

EMPLOYEE TRAINING/ STAFF SIGN-IN SHEET

TOPIC:

Preventing Harassment & Discrimination

PRESENTER:

Paula A. Bickel

DATE:

2-21-14

TIME:

9:30 am - 11:30 am

EMPLOYEE NAME (print)	EMPLOYEE SIGNATURE	DEPT.	E-MAIL ADDRESS (PERSONAL OR WORK)
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Entered by
S. [unclear]



2014 Training Review of Policies & Procedures

- Equal Employment Opportunity
- Non-Discrimination and Anti-Harassment
 - Open Door Policy
- Grievance Process and Procedure

Paula A. Bickel
Director of Human Resources

Polices taken directly from Personnel Policy Manual

SECTION 1: EMPLOYMENT POLICIES AND PROCEDURES

1-1 EQUAL EMPLOYMENT OPPORTUNITY

Employment at the Park District of Oak Park is based on personal capabilities and qualifications without regard to race, color, religion, sex, sexual orientation (actual or perceived), national origin, citizenship status, ancestry, age, marital status, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service or military status, or any other category protected by local, State of Illinois, or federal law ("legally protected characteristics").

In accordance with federal, State of Illinois, and local laws, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. All of the Park District's personnel policies, procedures, and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, termination, and other terms and conditions of employment are made and executed without regard to legally protected characteristics. Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of Human Resources or the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

1-2 NON-DISCRIMINATION AND ANTI-HARASSMENT

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. It is the responsibility of each and every employee, Board member, agent, volunteer, and vendor of the Park District as well as anyone using the District's facilities, to refrain from sexual or other harassment. Sexual or other harassment is illegal, unacceptable, and violates the policies of the Park District. Title VII of the Civil Rights Act, as well as the Illinois Human Rights code, prohibits discrimination, harassment or segregation in terms and conditions of employment on the basis of race, color, religion, sex, sexual orientation, age, disability and national origin. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated.

Sexual Harassment

Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- a. Submission to the conduct is made either implicitly or explicitly as a term or condition of the individual's employment;
- b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- c. The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages); and other physical, verbal or visual conduct of a sexual nature.

Investigations

Each reported allegation of harassment, discrimination, or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. Note, however, that it is impossible to guarantee absolute confidentiality.

Responsive Action

The Park District will determine what constitutes harassment, discrimination, or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately.

Education and Training

As part of general orientation, each recently hired employee will be informed of the standards of acceptable behavior. All employees will participate periodically in seminars that describe workplace sexual harassment and teach strategies for resisting and preventing sexual harassment, harassment and discrimination.

False and Frivolous Complaints

Because an accusation of sexual harassment, harassment, discrimination or misconduct has serious consequences, any accusation or complaint of harassment or misconduct that is made frivolously, falsely, or in bad faith may result in disciplinary action up to and including termination.

SECTION 9: GRIEVANCE PROCESS AND PROCEDURE

9-1 GRIEVANCE PROCESS AND PROCEDURE

Any employee who has a grievance arising from employment with the Park District is encouraged to attempt to resolve problems with the person involved. If that attempt is unsuccessful or if, for any reason, the employee feels uncomfortable discussing the problem with the person involved, then the following procedure may be used:

Step 1: Present the grievance to the immediate supervisor, who will respond within three working days after presentation. In most cases, a problem can and should be resolved with a frank and open discussion. If no satisfactory resolution is reached, then the employee may proceed to Step 2.

An employee who is uncomfortable discussing a grievance with an immediate supervisor may proceed directly to Step 2.

Step 2: Present a written grievance to the next higher-level supervisor. That supervisor will investigate the matter, discuss it with the employee and the immediate supervisor, and issue a written response within three working days after presentation. If no satisfactory resolution is reached, then the employee may continue this process through each succeeding level of authority up to the Executive Director. If the Executive Director becomes involved, then a written decision will be issued within 10 working days after presentation of the grievance unless further investigation requires a longer period of time. A decision of the Executive Director is final and not subject to further review.

The Park District's failure to strictly adhere to the suggested time periods will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations or to any disciplinary actions, including without limitation oral warnings, written warnings, suspensions, or terminations.

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, also 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.



Laws that prohibit and provide protection against harassment!

This is not a comprehensive list of all Federal or State Laws.

Title VII of the Civil Rights Act of 1964 covers all private employers, state and local governments and educational institutions that employ 15 or more individuals. It prohibits intentional discrimination and practices because of a person's race, color, religion, sex or national origin.

Americans with Disability Act of 1990 as amended protects individuals with disabilities, and those regarded as having disabilities.

Equal Pay Act of 1963 protects men and women who perform substantially equal work in the same establishment from sex based discrimination.

Immigration Reform and Control Act 1986, 1990, 1996 establishes penalties for employers who knowingly hire illegal aliens, and prohibits employment discrimination on the basis of national origin or citizenship.

Age Discrimination of Employment Act of 1967 protects individuals who are 40 years and older.

Civil Rights Act of 1991 provides for damages in cases of intentional employment discrimination, to clarify provisions regarding disparate impact action, and for other purposes.

The Genetic Information Nondiscrimination Act of 2008 prohibits employers from discriminating against employees in hiring, firing or any other terms and conditions of employment based on a worker's genetic information.