available for consultation and guidance. The Harrisburg Township Park District is interested in employees' success and happiness and welcomes the opportunity to help employees whenever feasible.

## 2-6 Hiring Procedures

The Harrisburg Township Park District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The Harrisburg Township Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time in order to best serve the public and better utilize its limited resources.

### Position Vacancies

The Harrisburg Township Park District will attempt to post position vacancies on Park District Facility bulletin boards. Seasonal positions are generally not posted, but a list of these positions, if available, may be obtained from the Maintenance Director or the Executive Director. The Harrisburg Township Park District may also recruit applicants for position vacancies from outside of the organization.

### Transfer and Promotion

The Harrisburg Township Park District encourages job satisfaction through transfers and promotions. An employee interested in a particular opening should apply, by completing and submitting an application to the Executive Director and notifying his or her Immediate Supervisor. All transfers and advancement will be made on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria, the employee's ability to meet the posted requirements for the position opening as determined by the Harrisburg Township Park District in its sole discretion and the District's staffing needs. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

### Employment Selection

Employment decisions will be based upon the selection or recommendations of the personnel interviewing applicants, as well as input from personnel under whose direction the applicant would work. The Harrisburg Township Park District will attempt to employ the best available, suitable and qualified applicant for each position, based on application materials, personal interviews, reference checks and any other tests, methods or means available to evaluate an applicant's qualifications and suitability for a particular position. All employment decisions will be made in the sole discretion of the Harrisburg Township Park District. All employees are hired as at-will employees.

### Application and Selection Process

An "Application Form for Employment" must be completed by all applicants for positions of employment with the Harrisburg Township Park District. Some positions may also require the submission of a resume and references. Applicants are required to furnish information and complete any and all forms deemed necessary, in the Harrisburg Township Park District's sole discretion, to inform it of an applicant's qualifications and suitability for a prospective position. The provision of false, incomplete or misleading information in the employment

application or other material or information submitted in connection with an application or in response to any question, may result in a non-hire decision, rescission of an offer of employment or dismissal of an employee.

The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. To be considered, the applicant must meet requirements of the job as listed in the job description and/or classified ad or job posting. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application and/or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant's apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position. The Harrisburg Township Park District attempts to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including, without limitation, his or her past performance, applicable educational and other required credentials, future potential, his or her aptitude and attitude and ability to meet posted requirements of the job.

Candidates selected for full-time positions (and in some cases, other employee classifications) will be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. A signed copy of the offer letter will be put in the employee's file. This employment offer does not constitute an offer for an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the Harrisburg Township Park District.

#### Conditions to Commencement of Employment

**Background Investigation:** The Park District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background investigation for applicants of all positions. A conviction of any of the offenses listed in 70 ILCS 1205/8-23 shall automatically disqualify the applicant from consideration for working for the Harrisburg Township Park District. Any other conviction(s) shall not automatically disqualify the applicant from consideration for working for the Harrisburg Township Park District but will be considered as a factor for hiring purposes. No employee shall begin employment until all pre-employment criteria and testing has been met.

Please see **Appendix A4** for the Harrisburg Township Park District's Background Investigation Policy.

**Driver's License:** Although employees are not generally required to have a driver's license as a condition of their employment, any employee who may be expected to drive either his or her personal vehicle or a Harrisburg Township Park District motorized vehicle in the course of his or her normal duties will be required to have a valid driver's license with the proper

classification for the vehicle(s) the employee is expected to operate. Before such an employee has started work, and generally on an annual basis thereafter for full time employees, the Harrisburg Township Park District will request a motor vehicle records review (MVR). Negative results from the MVR may be grounds for a non-hire decision, rescission of an offer of employment or termination.

Please see **Appendix A5** for the Harrisburg Township Park District's Motor Vehicle Policy.

## 2-7 Smoke Free & Drug Free Workplace

It is the policy of the Harrisburg Township Park District to maintain a work place that is free from the effects of drug and alcohol abuse. The Harrisburg Township Park District has implemented a Drug Free Workplace Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Harrisburg Township Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Harrisburg Township Park District wishes to maximize the health and safety of its patrons and employees.

This policy expresses the Harrisburg Township Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the Harrisburg Township Park District has resolved to maintain a drug free workplace.

See **Appendix A10** for the Drug Free Workplace Policy.

The Harrisburg Township Park District Board of Commissioners acknowledges that second hand tobacco smoke poses a threat to the health, safety and welfare of adults and minor children. The U.S. Surgeon General has determined that there is no safe level of exposure to tobacco smoke pollution. The Harrisburg Township Park District desires to discourage tobacco use and promote public health. See Harrisburg Township Park District Ordinance 0320-2020, ORDINANCE ESTABLISHING LIMITATIONS ON TOBACCO PRODUCTS WITHIN PARKS AND OTHER PROPERTY, for more information.

Employee smoking/tobacco use, including smokeless cigarettes, electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or an electronic nicotine delivery system (ENDS) is prohibited in or on any District building, facility, equipment, park, vehicle or other District property or while working directly with the public or while engaged in District business.

## 2-8 Workplace Injuries

As a Harrisburg Township Park District employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of, and occurring in the course of, your employment with the Harrisburg Township Park District. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are not covered under the Act. If you have any questions regarding workers' compensation, please see the Executive Director.

All employees must adhere to the following conditions:

1. Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee's Direct Supervisor or Executive Director if the Direct Supervisor cannot be reached directly. Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
2. Upon notification, the Harrisburg Township Park District shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In case of an emergency, the employee should go to the nearest emergency room for treatment.
3. All medical evaluations by any licensed physician must be submitted to the Executive Director for the duration of your period of leave.
4. The Harrisburg Township Park District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.
5. There may be a waiting period for compensation benefits after a work related injury. Prior to the waiting period, sick time may be used.
6. The Harrisburg Township Park District may assign an injured employee to a modified duty assignment in accordance with the District's Modified Duty Program. No employee shall be allowed to return without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.
7. The Harrisburg Township Park District reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The Harrisburg Township Park District reserves the right to verify the time of visit. Time taken over and above that which is necessary will be charged to the employee's available sick, personal or other time off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.
9. Sick time and vacation time does not accrue when an employee is off work and is on a workers' compensation leave.

## **2-9 Abused & Neglected Children Policy**

As the Harrisburg Township Park District serves a significant number of children in its programs and services, it is mandated to comply with the Abused and Neglected Child Care Reporting Act. The act requires employees who have a reasonable cause to believe a child may have been abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services. Under no circumstances shall any person in charge of any or all part of the Harrisburg Township Park District exercise any control, restraint or modification or other change in the report or the forwarding of such report to the Department of Children and Family Services.

The phone number to report abuse or neglect is 1 (800) 25 ABUSE (1 -800-252-2873).

Failure to report suspected abuse or neglect may result in criminal penalties under the Act and disciplinary action, up to and including termination.

See **Appendix A6** for the full Abused and Neglected Children Policy.

### **3-1 Classifications of Employment**

For purposes of salary administration and eligibility for overtime compensation and employee benefits, the Harrisburg Township Park District has created and defined the following classifications of employment.

#### **Full-Time**

A Full-Time employee is defined as an employee who works on a year round basis. Full-Time employees work 37.5 hours per week, 52 weeks per year. Full-Time employees are entitled to a benefits package including; vacation, personal, and sick time, as well as a retirement program and an option for health insurance. Full-time employees may be required to work additional hours as necessary to complete properly all assigned tasks and as needed during busy periods. Part-time and Seasonal employees are excluded from the Full-time employee classification regardless of the number of hours worked. Full-time employees may be “exempt” or “nonexempt” as defined below.

#### **Part-Time**

A Part-Time employee is defined as an employee who works on a year round basis, but does not work on a daily basis year round. Part-Time employees work on an as needed basis determined by the Executive Director, Recreation Director, or Maintenance Director. A Part-time employee is paid on an hourly basis. Part-time employees are generally scheduled to work less than 37.5 hours per work week. Part-time employees may be required to work 37.5 hours or more per work week during busy periods. However, the number of hours a Part-time employee actually works will not change the employee’s status as a Part-time employee. Unless specifically stated otherwise in writing by the Board of Commissioners, Part-time employees are ineligible to receive benefits. Seasonal employees are excluded from the Part-time employees classification regardless of the number of hours worked.

#### **Seasonal**

A Seasonal employee is defined as an employee who may or may not work 37.5 hours per week, but only for a few months of the year. Seasonal employees are employed for a specific function, and for a temporary and limited period of time. The Harrisburg Township Park District does not guarantee that Seasonal employees will be rehired in a subsequent calendar year or season or if rehired, for the same position. Seasonal employees are not considered Full-time or Part-time employees for benefit purposes and are thus ineligible to receive benefits. All pool personnel and some maintenance workers and recreation workers are considered seasonal employees.

For purposes of salary administration and eligibility for overtime payments and employee benefits, the Harrisburg Township Park District classifies its employees as follows:

### **Nonexempt Employees**

Nonexempt employees are required to be compensated for overtime at the rate of time and one half their regular rate of pay for all hours actually worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hour laws. Nonexempt employees will be compensated for the hours worked.

### **Exempt Employees**

They are employees who are not required to be compensated for overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty (40) hours in a work week. This typically includes: Executives, Professional employees, outside sales representatives, and certain employees in administrative positions.

Exempt employees are expected to work a minimum 37.5 hours per week. If an employee consistently has a pattern of missing time and/or consistently works a work week less than 37.5 hours, disciplinary action may be taken.

Employees will be informed of their initial employment classifications and of their status as an exempt or nonexempt employee upon hire. Employees changing positions during their employment as a result of promotion, transfer, or otherwise, will be informed of any changes in their status.

The Harrisburg Township Park District has created and defined the following job titles. Additional job titles created in the future will be added to this Handbook as a revision or addendum.

### **Executive Director**

The Executive Director oversees the operation of the entire Park District and all staff. Responsible for executing policy as set forth by the Park District Board of Commissioners and for directing the administrative activities and operations of the Executive Director's Office and the Department of Recreation, Maintenance & Facilities, Parks & Planning, and Finance & Personnel. The Executive Director reports to the Park Board of Commissioners.

### **Recreation Director**

The Recreation Director assists the Executive Director with supervision and monitoring of recreation programs and their supervisors and instructors as well as assists with the day-to-day routine office duties. This position also supervises the Recreation Staff and the Pool Manager. This position can perform all duties as listed on the Pool Manager job description if needed. The Recreation Director reports to the Executive Director.

**Recreation Worker (Seasonal or Part-Time)**

The Recreation Worker (Seasonal or Part-Time) assists with supervising/monitoring recreation sport leagues and other jobs as assigned by the Recreation Director. The Recreation Worker (Seasonal or Part-Time) reports to the Recreation Director.

**Recreation Concession Worker (Seasonal)**

The Recreation Concession Worker (Seasonal) is responsible for maintaining operations and assisting customers at the Park District Concessions stands. This position assists in setting the example and ensuring the highest level of guest experience in concessions. The Recreation Concession Worker reports to the Recreation Director.

**Administrative Assistant**

The Administrative Assistant assists the Executive Director with the day-to-day routine office duties as well as assists the Recreation Director with supervision and monitoring of recreation programs and their supervisors and instructors. This position also assists the Maintenance Director with administrative tasks as needed. This is a multi-task position as it requires management and administrative duties. This position requires someone who works cooperatively and effectively with the public and other employees in a busy and sometimes stressful office environment. The Administrative Assistant reports to the Executive Director.

**Maintenance Director**

The Maintenance Director oversees the grounds, facilities, and maintenance staff of the Park District. The Maintenance Director reports to the Executive Director.

**Maintenance Foreman**

The Maintenance Foreman oversees the seasonal and part-time maintenance staff. The Maintenance Foreman reports to the Maintenance Director.

**Maintenance Worker**

The Maintenance Worker assists with mowing, garbage collection, ball field preparation, and other jobs as assigned by the Maintenance Director or the Maintenance Foreman. Maintenance Workers report to the Maintenance Director or the Maintenance Foreman.

**Maintenance Seasonal Worker**

The Seasonal Maintenance Worker assists with mowing, garbage collection, ball field preparation, and other jobs as assigned by the Maintenance Director or the Maintenance Foreman. Seasonal Maintenance Workers report to the Maintenance Director or the Maintenance Foreman.

**Pool Manager**

The Pool Manager oversees the day-to-day operation of the community swimming pool and lifeguard staff. The Pool Manager is responsible for planning, organizing, delivery,

administration, and quality of programs to pool users. The Pool Manager reports to the Recreation Director.

**Pool Assistant Manager (Season)**

The Assistant Pool Manager oversees the operation of the community swimming pool and lifeguard staff when the Pool Manager is not on duty. The Assistant Pool Manager reports to the Pool Manager.

**Pool Lifeguard (Seasonal)**

The Lifeguard's responsibility includes watching the pool for accidents, preventing drowning, and acting as a first responder. The Lifeguard reports to the Assistant Pool Manager and the Pool Manager.

**Pool Concession (Seasonal)**

The Pool Concession Worker is responsible for maintaining operations and assisting customers at the Pool Concessions stand. This position assists in setting the example and ensuring the highest level of guest experience in concessions.

## 3-2 Work Hours

The Harrisburg Township Park District Office will be open for business from 8:00 AM to 4:00 PM Monday through Friday. All full-time employees will work a 7.5 hour day unless instructed otherwise by the Executive Director, Recreation Director, or Maintenance Director. Normal days off will be Saturday and Sunday unless instructed otherwise by the Executive Director, Recreation Director, or Maintenance Director. All seasonal and part-time employees will work hours and days as assigned by their immediate supervisor.

### Flexible Schedule

Serious consideration will be given to each employee request for flexible work schedules. Such a request will be denied only when the requested hours are deemed inconsistent with the operation of the Harrisburg Township Park District. The Executive Director will review all flexible work schedule requests.

### Work Week

The normal work week is 12:01 a.m. Sunday through 12:00 midnight Saturday. Department work schedules are established by the employee's Immediate Supervisor based on the needs of the Harrisburg Township Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Harrisburg Township Park District and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. The Harrisburg Township Park District may change any employee's work schedule at the District's sole discretion. Your unwillingness or refusal to work overtime when requested to do so by the Harrisburg Township Park District may be cause for disciplinary action up to and including dismissal. Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of your Immediate Supervisor and the completion of appropriate written documentation. Violation of this policy may result in disciplinary action, up to and including termination of employment.

Due to the nature of the position of Executive Director, employees in this position are expected to work a schedule that fulfills the objectives of the Harrisburg Township Park District, including without limitation attending work related meetings during evening hours and weekends.

### Workday

All full-time employees will work a 7.5-hour workday (37.5-hour work week).

Maintenance Department: 7:00 AM to 3:00 PM (½ hour lunch break)

Maintenance Department: 7:00 AM to 3:30 PM (1 hour lunch break)

Administrative Department: 8:00 AM to 4:00 PM (½ hour lunch break)

Recreation Department: As Needed to perform duties

Or as decided by Executive Director

### Overtime

Paid leave, such as holiday, sick, personal or vacation pay, does not apply toward work time.

Supervisors are required to obtain approval from the Executive Director prior to the use of overtime. Employees who anticipate the need for overtime to complete the week's work must notify their supervisors in advance and obtain approval prior to working hours that extend beyond their normal schedule. Approval is required for hours that exceed 37.5 hours in a workweek.

During busy periods, the employer may require employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.

Supervisors who authorize staff members to work overtime without prior approval from the Executive Director will be subject to disciplinary action. Supervisors who continually rely on the use of overtime hours to complete a week's work without it being deemed as extenuating circumstances by management will be subject to disciplinary action.

Employees who fail to obtain approval prior to working hours that extend beyond their normal 37.5-hour workweek will be subject to disciplinary action up to and including termination.

### 3-3 Timesheets

All full-time, part-time, and seasonal employees are required to maintain an accurate and legible record of the hours worked by completing time sheets. Part-time and seasonal employees shall submit a time sheet on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Full-time employees shall submit a monthly timesheet (for the previous month) at the beginning of each month. In most cases, these time records, which must be signed by the employee and approved by the employee's Immediate Supervisor, are the basis for paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. Employees are responsible for their own time records.

### 3-4 Pay Procedures

#### Notice and Posting Requirements

All Harrisburg Township Park District employees will be paid twice monthly. Pay dates are the 15<sup>th</sup> and 30<sup>th</sup> of each month. The Executive Director or immediate supervisor will distribute checks on the morning of payday. If payday falls on a Saturday, paychecks will be distributed at 3:30 PM on Friday. If payday falls on a Sunday, paychecks will be distributed either at 3:30 PM on Friday or on the following Monday morning.

The Harrisburg Township Park District will notify employees in writing of their rate of pay at the start of employment and any time before the rate of pay changes.

The Harrisburg Township Park District makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. Employees should review their paystubs and report any errors or questions to the Executive Director. Any necessary corrections will be made promptly.

#### Final Compensation

Upon separation, an employee is entitled to “final compensation”, which includes, in addition to wages and salary, the following:

- Bonuses: “Earned Bonuses” include a pro rata apportionment of an annual bonus promised by the employer based on annual employment. This pro rata bonus is owed to the employee if he is fired before the time when the annual bonus would have been awarded, and he had earned the bonus by rendering services to the employer in reliance on the promised bonus. A pro rata bonus is not “earned” by an employee who voluntarily leaves the employer.
- Vacation: When an employee is terminated or resigns before using all earned vacation time, the monetary equivalent of that earned vacation must be paid as part of the employee’s “final compensation.” No employment contract or policy may provide for forfeiture of earned vacation time upon separation. With respect to vacation, an employer cannot effectuate a forfeiture of earned vacation by a written employment policy or practice of the employer.
- Severance Pay: Severance pay may also be a part of an employee’s “final compensation.”
- Expenses: Expenses incurred related to services performed for the employer may also be a part of an employee’s “final compensation.”

#### Deductions

Under the Illinois Wage Payment and Collection Act (Wage Act), deductions by employers from and employee’s wages or final compensation are prohibited unless such deductions are (1) required by law; (2) to the benefit of the employee; (3) in response to a valid wage assignment or wage deduction order; (4) made with the express written consent of the

employee, given freely at the time the deduction is made; or (5) made by certain types of public employers specified in the Act.

The Harrisburg Township Park District will automatically withhold and deduct from your paycheck federal and state income taxes, health insurance premiums if applicable, contributions to the Illinois Municipal Retirement Fund if applicable, Social Security taxes, and any other item ordered by a court or applicable law. Except as required by law or court order, deductions will not be taken without the employee's written authorization. Voluntary deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, and supplemental life insurance. You may request further explanation of this policy, including the particular deductions that the Harrisburg Township Park District will automatically make, by contacting the Executive Director during normal business hours.

### **3-5 Salary and Wages**

#### Salary

All full-time employees will be paid an annual salary. Initial salary will be negotiated during the hiring process. All salary increases are determined on a merit basis and funding availability. The Harrisburg Township Park District Board of Commissioners ultimately approves all salary increases.

#### Wages

All seasonal and part-time employees will be paid on an hourly basis. The Harrisburg Township Park District hourly rate is equal to or greater than the rate set by the Illinois Minimum Wage Law. Hourly rates will be based on job requirements and set by the Executive Director.

#### Salary Review

Salary adjustments, if any, will generally be based upon the merit of your work performance or other factors such as budget conditions. Salary adjustments will not be given based on length of service. You will receive a salary review prior to the beginning of every fiscal year. You may receive additional salary reviews during the fiscal year at the sole discretion of the Executive Director. Your review will be completed and you will be evaluated pursuant to the evaluation form provided by the Harrisburg Township Park District.

### **3-6 Personnel File**

Once hired, a personnel file will be established for each full-time, part-time, and seasonal employee. The personnel file will contain, but not limited to: salary information, evaluations, employee records, copy of current driver's license, copy of current auto insurance policy, training certifications, background investigations, and timesheets.

Newly hired employees will be required to fill out personal information that will be used for determining payroll deductions, insurance, retirement, and other personnel purposes. This information will be kept in a confidential file case and may be reviewed upon request to the Executive Director.

All personnel and payroll records are confidential, and access to such records is limited in order to preserve such confidentiality. The Executive Director maintains the employee records. An employee may view his/her personnel file during regular business hours within seven (7) days of a written request to the Executive Director in accordance with applicable law and Harrisburg Township Park District procedures.

The employee's Immediate Supervisor and/or the Executive Director may view the employee's file. Employees are responsible for notifying the Executive Director of any changes in the information provided to the company regarding name, address, telephone number, and any other information necessary to keep personnel files current.

### **3-7 Performance Evaluations**

If you are a Full-time Employee, the Executive Director will prepare and review with you annually a written statement of employee objectives for the succeeding year. These objectives will be signed by both you and the Executive Director and will be placed in your personnel file. These objectives will be used, in conjunction with other resources, to evaluate your job performance and determine salary adjustments, if any.

Your Immediate Supervisor and/or the Executive Director informally evaluate your performance on a daily basis. They will attempt to notify you of observed deficiencies in your work performance or inappropriate conduct. Formal performance evaluations will be discussed with you, at least once a year, to better determine the acceptability and proficiency of your attitude and job performance. The evaluation process is also designed to provide you with an opportunity to delineate your ambitions, desires, and concerns and to establish goals. You and your Immediate Supervisor and/or the Executive Director must sign your evaluation form which will be placed in your personnel file. Please note, salary reviews and performance evaluations are not necessarily the same and could occur during the same meeting or in separate meetings.

### 3-8 Outside Employment

You may work in a job outside of the Harrisburg Township Park District provided you receive prior written permission from the Executive Director. You must notify the Executive Director of your intention to seek and maintain outside employment. If you already are engaged in outside employment, you must similarly notify the Executive Director. The Executive Director will notify you if it is determined in the Executive Director's sole discretion that the outside employment will interfere with your ability to perform your Harrisburg Township Park District duties or present a possible conflict of interest and may prohibit you from holding a second job. To avoid potential conflicts of interest, you may not accept work from, or work for, persons or companies with whom the Park District conducts any form of business.

Outside Employment is defined as follows: Any activity an individual engages in that provides said individual with financial compensation/gain. Employment requires the use of an individual's time, skills, abilities and talents to perform work related functions. (For Example: consulting or instructional positions, property manager, writing/editing a book, etc. is considered outside employment). Employment is not personal investments or income derived from rental properties.

Failure to request permission to secure and maintain outside employment or failure to terminate outside employment when so directed by the Executive Director may be cause for disciplinary action up to and including dismissal. Once approved, permission to secure outside work can be revoked if the Executive Director determines that the outside work presents a conflict of interest or interferes with your responsibilities at the Harrisburg Township Park District.

If you are on leave (paid or unpaid) under any Harrisburg Township Park District policy you may not engage in, or have, outside employment on a full-time, part-time or sporadic basis, either as an employee, independent contractor or in a self-employed capacity without the express, written permission of the Executive Director, which permission may be granted or denied at the sole discretion of the Executive Director. Violation of this Policy may result in disciplinary action up to and including dismissal.

### **3-9 IMRF Pension Plan**

Employees who work in Harrisburg Township Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. Additional information about the IMRF plan is available at [www.imrf.org](http://www.imrf.org)

## 4-1 Holidays

Harrisburg Township Park District observes the following paid state holidays for all full-time employees as determined by Central Management Services Observed Holiday Schedule:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Columbus Day
- General Election Day (Even Years)
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

In addition to the above mentioned state holidays, the Harrisburg Township Park District observes the following paid holidays for all full-time employees:

- Day before Thanksgiving
- Christmas Eve

On these holidays the Harrisburg Township Park District Offices will be closed.

Part-time and Seasonal employees will not receive pay for holidays.

Observed Holidays which fall on Saturday or Sunday will be observed on the preceding Friday or the following Monday.

The Executive Director reserves the right to arrange holiday work schedules so as to keep Harrisburg Township Park District facilities and programs staffed and operational. If a full-time employee is required to work on an observed holiday then the employee will accrue an accumulated holiday. An accumulated holiday may be taken on an hourly, half day, or full day basis during the same fiscal year as the legally recognized holiday for which it substitutes.

## 4-2 Accrued Time

Seasonal and Part-Time employees do not earn any accrued time. Full-Time employees accrue time as follows:

### Vacation

Vacation time is accrued on a monthly basis and recorded in an hourly format. Time is accrued at the end of each month. Employees must provide 3 days' notice to the Maintenance Director or the Executive Director if they wish to use vacation time and they must fill out and turn in the Employee Request Form. Employees who intend to take more than 5 days of vacation time in succession must provide the Maintenance Director or Executive Director two weeks' notice and fill out and turn in the Employee Request Form. The Maintenance Director and Executive Director may deny the request if the time off interferes with the routine operation of the Harrisburg Township Park District. Employees may carry a maximum of 210 hours (28 days) of vacation time. When an employee has accrued 210 hours, further accrual will stop until vacation time is used. Vacation time may be taken on an hourly, half day, or full day basis. Additional vacation time may be negotiated during salary and benefits review by the Board of Commissioners. Permanent full-time employees receive vacation time as follows:

- 0 – 2 years of service employees earn 7.5 vacation hours per month (12 days per year)
- 2 – 5 years of service employees earn 9.375 vacation hours per month (15 days per year)
- 5+ years of service employees earn 11.25 vacation hours per month (18 days per year)

During the time from Christmas to New Year's Day, employees are required to use 37.5 hours (5 days) of vacation time on the days designated as "Office Closed" days by the Board of Commissioners.

### Sick Leave

Sick Leave is accrued on a monthly basis and recorded in an hourly format. All full-time employees regardless of tenure will earn 7.5 hours per month. Employees may accrue a maximum of 1,800 hours (240 days). When an employee has accrued 1,800 hours, further accrual will stop until sick leave is used. Sick leave may be taken on an hourly, half day, or full day basis.

Sick leave may be used for illness, disability or injury; appointments with doctor, dentist or other medical practitioner; or bereavement. Employees may not use more than 150 hours of sick leave in one calendar year unless under written orders from a physician, or unless authorized by the Executive Director. The Harrisburg Township Park District may require evidence to substantiate that such sick days were used for the purposes herein set forth for periods of absence of 10 consecutive workdays or less, or in cases on chronic uses of sick leave.

Employees must request approval from their immediate supervisor for sick leave in advance of the time it will be used, unless when the use of time becomes necessary due to sudden illness or medical emergency. In cases of sudden illness or emergency, the employee must notify their immediate supervisor within one hour of the scheduled start of the workday.

Employees who do not use any sick time throughout a calendar year are entitled to an additional personal day the following calendar year.

Upon termination of employment, the employee is entitled to report unused unpaid sick days to the Illinois Municipal Retirement Fund to be counted towards additional service credit.

#### Personal Time

All full-time employees receive three personal days at the beginning of each calendar year. Personal days may not be carried over from year to year. Use of personal time is at the discretion of the employee and may be taken at any time. The employee must notify their immediate supervisor within one day of taking a personal day. Personal time may also be taken on an hourly basis.

#### Compensatory Time

Because of the nature of the Parks and Recreation field and the public services to be rendered, it is implicit in the nature of all Harrisburg Township Park District positions that you may have to work beyond your generally scheduled work hours. If you are required to work more than your generally scheduled work hours in any week and you are a non-exempt full-time employee as defined by the Fair Labor Standards Act ("FLSA"), you will receive compensatory time off by your Immediate Supervisor. Any hours worked beyond the normal 7.5 hour work day are considered overtime. The Harrisburg Township Park District does not pay monetary compensation for overtime, however, the employee is credited with "Comp Time". Compensatory time off is given at a rate of straight time up to forty (40) hours and at time and one-half for any hours worked over forty (40) in a single work week. This time will be recorded on the employee time sheet and kept by the time keeper. Employees may use comp time as time off with the approval of their immediate supervisor. An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the Harrisburg Township Park District. Employees may accrue a maximum of 240 hours of Comp Time. When an employee has accrued 240 hours, further accrual will stop until Comp Time is used. Comp Time may be taken on an hourly, half day, or full day basis.

#### Administrative Time

Administrative Time is defined as time off which may be granted to exempt employees (as defined by the FLSA). Due to the requirement that these individuals work additional hours before or after standard work hours and on weekends, they may be granted time off from work when their schedules and Harrisburg Township Park District operations permit. Administrative Time must be approved by the Executive Director, who shall use proper care

and judgment before granting the request, prior to the employee taking any time off. Administrative Time need not and may not be granted on an hour-for-hour basis for each hour worked in excess of 37.5 per week (i.e., 2 hours worked over 37.5 hours does not necessarily mean that the employee will be granted 2 hours of Administrative Time).

Accumulated Holiday

If a full-time employee is required to work on an observed holiday then the employee will accrue an accumulated holiday. An accumulated holiday may be taken on an hourly, half day, or full day basis during the same fiscal year as the legally recognized holiday for which it substitutes. The employee must notify their immediate supervisor within one day of using an accumulated holiday.

### 4-3 Authorized Leave of Absence

In special situations the following types of authorized leave of absences may be approved by the Executive Director for full-time employees.

#### A. Unpaid Leave

The Executive Director may grant an unpaid leave of absence to any full-time employee because of sickness, injury, personal hardship, or other circumstances. Employees must submit a written request to the Executive Director specifying the length of the absence as well as the reasons for needing time off.

#### B. Family Medical Leave Act

The Harrisburg Township Park District provides leave according to the Family Medical Leave Act (FMLA), which provides for unpaid, job-protected leave to covered employees in certain circumstances.

#### C. Victims' Economic Security and Safety Act

The Harrisburg Township Park District provides leave according to the Victims' Economic Security and Safety Act (VESSA) and any amendments to VESSA, which provides an employee who is a victim of domestic or gender violence, or sexual harassment, or who has a family or household member who is a victim of domestic or gender violence, with unpaid leave if the employee or employee's family or household member is experiencing an incident of domestic, gender, or sexual violence, or to address issues arising from domestic, gender or sexual violence. Employees are required to provide at least 48 hours' advance notice of the need for VESSA leave, except in such cases where it is not practicable.

#### D. Military Leave – Illinois Family Military Leave Act

The Illinois Family Military Leave Act and the Illinois State Military and Veterans Code will govern the granting of military leave of absence and the rights of employees returning from such absence.

#### E. Voting Leave

The Harrisburg Township Park District will permit two-hour leave for voting in all elections during an employee's working hours if the employee's work hours begin less than two hours after the opening of the polls and end less than two hours before the closing of the polls. In order to be eligible for this leave, employees must inform their supervisor of the need for time off before Election Day.

#### F. Election Judge Leave

The Harrisburg Township Park District provides unpaid leave from work to employees who serve as election judges. Employees taking this leave are required to provide written notice of the need for this leave at least 20 days before the election.

G. Blood & Organ Donation Leave

The Harrisburg Township Park District provides leave according to the Employee Blood and Organ Donation Leave Act. Employer approval for the leave is required.

H. School Visitation Rights Act

The Harrisburg Township Park District provides leave according to the School Visitation Rights Act. Such leave may not be taken until the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Employer approval for the leave is required.

I. Jury Duty

The Harrisburg Township Park District provides leave according to the Illinois Jury Act. The Illinois Jury Act requires an employer to grant an employee time off to serve on a jury, and the employee may not be discharged, intimidated, or coerced because of such absence, provided the employee gives reasonable notice of the required jury service. "Reasonable notice" under the Act means providing the employer with a copy of the summons within 10 days of it being issued. The employer is not required to pay the employee for the time in which they serve on a jury.

J. Witness Leave

The Harrisburg Township Park District provides leave to an employee who is a witness to a crime and who misses work to attend a proceeding under subpoena issued in any related criminal proceeding according to the Illinois Code of Criminal Procedure. The employer is not required to pay the employee for such time.

K. Illinois Pregnancy Fairness Law

The Harrisburg Township Park District provides leave to an employee according to the Illinois Pregnancy Fairness Law (or Pregnancy Accommodation Act). A typical, but not exclusive, accommodation under this law includes time off to recover from childbirth, pregnancy, or conditions related to childbirth or pregnancy. See **Appendix B1** for Illinois Department of Human Rights - Pregnancy and Your Rights in the Workplace.

L. Maternity / Paternity Leave

The Harrisburg Township Park District will grant 75 hours (10 days) of paid maternity / paternity leave during a pregnancy or childbirth. Employer approval for the leave is required.

M. Nursing Mothers in the Workplace Act

The Harrisburg Township Park District provides reasonable paid break time each day to an employee who needs to express breast milk for an infant child according to the Illinois Nursing Mothers in the Workplace Act.

#### N. Bereavement Leave Policy

The Harrisburg Township Park District will grant up to 3 days of paid bereavement leave when a death occurs in a full time employee's immediate family. The purpose of this leave is to allow the employee to attend the funeral or funeral alternative, make arrangements required by the death of the immediate family member, or grieve the death of the immediate family member. Should the death occur on a Thursday or Friday, the weekend would be considered time needed for bereavement and therefore bereavement pay would not be extended into the next week. Employees may be required to provide verification of the need for the leave. A copy of the death notice, funeral program, or document signed by the funeral home personnel will be deemed sufficient if requested by employee's supervisor.

Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandchild, spouse's grandparent or any individual residing in the employee's home.

The Harrisburg Township Park District understands the deep impact that the death of a family member can have on an individual or family. Therefore, additional paid time off (vacation or sick time) may be approved. If not, then additional unpaid leave could be granted. Individual circumstances will be considered in approving or disapproving additional unpaid leave.

#### O. Child Bereavement Act

In addition to the Bereavement Leave Policy above, the Harrisburg Township Park District will grant up to 2 weeks (10 work days) of unpaid bereavement leave for the death of a child according to the Child Bereavement Act. As defined in the Act, a "child" is an employee's son or daughter who is biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. The purpose of this leave is to allow the employee to attend the funeral or funeral alternative of a child, make arrangements required by the death of the child, or grieve the death of the child. Employees may only take this leave within 60 days after the date on which the employee receives notice of the death of the child. Where practical, an employee must provide 48 hours' advanced notice of the need to take this leave. Where such notice is not practical, an employee taking this leave must provide notice as soon as possible. If the employee suffers the death of more than one child in a 12-month period, the employee is entitled to a total of 6 weeks of bereavement leave during the 12-month period. However, this Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time allowed by, the FLMA.

#### P. Employee Sick Leave Act

The Harrisburg Township Park District provides leave to an employee according to the Employee Sick Leave Act. The Act applies to any employer who provides personal sick leave, and permits an employee to use accrued sick time for the injury, illness, or medical

appointment of a family member (child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent). The employee's use of such leave to attend to the injury or illness of a family member can only be for a reasonable period of time, which is defined as the period of time in which the employee's absence may be necessary. An employer may also cap the an employee's leave for family medical care to the amount of personal sick time the employee would accrue over a six-month period. This leave does not extend the benefits provided to the employee under the FMLA discussed above. Furthermore, an employer cannot deny an employee the right to use his or her personal sick leave benefits in accordance with this Act.

Q. Additional Paid Leave

The Executive Director may grant a paid leave of absence for a period of not more than 30 working days for reasons deemed in the best interest of the Harrisburg Township Park District.

R. Disability Leave

The Harrisburg Township Park District defines a disability as any factor or condition that impairs an employee from conducting routine tasks as described in the employee's job title description. An employee will be placed on disability leave only after the Executive Director receives written notification from the employee's attending physician. The employee may apply for disability benefits through Illinois Municipal Retirement Fund (IMRF) and Social Security. An employee returning from disability status shall be returned to duty following the written release by the treating physician.

S. Military Leave – Funeral Honors Detail

The Harrisburg Township Park District will grant up to 40 hours of paid leave per year for military funeral honors details. This is in addition to other paid leave. To be eligible, an employee must have worked at least 1,250 hours in the preceding 12 months, have been employed for at least 12 months, and be trained to participate in a funeral honors detail.

#### **4-4 Emergency Closings**

On occasion, due to inclement weather, national crisis, or other emergency, the Harrisburg Township Park District may close for all or part of a normally scheduled workday or an employee may not be able to get to work as a result of the aforementioned conditions. Part-Time and Seasonal employees will not be paid for time not worked as a result of a closing or an inability to report to work. Non-exempt Full-Time employees as well as Exempt Full-Time employees will be paid for time not worked as a result of a closing. Non-exempt Full-Time employees as well as Exempt Full-Time employees will not be paid for an inability to report to work unless accrued vacation/personal time is used. The Harrisburg Township Park District will attempt to notify employees of its closure.

## 5-1 Absenteeism & Tardiness

Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of the Harrisburg Township Park District. Absenteeism and tardiness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday.

1. To the extent permitted by law, unauthorized or excessive absences or tardiness may affect an employee's opportunities for advancement, and will result in disciplinary action, up to and including termination.
2. Tardiness applies not only to reporting late to work for your scheduled starting time, but also to leaving early for lunch or returning late from lunch, or leaving work before your scheduled quitting time.
3. Part-time employees are required to contact their Direct Supervisor if they are unable to work for any reason.
4. All full-time employees should notify their Direct Supervisor and the Administrative Office when they are absent from work, either for a full or partial day, at least 30 minutes before their scheduled start time, or as soon as practicable when they know they will need to be absent from work. Employees must provide this notification on each and every day of their absence or tardiness. Also, always keep your supervisor advised on when you plan to return to work. This advanced notification applies only to the use of sick days.
5. If an absence has been pre-approved in writing by your Supervisor or the Executive Director, paragraph 4 (directly above) need not be followed.
6. Part-Time and Seasonal employees will not receive compensation for time missed because of tardiness or leaving early.
7. Employees who report for work in a condition deemed not fit for work by the Harrisburg Township Park District, whether for illness or any other reason, will not be allowed to work.
8. Employees are expected to report to work at all times except if the Harrisburg Township Park District declares an emergency closing due to inclement weather.
9. Failure to satisfy the requirements outlined in this policy may result in disciplinary action, up to and including discharge.
10. If the employee fails to report to work on three consecutive working days without following the requirements outlined in this policy (i.e., no call, no show), they will be considered to have voluntarily abandoned their employment with the Harrisburg Township Park District and their employment with the District will be terminated.
11. Attendance is an essential function of every job. Even if the employee provides proper notice of their absence or tardiness under this policy, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the Harrisburg Township Park District, constitutes unsatisfactory performance and will subject the employee to disciplinary action, up to and including termination, to the extent permitted by law.

## 5-2 Appropriate Conduct

Employees of the Harrisburg Township Park District work together as a team to develop, promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the Harrisburg Township Park District and our patrons which would save time, reduce waste, promote safety, increase efficiency and make the working and recreational experience for all persons more enjoyable.

As a Harrisburg Township Park District employee, you are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of your duties. Employees are expected to treat District patrons and their fellow employees honestly, fairly and courteously. The rules and policies identified in this employee handbook have been prepared to serve as a guide for employee conduct while acting on behalf of the District. These rules and policies are designed to promote orderly, safe and efficient operations. All employees are required to carefully read these rules and policies and to conduct themselves accordingly.

### 5-3 Use of Technology

The Harrisburg Township Park District provides a variety of Information Technology resources to employees to assist them in performing their job duties. These include but are not limited to the District's computers, computer networks, e-mail system, Internet access, software, storage media and devices, telephones, mobile telephones, voice mail, printers, copiers, scanners, and fax machines. Many employees also have their own personal Information Technology resources available at work, such as mobile telephones, "smart" phones, tablet computers and similar devices.

The same policies and principals that apply to employee conduct in general also apply to the use of District provided and personal Information Technology resources.

See **Appendix A7** for the full Use of Technology Policy.

## 5-4 Safety in the Workplace

### General Safety Policy and Rules

It is the Harrisburg Township Park District's policy to constantly strive for a high level of safety in all facilities, programs and activities. The safety of employees and persons participating in Park District or programs or using Park District facilities is of utmost importance. We are firmly committed to complying with applicable safety and health standards and will do our best to ensure that all work areas are free from known hazardous conditions. The Harrisburg Township Park District will not condone any breach of safety rules or regulations by employees. Employees who fail to follow safety procedures and guidelines may be subject to discipline up to and including dismissal.

It is your responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. You are responsible for immediately reporting any unsafe equipment or condition upon your discovery of such to your Immediate Supervisor. You are also responsible for cleaning any mess following a job or task which could pose a risk of harm.

## 5-5 Identity Protection and Personal Information

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*, to protect SSNs from unauthorized disclosure. The Identity Protection Act requires Harrisburg Township Park District to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to protect SSNs because this private information can be used to facilitate identity theft and fraud. One way to better protect SSNs is to limit access to and distribution of this private information. All District officers, employees, and agents shall comply with the Identity Protection Act and the Identity Protection Policy at all times.

See **Appendix A8** for the full Identity Protection Policy.

The Personal Information Privacy Policy is adopted to comply with the Illinois Personal Information Protection Act, 815 ILCS 530/1 to protect personal information from unauthorized disclosure. All District officers, employees, and agents shall comply with the Personal Information Privacy Policy at all times.

See **Appendix A9** for the full Personal Information Privacy Policy.

## 6-1 Disciplinary Action

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

If an employee does not meet these standards, the Harrisburg Township Park District may, under appropriate circumstances, take corrective action. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement, such as work performance, attendance, attitude, personal conduct, general compliance with the Harrisburg Township Park District's policies and procedures and/or other problems with an employee's job performance.

Generally, the Harrisburg Township Park District applies progressive discipline, but the District reserves the right to by-pass progressive corrective action if it is deemed appropriate. Notwithstanding the Harrisburg Township Park District's option to use progressive discipline, the District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with discharge.

While the District hopes and expects the need for disciplinary action will be rare, when job performance, attitude, or conduct falls short of established standards, we will not hesitate to take appropriate action. Such actions may range from oral warnings to discharge.

### Comments:

1. Oral and written warnings may be issued by a Direct Supervisor(s). Such warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or poor attendance/timeliness and to warn the employee that repetition of the conduct or failure to improve work performance and/or attendance/timeliness may result in more severe discipline, including discharge.

The Supervisor issuing the warning will discuss the warning with the employee and suggest how to correct the offending conduct. The employee will be given the opportunity to provide written comments about the warning on the Disciplinary Action Notice. The employee is required to sign a verbal or written warning indicating receipt of the notice and corrective action. All documentation pertaining to an oral/written warning will be placed in the employee's personnel file.

2. A suspension is defined as temporarily relieving an employee from their duties. A suspension is issued for the purpose of expressing disapproval of conduct or poor work performance and/or poor attendance/timeliness and to warn the employee that repetition of the conduct or failure to improve work performance and/or attendance/timeliness may result in more severe discipline, including discharge.

Depending on the circumstances, a suspension may be with or without pay, at the sole discretion of the Executive Director. The duration of the suspension shall also be determined at the sole discretion of the Executive Director.

The Supervisor issuing the suspension will discuss the suspension with the employee and suggest how to correct the offending conduct. The employee will be given the opportunity to provide written comments about the suspension on the Disciplinary Action Notice. The employee is required to sign the notice indicating receipt of the suspension and corrective action. All documentation pertaining to a suspension will be placed in the employee's personnel file.

3. Generally, if an employee is discharged, they will receive written notice which includes the effective date of the discharge. All discharges must be approved by the Executive Director.
4. An employee may respond to any discipline, through the formal review procedures outlined in the applicable policies of this employee handbook.

## 6-2 Examples of Reasons for Disciplinary Action

Disciplinary action may include a warning, suspension, and/or discharge. Below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action, including discharge, and does not change the employment-at-will relationship between the employee and the District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

1. Failure to adhere to Harrisburg Township Park District policies and/or procedures including, without limitation, safety policies, ordinances and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, excessively leaving early or misrepresentation of the use or need of a leave.
3. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
4. Leaving job during working hours without permission.
5. Failure to obey any lawful rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
6. Inability or unwillingness to take orders from supervisor(s).
7. Uncooperative, hostile or discourteous attitude or conduct toward your supervisor(s), the Park Board of Commissioners, co-workers or members of the public, or threatening or striking any person who is in or on Harrisburg Township Park District property or participating in District activities.
8. Being wasteful or the willful destruction of the Harrisburg Township Park District supplies, materials, vehicles, equipment, tools, working time or other District property.
9. Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles and/or face shield) as required.
10. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
11. Failure to follow any federal, state, local or Harrisburg Township Park District law, rule or regulation while on duty or while in or on District property, or engaging in criminal activity while on duty or while in or on District property.
12. Failing to report an accident or the awareness of hazardous conditions to your Direct Supervisor.
13. Gambling or fighting while on duty or on Harrisburg Township Park District property.
14. Being under the influence or possession of intoxicants or illegal drugs while on duty or on Harrisburg Township Park District property, or misusing legal drugs.
15. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the Harrisburg Township Park District, fellow employees or the public.
16. Possession of weapons in or on the Harrisburg Township Park District property or while on duty.
17. Felony conviction (the Harrisburg Township Park District will consider the nature of the offense, date of the offense, and your job duties).

18. Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly.
19. Failure to maintain valid driver's license or other license or certification that is required for your position.
20. Tobacco use while on duty.
21. Violation of the Harassment and Other Inappropriate Behavior Policy.
22. Dishonesty; lying to Harrisburg Township Park District personnel or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District, including without limitation accident reports, employment applications/resumes, financial reports, time keeping reports, reimbursement reports and departmental reports.
23. Falsifying time cards and or time sheets.
24. Unauthorized possession, use or copying of any records that are the property of the Harrisburg Township Park District.
25. Sleeping on duty.
26. Violation of employee policies, rules or guidelines or engaging in any conduct determined by the Harrisburg Township Park District in its sole discretion not to be in its best interest.
27. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
28. Having more than one wage garnishment.

### **6-3 Review of Disciplinary Action (Other Than Discharge)**

In the case of disciplinary action other than discharge, the employee may request a review of the action by submitting a request in writing to their Direct Supervisor within five (5) working days (Monday-Friday) from the date the action was taken. The Direct Supervisor may meet with the employee and should issue a written determination within ten (10) working days (Monday-Friday) of receipt of the written request for review.

If the employee is not satisfied with this determination, they may seek review by submitting a written request with a copy of the determination to the supervisor at the next level of authority in their department within five (5) working days (Monday-Friday) after the date of the initial determination by the Direct Supervisor. This supervisor may meet with the employee and should issue a written determination within ten (10) working days (Monday-Friday) of receipt of the written request for review.

If the employee is not satisfied with the determination at this stage, they may continue this process through each succeeding supervisory level in the department up to the Executive Director, and following the same five-day deadline at each level. Any decision of the Executive Director shall be final.

The Harrisburg Township Park District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure should be followed to the extent that it is, at the District's sole discretion, practicable under the circumstances.

## 6-4 Review of Discharge

The decision to discharge an employee shall be final unless the employee requests a review of their dismissal by submitting a written request to the Executive Director within five (5) working days (Monday-Friday) from the date the action was taken. The Executive Director or a designee may meet with the employee and investigate the circumstances surrounding the dismissal. The Executive Director or the designee(s) should issue a written determination within ten (10) working days (Monday-Friday) of receipt of the written request. The Executive Director's decision shall be final.

If the employee is a Department Head who has been discharged, they may make a request to the Park Board of Commissioners to have their discharge reviewed by the Park Board. The Executive Director's decision to discharge the employee shall be final unless you submit a written request for review of dismissal to the Park Board within five (5) working days (Monday-Friday) from the date the action was taken. The Park Board may meet with the employee and investigate the circumstances surrounding the discharge. The President, on behalf of the Park Board, should issue a written determination within ten (10) working days (Monday-Friday) of receipt of the written request. The Park Board's decision shall be final.

Nothing in this section shall limit or restrict the Harrisburg Township Park District's right to discharge an employee at any time. The District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, at the District's sole discretion, as practicable.

## 6-5 Grievance Process

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

1. An employee may present a grievance to their Direct Supervisor. The Direct Supervisor will meet with the employee and give a response within three (3) working days (Monday-Friday) of discussing the grievance. In most cases, the problem can and should be resolved with a frank and open discussion between the employee and the Direct Supervisor. However, if a satisfactory resolution is not reached at this level, the employee may proceed to step 2.
2. The employee may present a written grievance to the supervisor at the next level of authority in their department. The supervisor will investigate the matter, discuss the matter with the employee and the employee's Direct Supervisor and should give a written response within three (3) working days (Monday-Friday) of discussing the grievance. If the employee is not satisfied with the resolution at this stage, they may continue this process through each level of authority in their department, up to the Executive Director. In the event it is necessary for the employee to process their grievance up to the Executive Director, the Executive Director should issue a written decision within ten (10) working days (Monday-Friday) of discussing the grievance unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.
3. Department Heads may bypass steps 1 and 2 and take their grievance directly to the Park Board of Commissioners. The Park Board should issue a written decision within ten (10) working days (Monday-Friday) of discussing the grievance unless the investigation requires a longer period of time.
4. In all cases, the Executive Director's or Park Board's decision shall be final.
5. This grievance procedure does not apply to performance evaluations, suspensions, discharges or other disciplinary actions which may be reviewed in accordance with the various applicable policies found in this employee handbook.
6. The Harrisburg Township Park District will not discriminate or retaliate against an employee because 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.
7. The Harrisburg Township Park District's failure to strictly adhere to the timeframes suggested above will not affect the resolution of the grievance.

## 6-6 Employee Response

An employee may respond to any disciplinary action taken against them by preparing a written response stating their position or objection to the disciplinary action and sending it to the Administrative Office to be placed in their personnel file. It is the employee's responsibility to make certain that their written response is received by the Administrative Office and is placed in their personnel file.

Nothing in this section shall limit or restrict the Harrisburg Township Park District's right to dismiss an employee at any time, with or without cause or notice. As an at-will employee of the Harrisburg Township Park District, an employee may terminate their employment at any time, with or without cause or notice, and the Harrisburg Township Park District retains a similar right.

## 7-1 Pool Employees

1. Pay checks are distributed twice a month on the 15<sup>th</sup> & 30<sup>th</sup>.
  - a. You will not receive your check until you fill out and return your W4 to park office
  - b. Pick your pay check up at the pool and you must sign for it
  - c. Your parents will not be allowed to pick up your check for you
  
2. Be ON TIME and READY TO GO by your scheduled work time
  
3. GUARDS: Everyone must swim 1000 meters a week.
  - a. You may swim two (2) 500's or all at once.
  - b. If you don't swim you cannot work the next week.
  - c. You may swim your 1000 between the hours of 9:30am – 10:30am, 11:15am – 11:45am, 4:15pm – 5:00pm Monday – Friday; Saturday and Sunday are at the discretion of management.
  - d. If you are on vacation, you must swim your 1000 before you leave in order to work the week you return.
  - e. You may not swim your 1000 if there isn't a supervisor on duty.
  
4. GUARDS: You will repeat the victim rescue test and the lifesaving skills test you did in your certification class, once a month. Everyone will be required to do this test. If you do not show up, it will be treated as a "no call, no show" and you will lose the next scheduled day of work. The dates for this test will be posted on opening day. If you are requested off on a test day, you will have to reschedule this.
  
5. GUARDS and CONCESSIONS: Late, warnings, no calls, no shows, etc.
  - a. If you're late for whatever reason, (to pool, lessons, chair, etc.) two times in one day, you'll lose a day of work – if you lose two days of work, you lose a week – if you lose two weeks, you will be terminated.
  - b. If you're going to call off for your session, parties or lessons, you must do it an hour before your first scheduled arrival time. If you call later than an hour before, it will be considered a no call, no show.
  - c. No call, no show – you lose your next scheduled day of work – No call, no show three days, you're terminated.
  - d. You cannot trade shifts with someone. You need to let management know what day you can't work and they'll get back with you. **DO NOT ASSUME IT'S DONE UNTIL YOU HEAR FROM MANAGEMENT.**
  - e. GUARDS: You can receive warnings for the following reasons: (three warnings in a week=lose a day of work)
    - i. Late to pool, chair, lessons, parties, etc.
    - ii. Forgetting the buoy or not having the buoy across your lap in the chair.
    - ii. Not wearing your guard suit or not bringing your pack, whistle or sunglasses to work
    - iii. Not being attentive

- iv. Insubordination
  - v. Not performing your daily duties
  - vi. Phone usage
- f. CONCESSIONS: You can receive warnings for the following reasons: (three warnings in one week=lose a day of work)
- i. Not keeping the concession stand clean
  - ii. Not restocking
  - iii. Leaving the concession stand unattended
  - iv. Forgetting to provide weekly inventory
  - v. Not wearing your appropriate uniform or forgetting your whistle
  - vi. Giving food away for “free”
  - vii. Having people other than pool employees in concession stand
6. No eating or talking to friends while in the chair
7. No after-hours swimming. This will result in immediate termination.
8. Show up for work on raining days.
9. If the pool’s attendance is down and we need to send a guard home, volunteers will be taken first. If no one volunteers, names will be drawn. You only go home one time within the week.
10. Make sure you turn in your school activities/schedules, planned vacations and requested days off ASAP. Dates off are not guaranteed.
11. Uniforms
- a. Guards: suits/rash shirts/sweatshirts/pack/sunglasses
  - b. Concessions: Park provided shirt/shorts or pants/whistle
12. Text messages – messages sent by management must be replied to. Texting is a major way of communication between management and workers.
13. Phone usage – Guards: your phone is NOT allowed in the guard stand. Your phone MUST stay in your locker during your scheduled work hours. Concessions: your phone is not to distract you from helping pool patrons at the window.
14. Insubordination will not be tolerated at the pool.
15. All belongings must be stored in your locker, at all times.

## 8-1 Separation of Employment

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

### Layoffs

A layoff is a non-disciplinary time off without pay. An employee may be subject to layoff at any time at the Harrisburg Township Park District's discretion. 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 Harrisburg Township Park District. Although not required, the Harrisburg Township Park District will attempt to give an employee prior notice of layoff when practicable. A permanent layoff is a layoff without expectation of recall.

### Resignations

A resignation is a voluntary separation from or abandonment of employment. As an at-will employee, you may resign with or without cause or notice at any time. However, the Harrisburg Township Park District requests that an employee give the Executive Director sufficient notice of his/her intention to resign to enable the Harrisburg Township Park District to minimize departmental hardship and to make proper provisions for the filling of the vacant position. Proper notice generally allows the District sufficient time to calculate all accrued benefits and wages to which the employee may be entitled and to include such monies in the final paycheck. The Harrisburg Township Park District requests that employees give written notice to the Executive Director at least two weeks days prior to your last work day in order to leave in good standing. You may not use sick leave, vacation days, or any other leave of absence or time off after you have submitted your resignation. Vacation compensation will be paid in accordance with the policies contained in this Employee Handbook and applicable law. Seasonal Employees will not be deemed in good standing if they resign or abandon their job before the end of the program or period for which they are employed. An employee who fails to resign in good standing will not be eligible for rehire unless there is good cause, as determined in the sole discretion of the Harrisburg Township Park District, for not complying with this policy.

### Retirement

Retirement means a resignation for the purpose of obtaining retirement and/or social security benefits. Employees who plan to retire are urged to provide the Harrisburg Township Park District with a minimum of two months' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

### Return of Park District Property

Before officially separating from the Harrisburg Township Park District's employment for any reason, you must return all Harrisburg Township Park District property, including without limitation keys, equipment, cellular phones, vehicles, and credit cards.

### Upon Separation of Service

Upon separation, your vacation leave earned and comp time earned, but not used, will be paid to you or your heirs at your rate of pay as of your separation date in accordance with Harrisburg Township Park District policy. The Executive Director will provide you with the appropriate information when you separate from the Harrisburg Township Park District.

### References

It is the District's general policy to confirm only the dates of a former employee's employment and his or her position with the District if the prospective employer or personnel recruiter does not provide the inquiry in writing on letterhead and provide a written release, approved by the District, from the former employee. However, upon inquiry by a prospective employer, the District reserves the right to release truthful information, or information the District believes in good faith is truthful, about a current or former District employee's job performance. Such truthful disclosure shall not include any disciplinary report, letter or reprimand, or other disciplinary action without written notice to the employee, unless otherwise required by law. Records of disciplinary action which are more than four (4) years old shall not be released by the District to a third party unless otherwise required by law. All inquiries for references should be referred to the Executive Director. The Executive Director will provide a written release form upon request.

**9-1 Employee Acknowledgement**

This Handbook includes present policies and procedures such as general rules of conduct, safety regulations, disciplinary rules and the like. Nothing contained in this handbook or any verbal statement should be construed as creating any type of employment contract, either expressed or implied. The policies and other information contained in this handbook are subject to change at any time at the option of the Harrisburg Township Park District. While the Harrisburg Township Park District will normally attempt to provide employees advance notice of any change, it reserves the right to alter these policies at any time without advance notice.

You are employed with the Harrisburg Township Park District **at-will**, and nothing contained in the Handbook is intended to provide or guarantee you employment for any specified period of time. This at-will employment relationship can only be modified by a written contract signed by the employee and approved by the Board of Commissioners. No representative of the Harrisburg Township Park District, other than the Board of Commissioners, has the authority to enter into any agreement for a specific period of time or to make any agreement contrary to the foregoing.

In regards to the foregoing, I hereby acknowledge receipt of the Employee Handbook for the Harrisburg Township Park District. I agree and represent that I have read or will read this Employee Handbook in its entirety. I understand that neither the policies nor their individual terms constitute nor represent binding contractual commitments, either expressed or implied, on the part of the Harrisburg Township Park District. I understand and will comply with all policies within this Employee Handbook and any and all other Harrisburg Township Park District policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Employee Handbook or any other Harrisburg Township Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal. My decision to continue my employment with Harrisburg Township Park District after this revision and any future revision to this Employee Handbook shall be deemed to constitute my agreement with all such revisions. Further, I understand that, notwithstanding anything contained in the policies or any other policy statement, I retain my right to terminate my employment at any time, without notice or reason, and the Harrisburg Township Park District retains the same right.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Appendix A1

### Harassment and Other Inappropriate Behavior Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT HARASSMENT AND OTHER INAPPROPRIATE BEHAVIOR**

It is the policy of the Harrisburg Township Park District to provide a workplace where each employee feels respected, valued and comfortable. To preserve this atmosphere, the District will not tolerate harassment or other abusive behavior by anyone – including employees, vendors, and customers.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Policy” means this Harassment and Other Inappropriate Behavior Policy.

### **II. ADMINISTRATION OF THE POLICY**

This Policy applies to conduct on the District’s premises and in the course of District business, as well as off-premises conduct that affects any employee in the workplace or that creates a hostile, intimidating or offensive working environment. For purposes of this Policy, the phrase “working environment” is not limited to a physical location an employee is assigned to perform his or her duties and the prohibition of harassment does not require an employment relationship.

### **III. DEFINITIONS**

For purposes of this policy, “harassment” means unwelcome conduct, whether verbal, physical, or visual, that is based upon or derisive of a person’s actual or perceived race, color, ancestry, religion, sex, national origin, age, disability, military status, marital status, sexual orientation, genetic information, gender identity, parental status, ancestry, or other legally protected characteristics or conduct, where the unwelcome conduct affects tangible job benefits, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. All employees have a responsibility to keep the workplace free of any such harassment.

This policy also specifically prohibits sexual harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually-motivated physical contact, or other verbal or physical conduct or communication of sexual nature where:

- Submission to that conduct or communication is made a term or condition of employment, either explicitly or implicitly; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct or communication unreasonably interferes with an individual's job performance, or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may also include "sexting" (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (e-mail, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook, Twitter, and Instagram).

No representative of the District has the authority to request or require an employee or applicant to submit to sexual harassment as a condition of receiving any job benefit (such as a raise or a promotion) or avoiding any job detriment (such as a pay cut or demotion).

Depending upon the circumstances, sexual harassment may include explicit sexual propositions; suggestive comments; sexually oriented "kidding" or "teasing"; "practical jokes" about gender-specific traits; foul or obscene language or gestures; displays of pornography or other inappropriate printed or visual material; and physical contact, such as patting, pinching, or brushing against another's body.

#### **IV. PROCEDURES**

All employees and officials who become aware of harassment of any kind prohibited by this policy are strongly encouraged to immediately report the harassment. Reports of harassment are to be promptly directed either verbally or in writing to the employee's immediate supervisor. In the event the report involves the employee's immediate supervisor, or if the employee for any reason is uncomfortable in dealing with his or her supervisor, the employee may report such conduct to any other supervisor or manager or the Executive Director. The District respects the confidentiality and privacy of all its employees. Accordingly, the District will take appropriate steps to protect the confidentiality of employees involved in a claim of harassment to the extent that the investigation process permits. Confidentiality will be maintained throughout the investigatory process to the extent consistent with reasonable investigation practices and the application of corrective action. The District may need to disclose certain information when necessary to protect the interests of the District, its employees, and the public.

The District will initiate an investigation promptly after receipt of a report of harassment. The scope of the investigation will depend upon the specific circumstances, but will generally include an interview with the person making the report of harassment and the person who reportedly engaged in the harassing conduct. The investigation may also include interviews of other witnesses and review of documents that the investigator determines may be relevant to the report.

Written statements may be required of all employees interviewed in relation to the alleged harassment.

Option 1: Malicious, false, or misleading statements or accusations made by an employee relative to the investigation or report of harassment will be treated as misconduct and will result in disciplinary action up to and including termination.

Option 2: False and frivolous charges refer to cases where the accuser is using a harassment complaint to accomplish some end other than stopping harassment. It does not refer to charges made in good faith which cannot be proven. Given the seriousness of the consequence for the accused, a false and frivolous charge is a server offense that can itself result in disciplinary action.

Employees who engage in harassment in the workplace can expect disciplinary action, up to and including immediate termination. Each case will be reviewed on an individual basis.

Resolution Outside District: The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. In addition, an appeal process is available through the Illinois Human Rights Commission, (IHRC) after IDHR has completed its investigation of the complaint. Where the employing entity has an effective sexual harassment policy in place and the complaining employee fails to take advantage of that policy and allow the employer an opportunity to address the problem, such an employee may, in certain cases, lose the right to further pursue the claim against the employer.

#### ADMINISTRATIVE CONTACTS

Illinois Department of Human Rights (IDHR)

Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

Marion: 618-993-7463

Marion TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

United States Equal Employment Opportunity Commission (EEOC)

Chicago: 800-669-4000

Chicago TTY: 800-869-8001

An employee, who is suddenly transferred to a lower paying job or passed over for promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge, also due within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

An employee who has been physically harassed or threatened while on the job may also have grounds for criminal charges, such as assault or battery.

## **V. RETALIATION**

Retaliation for reporting harassment or providing truthful information as part of an investigation under this policy is prohibited. Employees who report harassment or provide truthful information as part of an investigation under this policy are protected from retaliation by this policy and by the Illinois Human Rights Act, the Illinois Whistleblower Act, and the State Officials and Employees Ethics Act. Any employee of the District who retaliates against another employee in violation of this policy will be subject to discipline, up to and including termination. If an employee becomes aware of retaliation against anyone for reporting harassment or providing truthful information as part of an investigation under this policy, the employee must immediately report such conduct using the reporting procedures set forth above.

## **VI. STATE REGULATIONS**

The District approves incorporating Senate Bill 0402 Public Act 100-0554 and Senate Bill 75 Public Act 101-0221 in its Harassment Policy.

The District will require employees to receive sexual harassment training (from the Department of Human Rights sexual harassment training program) at least once a year.

The District will require employees to complete annual training on harassment and discrimination prevention in addition to sexual harassment.

## **VII. BOARD OF COMMISSIONERS PROCEDURES**

Alleged harassment by a Board member against another Board member can be reported to the Board President. If the Board President is the reporting person or is implicated in the allegation, the report can be made to any other Board member who is not involved. If all three Board members are involved, the report can be made to the Executive Director of the District. Any report under this section must be referred to the District's legal counsel, who then must appoint a qualified independent attorney or consultant to review and investigate the allegations.

## **VIII. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy.

**IX. EFFECTIVE DATE**

This Policy becomes effective DECEMBER 20, 2019.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

12/20/19  
Date Signed

ATTEST:

Michael Williams  
Michael Williams, Secretary / Treasurer

## Appendix A2

### Americans with Disabilities Act Notice



## HARRISBURG TOWNSHIP PARK DISTRICT AMERICANS WITH DISABILITIES ACT NOTICE

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Harrisburg Township Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Harrisburg Township Park District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communication:** The Harrisburg Township Park District will generally, upon request, provide appropriate auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Harrisburg Township Park District's programs, services, and activities.

**Modifications to Policies and Procedures:** The Harrisburg Township Park District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Harrisburg Township Park District should contact the Park District as soon as possible but no later than 48 hours before the scheduled event.

If you or a member of your family needs special assistance or accommodations to participate in any Park District Program, please indicate on the Park District Registration form.

The ADA does not require the Harrisburg Township Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Harrisburg Township Park District is not accessible to persons with disabilities should be directed to Blake Emery, Executive Director of the Harrisburg Township Park District at 618-252-2111 or [bemery@harrisburgpark.net](mailto:bemery@harrisburgpark.net).

Harrisburg Township Park District will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

Appendix A3  
Reasonable Accommodation Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT REASONABLE ACCOMMODATION POLICY**

The Harrisburg Township Park District is committed to complying fully with all applicable federal, state, and local laws that are designed to promote reasonable accommodations for qualified persons.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Employee” means any individual in the employ of the District.

“Policy” means this Reasonable Accommodation Policy.

### **II. POLICY / PROCEDURES**

#### Reasonable Accommodation for Disabilities

The District is committed to complying fully with all applicable federal, state, and local laws that are designed to promote equal opportunity in employment for qualified persons with disabilities. To the extent required by law, the District will make reasonable accommodations for qualified individuals with known physical or mental disabilities, unless doing so would result in an undue hardship as defined by applicable law. Such accommodations may include, but are not limited to, time away from work, modifications to an employee’s work environment, special equipment, reassignment of non-essential job duties, or transfer to other open positions for which the employee is qualified.

#### Pregnancy and Childbirth

In addition to providing time off for pregnancy, childbirth, and related conditions under its Family and Medical Leave policy, the District will provide reasonable accommodations to employees when needed due to pregnancy, childbirth, or related conditions to the same extent that accommodations are provided for other medical conditions or disabilities, and to the extent required by applicable law, unless doing so creates an undue hardship for the District.

### Nursing Mothers

The District supports mothers who choose to breastfeed, and will provide reasonable unpaid break time and a suitable private location for expressing milk during the work day, unless doing so creates an undue hardship for the District. The District will also comply with all applicable federal, state, and local laws relating to nursing mothers in the workplace.

### Religious Accommodations

The District respects the freedom of religion, and will grant employees reasonable accommodations when needed to avoid conflicts between work duties and their religious beliefs, if it can do so without undue hardship. Employees seeking time off for religious observances should provide as much advance notice of their need for time off as possible, as it may not be possible to honor last-minute requests. Employees may be required to use available leave time, if any, to cover absences for religious observances. Requests for additional leave or other accommodations will be evaluated on a case by case basis.

### Requesting an Accommodation

If you require a reasonable accommodation for a disability, due to pregnancy, childbirth or a related condition, for religious reasons, or for any other reason provided by applicable law, you should promptly bring the matter to the attention of the Executive Director. The District may require you to provide documentation or information supporting your request. If you seek an accommodation due to a medical condition, the District may also require you to be evaluated by a health care provider designated by the District. If an accommodation is needed, the District will work with you to determine what accommodation is appropriate. The District is generally not required to provide an accommodation that would result in an undue hardship for the District. Additionally, please note that even where the District is required to provide a reasonable accommodation, it is not obligated to provide the specific accommodation that you request if another accommodation would also be effective.

Employees who are granted reasonable accommodations will generally be required to perform all essential job functions and to meet the same performance standards and expectations with respect to those job functions as required of similarly-situated employees, unless otherwise provided by applicable law.

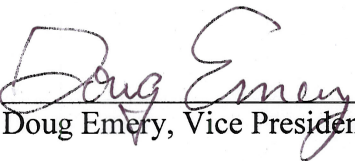
## **III. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

**IV. EFFECTIVE DATE**

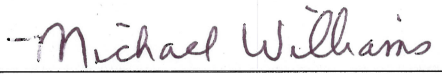
This Policy becomes effective NOVEMBER 22, 2019.

  
Richard Rumsey, President

  
Doug Emery, Vice President

ATTEST:

11/22/19  
Date Signed

  
Michael Williams, Secretary / Treasurer

Appendix A4  
Background Investigation Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT BACKGROUND INVESTIGATION POLICY**

It is hereby found and determined that the use of criminal background investigations, in accordance with the Illinois Uniform Conviction Information Act, and State Statute (70-ILCS 1205/8-23) will assist in providing a safe environment for children, volunteers and participants of the programs sponsored by the Harrisburg Township Park District and Affiliate Associations which utilizes Harrisburg Township Park District parks and facilities. Accordingly, the Harrisburg Township Park District shall conduct criminal background investigations, pursuant to this policy, as a condition of employment with the Harrisburg Township Park District and as a condition of the use of district facilities by Affiliate Associations.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“Board” means the Board of Commissioners of the District.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Background Investigation Policy.

### **II. RULES & PROCEDURES**

1. The District shall not knowingly employ a person for whom a criminal background investigation has not been initiated. The Park District may, in its sole discretion, defer the commencement date of an applicant’s employment after the initiation of the background investigation and until the Park District has received and is satisfied with the results of the investigation.
2. Background investigations shall be required for the following positions for all applicants:
  - a. All Full-time, Part-time, and Seasonal District employees.
  - b. All recognized or sanctioned volunteers that lead, coach, or organize children activities.
3. The District may also require criminal background investigations for any volunteers, or classes of volunteers, as a condition of the Park District’s acceptance of their volunteer services to or on behalf of the District.
4. Any person applying to any of the above positions must complete and sign a copy of the Disclosure and Authorization – Background Investigation Form.

5. Criminal background investigations will be performed prior to the applicant beginning their duties. Criminal background investigations may also be required periodically during a person's continuing employment with the Park District or provision of volunteer services to or on behalf of the Park District. Subsequent background investigations will be performed at least once every three years, or whenever the District has reason to suspect a conviction has not been reported to the District.
6. The results of the criminal background investigations will be kept strictly confidential. The District has designated its Executive Director as the person who shall receive any information concerning the record of convictions of the applicant. Any information concerning the record of convictions obtained by the Executive Director shall be confidential and may only be transmitted to those persons who are necessary to the decision on whether to employ the applicant. The reports shall be kept in a locked, secure location, for a period of 3 years or until the person is no longer employed or a volunteer, whichever is later.
7. A copy of each criminal conviction report received shall be provided to the applicant. The applicant shall have seven (7) days after his receipt of a record of convictions within which to notify the District if the record is inaccurate or incomplete in any respect.
8. If a background investigation discloses a criminal conviction, the District Executive Director shall review state statute (70 ILCS 1205/8-23) to determine if the criminal conviction disqualifies them from employment or serving as a volunteer for the Park District.

### III. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

### IV. EFFECTIVE DATE

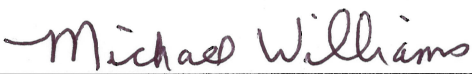
This Policy becomes effective SEPTEMBER 20, 2019.

  
Richard Rumsey, President

  
Doug Emery, Vice President

ATTEST:

9-20-19  
Date Signed

  
Michael Williams, Secretary / Treasurer

Appendix A5  
Motor Vehicle Operators Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT MOTOR VEHICLE OPERATORS POLICY**

Motor vehicle operation represents one of the largest liability exposures. All employees who regularly operate District vehicles or their personal vehicles to conduct District business as a condition of their employment should be required to provide a copy of their current driver's license, copy of their declarations page or pocket insurance card if they are operating their private vehicles to conduct District business, and submit to a motor vehicle records review (MVR). The review shall be considered confidential, and a file of MVR's shall be maintained by the personnel or human resources department. Safe driving practices protect the employee, fellow employees and citizens of the community. The employee, fellow employees and citizens of the community could be affected anytime an employee operates a private or public vehicle to conduct District business.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“Board” means the Board of Commissioners of the District.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Motor Vehicle Operators Policy.

### **II. PURPOSE**

To ensure that an acceptable standard of performance and safety is met by all employees who operate their private or public vehicles to conduct District business.

### **III. SCOPE**

This policy applies to all District employees who regularly operate motor vehicles, except for elected Board of Commissioners. Whenever the provisions of this policy are in conflict with the Illinois Code, then provisions of the Illinois Code will prevail.

### **IV. MINIMUM QUALIFICATIONS FOR THE OPERATION OF DISTRICT-OWNED MOTOR VEHICLES AND PRIVATELY OWNED MOTOR VEHICLES WHILE CONDUCTING DISTRICT BUSINESS**

1. Personal vehicles may be used for official District business with prior approval. Employees using their personal vehicles will be reimbursed.

2. All employees whose duties require the operation of a District-owned motor vehicle or who operate a privately owned motor vehicle while conducting District business as a part of their employment must possess a valid state driver's license and a safe-driving record.
3. Employees who regularly operate vehicles on District business shall submit to a motor vehicle record (MRV) review prior to employment and thereafter on a regular basis. If the MVR review indicates violations in excess of the recommended guidelines, the applicant or employee may be required (at the District's discretion) to complete defensive driving training based upon the seriousness of the violations. If a disability or health-related reason caused the adverse driving record, the employer will consider such information and may use such information in making reasonable accommodation decisions.
4. Employees operating District-owned motor vehicles or privately owned vehicles shall use common sense and good judgment. If during the course of employment, an employee exhibits a disregard for acceptable safe-driving procedures, the District may deny future authorization to operate a vehicle while representing the District.
5. Any employee who operates a privately owned vehicle to conduct District business is required to maintain automobile liability insurance coverage's on their privately owned vehicle in accordance with the State of Illinois liability recommendations. Employees who do not maintain minimum liability coverage will not be allowed to operate their privately owned vehicle for District business.
6. Any employee performing work which requires the operation of a District vehicle or private vehicle on District business is required to report to the employee's supervisor or risk management director if his or her license is allowed to expire, is suspended or revoked. Any employee who fails to report such information is subject to disciplinary action.

## V. REQUIREMENTS

Due to liability exposures of operating a motor vehicle while on District business, it is recommended that employees provide a copy of their driver's license, verification of insurance, and submit to a motor vehicle record review (MVR).

### 1. Valid Driver's License

All employees driving District vehicles or their own vehicles on District business shall possess a current, valid Illinois Driver's license of the appropriate type.

### 2. Vehicle Liability Insurance Coverage

All employees who are required to operate their private vehicles to conduct District business shall provide verification of insurance to meet the recommended liability limits.

### 3. Motor Vehicle Records Review (MVR)

All employees are required to submit to a motor vehicle records review initially and on a regular basis, preferably annually.

**VI. RECOMMENDED MOTOR VEHICLE RECORD (MVR) GUIDELINES**

1. No more than two convictions for moving traffic violations within any 12-month period.
2. No more than two moving traffic violations that contribute to accident within any 12-month period.
3. Conviction of any traffic violation that is defined as serious by Illinois Code.
4. No DUI's (driving under the influence) within five years.

Employees who are convicted for moving traffic violations equal to or exceeding the recommended guidelines may be subject to personnel action to include defensive driving courses or suspension of District driving authorization.

The District's Board of Commissioners may require employees who drive on District business to attend driver's training whenever the aforementioned determines the training to be necessary, even though guidelines have not been exceeded.

**VII. AVAILABILITY OF POLICY**

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

**VIII. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

**IX. EFFECTIVE DATE**

This Policy becomes effective SEPTEMBER 20, 2019.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

ATTEST:

9-20-19  
Date Signed

Michael Williams  
Michael Williams, Secretary / Treasurer

Appendix A6  
Abused and Neglected Children Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT ABUSED AND NEGLECTED CHILDREN POLICY**

It is the policy of the Harrisburg Township Park District to maintain compliance with the State of Illinois Abused and Neglected Child Reporting Act under section 325 ILCS 5/1, Chapter 23 and Paragraph 2051 which protects the health, safety, and best interest of children in all situations which children are vulnerable to child abuse or neglect.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Person” means any individual in the employ of the District.

“Policy” means this Abused and Neglected Children Policy.

### **II. ADMINISTRATION OF THE POLICY**

As the District serves a significant number of children in its programs and services, it is mandated to comply with the Abused and Neglected Child Care Reporting Act. The act requires staff who have a reasonable cause to believe a child may have been abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services. Under no circumstances shall any person in charge of any or all part of the District exercise any control, restraint or modification or other change in the report or the forwarding of such report to the Department of Children and Family Services.

The phone number to report abuse or neglect is 1 (800) 25 ABUSE (1 -800-252-2873).

Failure to report suspected abuse or neglect may result in criminal penalties under the Act and disciplinary action, up to and including termination.

### III. DEFINITION OF ABUSE AND NEGLECT

**Physical Abuse** as defined by the Illinois Abused and Neglected Child Reporting Act (ANCRA), (Section 3) occurs when a parent or a person responsible for the child's welfare:

- “inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function”. Such common injuries include bruises, human bites, bone fractures, and burns.
- “creates a substantial risk of physical injury” likely to have the physical impacts listed above. Examples in DCFS allegation definitions include such incidents as choking or smothering a child, shaking or throwing a small child, and violently pushing or shoving a child into fixed objects. Other circumstances include incidents of domestic violence in which the child was threatened, violations of orders for the perpetrator to remain apart from the child, and a history of past sexual abuse which may place other children at risk.
- “acts of torture” which is defined by DCFS as “deliberately and/or systematically inflicting cruel or unusual treatment which results in physical or mental suffering”.
- “inflicts excessive corporal punishment” is included in ANCRA, but is not specifically further defined by DCFS. However, bruises inflicted on a child, especially a young child, are usually considered as meeting this definition.
- “commits or allows to be committed the offense of female genital mutilation”.
- “causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance” (i.e. illegal drugs) except when prescribed by a physician.

**Sexual Abuse** occurs when a person responsible for the child's welfare commits any of the following acts:

- Sexually transmitted diseases are by DCFS definition “diseases which were acquired originally as a result of sexual penetration or conduct with an individual who was afflicted”.
- Sexual penetration includes any contact between the sex organ of one person and the sex organ, mouth, or anus of another person. Typical acts include vaginal, oral and anal sex.
- Sexual exploitation is defined by DCFS as “sexual use of a child for sexual arousal gratification, advantage, or profit”. This includes such acts as explicit verbal enticements, child pornography, self-masturbation in the child's presence, and forcing a child to watch sex acts.
- sexual molestation is defined by DCFS as “sexual conduct with a child when such contact, touching, or interaction is used for arousal or gratification of sexual needs or desires”. Examples include fondling a child or having the child touch the perpetrator sexually. (DCFS Procedures 300.Appendix B)

For both physical and sexual abuse, parents and caretakers are charged with the responsibility to take reasonable steps to stop abuse. If they do not, they may be charged with abuse themselves. (ANCRA Section 3)

**Neglect** occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or needed medical treatment. Neglect is also alleged when an adult provides inadequate supervision of a child. This can occur when children are left either unsupervised or in the care of someone unable to supervise due to his/her condition. Children can suffer injuries that are the result of “blatant disregard” and are considered neglect. According to DCFS: “Blatant disregard is a situation in which the risk of harm to a child is so imminent and apparent that it is unlikely that any parent or caretaker would expose the child to such without taking precautionary measures to protect the child.” (DCFS Procedures 300 Appendix B)

#### **IV. PROCEDURES**

The District fully complies with the State of Illinois Abused and Neglected Child Reporting Act. The District will make every reasonable effort and precaution to prevent, detect, handle and report cases of suspected child abuse and neglect for children who come in direct contact with District programs, areas, and facilities. This includes providing training on this issue to employees and/or anyone else involved in interacting with or supervising children.

When an employee has reasonable cause to believe that a child known to him/her in a professional or official capacity may be abused or neglected, the employee must immediately:

- Inform his/her supervisor of the situation.
- Report or cause a report to be made to the DCFS child abuse hotline.
- The report should be made at the first opportunity after there is reasonable cause to believe that the child has suffered abuse or neglect. The report should be sent directly to the Department of Children and Family Services, either through a statewide toll free telephone number or through the nearest department office. Reporting should be regarded as a request for an investigation into a suspected incident of abuse/neglect.
- If a child seems in immediate danger, his/her life is threatened and/or emergency medical care is needed, the supervisor may call the police.
- In a medical emergency the child may be taken to an appropriate hospital for treatment. The parent should be immediately contacted.

#### **V. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy.

**VI. EFFECTIVE DATE**

This Policy becomes effective OCTOBER 25, 2019.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

10/25/19  
Date Signed

ATTEST:

Michael Williams  
Michael Williams, Secretary / Treasurer

**ACKNOWLEDGMENT OF MANDATED REPORTER STATUS**

I, \_\_\_\_\_, understand that when I am employed as a  
(Employee Name)

Recreation or Athletic Program or Facility Personnel, I will become a mandated reporter under the  
(Type of Employment)

Abused and Neglected Child Reporting Act (325 ILCS 5/4). This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between me and my patient of client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois state Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Printed Name of Applicant/Employee

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

Appendix A7  
Use of Technology Policy



## HARRISBURG TOWNSHIP PARK DISTRICT USE OF TECHNOLOGY POLICY

The Harrisburg Township Park District provides a variety of IT resources to employees to assist them in performing their job duties. These include but are not limited to the District's computers, computer networks, e-mail system, Internet access, software, storage media and devices, telephones, mobile telephones, voice mail, printers, copiers, scanners, and fax machines. Many employees also have their own personal IT resources available at work, such as mobile telephones, "smart" phones, tablet computers and similar devices.

The same policies and principals that apply to employee conduct in general also apply to the use of District provided and personal IT resources. Additionally, employees must also comply with the following policies and guidelines.

### I. DEFINITIONS

The following words shall have the following meanings when used in this Policy.

"District" means HARRISBURG TOWNSHIP PARK DISTRICT.

"Board" means the Board of Commissioners of the District.

"Employee" means any individual in the employ of the District.

"IT" means Information Technology or person administering Information Technology duties.

"Policy" means this Use of Technology Policy.

### II. POLICY / PROCEDURES

#### Personal Use

During working hours, employees are expected to be at work, performing their assigned job duties. Employees may not use work time for personal pursuits, including personal telephone calls, e-mail correspondence, surfing the Internet, or participating in social media, whether using the Park District's IT resources or their own.

The Park District's IT resources are provided for business use only. Personal use of these resources is strongly discouraged, and may result in discipline or termination if such use violates any Park District policy or the law, distracts other employees from their job duties, or interferes with the security or stability of the Park District's IT resources.

### Privacy

By using the Park District's IT resources you acknowledge and agree that the Park District may monitor all use of its IT resources and has the right to access, record, store, transfer, review, disseminate, dispose of and use any data or communications sent, received, accessed, viewed, or stored using any of its IT resources, to the fullest extent allowed by applicable law, with or without further notice to you.

In particular, please note that data stored in your Park District Outlook account (including e-mail, attachments, calendar entries, contacts and notes) or on the Park District's file servers is Park District property and may be accessed and reviewed at any time. This may occur, for example, when needed to address IT issues, if you are unavailable and information stored in your account is needed for business reasons, or to investigate performance issues or suspected misconduct. Outlook calendars and other information are often shared to facilitate joint scheduling and collaboration. Internet and network activity may be monitored, logged and reviewed by the Park District for purposes of network management or investigation of performance issues or suspected misconduct. All data stored on your Park District computer's hard drive, include any documents you have viewed or saved, files you have downloaded, cached files with information from personal web-based e-mail and social networking sites, deleted files, and logs of your activities, is likewise Park District property and may be reviewed at any time. This may occur, for example, when IT conducts maintenance on your computer, or to investigate performance issues or suspected misconduct. Additionally, IT may at any time monitor your computer activities by remotely logging onto your Park District computer and through the use of software that logs your activity such as keystrokes and mouse clicks. All of the above activities may occur with or without further notice to you.

While the Park District's computers and other IT-resources are protected by passwords and other security measures, these measures are intended to protect the Park District's information and systems, not to preserve the privacy of your personal communications from the Park District.

**If you have personal information that you do not wish to share with the Park District, do not use the Park District's IT resources to store, send, receive, view or access that information.**

### Security

If you use any of the Park District's IT resources, you are responsible for following all security policies and procedures implemented by the Park District. All passwords must be kept confidential and should not be shared with anyone other than your manager or authorized personnel. Accessing any account or IT resource without authorization or circumventing any security measures (for example, using another employee's password to access his or her e-mail account) is strictly prohibited absent express authorization from the Executive Director.

Employees may not download or install any software on any Park District-provided computer without the approval of the Executive Director.

### Copyright Laws

All employee use of the Park District's IT resources must comply with applicable copyright law. Failure to observe copyright or license agreements may result in disciplinary action, up to and including termination.

### Internet Use

The Internet is a powerful communication tool and a valuable source of information for business use. At the same time, the Park District has no control over the information on the Internet and is not responsible for its content. In addition, the Park District is not responsible for any unauthorized charges or fees resulting from communication via the Internet. Each individual is responsible for what he/she views and downloads, and for what he/she transmits or otherwise communicates by e-mail or the Internet. All Internet use must comply with the Park District's policies (including its policies regarding harassment and discrimination) and applicable law. Any unauthorized or inappropriate use of the Internet may result in disciplinary action, up to and including termination.

### Social Media

This policy is intended to provide guidance to employees who participate in online communities, tools and services that have generally come to be referred as "social media." Social media is constantly changing, but includes, for example, Facebook, LinkedIn, YouTube, Flickr, Twitter, Google+, "blogs," online discussion groups and forums, and other online publishing or communication tools.

Follow the District's policies and the law.

The same principles and guidelines that apply to Park District employees' activities in general apply to activities online. In general, what employees do on their own time is their affair. However, activities outside of work that may adversely affect your job performance, the performance of others, the Park District's customers or the Park District's business interests are the proper focus of Park District policy and may result in disciplinary action up to and including termination. If you have any confusion about whether you ought to publish something online, chances are the Park District's policies will resolve it. Pay particular attention to policies regarding harassment, honesty, and protecting confidential information. If, after checking the policies, you are still unclear as to whether something is appropriate, it is best to refrain and seek the advice of management.

Business use of social media must be specifically authorized.

For the most part, Park District employees have no need to use social media to perform their job duties. In certain cases, the Park District may decide that such use is in the Park District's interests, and may authorize particular employees to use specific social media tools within guidelines established by the Park District. Business use of social media is prohibited absent such express authorization. This includes, for example, social media posts intended to boost sales or promote the Park District's products or services. Any user names, accounts, passwords, etc. used by an employee in the course of performing work for the Park District and any communications or information contained in or transmitted via such an account are the sole property of the Park District to the full extent permitted by any applicable user or license agreements. This includes, without limitation, "followers", "contacts" or "friends" associated with any account used for Park District business. Social media tools not provided by the Park District should not be used for conducting Park District business, including business communications with fellow employees.

Speak in your own voice.

When the Park District wishes to communicate publicly, it has established means to do so. Only those officially designated by the Park District have the authorization to speak for the Park District.

In order to avoid any confusion that could lead to claims of fraud, misrepresentation or conflict of interest against you or the Park District, when using social media to communicate about matters relating to the Park District or its business, you should identify yourself as an employee of the Park District. Do not create a link from your blog, website, or other social networking site to a Park District website without identifying yourself as a Park District employee.

When communicating through social media, you must make clear that you are not speaking on behalf of the Park District unless you have been expressly authorized to do so. You must consider whether any personal thoughts you publish may be misunderstood as expressing Park District positions. If you publish a blog or post anything online related to the work that you do for the Park District, it is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Park District."

Be careful what you post.

Out of an abundance of caution, you should assume that your colleagues, our customers, and others may read anything you post online, even if you believe that you have posted it "privately." Never post any information or rumors about the Park District, other employees, vendors, customers, business partners, or competitors that you know to be false. Additionally, employees are strictly prohibited from posting any material that would violate the Park District's policies regarding harassment: or that may reasonably be perceived as an express or implied threat of violence against the Park District, its employees, customers, or business partners. Employees are also strongly cautioned against posting any information that may make them or the Park District appear unprofessional, such as nude or sexually suggestive photographs or videos, messages depicting or promoting the abuse of drugs or alcohol, or comments disparaging products or services offered by the Park District. Out of respect for our business relationships, customers and business contacts should not be identified (by name or otherwise) in any personal social media post.

Maintain the confidentiality of Park District trade secrets, attorney-client privileged information, and other private or confidential information regarding the Park District, its customers, or its employees. Trade secrets may include information regarding the development of programs, systems, processes, products, know-how and technology. If you have access to sensitive personal information about other employees, such as Social Security numbers or confidential medical files, you must also preserve the confidentiality of that information as required by Company policy and the law. Do not share internal reports, policies, procedures, or other internal business-related confidential communications online. Comply with any applicable confidentiality and disclosure laws, regulations, and contractual obligations governing the release of information related to the Park District or its business.

You should also be aware that information posted online may be used by the Park District to investigate suspected misconduct or violations of Park District policy.

Be respectful.

The Park District's employees and customers reflect a diverse set of customs, values and points of view. While we hope that our workplace is a friendly one, some employees may wish to maintain professional boundaries or refrain from some or all interaction with co-workers outside of work, whether through social media or otherwise. You should respect such boundaries. In particular, please note that repeated, unwelcome requests to "friend" another employee or engage in social communications may make the other employee uncomfortable and could violate the Park District's harassment policy under certain circumstances.

Report violations of Park District Policy.

Violations of Park District policies that occur through social media must be reported to management in the same manner as if the activities had occurred offline. In particular, if you become aware of communications by or between Park District employees that violate the Park District's policies on discrimination, harassment or retaliation, you must report this conduct to the Park District immediately as specified in the applicable policy.

Use your best judgment.

Remember that there may be consequences to what you post. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, feel free to discuss it with your manager. Ultimately, however, you have sole responsibility for what you post or publish in any form of online social media.

Note that nothing in this Social Media policy or the Park District's other policies that may apply to online conduct prohibits employees from engaging in any activity protected by the Illinois Public Labor Relations Act including protected communications regarding wages, hours, working conditions or other terms and conditions of employment.

### **III. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

**IV. EFFECTIVE DATE**

This Policy becomes effective JANUARY 17, 2020.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

1/17/2020  
Date Signed

ATTEST:

Michael Williams  
Michael Williams, Secretary / Treasurer

Appendix A8  
Identity Protection Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT IDENTITY-PROTECTION POLICY**

### **I. INTRODUCTION AND IDENTIFICATION OF ACT**

This Identity-Protection Policy is adopted pursuant to the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*, to protect SSNs from unauthorized disclosure. The Identity Protection Act requires HARRISBURG TOWNSHIP PARK DISTRICT to draft, approve, and implement this Identity-Protection Policy to ensure the confidentiality of Social Security numbers (SSNs) that the District collects, maintains, and uses. It is important to protect SSNs because this private information can be used to facilitate identity theft and fraud. One way to better protect SSNs is to limit access to and distribution of this private information.

All District officers, employees, and agents shall comply with the Identity Protection Act and this Policy at all times.

### **II. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“Act” means the Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*

“Board” means the Board of Commissioners of the District.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Person” means any individual in the employ of the District.

“Policy” means this Identity-Protection Policy.

“Publicly post” or “publicly display” means to intentionally communicate or otherwise intentionally make available to the general public.

“Redact” means to alter or truncate data so that no more than five sequential digits of a SSN are accessible as part of personal information.

“SSN(s)” means any Social Security number provided to an individual by the Social Security Administration.

“Statement of Purpose” means the statement of the purpose or purposes for which the District is collecting and using an individual’s SSN that the Act requires the District to provide when collecting a SSN or upon request by an individual. An example of a Statement of Purpose for the District is attached to this Policy.

### III. STATEMENT OF PURPOSE

The District shall provide an individual with a Statement of Purpose anytime an individual is asked to provide the District with his or her SSN or if an individual requests it.

### IV. PROHIBITED ACTIVITIES

(a) Neither the District nor any Person may:

1. Publicly post or publicly display in any manner an individual's SSN.
2. Print an individual's SSN on any card required for the individual to access products or services provided by the person or entity.
3. Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
4. Print an individual's SSN on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the SSN to be on the document to be mailed. Notwithstanding the foregoing, SSNs may be included in applications and forms sent by mail, including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN that is permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.

(b) Except as otherwise provided in paragraph (c) below or unless otherwise provided in the Act, neither the District nor any Person may:

1. Collect, use, or disclose a SSN from an individual, unless: (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the SSN is otherwise necessary for the performance of the District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
2. Require an individual to use his or her SSN to access an Internet website.
3. Use the SSN for any purpose other than the purpose for which it was collected.

(c) The prohibitions in paragraph (b) above do not apply in the following circumstances:

1. The disclosure of SSNs to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or

subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's SSN will be achieved.

2. The disclosure of SSNs pursuant to a court order, warrant, or subpoena.
3. The collection, use, or disclosure of SSNs in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
4. The collection, use, or disclosure of SSNs for internal verification or administrative purposes.
5. The disclosure of SSNs by a State agency to the District for the collection of delinquent child support or of any State debt or to the District to assist with an investigation or the prevention of fraud.
6. The collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

#### **V. COORDINATION WITH THE FREEDOM OF INFORMATION ACT AND OTHER LAWS**

The District shall comply with the provisions of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*, and any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the District shall redact SSNs from the information or documents before allowing the public inspection or copying of the information or documents.

When collecting SSNs, the District shall request each SSN in a manner that makes the SSN easy to redact if required to be released as part of a public records request.

#### **VI. LIMITED EMPLOYEE ACCESS TO SOCIAL SECURITY NUMBERS**

Only employees who are required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs shall first be trained to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

#### **VII. EMBEDDED SOCIAL SECURITY NUMBERS**

Neither the District nor any Person shall encode or embed a SSN in or on a card or document, including but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the SSN as required by the Act and this Policy.

**VIII. APPLICABILITY**

If any provision of this Policy conflicts with any provision of the Act, the provisions of the Act shall prevail.

This Policy does not apply to:

1. the collection, use, or disclosure of a SSN as required by State or federal law, rule, or regulation; or
2. documents that are recorded with a county recorder or required to be open to the public under a State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; provided, however, that the District shall redact the SSN from such document if such law, rule, or regulation permits.

**IX. AVAILABILITY OF POLICY**

The Policy shall be filed with the Board within 30 days of its approval. All District employees shall be advised of the existence of this Policy.

District employees who are required to use or handle information or documents that contain SSNs have been provided a copy of this Policy, which each shall maintain at all times. A copy of the Policy is available to all other employees and any member of the public by requesting a copy from: Harrisburg Township Park District – 921 W. Poplar Street, Harrisburg, IL 62946 – (618) 252-2111.

**X. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees and the public as set forth in the preceding section above.

**XI. EFFECTIVE DATE**

This Policy becomes effective AUGUST 16, 2019.

Richard R Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

ATTEST:

8/16/19  
Date Signed

Michael Williams  
Michael Williams, Secretary / Treasurer

## ATTACHMENT

### STATEMENT OF PURPOSE FOR COLLECTION OF SOCIAL SECURITY NUMBERS BY THE HARRISBURG TOWNSHIP PARK DISTRICT

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, and the Identity-Protection Policy of the HARRISBURG TOWNSHIP PARK DISTRICT (“District”) require the District to provide an individual with a statement of the purpose or purposes for which the District is collecting and using the individual’s Social Security number (“SSN”) anytime an individual is asked to provide the District with his or her SSN or if an individual requests it. This Statement of Purpose is being provided to you because you have been asked by the District to provide your SSN or because you requested a copy of this statement.

#### **Why are we collecting your Social Security number?**

You are being asked for your SSN for one or more of the following reasons:

- Administrative services: employment eligibility verification, payroll and tax purposes, retirement and pension plan purposes, employment benefit plan purposes, and background checks

#### **What will we do with your Social Security number?**

We will only use your SSN for the purpose for which it was collected.

We will not:

- Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
- Publicly post or publicly display your SSN;
- Print your SSN on any card required for you to access our services;
- Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
- Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you. If mailed, your SSN will not be visible without opening the envelope in which it is contained.

**If you have questions or complaints about this Statement of Purpose submit them to:**

HARRISBURG TOWNSHIP PARK DISTRICT  
921 W. Poplar Street  
Harrisburg, IL 62946  
(618) 252-2111

Appendix A9  
Personal Information Privacy Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT PERSONAL INFORMATION PRIVACY POLICY**

This Personal Information Privacy Policy is adopted to comply with the Illinois Personal Information Protection Act, 815 ILCS 530/1 to protect personal information from unauthorized disclosure.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Policy” means this Personal Information Privacy Policy.

"Personal information" does not include publicly available information that is lawfully made available to the general public from federal, State, or local government records.

### **II. POLICY / PROCEDURES**

The Harrisburg Township Park District will be in compliance with 815 ILCS 530/1, Personal Information Protection Act.

#### Information Collection and Use

The Harrisburg Township Park District does not collect personal identifying information about you and/or your dependents except when you specifically and knowingly provide it. The District needs this information to register an individual for a District program or when you use certain District products or services. In some cases if you do not provide this information, you may not be able to participate in the requested program or service. A participant’s name, address, telephone number and other non-statutory protected data are private and are not given to the general public, including third parties for direct mail or advertising purposes.

#### Information Sharing and Disclosure

Upon request, the information provided will be released to:

- persons authorized to have access to the information under state or federal law
- persons authorized by court order to have access to the information
- persons to whom written consent has been given to have access to the information

- all individuals employed by or entities under contract with the District who have a need and a right to know the information in order to administer, manage and improve District programming

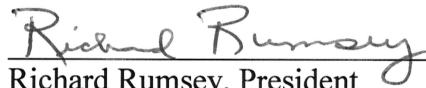
Questions regarding this policy should be directed to the District office of the Executive Director at 618-252-2111.

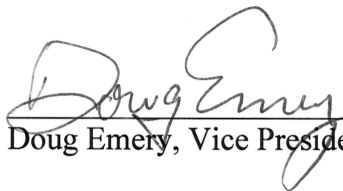
### III. AMENDMENTS

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy.

### IV. EFFECTIVE DATE

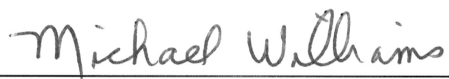
This Policy becomes effective DECEMBER 20, 2019.

  
Richard Rumsey, President

  
Doug Emery, Vice President

ATTEST:

12/20/19  
Date Signed

  
Michael Williams, Secretary / Treasurer

Appendix A10  
Drug Free Workplace Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT DRUG FREE WORKPLACE POLICY**

It is the policy of the Harrisburg Township Park District to maintain a work place that is free from the effects of drug and alcohol abuse. The Harrisburg Township Park District has implemented a Drug Free Workplace Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Harrisburg Township Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Harrisburg Township Park District wishes to maximize the health and safety of its patrons and employees.

This policy expresses the Harrisburg Township Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the Harrisburg Township Park District has resolved to maintain a drug free workplace.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Employee” means any individual in the employ of the District.

“Alcohol” means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol, and isopropanol.

“Cannabis” is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) and Cannabis Regulation and Tax Act (410 ILCS 705 et seq.), which provisions are specifically incorporated in this policy by reference.

“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.

“Criminal drug statute” means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.

“District property” means any building, land, property, structure, park, gym, pool, office, common area, open space, vehicles or other means of transportation, parking lot, or other area owned, leased, managed, used or controlled by the District. District property also includes property used

by District patrons while on District-sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.

“Drugs” means legal drugs, illegal drugs and controlled substances, including cannabis.

“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.

“Medical facility” means any physician, laboratory, clinic, hospital, or other similar entity.

“Possess” means to have either in or on an employee’s person, personal effects, desk, files, or other similar area.

“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.

“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.

“Policy” means this Drug Free Workplace Policy.

## **II. POLICY / PROCEDURES**

The purpose of this policy is to inform employees of the District’s investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms.

Employees are expected and required to report to work on time and to be in an appropriate mental and physical condition for work. To do so, employees must not have alcohol, marijuana/cannabis or illegal drugs in their system. Violators may be subject to disciplinary action, up to and including discharge.

At no time during your service to the District should you be under the influence or in possession of alcohol, marijuana/cannabis or illegal drugs during working hours, including the abuse of legal drugs. Also, if you work on or near vehicles or machinery, handle hazardous materials or substances of any kind, or have public safety responsibilities and you have taken or are under the influence of legal drugs, you must report the use of such legal drugs to your Direct Supervisor if the drug may impact safety or your ability to perform your job.

Any employees who are using prescription drugs that may have adverse side effects that may impact safety or the ability to perform your job should inform their Direct Supervisor or Executive Director as soon as possible.

Employees cannot sell or make transactions involving legal or illegal drugs during work or at District facilities, properties, or in its vehicles. Violators may be subject to immediate disciplinary action, including, but not limited to, discharge. Any sale of legal or illegal drugs during work or on District premises, facilities, or in District vehicles will be treated as gross misconduct, punishable by immediate discharge for the first offense.

## Comments:

### 1. Employee Knowledge

If an employee knows of the possession or use of alcohol, marijuana/cannabis or illegal drugs by another employee, the employee is encouraged to discuss their questions, problems, complaints, or reports with their Direct Supervisor. If the employee feels uncomfortable doing so, or the Direct Supervisor is the source of the problem, report to the Executive Director. If neither of these alternatives is satisfactory, then the employee can direct their questions, problems, complaints, or reports to the President of the Board.

### 2. Acts Prohibited

The unlawful use, sale, purchase, manufacture, distribution, dispensation, transfer, possession, or presence in one's system of non-prescribed drugs or a controlled substance, including cannabis and alcohol, is prohibited on District property or while acting on behalf of the District.

### 3. Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's Alcohol and Drug Use Policy or other rules of conduct. Seeking such assistance will not be a defense for violating the District's drug and alcohol policy, nor will it excuse or limit the employee's obligation to meet the 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 and drug abuse are encouraged to consult voluntarily with the Executive Director and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense. The Executive Director will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this policy.

### 4. Screening and Testing

All new employees may be screened or tested. An employee may also be screened or tested following a work place accident, a violation of a safety rule, 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 testing service at a District facility, a drug testing facility or at a medical facility selected by the District at the 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, including marijuana and to explain the circumstance 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. If a test is confirmed positive, the employee has the right to contest. Contesting will follow the guidelines set forth in the Employee Handbook.

Each District employee is required to sign a consent form (see form at the end of this policy); a copy of which will be provided at the time this policy is distributed to the employee.

Each employee and prospective employee may also be required to sign a separate consent form requested by the testing or 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 District, in its sole discretion, under the circumstances.

#### 5. Treatment

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and 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 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 District, which may include, but is not limited to, future alcohol and/or drug testing.

#### 6. 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 their Direct Supervisor if the legal drug including marijuana/cannabis 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 the legal drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's Direct Supervisor, after conferring with the Executive Director, will decide whether 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.

#### 7. Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding a guilt, a no contest plea, 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

Executive Director may subject the employee to disciplinary action, up to and including dismissal.

8. Discipline/Penalties for Violation

- a. 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 District, is convicted of a drug related crime, causes financial or physical damage to the 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 subject to disciplinary action, up to and including dismissal. In addition to or in the alternative, depending on the circumstances as determined by the District at its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the 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 District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.
- b. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and the Employee Handbook, the 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 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 Executive Director of a conviction for violating any federal or state criminal drug statute in accordance with the Notice of Convictions section of this policy.

9. Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees may be subject to inspection as follows:

- a. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.

b. Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

10. Checklist

The attached checklist will be used to determine and document reasonable suspicion of a potential violation of drug use in the workplace.

11. Records

The 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 District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

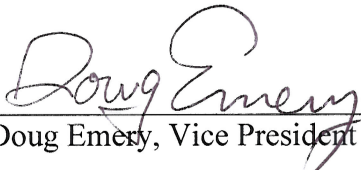
**III. AMENDMENTS**

This Policy may be amended by the District at any time. If the Policy is amended, the District shall file a written copy of the Policy, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy. A copy of the amended Policy will be made available to District employees.

**IV. EFFECTIVE DATE**


This Policy becomes effective APRIL 10, 2020.

  
Richard Rumsey, President

  
Doug Emery, Vice President

ATTEST:

4/10/2020  
Date Signed

  
Michael Williams, Secretary / Treasurer

# Harrisburg Township Park District

## Supervisor Reasonable Suspicion Checklist

Note to the Supervisor: This checklist is used to determine and document reasonable suspicion of a potential violation of drug use in the workplace. It is advised that the supervisor observing the behavior includes another supervisor to witness and each complete a checklist.

### Information

Please Print

Name of observed employee: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Department: \_\_\_\_\_

Employee's phone: \_\_\_\_\_

Referring supervisor's name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's phone (work/cell): \_\_\_\_\_

### Observed Indicators Checklist

Please indicate the observable behaviors (check all boxes that apply).

#### Physical Indicators

##### **Walking**

- Holding on
- Stumbling
- Unable to walk
- Unsteady
- Staggering
- Swaying
- Falling
- Other: \_\_\_\_\_

##### **Movements**

- Fumbling
- Jerky
- Nervous
- Slow
- Hyperactive

##### **Eyes**

- Watery
- Bloodshot
- Glassy
- Dilated
- Closed
- Droopy eye lids
- Appear normal

##### **Appearance**

- Messy
- Dirty/Stained clothing
- Burns on person/clothing
- Ripped/torn clothing
- Partially dressed
- Puncture marks/  
needle tracks
- Appears normal

##### **Face**

- Red/Flush
- Pale
- Sweaty
- Appears normal
- Slobbering
- Grinding teeth
- Dry mouth
- Runny nose
- Other: \_\_\_\_\_

##### **Speech**

- Whispering
- Slurred
- Shouting
- Incoherent
- Silent
- Rambling
- Slow
- Other: \_\_\_\_\_

##### **Breath/Odor:**

- No alcohol odor
- Faint alcohol odor
- Strong alcohol odor
- Sweet/pungent  
tobacco odor
- Chemical odor
- Marijuana odor
- Breath spray/  
mouthwash/gum
- Other: \_\_\_\_\_

##### **Standing**

- Swaying
- Feet wide apart
- Rigid
- Staggering
- Sagging at knees
- Other: \_\_\_\_\_

**Behavioral Indicators**

**Demeanor**

- Cooperative
- Talkative
- Sarcastic
- Anxious
- Disoriented
- Sleepy
- Polite
- Silent
- Belligerent
- Excited
- Inattentive
- Drowsy
- Calm
- Resisting communication
- Tearful/crying
- Mood changes
- Appears normal
- Other: \_\_\_\_\_

**Actions**

- Fighting
- Erratic
- Threatening
- Non-communicative
- Argumentative
- Profanity
- Hostile
- Hyperactive
- Sleeping on the job
- Other: \_\_\_\_\_

**Additional Facts**

- Presence of alcohol and/or drugs in individual's possessions or vicinity.
  - On the job misconduct by individual (specify): \_\_\_\_\_
  - Individual admission concerning alcohol use and/or drug use or possession.
  - List other witnesses to individual's conduct and summarize what they say they witnessed:
- 

**Employee's explanation of reasons for his/her conduct**

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Supervisor/Manager Signature

Date

---

Witness Signature

Date

CONSENT TO DRUG AND/OR ALCOHOL SCREENING

I understand that I am required to take a drug and alcohol screening test for a variety of reasons as outlined in the District's Employee Handbook. 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 District at the 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 District official or a designated representative.

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

I acknowledge receiving, reading and understanding the District's Drug Free Workplace 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 District the use of legal drugs as required by the policy, may result in non-hire or disciplinary action, up to and including termination.

I also understand that positive results of a test is a direct violation of District's policy and may prohibit employment with the District and, if already employed, is grounds for immediate corrective action, up to and including termination.

Employee Signature: \_\_\_\_\_

Printed Employee Name: \_\_\_\_\_

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

## Appendix A11

### Information Security Policy



## **HARRISBURG TOWNSHIP PARK DISTRICT INFORMATION SECURITY POLICY**

This Policy document encompasses all aspects of security surrounding confidential District information. The Harrisburg Township Park District handles sensitive information daily. Sensitive information must have safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organization.

### **I. DEFINITIONS**

The following words shall have the following meanings when used in this Policy.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Policy” means this Information Security Policy and Document.

“Document” means the District Information Security Policy Document.

### **II. POLICY**

The District commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. The District is committed to maintaining a secure environment in which to process cardholder information.

### **III. AMENDMENTS**

This Policy and Document may be amended by the District at any time. If the Policy or Document is amended, the District shall file a written copy of the Policy or Document, as amended, with the Board and shall also advise all District employees of the existence of the amended Policy or Document. The current Policy and Document and any revisions will be made available at the District Office at all times.

**IV. EFFECTIVE DATE**

This Policy becomes effective DECEMBER 18, 2020.

Richard Rumsey  
Richard Rumsey, President

Doug Emery  
Doug Emery, Vice President

12/18/2020  
Date Signed

ATTEST:

Michael Williams  
Michael Williams, Secretary / Treasurer

# *Information Security Policy Document*

Harrisburg Township Park District

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(Company Name)



December 18, 2020

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(Original Date)

## Contents

Definitions .....	3
Introduction .....	3
Information Security Policy .....	3
1. Network Security.....	4
2. Acceptable Use Policy .....	4
3. Protect Stored Data .....	5
4. Information Classification .....	5
5. Access to the Sensitive Cardholder Data .....	6
6. Physical Security.....	6
7. Protect Data in Transit .....	7
8. Disposal of Stored Data.....	7
9. Security Awareness and Procedures.....	8
10. Credit Card (PCI) Security Incident Response Plan .....	8
11. Transfer of Sensitive Information Policy .....	13
12. User Access Management.....	13
13. Access Control Policy .....	14
Appendix A – Agreement to Comply Form – Agreement to Comply With Information Security Policies.....	16
Appendix B – List of Devices .....	17
Appendix C - List of Service Providers.....	17

## Definitions

The following words shall have the following meanings when used in this Policy Document.

“District” means HARRISBURG TOWNSHIP PARK DISTRICT.

“Board” means the Board of Commissioners of the District.

“Policy” means this Information Security Policy Document.

## Introduction

This Policy document encompasses all aspects of security surrounding confidential District information and must be distributed to all District employees. All District employees must read this document in its entirety and sign the form confirming they have read and fully understand this policy. This document will be reviewed and updated by Management on an annual basis or when relevant to include newly developed security standards into the policy and re-distributed to all employees and contractors where applicable.

## Information Security Policy

Harrisburg Township Park District (HTPD) handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organization.

Harrisburg Township Park District (HTPD) commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end management are committed to maintaining a secure environment in which to process cardholder information so that we can meet these promises.

Employees handling sensitive cardholder data should ensure:

- Handle District and cardholder information in a manner that fits with their sensitivity and classification;
- Limit personal use of Harrisburg Township Park District (HTPD) information and telecommunication systems and ensure it doesn't interfere with your job performance;
- Harrisburg Township Park District (HTPD) reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose;
- Do not use e-mail, internet and other District resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose personnel information unless authorized;
- Protect sensitive cardholder information;
- Keep passwords and accounts secure;

- Request approval from management prior to establishing any new software or hardware, third party connections, etc.;
- Do not install unauthorized software or hardware, including modems and wireless access unless you have explicit management approval;
- Always leave desks clear of sensitive cardholder data and lock computer screens when unattended;
- Information security incidents must be reported, without delay, to the individual responsible for incident response locally – Please find out who this is.

We each have a responsibility for ensuring our District's systems and data are protected from unauthorized access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your line manager.

## 1. Network Security

A high-level network diagram of the network is maintained and reviewed on a yearly basis. The network diagram provides a high level overview of the cardholder data environment (CDE), which at a minimum shows the connections in and out of the CDE. Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable should also be illustrated.

In addition, ASV should be performed and completed by a PCI SSC Approved Scanning Vendor, where applicable. Evidence of these scans should be maintained for a period of 18 months.

## 2. Acceptable Use Policy

Management's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Harrisburg Township Park District (HTPD)'s established culture of openness, trust and integrity. Management is committed to protecting the employees, partners and Harrisburg Township Park District (HTPD) from illegal or damaging actions, either knowingly or unknowingly by individuals. Harrisburg Township Park District (HTPD) will maintain an approved list of technologies and devices and personnel with access to such devices as detailed in Appendix B.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
- Employees should take all necessary steps to prevent unauthorized access to confidential data which includes card holder data.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature.
- All POS and PIN entry devices should be appropriately protected and secured so they cannot be tampered or altered.

- The List of Devices in Appendix B will be regularly updated when devices are modified, added or decommissioned. A stocktake of devices will be regularly performed and devices inspected to identify any potential tampering or substitution of devices.
- Users should be trained in the ability to identify any suspicious behaviour where any tampering or substitution may be performed. Any suspicious behaviour will be reported accordingly.
- Information contained on portable computers is especially vulnerable, special care should be exercised.
- Postings by employees from a District email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Harrisburg Township Park District (HTPD), unless posting is in the course of business duties.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

### 3. Protect Stored Data

- All sensitive cardholder data stored and handled by Harrisburg Township Park District (HTPD) and its employees must be securely protected against unauthorized use at all times. Any sensitive card data that is no longer required by Harrisburg Township Park District (HTPD) for business reasons must be discarded in a secure and irrecoverable manner.
- If there is no specific need to see the full PAN (Permanent Account Number), it has to be masked when displayed.
- PAN'S which are not protected as stated above should not be sent to the outside network via end user messaging technologies like chats, ICQ messenger etc.,

**It is strictly prohibited to store:**

1. **The contents of the payment card magnetic stripe (track data) on any media whatsoever.**
2. **The CVV/CVC (the 3 or 4 digit number on the signature panel on the reverse of the payment card) on any media whatsoever.**
3. **The PIN or the encrypted PIN Block under any circumstance.**

### 4. Information Classification

Data and media containing data must always be labelled to indicate sensitivity level.

- **Confidential data** might include information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure, or data that would cause severe damage to Harrisburg Township Park District (HTPD) if disclosed or modified. **Confidential data includes cardholder data.**
- **Internal Use data** might include information that the data owner feels should be protected to prevent unauthorized disclosure.
- **Public data** is information that may be freely disseminated.

## 5. Access to the Sensitive Cardholder Data

All Access to sensitive cardholder should be controlled and authorized. Any job functions that require access to cardholder data should be clearly defined.

- Any display of the card holder should be restricted at a minimum to the first 6 and the last 4 digits of the cardholder data.
- Access to sensitive cardholder information such as PAN's, personal information and business data is restricted to employees that have a legitimate need to view such information.
- No other employees should have access to this confidential data unless they have a genuine business need.
- If cardholder data is shared with a Service Provider (3<sup>rd</sup> party) then a list of such Service Providers will be maintained as detailed in Appendix C.
- Harrisburg Township Park District (HTPD) will ensure a written agreement that includes an acknowledgement is in place that the Service Provider will be responsible for the cardholder data that the Service Provider possess.
- Harrisburg Township Park District (HTPD) will ensure that there is an established process, including proper due diligence is in place, before engaging with a Service provider.
- Harrisburg Township Park District (HTPD) will have a process in place to monitor the PCI DSS compliance status of the Service provider.

## 6. Physical Security

Access to sensitive information in both hard and soft media format must be physically restricted to prevent unauthorized individuals from obtaining sensitive data.

- Media is defined as any printed or handwritten paper, received faxes, floppy disks, back-up tapes, computer hard drive, etc.
- Media containing sensitive cardholder information must be handled and distributed in a secure manner by trusted individuals.
- Visitors must always be escorted by a trusted employee when in areas that hold sensitive cardholder information.
- Procedures must be in place to help all personnel easily distinguish between employees and visitors, especially in areas where cardholder data is accessible. "Employee" refers to full-time and part-time employees, temporary employees and personnel, and consultants who are "resident" on Harrisburg Township Park District sites. A "visitor" is defined as a vendor, guest of an employee, service personnel, or anyone who needs to physically enter the premises for a short duration, usually not more than one day.
- A list of devices that accept payment card data should be maintained.
- The list should include make, model and location of the device.
- The list should have the serial number or a unique identifier of the device
- The list should be updated when devices are added, removed or relocated
- POS devices surfaces are periodically inspected to detect tampering or substitution.
- Personnel using the devices should be trained and aware of handling the POS devices

- Personnel using the devices should verify the identity of any third party personnel claiming to repair or run maintenance tasks on the devices, install new devices or replace devices.
- Personnel using the devices should be trained to report suspicious behaviour and indications of tampering of the devices to the appropriate personnel. Harrisburg Township Park District (HTPD) sites. A “visitor” is defined as a vendor, guest of an employee, service personnel, or anyone who needs to enter the premises for a short duration, usually not more than one day.
- Strict control is maintained over the external or internal distribution of any media containing card holder data and has to be approved by management
- Strict control is maintained over the storage and accessibility of media
- All computers that store sensitive cardholder data must have a password protected screensaver enabled to prevent unauthorized use.

## 7. Protect Data in Transit

All sensitive cardholder data must be protected securely if it is to be transported physically or electronically.

- Card holder data (PAN, track data, etc.) must never be sent over the internet via email, instant chat or any other end user technologies.
- If there is a business justification to send cardholder data via email or by any other mode then it should be done after authorization and by using a strong encryption mechanism (i.e. – AES encryption, PGP encryption, IPSEC, etc.).
- The transportation of media containing sensitive cardholder data to another location must be authorized by management, logged and inventoried before leaving the premises. Only secure courier services may be used for the transportation of such media. The status of the shipment should be monitored until it has been delivered to its new location.

## 8. Disposal of Stored Data

- All data must be securely disposed of when no longer required by Harrisburg Township Park District (HTPD), regardless of the media or application type on which it is stored.
- An automatic process must exist to permanently delete on-line data, when no longer required.
- All hard copies of cardholder data must be manually destroyed when no longer required for valid and justified business reasons. A quarterly process must be in place to confirm that all non-electronic cardholder data has been appropriately disposed of in a timely manner.
- Harrisburg Township Park District (HTPD) will have procedures for the destruction of hardcopy (paper) materials. These will require that all hardcopy materials are crosscut shredded, incinerated or pulped so they cannot be reconstructed.
- Harrisburg Township Park District (HTPD) will have documented procedures for the destruction of electronic media. These will require:
  - All cardholder data on electronic media must be rendered unrecoverable when deleted e.g. through degaussing or electronically wiped using military grade secure deletion processes or the physical destruction of the media;

- If secure wipe programs are used, the process must define the industry accepted standards followed for secure deletion.
- All cardholder information awaiting destruction must be held in lockable storage containers clearly marked “To Be Shredded” - access to these containers must be restricted.

## 9. Security Awareness and Procedures

The policies and procedures outlined below must be incorporated into District practice to maintain a high level of security awareness. The protection of sensitive data demands regular training of all employees and contractors.

- Review handling procedures for sensitive information and hold periodic security awareness meetings to incorporate these procedures into day to day District practice.
- Distribute this security policy document to all District employees to read. It is required that all employees confirm that they understand the content of this security policy document by signing an acknowledgement form (see Appendix A).
- All employees that handle sensitive information will undergo background checks (such as criminal and credit record checks, within the limits of the local law) before they commence their employment with Harrisburg Township Park District (HTPD).
- All third parties with access to credit card account numbers are contractually obligated to comply with card association security standards (PCI/DSS).
- District security policies must be reviewed annually and updated as needed.

## 10. Credit Card (PCI) Security Incident Response Plan

- Harrisburg Township Park District (HTPD) PCI Security Incident Response Team (PCI Response Team) is comprised of the Information Security Officer and Merchant Services. Harrisburg Township Park District (HTPD) PCI security incident response plan is as follows:
  1. Each department must report an incident to the Information Security Officer (preferably) or to another member of the PCI Response Team.
  2. That member of the team receiving the report will advise the PCI Response Team of the incident.
  3. The PCI Response Team will investigate the incident and assist the potentially compromised department in limiting the exposure of cardholder data and in mitigating the risks associated with the incident.
  4. The PCI Response Team will resolve the problem to the satisfaction of all parties involved, including reporting the incident and findings to the appropriate parties (credit card associations, credit card processors, etc.) as necessary.
  5. The PCI Response Team will determine if policies and processes need to be updated to

avoid a similar incident in the future, and whether additional safeguards are required in the environment where the incident occurred, or for the institution.

Harrisburg Township Park District (HTPD) PCI Security Incident Response Team:

CIO  
Communications Director  
Compliance Officer  
Counsel  
Information Security Officer  
Collections & Merchant Services  
Risk Manager

Information Security PCI Incident Response Procedures:

- A department that reasonably believes it may have an account breach, or a breach of cardholder information or of systems related to the PCI environment in general, must inform Harrisburg Township Park District (HTPD) PCI Incident Response Team. After being notified of a compromise, the PCI Response Team, along with other designated staff, will implement the PCI Incident Response Plan to assist and augment departments' response plans.

### **Incident Response Notification**

Escalation Members (or equivalent in your company):

Escalation – First Level:

Information Security Officer  
Executive Director of Harrisburg Township Park District  
Executive Project Director for Credit Collections and Merchant Services Legal  
Counsel  
Risk Manager  
Director of Harrisburg Township Park District (HTPD) Communications

Escalation – Second Level:

Harrisburg Township Park District (HTPD) President  
Executive Cabinet – Board of Commissioners  
Internal Audit  
Auxiliary members as needed

External Contacts (as needed)

Merchant Provider Card  
Brands  
Internet Service Provider (if applicable)  
Internet Service Provider of Intruder (if applicable)  
Communication Carriers (local and long distance) Business  
Partners

Insurance Carrier  
External Response Team as applicable (CERT Coordination Center 1, etc.)  
Law Enforcement Agencies as applicable in local jurisdiction

In response to a systems compromise, the PCI Response Team and designees will:

1. Ensure compromised system/s is isolated on/from the network.
2. Gather, review and analyze the logs and related information from various central and local safeguards and security controls
3. Conduct appropriate forensic analysis of compromised system.
4. Contact internal and external departments and entities as appropriate.
5. Make forensic and log analysis available to appropriate law enforcement or card industry security personnel, as required.
6. Assist law enforcement and card industry security personnel in investigative processes, including in prosecutions.

The credit card companies have individually specific requirements that the Response Team must address in reporting suspected or confirmed breaches of cardholder data. See below for these requirements.

Incident Response notifications to various card schemes

1. In the event of a suspected security breach, alert the information security officer or your line manager immediately.
2. The security officer will carry out an initial investigation of the suspected security breach.
3. Upon confirmation that a security breach has occurred, the security officer will alert management and begin informing all relevant parties that may be affected by the compromise.

## **VISA Steps**

If the data security compromise involves credit card account numbers, implement the following procedure:

- Shut down any systems or processes involved in the breach to limit the extent, and prevent further exposure.
- Alert all affected parties and authorities such as the Merchant Bank (your Bank), Visa Fraud Control, and the law enforcement.
- Provide details of all compromised or potentially compromised card numbers to Visa Fraud Control within 24 hrs.
- For more Information visit:  
[http://usa.visa.com/business/accepting\\_visa/ops\\_risk\\_management/cisp\\_if\\_compromised.html](http://usa.visa.com/business/accepting_visa/ops_risk_management/cisp_if_compromised.html)

## Visa Incident Report Template

This report must be provided to VISA within 14 days after initial report of incident to VISA. The following report content and standards must be followed when completing the incident report. Incident report must be securely distributed to VISA and Merchant Bank. Visa will classify the report as "VISA Secret"\*.

- I. Executive Summary
  - a. Include overview of the incident
  - b. Include RISK Level(High, Medium, Low)
  - c. Determine if compromise has been contained
- II. Background
- III. Initial Analysis
- IV. Investigative Procedures
  - a. Include forensic tools used during investigation
- V. Findings
  - a. Number of accounts at risk, identify those stores and compromised
  - b. Type of account information at risk
  - c. Identify ALL systems analyzed. Include the following:
    - Domain Name System (DNS) names
    - Internet Protocol (IP) addresses
    - Operating System (OS) version
    - Function of system(s)
  - d. Identify ALL compromised systems. Include the following:
    - DNS names
    - IP addresses
    - OS version
    - Function of System(s)
  - e. Timeframe of compromise
  - f. Any data exported by intruder
  - g. Establish how and source of compromise
  - h. Check all potential database locations to ensure that no CVV2, Track 1 or Track 2 data is stored anywhere, whether encrypted or unencrypted (e.g., duplicate or backup tables or databases, databases used in development, stage or testing environments, data on software engineers' machines, etc.)
  - i. If applicable, review VisaNet endpoint security and determine risk
- VI. Compromised Entity Action
- VII. Recommendations
- VIII. Contact(s) at entity and security assessor performing investigation

\*This classification applies to the most sensitive business information, which is intended for use within VISA. Its unauthorized disclosure could seriously and adversely impact VISA, its employees, member banks, business partners, and/or the Brand.

## **MasterCard Steps:**

- I. Within 24 hours of an account compromise event, notify the MasterCard Compromised Account Team via phone at 1-636-722-4100.
- II. Provide a detailed written statement of fact about the account compromise (including the contributing circumstances) via secured e-mail to [compromised\\_account\\_team@mastercard.com](mailto:compromised_account_team@mastercard.com).
- III. Provide the MasterCard Merchant Fraud Control Department with a complete list of all known compromised account numbers.
- IV. Within 72 hours of knowledge of a suspected account compromise, engage the services of a data security firm acceptable to MasterCard to assess the vulnerability of the compromised data and related systems (such as a detailed forensics evaluation).
- V. Provide weekly written status reports to MasterCard, addressing open questions and issues until the audit is complete to the satisfaction of MasterCard.
- VI. Promptly furnish updated lists of potential or known compromised account numbers, additional documentation, and other information that MasterCard may request.
- VII. Provide finding of all audits and investigations to the MasterCard Merchant Fraud Control department within the required time frame and continue to address any outstanding exposure or recommendation until resolved to the satisfaction of MasterCard.

Once MasterCard obtains the details of the account data compromise and the list of compromised account numbers, MasterCard will:

1. Identify the issuers of the accounts that were suspected to have been compromised and group all known accounts under the respective parent member IDs.
2. Distribute the account number data to its respective issuers.

Employees of Harrisburg Township Park District (HTPD) will be expected to report to the security officer for any security related issues. The role of the security officer is to effectively communicate all security policies and procedures to employees within Harrisburg Township Park District (HTPD) and contractors. In addition to this, the security officer will oversee the scheduling of security training sessions, monitor and enforce the security policies outlined in both this document and at the training sessions and finally, oversee the implantation of the incident response plan in the event of a sensitive data compromise.

## **Discover Card Steps**

- I. Within 24 hours of an account compromise event, notify Discover Fraud Prevention at (800) 347-3102
- II. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances
- III. Prepare a list of all known compromised account numbers
- IV. Obtain additional specific requirements from Discover Card

## **American Express Steps**

- I. Within 24 hours of an account compromise event, notify American Express Merchant Services at (800) 528-5200 in the U.S.
- II. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances
- III. Prepare a list of all known compromised account numbers Obtain additional specific requirements from American Express

## **11. Transfer of Sensitive Information Policy**

- All third-party companies providing critical services to Harrisburg Township Park District (HTPD) must provide an agreed Service Level Agreement.
- All third-party companies providing hosting facilities must comply with Harrisburg Township Park District (HTPD)'s Physical Security and Access Control Policy.
- All third-party companies which have access to Card Holder information must
  1. Adhere to the PCI DSS security requirements.
  2. Acknowledge their responsibility for securing the Card Holder data.
  3. Acknowledge that the Card Holder data must only be used for assisting the completion of a transaction, supporting a loyalty program, providing a fraud control service or for uses specifically required by law.
  4. Have appropriate provisions for business continuity in the event of a major disruption, disaster or failure.
  5. Provide full cooperation and access to conduct a thorough security review after a security intrusion by a Payment Card industry representative, or a Payment Card industry approved third party.

## **12. User Access Management**

- Access to Harrisburg Township Park District is controlled through a formal user registration process beginning with a formal notification from HR or from a line manager.
- Each user is identified by a unique user ID so that users can be linked to and made responsible for their actions. The use of group IDs is only permitted where they are suitable for the work carried out.
- There is a standard level of access; other services can be accessed when specifically authorized by HR/line management.
- The job function of the user decides the level of access the employee has to cardholder data
- A request for service must be made in writing (email or hard copy) by the newcomer's line manager or by HR. The request is free format, but must state:

Name of person making request;  
Job title of the newcomers and workgroup;  
Start date;  
Services required (default services are: MS Outlook, MS Office and Internet access).

- Each user will be given a copy of their new user form to provide a written statement of their access rights, signed by an IT representative after their induction procedure. The user signs the form indicating that they understand the conditions of access.
- Access to all Harrisburg Township Park District (HTPD) systems is provided by IT and can only be started after proper procedures are completed.
- As soon as an individual leaves Harrisburg Township Park District (HTPD) employment, all his/her system logons must be immediately revoked.
- As part of the employee termination process HR (or line managers in the case of contractors) will inform IT operations of all leavers and their date of leaving.

### **13. Access Control Policy**

- Access Control systems are in place to protect the interests of all users of Harrisburg Township Park District (HTPD) computer systems by providing a safe, secure and readily accessible environment in which to work.
- Harrisburg Township Park District (HTPD) will provide all employees and other users with the information they need to carry out their responsibilities in an as effective and efficient manner as possible.
- Generic or group IDs shall not normally be permitted, but may be granted under exceptional circumstances if sufficient other controls on access are in place.
- The allocation of privilege rights (e.g. local administrator, domain administrator, super-user, root access) shall be restricted and controlled, and authorization provided jointly by the system owner and IT Services. Technical teams shall guard against issuing privilege rights to entire teams to prevent loss of confidentiality.
- Access rights will be accorded following the principles of least privilege and need to know.
- Every user should attempt to maintain the security of data at its classified level even if technical security mechanisms fail or are absent.
- Users electing to place information on digital media or storage devices or maintaining a separate database must only do so where such an action is in accord with the data's classification.
- Users are obligated to report instances of non-compliance to Harrisburg Township Park District (HTPD) CISO.
- Access to Harrisburg Township Park District (HTPD) IT resources and services will be given through the provision of a unique Active Directory account and complex password.

- No access to any Harrisburg Township Park District (HTPD) IT resources and services will be provided without prior authentication and authorization of a user's Harrisburg Township Park District (HTPD) Windows Active Directory account.
- Password issuing, strength requirements, changing and control will be managed through formal processes. Password length, complexity and expiration times will be controlled through Windows Active Directory Group Policy Objects.
- Access to Confidential, Restricted and Protected information will be limited to authorized persons whose job responsibilities require it, as determined by the data owner or their designated representative. Requests for access permission to be granted, changed or revoked must be made in writing.
- Users are expected to become familiar with and abide by Harrisburg Township Park District (HTPD) policies, standards and guidelines for appropriate and acceptable usage of the networks and systems.
- Access for remote users shall be subject to authorization by IT Services and be provided in accordance with the Remote Access Policy and the Information Security Policy. No uncontrolled external access shall be permitted to any network device or networked system.
- Access to data is variously and appropriately controlled according to the data classification levels described in the Information Security Management Policy.
- Access control methods include logon access rights, Windows share and NTFS permissions, user account privileges, server and workstation access rights, firewall permissions, IIS intranet/extranet authentication rights, SQL database rights, isolated networks and other methods as necessary.
- A formal process shall be conducted at regular intervals by system owners and data owners in conjunction with IT Services to review users' access rights. The review shall be logged and IT Services shall sign off the review to give authority for users' continued access rights.

## **Appendix A – Agreement to Comply Form – Agreement to Comply With Information Security Policies**

\_\_\_\_\_  
**Employee Name (printed)**

\_\_\_\_\_  
**Department**

I agree to take all reasonable precautions to assure that District internal information, or information that has been entrusted to Harrisburg Township Park District (HTPD) by third parties such as customers, will not be disclosed to unauthorized persons. At the end of my employment or contract with Harrisburg Township Park District (HTPD), I agree to return all information to which I have had access as a result of my position. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the internal manager who is the designated information owner.

I have access to a copy of the Information Security Policies, I have read and understand these policies, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by the policies and other requirements found in Harrisburg Township Park District (HTPD) security policy. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security policies to the designated security officer.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

## Appendix B - List of Devices

Asset/Device Name	Description	Owner/Approved User	Location
Verifone VX520	Terminal	Pool Manger, Pool Assistant Manager, Pool Lifeguard	Bill Trees Memorial Park Pool
Executive Director Computer	ConvergePay Virtual Terminal	Executive Director	Park Main Office – Executive Director Office
Administrative Assistant Computer	ConvergePay Virtual Terminal	Administrative Assistant, Executive Director	Park Main Office – Administrative Assistant Office
Front Desk Computer	ConvergePay Virtual Terminal	Administrative Assistant, Executive Director, Temporary Receptionist	Park Main Office – Front Desk

## Appendix C - List of Service Providers

Name of Service Provider	Contact Details	Services Provided	PCI DSS Compliant	PCI DSS Validation Date
Banc Card		Merchant Services		
Elavon		Merchant Services		
Converge Pay		Merchant Services		

## Appendix B1

# Pregnancy and Your Rights in the Workplace



State of Illinois  
Department of Human Rights

# IDHR



## PREGNANCY and your RIGHTS in the WORKPLACE

**Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?**

**If so, you have the right to:**

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

**Your employer cannot:**

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

# **PREGNANCY** and your **RIGHTS** in the **WORKPLACE**

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

**Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)**



**For immediate help or if you have questions  
regarding your rights.**

**Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)**

## **CHICAGO OFFICE**

100 West Randolph Street,  
10th Floor  
Intake Unit  
Chicago, IL 60601  
(312) 814-6200

## **SPRINGFIELD OFFICE**

222 South College St.,  
Room 101-A  
Intake Unit  
Springfield, IL 62704  
(217) 785-5100

**The charge process may be initiated by completing the form at:  
<http://www.illinois.gov/dhr>**

Appendix C1  
Job Descriptions

Harrisburg Township Park District  
 Administrative Department  
 Physical Demands & Environmental Elements



**ESSENTIAL PHYSICAL DEMANDS**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to sit or stand for long periods of time.
- Bend, stoop, kneel, and reach
- Must possess strength, stamina, and mobility to perform:
  - Walk
  - Stand
  - Stoop
  - Sit at a Desk
  - Vision to read printed materials
  - Hearing and speech to communicate in person and over the phone or radio

<b>Task</b>	<b>Use</b>
Walking	Occasionally
Prolonged standing	Occasionally
Bend/Twist/Stoop	Occasionally
Squat/Kneel	Occasionally
Pushing/Pulling	Occasionally
Overhead work / Reach above shoulder level	Occasionally
Lifting/Carrying 11 – 20 lbs	Occasionally
Lifting/Carrying 21 – 50 lbs	Occasionally
Lifting/Carrying > 50 lbs	Rarely
Operate or work near moving machinery	Rarely
Driving Automotive equipment	Occasionally
Working with dust	Occasionally
Working with chemicals	Occasionally
Eyesight, including near acuity and depth perception	Occasionally

**ENVIRONMENTAL ELEMENTS**

- Work is performed primarily in an Office setting.
- As necessary, may work at special events/programs possibly outdoors in the parks.
- May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Interact with individuals in interpreting and enforcing rules, policies, and procedures.

Harrisburg Township Park District  
Executive Director



Job Title: Executive Director  
Classification: Full-Time, Salary

POSITION FOCUS

The Executive Director oversees the operation of the entire Park District and all staff. Responsible for executing policy as set forth by the Park District Board of Commissioners and for directing the administrative activities and operations of the Executive Director's Office and the Department of Recreation, Maintenance & Facilities, Parks & Planning, and Finance & Personnel.

SUPERVISORY RELATIONSHIPS

The Executive Director reports to the Park Board of Commissioners. The Executive Director supervises all Department Directors and Administrative Staff.

ESSENTIAL JOB DUTIES

- Administers and executes the policies and procedures set forth by the Park Board of Commissioners of the Harrisburg Township Park District.
- Oversees the development and maintenance of a park and recreation system to meet the needs of the community.
- Recommends the acquisition and directs the development of park areas and of appropriate structures and facilities so as to be serve the widest interest of the community.
- Oversees development of a flexible program of recreation activities for all segments, groups, ages and interest levels of the community.
- Supervises the development and operation of the revenue facilities of the Park District.
- Oversees, controls, and administers the annual budget and related materials for the Park District.
- Establishes goals and objectives ensuring that the needs of the community are met.
- Provides leadership to the Park District staff, delegates and volunteers.
- Develops cooperative and effective working relationships with community agencies and groups, including governmental, public, and private.
- Oversees the hiring, training, and evaluation of all Department Directors, administrative and other department staffs.
- Ability to hire, supervise, train and evaluate the work of employees.
- Prepares and/or directs the preparation of periodic and special factual and analytical reports for consideration of the Park Board of Commissioners on such subjects including, but not limited to, personnel, financial, recreation programs, and capital projects.
- Conducts the regular monthly board meetings as well as conducting staff meetings.
- Works with Harrisburg Youth Athletics (HYA) and Saline Youth Soccer Association (SYSA).
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Assists in any of the Essential Job Duties of the Administrative Assistant as needed.
- Additional functions may be essential.

## DETAILED JOB DUTIES

### Accounting:

- Budget
- Tax Levy and Appropriation
- Annual Financial Report (AFR)
- Monthly Financial Statements
- Monthly Illinois Municipal Retirement Reports – employee and employer
- Bi-monthly Federal 941 payroll tax payments for Federal and FICA withholdings
- Monthly IL 501 payments for State withholdings
- Unemployment employee reporting
- Quarterly Payroll Reports including Federal and State 941 and State Unemployment forms and payments.
- Annual W-3 and W-2's / 1099's for contractual services

### Financial:

- Payment of Bills
- Code bills to proper budget accounts
- Watch cash flow
- Online Banking
- Transfer of funds
- Payroll calculations – bi-monthly
- Computer software for accounting, billing, and payables

### Information Technology:

- Update and monitor Park District website and social media
- Computer/Network issues and upgrades
- Phone System issues and upgrades
- Security Camera System issues and upgrades

### Special:

- General Obligation Bonds
- Grant writing and applications

### Administrative/Management:

- Insurance
- IPARKS General Liability / Insurance
- Illinois Public Risk Fund (IPRF) – workers compensation and loss control issues
- Constant contact with Illinois Association of Park Districts (IAPD)
- Bids and Contractor requirements
- Personnel Policy
- Ordinances, By-Laws, and Resolutions
- Special called Board Meeting / Public Notices
- US Department of Labor – monthly reports
- Schedule and plan Monthly Park Board Meeting agendas and conduct the meeting

## DESIRED CERTIFICATIONS

- NRPA - Certified Park and Recreation Professions (CPRP) or
- NRPA - Certified Park and Recreation Executive (CRPE)
- NRPA - Certified Playground Safety Inspector (CPSI)

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Administrative Assistant



Job Title: Administrative Assistant  
Classification: Full-Time, Salary

POSITION FOCUS

The Administrative Assistant assists the Executive Director with the day-to-day routine office duties as well as assists the Recreation Director with supervision and monitoring of recreation programs and their supervisors and instructors. This position also assists the Maintenance Director with administrative tasks as needed. This is a multi-task position as it requires management and administrative duties. This position requires someone who works cooperatively and effectively with the public and other employees in a busy and sometimes stressful office environment.

SUPERVISORY RELATIONSHIPS

The Administrative Assistant reports directly to the Executive Director.

ESSENTIAL JOB DUTIES

- Assures that the public is greeted in a prompt, warm and service-oriented manner.
- Customer service activities include, but are not limited to: processing complaints from concerned citizens, receipting various monies and payments, processing various applications and permits, and providing general front counter assistance and telephone call coverage.
- Must have strong communication skills with strong telephone skills.
- Provides direct assistance to the Executive Director, Recreation Director, Maintenance Director and the Park Board.
- Primary manager of the daily revenue from rentals, registrations, fees, and miscellaneous income. Includes making deposits at local bank and reporting to Executive Director.
- Assists with bookkeeping duties as directed by the Executive Director.
- Responsible for processing petty cash.
- Ability to calculate figures and amounts for daily balancing of the petty cash and cash drawer. Ability to calculate customer billing costs as required.
- Compose and type letters, memos, correspondence, and reports.
- Manages online website and social media as directed by the Executive Director.
- Maintain extensive filing systems and files paid invoices and all various revenue source's billings.
- Greet visitors to the Park Office, answer phones, provide routine information and direct to appropriate individual, and open, sort and distribute incoming mail.
- Assist public with use of rentals, program information and registrations, etc.
- Efficient with Park District computer software to perform daily tasks such as:
  - Scheduling Park Shelters
  - Scheduling Community Room use
  - Scheduling Ball Field / Facility use
  - Registrations for various Park District Programs
- Assists the Recreation Director with supervision and monitoring of Recreation Programs and their supervisors and instructors.
- Purchases and takes inventory of kitchen and cleaning supplies.

- Daily routine office duties as needed.
- Routine Park Main Office and Community Room cleaning as needed.
- Prepare flyers or handouts for various Park District Programs or Activities as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

#### GENERAL OFFICE DUTIES

- Responsible for preparing information placed on marquee sign.
- Responsible for preparing shelter postings in display cases.
- Daily responsible for answering phone and assisting walk-ins.
- Purchases kitchen and restroom supplies as needed.
- Assists with bookkeeping, timekeeping, deposits, and other bookkeeping duties to assist the Executive Director.
- Files previous months paid invoices and deposits.
- Updates website and social media and keeps current with Park news and activities.
- Responsible for utilizing Park scheduling software. Keeps it updated and instructs other staff members as needed. Primarily used for shelter, field, and other facility scheduling.
- Primary person in charge of the Community Room schedule for programs and events.
- Coordinates with pool staff for pool operations as needed.

#### CERTIFICATIONS

- Notary Public

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Maintenance Department  
Physical Demands & Environmental Elements



**ESSENTIAL PHYSICAL DEMANDS**

- Must be able to sit or stand for long periods of time.
- Must be physically able to frequently grasp, grip, pull, push, twist, and lift an average of 35-50 pounds or heavier weights with the assistance and/or use of proper equipment.
- Frequent walking in operational areas to identify problems or hazards
- Bend, stoop, kneel, reach, and inspect work sites.
- Must possess strength, stamina, and mobility to perform:
  - Medium to heavy physical work
  - Work around machines
  - Climb and descend ladders
  - Operate a variety of tools and equipment
  - Operate a motor vehicle
  - Vision to read printed materials
  - Hearing and speech to communicate in person and over the phone or radio

<b>Task</b>	<b>Use</b>
Walking	Frequently
Prolonged standing	Frequently
Bend/Twist/Stoop	Frequently
Squat/Kneel	Frequently
Pushing/Pulling	Frequently
Overhead work / Reach above shoulder level	Occasionally
Lifting/Carrying 11 – 20 lbs	Frequently
Lifting/Carrying 21 – 50 lbs	Frequently
Lifting/Carrying > 50 lbs	Occasionally
Operate or work near moving machinery	Frequently
Driving Automotive equipment	Frequently
Working with dust	Frequently
Working with chemicals	Frequently
Eyesight, including near acuity and depth perception	Frequently

**ENVIRONMENTAL ELEMENTS**

- Work in both indoor and outdoor environments with moderate to loud noise levels.
- May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes.
- Interact with individuals in interpreting and enforcing rules, policies, and procedures.

Harrisburg Township Park District  
Maintenance Director



Job Title: Maintenance Director  
Classification: Full-Time, Salary

POSITION FOCUS

The Maintenance Director oversees the grounds, facilities, and maintenance staff of the Park District.

SUPERVISORY RELATIONSHIPS

The Maintenance Director reports to the Executive Director. The Maintenance Director supervises the Maintenance Foreman, Maintenance Worker, and all other Maintenance Staff.

ESSENTIAL JOB DUTIES

- Oversees the maintenance of the park to meet the needs of the community.
- Oversees the hiring, training, and evaluation of all Maintenance Department Staff.
- Overall administrative and operational responsibility for park maintenance.
- Supervises and Participates in various construction trades such as plumbing, carpentry, electrical, concrete, masonry, and equipment operation.
- Meets with outside contractors and sales representatives and coordinates projects.
- Ability to lead lower-level staff including training, planning, organizing, and scheduling.
- Prepare and Present Maintenance Report for Regular monthly Park Board Meetings.
- Works with Harrisburg Youth Athletics (HYA) and Saline Youth Soccer Association (SYSA).
- Knowledge of methods and techniques of inspecting and maintaining the safety of parks playground equipment.
- Knowledge of operational characteristics of standard construction and maintenance tools and equipment.
- Knowledge of operational characteristics of safety requirements for the operation of trucks and other heavy equipment.
- Knowledge of methods and techniques used in the control of landscape pests and diseases.
- Ability to understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Performs the work of lower-level park maintenance staff as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

## CERTIFICATIONS

- Certified Swimming Pool Operator by the Illinois Department of Public Health
- Lawn Care Products Application - Licensed by the Illinois Department of Agriculture under the Illinois Pesticide Act
- NRPA - Certified Playground Safety Inspector (CPSI)

## DETAILED JOB DUTIES

### Facilities / Management:

- Knowledge of the standard practices, processes, materials, and equipment used in the construction, fabrication, maintenance, and repair of parks and recreation related facilities and furnishings.
- Knowledge of the hazards involved in construction work and precautionary measures to be taken.
- Knowledge of parks and recreation facilities as related to material, construction, maintenance, and repair requirements.
- Operates mowers, tractors, vehicles, chainsaws, and other small equipment.
- Operates Bobcat, Excavator, Dump Truck, and other heavy equipment.
- Ability to make accurate estimates of time and materials required for construction and maintenance work.
- Ability to plan, organize, and supervise the work of subordinates engaged in construction, maintenance, and repair work.
- Ability to use a computer for research and information retrieval.
- Skill in the use of all equipment related to the areas to which assigned.
- Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
- Provides supervisor with updates on project status; informs supervisor of park maintenance problems and needs.
- Maintains records and logs.

### Pool:

- Knowledge of maintaining swimming pool facilities.
- Oversees the maintenance of the pool, to include chemistry, climate control, cleanliness, and related maintenance.
- Ensures pools are compliant with all local, state, and national requirements and current on all necessary certifications required for operation.

### Information Technology:

- Security Camera System monitoring.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Maintenance Foreman



Job Title: Maintenance Foreman  
Classification: Full-Time, Salary

POSITION FOCUS

The Maintenance Foreman oversees the seasonal and part-time maintenance staff. Under direction of the Maintenance Director, leads, directs, and oversees staff, operations, and activities of assigned park maintenance crews.

SUPERVISORY RELATIONSHIPS

The Maintenance Foreman reports to the Maintenance Director. The Maintenance Foreman supervises the Maintenance Worker and all other seasonal and part-time Maintenance Staff.

ESSENTIAL JOB DUTIES

- Provides direction and oversees the operations and activities of assigned park maintenance staff.
- Oversees the scheduling and activities of staff; plans, assigns, trains, directs, and monitors staff duties
- Oversees and participates in complex projects in park maintenance.
- Works with supervisor in planning work assignments, including materials and staff resources needed to perform the work; assists in the development of work plans, procedures, and schedules.
- Performs the work of lower-level park maintenance staff as needed.
- Skill in the use of all equipment related to the areas to which assigned.
- Knowledge of methods and techniques of inspecting and maintaining the safety of parks playground equipment.
- Knowledge of operational characteristics of standard construction and maintenance tools and equipment.
- Knowledge of operational characteristics of safety requirements for the operation of trucks and other heavy equipment.
- Operates mowers, tractors, vehicles, chainsaws, and other small equipment.
- Operates Bobcat, Excavator, Dump Truck, and other heavy equipment.
- Utilize a variety of hand and power tools in park maintenance work.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment
- Additional functions may be essential

DESIRABLE CERTIFICATIONS

- Certified Swimming Pool Operator by the Illinois Department of Public Health
- Lawn Care Products Application – Licensed by the Illinois Department of Agriculture under the Illinois Pesticide Act
- NRPA - Certified Playground Safety Inspector (CPSI)

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Maintenance Worker



Job Title: Maintenance Worker  
Classification: Full-Time, Salary

POSITION FOCUS

The Maintenance Worker assists with mowing, garbage collection, ball field preparation, and other jobs as assigned by the Maintenance Director or the Maintenance Foreman.

SUPERVISORY RELATIONSHIPS

The Maintenance Worker reports to the Maintenance Director or the Maintenance Foreman.

ESSENTIAL JOB DUTIES

- Utilize a variety of hand and power tools in park maintenance work.
- Assist in routine maintenance of such equipment.
- Operate mowers, tractors, vehicles, and other small equipment.
- Operate dump truck.
- Water, repair lawns, plant and prune trees and shrubs, rake leaves and clean walks, fields, courts, and other facilities.
- Prepare and maintain athletic fields and related facilities.
- Clean restrooms and shelters and pick up litter around park facilities.
- Perform general maintenance, construction, and repair of park facilities.
- Ability to perform heavy manual labor.
- Ability to learn to operate a variety of construction and maintenance equipment.
- Ability to understand and carry out oral and written directions.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Maintenance Worker  
Seasonal or Part-Time



Job Title: Maintenance Worker Seasonal or Maintenance Worker Part-Time  
Classification: Seasonal or Part-Time, Hourly Wages

POSITION FOCUS

The Maintenance Worker (Seasonal or Part-Time) assists with mowing, garbage collection, ball field preparation, and other jobs as assigned by the Maintenance Director or the Maintenance Foreman.

SUPERVISORY RELATIONSHIPS

The Maintenance Worker (Seasonal or Part-Time) reports to the Maintenance Director or the Maintenance Foreman.

ESSENTIAL JOB DUTIES

- Utilize a variety of hand and power tools in park maintenance work.
- Assist in routine maintenance of such equipment.
- Operate mowers, tractors, vehicles, and other small equipment.
- Water, repair lawns, plant and prune trees and shrubs, rake leaves and clean walks, fields, courts, and other facilities.
- Prepare and maintain athletic fields and related facilities.
- Clean restrooms and shelters and pick up litter around park facilities.
- Perform general maintenance, construction, and repair of park facilities.
- Ability to perform heavy manual labor.
- Ability to learn to operate a variety of construction and maintenance equipment.
- Ability to understand and carry out oral and written directions.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Park Patrol  
Seasonal or Part-Time



Job Title: Park Patrol

Classification: Seasonal or Part-Time, Hourly Wages

POSITION FOCUS

Park Patrol accommodates guests and is helpful in all ways. Park Patrol makes sure all park patrons are enjoying their park experience and watches for anything that is not in accordance with park rules and regulations.

SUPERVISORY RELATIONSHIPS

Park Patrol reports to the Maintenance Director and the Executive Director.

ESSENTIAL JOB DUTIES

- Watch for Ordinance violations as well as make sure all park facilities are properly used.
- Ensure playgrounds are being used properly by the recommended ages.
- Ensure Outdoor Fitness Area is being properly used.
- Inspect restrooms to make sure they are in proper working condition as well as inspect for cleanliness and check for damages.
- Lock or unlock restrooms at various times.
- Ensure bridges are not congested.
- Ensure walking trail is always open for walkers and bicycles to use.
- Inspect Tennis Courts, Basketball Courts, and Skatepark to ensure they are properly used and be mindful of the language being used as it could affect others using park facilities.
- Watch for smoking and alcohol use.
- Watch for illegally parked vehicles as well as unauthorized vehicles using the walking trail.
- Check shelters for reservations as well as proper conduct. If a shelter area needs trash picked up or cleaned, please notify park maintenance. Park Patrol could be asked to help pick up trash on occasion.
- Lock and unlock access to electricity at shelter locations.
- If music is being played, ensure the volume is not above park ordinance and not an issue with others using the park.
- Be the eyes and ears of the park that helps make the park an enjoyable experience and safe environment.
- Call the police as needed. Do not put yourself in harm's way.
- Issue warnings for violation of park ordinances or policies.
- Skill in the use of all equipment related to the areas to which assigned.
- Operates vehicles and other small equipment as needed.
- Operates Bobcat, Excavator, Dump Truck, and other heavy equipment.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Recreation Department  
Physical Demands & Environmental Elements



**ESSENTIAL PHYSICAL DEMANDS**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to sit or stand for long periods of time.
- Bend, stoop, kneel, and reach
- Must possess strength, stamina, and mobility to perform:
  - Walk
  - Stand
  - Stoop
  - Sit at a Desk
  - Vision to read printed materials
  - Hearing and speech to communicate in person and over the phone or radio

<b>Task</b>	<b>Use</b>
Walking	Occasionally
Prolonged standing	Frequently
Bend/Twist/Stoop	Frequently
Squat/Kneel	Frequently
Pushing/Pulling	Occasionally
Overhead work / Reach above shoulder level	Occasionally
Lifting/Carrying 11 – 20 lbs	Occasionally
Lifting/Carrying 21 – 50 lbs	Occasionally
Lifting/Carrying > 50 lbs	Rarely
Operate or work near moving machinery	Rarely
Driving Automotive equipment	Occasionally
Working with dust	Occasionally
Working with chemicals	Occasionally
Eyesight, including near acuity and depth perception	Occasionally

**ENVIRONMENTAL ELEMENTS**

- Work is performed in an Outdoor Setting or an Office/Indoor setting.
- As necessary, may work at special events/programs possibly outdoors in the parks.
- May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Interact with individuals in interpreting and enforcing rules, policies, and procedures.

Harrisburg Township Park District  
Recreation Director



Job Title: Recreation Director  
Classification: Full-Time, Salary

POSITION FOCUS

The Recreation Director assists the Executive Director with supervision and monitoring of recreation programs and their supervisors and instructors as well as assists with the day-to-day routine office duties. This position also supervises the Recreation Staff and the Pool Manager. This position can perform all duties as listed on the Pool Manager job description if needed. This is a multi-task position as it requires office management and administrative duties.

SUPERVISORY RELATIONSHIPS

The Recreation Director reports to the Executive Director. The Recreation Manager supervises the Recreation Staff, Pool Manager, Assistant Pool Manager, Pool Lifeguards, and Pool Concession Stand Workers.

ESSENTIAL JOB DUTIES

- Assures that the public is greeted in a prompt, warm and service-oriented manner.
  - Secondary person responsible for answering the phone.
  - Secondary person responsible for greeting and waiting on persons that walk in the office.
- Must have strong communication skills.
- Efficient with Park District computer software to help perform daily tasks such as:
  - Scheduling Park Shelters
  - Scheduling Community Room use
  - Scheduling Ball Field / Facility use
  - Registrations for various Park District Programs
- Provides direct assistance to the Executive Director, Maintenance Director and the Administrative Assistant.
- Assists with some bookkeeping duties as directed by the Executive Director.
- Assists the Executive Director with supervision and monitoring of Recreation Programs and their supervisors and instructors.
- Works closely with other recreation organizations.
- Daily routine office duties as needed.
- Develops and prepares the Park District annual Summer/Fall Brochure.
- Prepare and Present Recreation Report for Regular monthly Park Board Meetings.
- Prepare flyers or handouts for various Park District Programs or Activities as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

### RECREATION DUTIES

- Supervises current recreation programs and activities/events and implements new programs and activities/events based on needs and interests of the community.
- Acts as the liaison between Harrisburg School programs, Park Affiliated Associations and other program facilitators.
- Supervises or Monitors Recreation sponsored events as needed.
- Supervises or Monitors Recreation volunteers and coaches.
- Develops schedules for practices and games as needed with Park sponsored events.
- Coordinates workers and schedules for Concession Stand workers.
- Coordinates workers and schedules for Umpires/Referees.
- Develops and maintains accurate and up to date files and data for each program including registration forms.
- Responsible for purchases and inventories related to program needs including supplies and equipment within budgetary allowances.
- Monitors programs, activities, and facilities to ensure their operation is in a safe, professional, and fiscally responsible manner.
- Prepares data for reports and evaluations that are submitted to the Executive Director and Park Board of Commissioners.

### GENERAL OFFICE DUTIES

- Secondary responsible for answering phone and assisting walk-ins as needed.
- Assists with bookkeeping, timekeeping, deposits, and other bookkeeping duties to assist the Executive Director.
- Updates website and social media and keeps current with Park news and activities.
- Responsible for utilizing Park scheduling software. Keeps it updated and instructs other staff members as needed. Primarily used for shelter, field, and other facility scheduling.
- Prepare Annual Park Brochure.
- Coordinates with pool staff for pool operations as needed.

### DESIREABLE CERTIFICATIONS

- NRPA - Certified Park and Recreation Professional (CPRP)
- Current First Aid Certification

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Recreation Worker  
Seasonal or Part-Time



Job Title: Recreation Worker Seasonal or Recreation Worker Part-Time  
Classification: Seasonal or Part-Time, Hourly Wages

POSITION FOCUS

The Recreation Worker (Seasonal or Part-Time) assists with supervising/monitoring recreation sport leagues and other jobs as assigned by the Recreation Director.

SUPERVISORY RELATIONSHIPS

The Recreation Worker (Seasonal or Part-Time) reports to the Recreation Director.

ESSENTIAL JOB DUTIES

- Utilize a variety of hand and power tools in park maintenance work.
- Assist in routine maintenance of such equipment.
- Operate mowers, tractors, vehicles, and other small equipment.
- Water, repair lawns, plant and prune trees and shrubs, rake leaves and clean walks, fields, courts, and other facilities.
- Prepare and maintain athletic fields and related facilities.
- Clean restrooms and shelters and pick up litter around park facilities.
- Perform general maintenance, construction, and repair of park facilities.
- Ability to perform heavy manual labor.
- Ability to learn to operate a variety of construction and maintenance equipment.
- Ability to understand and carry out oral and written directions.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.*

Harrisburg Township Park District  
Recreation Concession Worker



Job Title: Recreation Concession Worker  
Classification: Seasonal, Hourly

POSITION FOCUS

The Recreation Concession Worker is responsible for maintaining operations and assisting customers at the Park District Concessions stands. This position assists in setting the example and ensuring the highest level of guest experience in concessions.

SUPERVISORY RELATIONSHIPS

The Recreation Concession Worker reports to the Recreation Director.

ESSENTIAL JOB DUTIES

- Ability to provide excellent guest service.
- Serve food or beverages to customers.
- Proper cash handling including, greet and service guests at the registers, taking orders, and accepting payments and making change.
- Replenish foods at serving stations.
- Prepare food such as popcorn, hot dogs, pretzels, ice cream, pizza, etc.
- Clean equipment each day.
- Inventory control: Assess inventory and report to Recreation Director ordering needs.
- Stock and restock items each day.
- Insure all sanitation procedures are followed relating to all local licensing regulations.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.
- Must wear appropriate uniform.

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Harrisburg Township Park District  
Pool Department  
Physical Demands & Environmental Elements



**ESSENTIAL PHYSICAL DEMANDS**

- Must be able to sit or stand for long periods of time.
- Must be physically able to frequently handle average weight objects up to 25 pounds.
- Physical and mental ability to respond to emergencies and administer CPR and First Aid.
- Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency.
- Physical ability to see, hear, and communicate effectively with pool users.
- Must be able to swim.
- Must possess strength, stamina, and mobility to perform:
  - Moderate physical activity
  - Climb and descend ladders
  - Rescue of pool users in danger

<b>Task</b>	<b>Use</b>
Walking	Frequently
Prolonged standing	Occasionally
Bend/Twist/Stoop	Frequently
Squat/Kneel	Frequently
Pushing/Pulling	Occasionally
Overhead work / Reach above shoulder level	Occasionally
Lifting/Carrying 11 – 20 lbs	Frequently
Lifting/Carrying 21 – 50 lbs	Occasionally
Lifting/Carrying > 50 lbs	Occasionally
Operate or work near moving machinery	Occasionally
Driving Automotive equipment	Never
Working with dust	Frequently
Working with chemicals	Occasionally
Eyesight, including near acuity and depth perception	Always

**ENVIRONMENTAL ELEMENTS**

- Work in both indoor and outdoor environments with moderate to loud noise levels.
- May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions.
- Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes.
- Interact with individuals in interpreting and enforcing rules, policies, and procedures.

Harrisburg Township Park District  
Pool Manager



Job Title: Pool Manager  
Classification: Seasonal, Salary

POSITION FOCUS

The Pool Manager oversees the day-to-day operation of the community swimming pool and lifeguard staff. The Pool Manager is responsible for planning, organizing, delivery, administration, and quality of programs to pool users.

SUPERVISORY RELATIONSHIPS

The Pool Manager reports to the Recreation Director. The Pool Manager supervises the Assistant Pool Manager, Pool Lifeguards, and Pool Concession Stand Workers.

ESSENTIAL JOB DUTIES

- Responsible for supervision, operations, and some maintenance of pool facility.
- Implements revenue generating aquatics programs.
- Organizes and coordinates revenue generating rentals.
- Maintains accurate records, statistics, and reports for control and evaluation of all programs.
- Serves as Pool Operator, monitoring daily pool operations to adhere to all federal, state, and local safety regulations.
- Purchases and maintains all program equipment and supplies.
- Ensures the safety of all pool facility patrons, enforces rules and regulations.
- Monitors, updates, and maintains accurate record of staff certifications.
- Monitors weather reports closely to ensure safety of pool users.
- Must be available for pool related problems/emergencies during typical pool operating hours.
- Represents the park at various community and/or business meetings, committees, and task forces.
- Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Ability to understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Performs the work of other pool staff as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.

DESIRED CERTIFICATIONS

- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)
- Current First Aid Certification

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Harrisburg Township Park District  
Assistant Pool Manager



Job Title: Assistant Pool Manager  
Classification: Seasonal, Hourly

POSITION FOCUS

The Assistant Pool Manager oversees the operation of the community swimming pool and lifeguard staff when the Pool Manager is not on duty.

SUPERVISORY RELATIONSHIPS

The Assistant Pool Manager reports to the Pool Manager. The Assistant Pool Manager supervises the Pool Lifeguards and Pool Concession Stand Workers.

ESSENTIAL JOB DUTIES

- Responsible for supervision, operations, and some maintenance of pool facility.
- Performs the work of the Pool Manager as needed.
- Opens the pool each day and close it down each evening as assigned.
- Monitors pool-related activities closely and identify any safety issues.
- Monitors weather reports closely to ensure safety of pool users.
- Provides assistance to pool users when needed.
- Ensures the safety of all pool facility patrons, enforces rules and regulations.
- Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Ability to understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Performs the work of other pool staff as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.
- Responds to emergencies as needed.

CERTIFICATIONS

- Current CPR and First Aid Certifications
- American Red Cross Lifeguard Certification

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Harrisburg Township Park District  
Pool Lifeguard



Job Title: Pool Lifeguard  
Classification: Seasonal, Hourly

POSITION FOCUS

The Pool Lifeguard's responsibility includes watching the pool for accidents, preventing drowning, and acting as a first responder.

SUPERVISORY RELATIONSHIPS

The Pool Lifeguard reports to the Assistant Pool Manager and the Pool Manager.

ESSENTIAL JOB DUTIES

- Monitors pool-related activities closely and identify any safety issues.
- Directs pool users out of the pool in hazardous conditions.
- Monitors weather reports closely to ensure safety of pool users.
- Provides assistance to pool users when needed.
- Oversee activities at the pool facility.
- Ensures the safety of all pool facility patrons, enforces rules and regulations.
- Teaches or assists with swimming lessons.
- Responds to emergencies and rescue pool users in danger of drowning.
- Performs first-aid procedures.
- Performs the work of pool concession worker as needed.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.
- Performs cleaning duties daily.
- Must wear appropriate Lifeguard attire.

CERTIFICATIONS

- Current CPR and First Aid Certifications
- American Red Cross Lifeguard Certification

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Harrisburg Township Park District  
Pool Concession Worker



Job Title: Pool Concession Worker  
Classification: Seasonal, Hourly

POSITION FOCUS

The Pool Concession Worker's is responsible for maintaining operations and assisting customers at the Pool Concessions stand. This position assists in setting the example and ensuring the highest level of guest experience in concessions.

SUPERVISORY RELATIONSHIPS

The Pool Concession Worker reports to the Assistant Pool Manager and the Pool Manager.

ESSENTIAL JOB DUTIES

- Ability to provide excellent guest service.
- Serve food or beverages to customers.
- Proper cash handling including, greet and service guests at the registers, taking orders, and accepting payments and making change.
- Replenish foods at serving stations.
- Prepare food such as popcorn, hot dogs, pretzels, ice cream, pizza, etc.
- Clean equipment each day.
- Inventory control: Assess inventory and report to Pool Manager ordering needs.
- Stock and restock items each day.
- Insure all sanitation procedures are followed relating to all local licensing regulations.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment.
- Additional functions may be essential.
- Must wear appropriate uniform.

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