



Memo



To: Vic Guarino, Chair, Buildings and Grounds/Facility Maintenance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: November 25, 2014

Re: Policy Manuals

Statement

The Park District Board of Commissioners approves all policies for the Park District. The Park Board is presented with updates to the Personnel, Safety, Administrative, and Board policy manuals annually. These changes could include requested changes to policies or updates to the manual based on legal and legislative changes.

Discussion

The Park District has four policy manuals that governs the operations of the District. Understanding that this could become difficult and confusing for staff and potentially lead to conflicting policies, staff have created a master policy manual. All policies are located within this one manual for ease of use and reference. Additionally, each of the following manuals can be printed separately: Administrative Policy; Board Policy; Personnel Policy; and Safety Policy.

Policy changes requested in 2014 include:

Personnel Policy

Remove Part-Time Employees From Outside Employment Policy

The current policy is that no full-time or part-time employee may: (a) engage at any time in any outside employment for salary, wages or commissions; or (b) engage in any outside business interests, except only if the Department Head recommends approval in writing to the Executive Director and the Executive Director grants approval in writing.

Remove Language Pertaining To Compensatory Time Under The Fair Labor Standards Section Of Overtime

Currently the policy allows non-exempt employees to either receive compensation at one and one half (1 ½) times their regular rate of pay for all hours worked in excess of 40 in a single work week or elect to take time off at the rate of one and one-half (1 ½) hours for each hour worked in excess of 40 hours in a single work week. Staff recommends removing compensatory time off and follow the Fair Labor Standards Act as it pertains to overtime. Generally, staff does not select compensatory time and takes the overtime compensation in the pay period in which it was earned.

Add Specific Grade Requirements To The Tuition Reimbursement Policy

The current policy doesn't specify a grade required in order to receive the reimbursement. Staff is recommending that we add that staff must receive a B or higher to be eligible for reimbursement.

Administrative Policy

Add Confidentiality Statement To The Records & Data Management Policy

The addition of language regarding confidentiality of information in a professional manner and in compliance with all Park District policies and procedures and applicable laws. For the purposes of this Policy, confidential, non-public information, in general, means information relating to Park District employees and patrons that is not generally available to the public. This includes, for example, health-related information, medical documents or insurance numbers, and driver's license numbers.

Recommendation

Staff requests review and approval of the following Park District of Oak Park Policy Manuals: Administrative Policy; Board Policy; Personnel Policy; and Safety Policy.