

# Employee Conduct Section of Personnel Policies

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## POL.P.06.01 - Compliance with Policies in Performance of Duties Policy

Employees are required to comply with all policies and procedures established by the Park District, including by Board of Park Commissioners, immediate supervisors, and administrative staff of the Park District.

## POL.P.06.02 - Abuse of Authority Policy

### **Statement of Policy**

It is the policy of the Park District that employees should exercise their judgment and perform job duties according to the highest ethical standards of conduct and for the sole benefit of the citizens of Oak Park. To this end, employees should avoid accepting or retaining any economic benefits or opportunities, which could impair or present an actual threat to the exercise of independent judgment. It is further the policy of the Park District that all appearances of impropriety shall be avoided. The Board of Park Commissioners hereby determines that a policy setting forth ethical principles and regulations applicable to public officials and employees is in the best interest of the Park District and will contribute to the public confidence in the integrity, ability and performance of said persons.

The Park District recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that the Park District may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse, civil union partner or significant other, children, parents, siblings) because of the Park District's business dealings.

It is the responsibility of every Park District employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with the Park District. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from the Park District. Such disclosure must be made in writing by the employee and forwarded to the Executive Director for review of a potential conflict of interest.

Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois law.

### **Persons Affected**

1. This entire Policy shall apply to the Executive Director and Department Heads.
2. The Sections entitled "Standards of Conduct," "Ruling," "Complaints," and "Procedures," shall apply to all employees of the Park District.

### **Disclosure of Real Estate**

The Executive Director and Department Heads shall file, with the Director of Finance, a statement disclosing direct or indirect ownership of any real property located within the corporate limits of the Village of Oak Park, owned by the person required to file or by the spouse or minor children of such person. Property in which the Executive Director or Department Head resides is exempt from this provision, unless said property contains more than three (3) residential units. Such statement shall include the legal description and common address of the real estate and shall indicate the ownership held in such real estate. For purpose of this section, the ownership of beneficial interest in each estate held in land trust, real property being purchased by contract or real property held by a corporation, an investment group or partnership in which the person filing shall own more than a five percent (5%) interest, shall be considered real property.

### **Disclosure of Business Interests**

The Executive Director and Department Heads shall file with the Director of Finance, a statement disclosing an ownership interest of greater than five percent (5%), either direct or indirect, of a business, firm or corporation doing business with the Park District.

### **Filing and Disclosure**

All disclosure statements referenced in the Policy shall be filed with the Director of Finance on or before May 1 of each calendar year, except as hereinafter set forth. Persons already obligated to file disclosure statements by laws of the State of Illinois may file copies of said statements with the Director of Finance in satisfaction of the requirements of this Policy, except that any information required by this Policy and not contained on other filed statements must be separately filed herein.

The Park District shall keep the disclosure statements described in this Policy herein for five (5) years from the date of filing. Said records shall be considered public and accessible to citizens of Oak Park for the purpose of viewing and copying as indicated in the Freedom of Information Act.

### **Standards of Conduct**

1. No employee of the Park District shall have any interest directly or indirectly in any contract work or business of the Park District. Any financial or other personal interest, direct or indirect, which tends to affect the independent judgment of said official or employee, shall be publicly disclosed.
2. No person subject to this Policy shall use or permit the use of Park District funds, services, property, equipment, or materials except as provided by law or in accordance with the Administrative Directive as ordained by established Park District policy.
3. No officers and employees of the District who are involved in the investment process shall refrain from any personal business activity that could conflict with the execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Park District Board of Park Commissioners any material financial interests in financial institutions that conduct business with the District, and they shall further disclose any large personal, financial or investment positions that could be related to the performance of the District's portfolio.

Employee and officers shall subordinate their personal investment transactions to those of the District particularly with regard to the timing of purchases and sales.

### **Indemnification**

Investment officers and employees of the District acting in accordance with this investment policy and written procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual's security credit risk or market changes.

### **Reporting**

The Director of Finance shall submit to the Park Board a monthly report on the investment program and activity. The report shall include a review of the performance. This report shall be reviewed as part of the monthly review of the District's financial records.

### **Administrative Help**

The District shall provide and pay for professional and administrative help, staff and equipment necessary to carry out the duties and responsibility contained in this investment policy and the procedures established for operations of the program.

### **Amendment**

This policy shall be reviewed from time to time, at least once annually, and revisions shall be presented to the Park Board for approval.

### **Conflict**

All District Ordinances and parts of Ordinances and all Resolutions and Policy statements or parts thereof in conflict with this policy or any parts thereof are hereby repealed. In the event of any conflict between this policy and the Illinois Compiled Statutes or case decisions of the State of Illinois, the then Statutes and case law decisions shall control.

### **Captions and Headings**

The captions and headings and used herein are for convenience of reference only and do not define or

limit the contents.

## **Ruling**

Any person who questions a particular situation may ask in writing for a ruling from the Executive Director.

## **Complaints**

Complaints that a person covered by this Policy has violated its provisions shall be made in writing and signed by the complaining person. Complaints shall be filed with the Executive Director.

## **Procedures**

If the Executive Director determines that a complaint is valid, appropriate remedial action will be taken. Remedial action may consist of a reprimand, suspension without pay or termination of employment. The Executive Director may also refer the matter to the prosecuting attorney for action under the general penalty provisions of the Illinois Municipal Code or refer the matter to the States Attorney's office for prosecution.

## **POL.P.06.03 - Attendance, Punctuality and Dependability Policy**

Employees must report to work regularly, promptly, and ready to perform assigned duties at the beginning of the work day. Absenteeism and tardiness will have an adverse impact on an employee's performance review and chances for advancement, and may result in disciplinary action up to and including termination of employment.

Each employee who will be late or absent for any reason, or someone on his or her behalf, must contact the employee's immediate supervisor on the telephone at least 30 minutes before the scheduled start time. It is the employee's personal responsibility to ensure that proper notification is given. Reporting an absence or late arrival via e-mail or text message to a co-worker is unacceptable.

If an employee must leave work early because of an illness or personal emergency, he or she must make every reasonable effort to promptly advise his or her immediate supervisor.

Employees may be required to present a doctor's note or other documentation substantiating the length of and reasons for the absence or tardiness.

Notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to give proper notice may subject the employee to disciplinary action.

Continued irregular attendance or excessive absenteeism or tardiness constitutes unsatisfactory work performance and will subject the employee to disciplinary action up to and including termination of employment.

## POL.P.06.04 - Proper Dress and Appearance Policy

Employees' attire on the job should be in good taste, clean, neat, and appropriate for the duties performed at work. Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are unacceptable. Safety equipment and clothing may be required for certain jobs, and must be worn when assigned.

Employees should avoid extremes in dress and appearance. Hair must be neat, clean, trimmed, and present a groomed appearance, including mustaches and beards. For safety purposes, all employees working with maintenance equipment must either keep their hair in back no longer than one inch below the ear, or firmly secured away from the face.

Exposed body piercing jewelry is strictly limited to earrings.

Exposed tattoos may not be offensive in nature, including but not limited to those using profanity, vulgarity, or otherwise offensive symbols.

Any employee requiring an accommodation of this Policy because of disability, religious belief, national origin, or other legally protected basis must file a written request for an accommodation with Human Resources or the Executive Director.

Uniforms, nametags, and other Park District property remain the property of the Park District, and must be returned upon termination. Employees may be responsible for the cost of replacing any damaged or lost Park District property.

Uniforms, nametags, and other items with a Park District logo may not to be worn when an employee is not on duty.

## POL.P.06.05 - Park District Property Policy

No employee, contractor, elected official or member of the public may use Park District property for personal use without the prior written consent of the Executive Director. The Executive Director may approve the personal use of Park District equipment under certain circumstances, if a benefit to the Park District is established. The Park District's equipment, such as telephones, cellular phones, mobile devices, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with permission of the Executive Director. Personal usage, in an emergency, of equipment that results in a charge to the Park District should be reported immediately to your immediate supervisor so that reimbursement can be made.

Except in the ordinary course of performing duties for the Park District, or as otherwise permitted, Park District property may not be removed from the work premises. For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, data, records, recreation and rental equipment and all other property owned, leased, or in the possession and control of the Park District. Before an employee leaves the Park District, the employee must return to the Park District all related Park District information and property the employee has in his or her possession, including without limitation, documents, files, records, manuals,

information stored on a personal computer or on a computer disk, supplies, uniforms, equipment, office supplies, identification cards, cellular phone or mobile device, keys or key fobs.

Employees should understand that while certain Park District-owned property, such as desks, lockers, and vehicles are available for their use, these items remain the property of the Park District, and are subject to inspection, with or without notice and with or without consent. Employees are not permitted to store wrongfully obtained, illegal, or prohibited items or substances in or on Park District property or otherwise misuse Park District property.

### **Searches and Inspections**

Whenever necessary or appropriate, and at the Park District's sole discretion, the Park District may search anywhere on and within Park District property, including without limitation any employee work area, such as desks, file cabinets, lockers, computers, cell phones and vehicles. Any search may be conducted without specific cause and without notice. All employees are required to cooperate with any search, and an employee may be subject to disciplinary action up to and including termination of employment for failure or refusal to cooperate. Therefore, employees should have no expectation of privacy in any Park District-owned property that they use.

Any property belonging to the Park District is subject to search to ensure compliance with the Park District's policies, or if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property.

In addition, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District premises by all persons, including employees.

Loss, damages, or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline up to and including termination. The Park District is not responsible for the loss of personal property.

## **POL.P.06.06 - Credit Card, Procurement Card or Charge Account Usage Policy**

Employees are fully responsible for all charges to cards issued under their name, Park District cards temporarily assigned to them, or charge account purchases initiated by them. Any misuse or unauthorized use of credit cards, procurement cards or charge accounts may result in the withdrawal of these privileges and possible discipline, up to and including termination of employment.

These forms of payment may be used only for approved Park District business transactions and may not be used for personal expenses under any circumstances.

Employees may not use the credit cards or procurement cards to withdraw cash unless specifically authorized by the Executive Director.



Regardless of payment method, purchases must be authorized according to the Park District Procurement Policy.

Employees are responsible for saving and providing documentation supporting all purchases and use of cards and accounts and receipts must be turned in promptly after each use of these payment methods.

Misuse of these payment methods, or failure to report purchases in the required timeframe, may cause the Park District to recover the funds through payroll deductions or other means for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

Employees must report lost or stolen credit or procurement cards to the Business Operations Department immediately upon discovering that the card is missing.

When an employee's employment ends, he or she must return any credit or procurement cards to his or her immediate supervisor with a final reconciliation of all expenditures prior to departure.

Terminated employees must return credit or procurement cards immediately, and shall provide a final reconciliation of all expenditures within two business days. Failure to comply with this requirement shall result in the terminated employee being personally responsible for all charges on the account at the time of termination, or until the account is closed, whichever is later.

## POL.P.06.07 - Travel and Vehicle Use Policy

### **Vehicles Operated On Park District Business**

1. An employee's immediate supervisor must authorize the use of any vehicle for Park District business.
2. Employees operating any vehicle for Park District business must have a valid driver's license with the proper classification for the type of vehicle being operated, show proof of such license upon request, and notify the immediate supervisor if the status of the drivers license changes.
3. Employees must obey all driving and traffic regulations, including without limitation the use of seat belts at all times and headlights when the windshield wipers are on.
4. Employees must report all accidents immediately to the immediate supervisor with a copy of the police report, if applicable. Employees who are in an accident or are injured while on Park District business will be sent for a post-accident/injury drug and alcohol test.
5. No employee may be under the influence of alcohol, illegal substances, or legal drugs while operating any vehicle (regardless of the reason for operation) for Park District business. Further, no employee may be under the influence of alcohol, illegal substances or legal drugs while operating any Park District vehicle at any time, irrespective as to whether the use is for personal or Park District business. "Under the influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this Policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.
6. Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving on Park District business and/or operating a Park

District vehicle. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or while safely parked on the shoulder of a roadway. Employees cannot wear head phones or “ear buds” while operating a Park District vehicle.

### **Park District-Owned Vehicles**

1. Park District-owned vehicles may be taken home only when authorized by the Executive Director, or when the employee is subject to emergency calls during off-duty hours.
2. Employees operating Park District vehicles must be 18 years old or older.
3. Park District vehicles may not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency and the employee is 21 years old or older.
4. Any employee who is required to have a commercial driver’s license (CDL) as a condition of employment is subject to random drug and alcohol testing.
5. Employees are responsible for the care and conservation of Park District vehicles and must promptly report any accident, breakdown, or malfunction of any vehicle so that necessary repairs may be made.
6. No employee may smoke any product while inside a Park District vehicle.
7. Park District vehicles belong to the Park District and employees have no expectation of privacy in or associated with a Park District vehicle. The Park District has the right to search any Park District vehicle at any time with or without consent.

### **Personal Vehicles**

1. An employee using a personal vehicle for Park District business must have liability insurance on the vehicle in accordance with applicable law and may be asked to provide proof of the insurance. The Park District’s liability insurance is secondary to the employee’s own coverage.
2. No employee may use his or her personal vehicle at any time to transport participants in any Park District programs.
3. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or for trips of 100 or fewer miles each way at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs. For trips longer than 100 miles each way, the Park District will endeavor to provide the employee with a Park District vehicle. If a Park District vehicle is not available, then the employee will be reimbursed only for the actual cost of the fuel that is used. See the [Expense Reimbursement Policy](#) for further details.

## **POL.P.06.08 - Security and Keys Policy**

In the interest of safety and protection of property, strict control over access to Park District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, key fobs, safe combinations or other access to Park District property in connection with their job responsibilities must exercise sound judgment and discretion

to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys and key fobs may not be transferred from one employee to another without the prior written authorization by the appropriate Facility Manager.

## **POL.P.06.09 - Work Areas Policy**

Work areas will be kept clean and orderly at all times. Apparel such as boots, coats and umbrellas will be stored in designated areas. Before the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Executive Director is the final authority when deciding whether a non-work item is permissible.

## **POL.P.06.10 - Retention of Lost Property Policy**

When property is lost or left behind at one of the Park District facilities, the item should be brought to the attention of a supervisor as soon as practicable before the close of business or the end of the duty shift.

A reasonable effort should be made to identify and contact the owner of the lost property. In many cases, the owner will return to the facility within a day to reclaim the missing item.

If the item reasonably appears to exceed \$100 in value, the supervisor should report the lost property to the Oak Park Police Department by the close of business so that the Police Department may collect that item. The Police Department will provide an incident report number at the time of collection.

Supervisors should avoid retaining lost items overnight in a desk drawer, on-site safe to which many employees have access, or other unsecured location. In the case of large items such as bicycles, the property should be retained only if adequate storage is available.

The supervisor should prepare an incident report to document the date and location of the loss and any witnesses to the discovery of the lost property. The incident report should be filed with the Park District's HR Safety & Risk Manager.

## **POL.P.06.11 - Alcohol and Drug Abuse and Testing Policy**

The Park District has implemented this Policy in response to overwhelming evidence that alcohol and drug use has a detrimental impact on employees' and the public's health, job performance, safety, and efficiency. Since 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 Park District implements this Policy in order to assure the health and safety of its patrons and employees.

While the Park District will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Pilot Program Act, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy and is subject to discipline up to and including termination of employment for violations of this Policy.

The Park District prohibits the use of, being under the influence of, possession of, manufacture of, and distribution of controlled substances, including without limitation cannabis and alcohol, while on Park District premises and/or performing job duties.

### **Restrictions**

- a. The unlawful use, abuse, sale, purchase, manufacture, distribution, dispensation, transfer, possession or presence in one's system of alcohol, drugs or a controlled substance, including cannabis and alcohol, is prohibited on Park District property or while acting on behalf of the Park District;
- b. Employees shall not report for duty while there is any alcohol or controlled substance in the employee's system, except only if the use is prescribed by a physician who approves the employee to perform his or her job safely;
- c. Employees shall not report for duty or perform safety-sensitive functions within four hours after having consumed alcohol;
- d. Employees shall not consume alcohol or controlled substances for eight hours after an accident involving a death or resulting in a moving violation involving a Park District vehicle that contributed to that accident. In both cases, the employee must remain available to undergo a post-accident or controlled substance test.

An employee must report immediately for testing when ordered to do so and must cooperate with testing personnel and procedures. By signing the Employee Acknowledgment Form, the employee agrees that he or she will release all test results and reports to the Park District and the substance abuse professional.

### **Screening and Testing**

The Park District may require any employee to be screened or tested:

- a. after a workplace accident or incident. For purposes of this Policy, an individual shall be deemed to have been involved in a work-related accident if he or she is ticketed or causes the injury of another person or self on the Park District's premises or during working time or causes damage to any of the Park District's leased or owned property or any third party property.
- b. during and after an employee's participation in an alcohol or drug counseling or rehabilitation program;

- c. upon reasonable suspicion when two supervisors agree, based on observations of the employee and other symptoms, that the employee may be under the influence of alcohol or drugs; and
- d. for employees in safety sensitive positions only, to be screened or tested on a random basis.

The screening or testing will be conducted at a medical facility or by an on-site medical group selected by the Park District at the Park District's expense. A confirmed positive drug and/or alcohol test will result in disciplinary action up to and including termination of employment.

### **Treatment**

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Park District's drug and alcohol Policy or other rules of conduct. Seeking such assistance will not be a defense for violating the Park District's Drug and Alcohol Policy.

If the medical facility personnel recommend treatment, the Park District may decide to give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee. Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within 10 days after the time of recommendation of treatment.

### **Use of Legal Drugs**

Any employee who (a) operates or maintains a vehicle or machinery, (b) handles hazardous materials or substances of any kind, or (c) has public safety responsibility, and who has taken a legally prescribed drug must report the use of such legal drug to his/her immediate supervisor if the legal drug may prevent the employee from performing his or her job safely. It is the burden of the employee to ascertain from the employee's doctor or pharmacist whether the legal drug may have potential side effects.

### **Notice of Conviction**

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five days after that conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence or fine (including probation) 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 termination of employment.

### **Discipline, Penalties for Violations**

An employee will be disciplined up to and including termination of employment if he or she: (a) reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis; (b) manufactures, possesses, uses, sells, or dispenses alcohol, controlled substances, or cannabis while on Park District property or while acting on behalf of the Park District; (c) is convicted of a drug-related crime; (d) causes financial or physical damage to Park District property, its employees, or patrons as the result of alcohol or drug abuse; or (e) fails to report the use of legal drugs in accordance with this Policy. The Park District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Park

District and by a federal, Illinois, or local law enforcement agency.

### **Inspections**

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis, employees do not have a reasonable expectation of privacy in the workplace and may be subject to inspection as follows:

Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which an employee is permitted to use during employment with the Park District, are and remain the property of the Park District. Employees have no reasonable expectation of privacy with respect to the use of any Park District property or equipment. 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 Park District.

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 termination of employment.

### **Records**

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

### **Testing Procedures**

#### Alcohol Test

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- b. Employee blows into alcohol testing device. If the employee cannot exhale sufficient quantity of air through the machine for a complete test, another type of test will be performed.
- c. If test results are negative, the employee returns to work. Results will be reported to Human Resources.
- d. If test results are positive, another test will be performed not less than 15 minutes but not more than 20 minutes after the first test. The employee may not eat or drink anything or belch during the waiting period for the re-test.e. If re-test results are negative, then the test will be reported to the designated contact as negative.
- e. If re-test results are negative, the test will be reported to the designated contact as negative.
- f. If re-test results are positive, the test results will be reported immediately to the designated contact.

## Controlled Substances Test: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine

- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- b. Employee provides a urine sample. If the employee is unable to provide sufficient quantity for testing, the employee will be asked to drink water (up to 24 oz. in two hours) and attempt again.
- c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
- d. Sample is sent to laboratory where it is split in half. A screening test is performed on a portion of one of the sample splits. If the test result is negative, the testing will be reported as negative to the medical review officer (MRO) who, in turn, will report a negative result to the designated contact.
- e. If test result is positive, confirmation testing will be performed on the rest of the split sample. Results will be reported to the MRO. If the test result is negative, the MRO will report a negative result to the designated contact.g. If test result is positive, then employee will be removed from duties. Employee has 72 hours in which to request a re-test of the second split sample, and employee may request that the split sample be tested at a second lab. A negative re-test of the split sample will cancel the first positive results.
- f. If the test result is positive, confirming the presence of one or more controlled substances, the MRO will contact the employee to discuss the results of the test to determine if there is a legitimate clinical reason for the presence of the drug. If the employee cannot be reached by the MRO, the designated contact will be asked to direct the employee to contact the MRO. If the employee fails to contact the MRO within 72 hours, the MRO will report the test results as positive. The MRO will report the test results as positive or negative to the designated contact.
- g. If the test result is positive, the employee will be removed from performing his/her duties. The employee will have 72 hours in which to request a re-test of the second split sample, and the employee may request that the split sample be tested at a second lab. A negative re-test of the split sample will cancel the initial positive results.

### **Consequences of Failed or Refused Tests**

1. An employee will immediately be removed from duty if the employee refuses to cooperate with testing procedures or if the employee's test results are positive. An employee who refuses to submit to testing will be discharged. An employee who fails an alcohol or drug test is subject to disciplinary action up to and including termination of employment.
2. If an employee is offered the chance to seek substance abuse rehabilitation, the employee is responsible for payment to the substance abuse professional (SAP) and subsequent counseling. The employee's medical insurance may be used to help pay for these services. The employee must sign a release allowing the Park District to release the test results to the SAP, and must sign a release for the SAP to report to the designated contact.
3. When the SAP reports to the designated contact that the employee may return to full duty, the

employee must:

- a. Test negative in return-to-duty alcohol or controlled substances testing (or both tests if indicated by the SAP);
- b. Continue with any rehabilitation therapy if prescribed by the SAP;
- c. Test negative in unannounced follow up testing as prescribed by the SAP or, at a minimum, in six tests in the first 12 months of returning to duty as ordered by the Executive Director.

## POL.P.06.12 - Smoking Policy

In accordance with the Smoke Free Illinois Act, smoking is prohibited in or on any Park District building, facility, property, equipment, and vehicle. In addition, smoking is prohibited within 15 feet of any entrance or exit to a Park District facility. This Policy applies equally to all employees, patrons, and visitors.

## POL.P.06.13 - Weapons Policy

The Park District strictly prohibits weapons at any Park District facility, on any Park District property, in any Park District vehicle, or at any Park District-sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, including but not limited to an employee, manager, or supervisor, visitor, patron or participant.

Note: Employees who are licensed to carry a concealed firearm in the State of Illinois:

- shall be permitted to carry a concealed firearm on or about their person within their personal vehicle while driving into or out of a Park District parking area;
- may store a firearm or ammunition concealed in a case within their locked personal vehicle or locked container out of plain view within the personal vehicle in a Park District parking area; and
- may carry a concealed firearm in the immediate area surrounding his or her personal vehicle within a Park District parking area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle.

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

### **Procedure For Reporting Possession of a Weapon**

If an employee is aware of any person possessing a weapon on Park District property or while on Park District business, he or she is required to report it his or her immediate supervisor. If the employee feels



uncomfortable doing so, or if the employee's supervisor is the source of, condones, or ignores the problem, the employee must report to the supervisor's supervisor, Human Resources, the Executive Director, or the police (if necessary).

## **POL.P.06.14 - Violence in the Workplace Policy**

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

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

In furtherance of this Policy, employees should warn their supervisors, Human Resources, or the Executive Director of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, Park Board Commissioners, patrons, vendors, or visitors and that appear problematic. This includes, for example, threats of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to this Policy will be held in confidence to the extent possible. The Park District will not tolerate any form of retaliation against any employee for making a report under this Policy.

## **POL.P.06.15 - Romantic or Sexual Relationships Policy**

The Park District strongly discourages romantic and sexual relationships between co-workers. In addition, the Park District prohibits romantic and/or sexual relationships between a manager/supervisor and any employee who reports directly to that manager/supervisor. The Park District also prohibits romantic and/or sexual relationships between a manager/supervisor and any employee over whom the manager/supervisor has any input with regard to terms and conditions of employment, including but not limited to hiring, discipline, promotion, evaluation, compensation, expense reimbursement or duty assignment.

If a romantic or sexual relationship between a supervisor or manager and an employee develops, then the supervisor or manager must disclose the existence of the relationship promptly to his or her Department Head so that the Park District can address any potential conflict of interest and take appropriate action.

By incorporating this Policy, the Park District does not intend to inhibit social interaction (such as lunches, dinners, or attendance at entertainment events) that may be part of or an extension of the working environment.

## **POL.P.06.16 - Children in the Workplace Policy**

It is inappropriate for employees to bring children in their care to the workplace during the work day. Bringing children to the workplace should be avoided except in extraordinary emergencies and only with prior authorization from a supervisor. This Policy is intended to minimize disruptions and distractions in

job duties of the employee and co-workers, to reduce property and general liability, and to maintain the Park District's professional work environment.

A child brought to the workplace in an unavoidable emergency will be the sole responsibility of the employee caregiver and must be under the direct supervision of the employee caregiver at all times. Excessive need to bring a child to the workplace may result in discipline, up to and including termination of employment.

## POL.P.06.17 - Political Activity Policy

Park District employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the Park District.

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

Employees are also prohibited from interrupting or disturbing other employees while they are on duty.

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

## POL.P.06.18 - Solicitation and Distribution of Literature Policy

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

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

### **Bulletin Boards**

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

- Notices containing matters directly concerning Park District business, and

- Announcements of a business nature that are equally applicable and of interest to employees.

All posted material must have prior authorization from administrative staff. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove material from the bulletin boards.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment.

## **POL.P.06.19 - Staff Acceptance of Gifts Policy**

Employees may not solicit or accept any gift, gratuity or other reward from any person, business, or entity doing business with the Park District or attempting to secure business from the Park District. Further, employees may not solicit, accept, or expect people who use Park District programs or facilities to give gifts, gratuities, other rewards, or favors for performing a job. This Policy does not apply to nominal non-cash tokens such as a cup of coffee, a soft drink, or a sandwich. Retention of any gift will be conditioned on approval of the Executive Director after consultation with the appropriate Department Head. Failure to report a gift, gratuity, or other reward properly may result in disciplinary action up to and including termination of employment.

## **POL.P.06.20 - Electronic Communication Policy**

All computer equipment, voicemail, and online mobile access devices, including information transmitted, received or contained therein, are the property and assets of the Park District. The use of computer equipment, telephones, cell phones, tablets, and electronic communication devices issued by the Park District are for business purposes only. The Park District decides at its sole discretion whether a communication or activity falls within a legitimate business purpose.

Employees should have no expectation of privacy in anything they create, store, send or receive using the Park District's computer equipment, e-mail system, telephones, cellular phones or mobile devices.

Failure to abide by this Policy may result in discipline, up to and including termination of employment.

### **System Security and Configuration Guidelines for Computers**

All computer equipment provided by the Park District is pre-configured with the appropriate hardware and software for Park District business use. No employee may install, change, or remove system hardware or software. For the purposes of this Policy, "systems" means the Park District's electronic systems, including but not limited to its computer system, e-mail network, and phone and voicemail systems.

A user may be responsible for replacement or repair costs up to the Park District's insurance deductible for lost, stolen, damaged, unsecured, or unprotected equipment.

### **No Expectation of Privacy**

No user has any reasonable expectation of privacy or other rights at any time with respect to any use of

Park District property, including without limitation electronic and communications systems and equipment. The Park District has the right to monitor all on-line activity, including communications, to ensure that appropriate business and lawful purposes are being pursued to ensure compliance with the Park District's policies, and to limit communications solely to business-related reasons. The Park District's systems may not be used for personal, political, or commercial purposes unless specifically authorized in advance by the Park District. The Park District may search all computers, cell phones, other equipment, and information at any time.

Any electronic communication may be considered a "public record" and thus may be subject to inspection and copying under the Illinois Freedom of Information Act. No message should be created on the Park District's systems that casts the Park District in false light or that creates unfair or undue discomfort or embarrassment.

### **Illegal and Inappropriate Use**

The Park District specifically prohibits the use of its systems and computer equipment for any illegal or inappropriate purpose at any time, whether in the course of business or otherwise. All users are prohibited from gaining unauthorized access to, or intentionally damaging, other computer systems, networks, or the information contained within them; committing theft, fraud, or other criminal or dishonest acts of any kind; distributing or obtaining illegally copied software, graphics, sounds, text, or other material; or sending or posting defamatory, harassing, threatening, pornographic, or patently indecent content.

### **User Name/Password**

A user name and password is assigned to each employee for their use only; it is not to be shared with other employees. However, the use of passwords for security and confidentiality cannot be guaranteed, and the Park District has the right to remove or change passwords.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the Park District's entire network. As such, all Park District employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The scope of this Policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Park District facility, has access to the Park District network, or stores any non-public Park District information.

User passwords should be changed every 90 days at a minimum. Passwords must not be inserted in email messages or other forms of electronic communication. Employees shall not share Park District passwords with anyone. All passwords are to be treated as sensitive, confidential Park District information. All Park District passwords are required to be a minimum of six alphanumeric characters long, include at least one upper case and one lower case character and include at least one number. Employees shall not use the same password for Park District accounts as they do for their personal accounts and where possible, shall not use the same password for various Park District access needs.

Employees shall not use the "Remember Password" feature of applications (e.g., Outlook, Yahoo Mail) or write passwords down or store them anywhere in Park District facilities. Passwords should not be stored in a file on ANY computer system (including handheld/mobile devices) without encryption. If an account or

password is suspected to have been compromised, employees should report the incident to IT and change all passwords. Password cracking or guessing may be performed on a periodic or random basis by IT or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it. If someone demands a password, employees should refer them to this Policy or have them contact the IT Manager.

### **Downloading or Saving Information**

To protect systems from computer viruses, no user may download or install any executable programs, screen savers, or other similar items without the prior approval of the IT Manager.

To protect the Park District from infringement actions due to copyright or trademark violations, no user may send, download, or save any material from any online source, however retrieved, unless the material is legally permitted to be downloaded without violation of copyright or trademark laws.

### **E-mail and Text Messages**

E-mail messages and text messages are business communications and an appropriate business tone should be used in every message. E-mail messages and text messages should not contain any material that would be inappropriate in any written form.

### **Prohibited Activities**

This is not intended to be an exhaustive list. The following activities are strictly prohibited on the Park District's systems:

- Posting of confidential information on the Internet related to the Park District's patrons or guests;
- Subscription to news groups or mailing lists without prior approval;
- Chat group visitation;
- Completion of the final terms of any contract electronically;
- Removing electronic equipment of any kind from Park District premises without prior approval;
- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending or soliciting sexually oriented or harassing statements, messages, images or language.

### **Internet**

The Internet is a useful research and communication resource that is provided to Park District employees for uses related to Park District business. Employees accessing the Internet for work are representing the Park District. All communications shall be for primarily business reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Blog/chat sites may only be used to conduct official Park District business or to gain technical or analytical advice. Use of the Internet must not disrupt the operation of the Park District network or the networks of other users. It must not interfere with the user's job performance productivity.

Employees may not use the Internet to:

- Transmit, retrieve or store communications of a discriminatory or harassing nature or materials that are obscene, pornographic or violent including gambling sites or any illegal activities;
- Download unauthorized software from the Internet including games; or
- Access other materials that may violate the Park District's Non-Discrimination and Anti-Harassment Policy.

### **Disclaimer of Liability for Use of Internet**

The Park District is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many Internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous searches may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive conduct. Employees accessing the Internet should notify the IT Manager immediately if this occurs.

### **Confidentiality**

Electronic messages may be monitored by service providers and authorized Park District officials, and may be compromised by unauthorized or unintended distribution. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access. Consequently, all electronic messages shall be limited to non-confidential matters, except for communications with Park District Legal Counsel.

### **Information Sensitivity**

Users are also prohibited from using electronic means to seek out personal or confidential information regarding Park District employees, contracts, finances, or other non-public matters, unless otherwise specifically authorized by the Board of Park Commissioners or Executive Director.

### **Cellular Phones and Mobile Devices**

The Park District may issue cellular phones or mobile devices to certain employees. Cellular phones and mobile devices will be provided only when they are required for the employee to perform essential functions of his or her job. Incidental and infrequent personal use of cell phones and mobile devices issued by the Park District is permissible. In certain circumstances, a Department Head may authorize an employee to use a personal cell phone or mobile device for Park District business. Authorized use of personal cell phones or mobile devices to conduct business is a reimbursable expense. In any case, the Department Head is responsible for the continued justification of providing or authorizing the use of a cell phone or mobile device on the job.

Each employee who is issued a cellular phone or mobile device by the Park District should keep costs low by using land lines whenever possible, by giving the cellular phone/mobile device number only to those who need it for matters related to the essential functions of the employee's job, and when traveling for business.

All equipment, and all information transmitted, received, or contained in the equipment, is the property of the Park District and may be subject to a Freedom of Information Act request. All relevant Park District

policies and procedures will apply to the use of cellular phones and mobile devices. Employees are responsible for the proper care and maintenance of the cellular phone equipment issued, and employees will be required to pay for the repair or replacement costs of equipment that is damaged or lost due to negligence. Employees must return equipment in good working condition upon request.

Failure to abide by these rules is grounds for discipline up to and including termination of employment.

#### Reimbursement for Personal Cell Phone Calls

It is preferable that Park District-provided cellular phones and mobile devices not be used for personal business, but if an employee elects to make or receive personal calls on a Park District-provided cellular phone or mobile device, those calls should be kept to a minimum and be made only during non-working time. Employees who have excessive usage for personal calls during work hours will be subject to disciplinary action. Alternatively, if an employee is authorized to use a personal cell phone or mobile device to conduct business, then the Park District will reimburse the employee at a predetermined monthly cellular phone/mobile device usage allowance. In either event, the employee will be required to sign an agreement acknowledging the terms and conditions of the Cell Phone/Mobile Device Policy and reimbursement rate.

### **POL.P.06.21 - Audio Recording Policy**

It is a violation of Park District policy to record conversations with a tape recorder or other recording device unless prior approval is received from your Department Head or *all* parties to the conversation give their consent.

The purpose of this Policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this Policy will result in disciplinary action, up to and including immediate termination.

### **POL.P.06.22 - Social Media Policy**

The Park District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, employees' use of social media can pose risks to the Park District's confidential information, and can potentially jeopardize the Park District's compliance with the law. To minimize these legal risks and assist employees in making responsible decisions about their use of social media, the Park District has established these guidelines for appropriate use of social media.

#### **Guidelines**

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site (such as Facebook, LinkedIn, Twitter or Pinterest), web bulletin board or a chat room, whether or not associated or affiliated with the Park District, as well as any other form of electronic communication.

Ultimately, employees are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.

Employees may not use social media in a manner which violates the Park District's [Policy on Equal Employment Opportunity](#), [Policy on Non-Discrimination and Anti-Harassment](#), or [Policy on Violence in the Workplace](#). Postings that violate these policies will not be tolerated and may subject the employee to disciplinary action, up to and including termination of employment.

Employees may not use social media to make threats of physical violence against a Park District employee, patron, member or guest.

Employees must also comply with copyright, fair use and financial disclosure laws. Employees may not cite or reference the Park District's members, guests, customers or vendors or without their approval.

Participation in social networking activities that can be characterized as non-work related and are carried out during a time that an employee is scheduled to be working can certainly interfere with work duties and/or responsibilities and can be grounds for appropriate disciplinary action, up to and including termination of employment.

Employees must respect the Park District's confidential information. Do not post, discuss or divulge the Park District's confidential information or record or post any video or photo of the Park District's facilities that will divulge such information. For purposes of this Policy, the Park District's "confidential information" includes customer, member and guest information, or other copyrighted materials. Employees with questions about the appropriateness of publishing or disclosing the Park District's confidential information online should consult the Director of Human Resources and Risk Management. Do not create a link from your blog, website or other social networking site to a Park District website.

When expressing a personal opinion, employees should make it clear that your views are their own and do not represent those of the Park District.

Employees must not use their Park District e-mail address to register on social networks, blogs or other online tools utilized for personal use.

If you are required to use social media as part of your job duties (if you are not sure, ask Human Resources), for the Park District's marketing, public relations, recruitment, communications or other business purposes, you should carefully review this Policy. Only authorized employees can create the Park District's social media sites, pages or similar entries or categories on Facebook, Twitter or any existing, new or future social media network. Also, only authorized employees can prepare, post and modify content on the Park District's social media sites, pages or similar social media entries.

If an employee's job duties require him or her to speak on behalf of the Park District in a social media environment, the employee must obtain approval for such communication in advance from Human Resources. Likewise, if an employee is contacted to provide an official comment on behalf of the Park District for publication or posting on any social media, the employee must direct the inquiry to Human Resources, and is not to provide an official comment on behalf of the Park District without prior approval from Human Resources.

Employees with any questions about this Policy should contact the Director of Human Resources and Risk



Management.

Violations of this Policy may result in discipline, up to and including termination of employment.

Notwithstanding any of the foregoing, nothing in this Policy shall be construed to limit, in any way, employees' rights under any applicable federal, state or local laws, including the Illinois Public Labor Relations Act.