

POL.P.08.01 - Open Door Policy

The Park District is interested in all of its employees' success and happiness with the agency and welcomes the opportunity to help employees whenever feasible. The Park District promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to discuss any problems with their immediate supervisor. Employees may put a problem or concern in writing or supervisors may ask that this is done. An investigation will be made, and the employee will get an answer as quickly as possible.

At any time, or if the supervisor cannot be of assistance, employees may contact their Department Head, Human Resources, and the Executive Director. Employees experiencing or witnessing discrimination, harassment, or retaliation should following the reporting procedures contained in the [Policy on Non-Discrimination and Anti-Harassment](#).

This procedure is not designed to discourage employees from talking to anyone in the Park District at any time. Rather, it is simply a way to ensure that concerns and problems are dealt with in a prompt, orderly and consistent fashion. The initial communication of an employee's problem or concern should be communicated to a Park District official within a reasonable time of the occurrence. Untimely complaints will be difficult to investigate, so employees are encouraged to make a complaint within a reasonable amount of time.

In addition to an employee's own problems and concerns, the Park District encourages employees to follow these procedures whenever they learn of a violation of Park District rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any negative consequences, no matter how their complaint or problem is resolved. Please be assured that the confidentiality of all such matters will be maintained to the fullest extent possible.