



Park District of Oak Park

Procedure Manual

In partnership with the community we enrich lives by providing meaningful experiences through programs, parks, and facilities.

Last Date Reviewed: 9/9/13

Reviewed By: Paula A. Bichel
Human Resource Director

HUMAN RESOURCE PROCEDURES

- 2.000 Chain of Command - Human Resource
- 2.031 Hiring Process
- 2.050 Reporting of Child Abuse and Neglect
- 2.100 Recruiting & Interviewing
- 2.101 Employment Records and Recordkeeping
- 2.102 Pre-Employment Testing
- 2.301 Disciplinary Process
- 2.302 Termination
- 2.303 Employment Verification
- 2.310 Unemployment Claims
- 2.501 Training/Orientation
- 2.710 Vacation Request Process
- 2.730 Wellness Benefit
- 2.801 Merit Increase Reviews - Full-time Non-Bargaining Unit
- 2.802 Merit Increase Reviews - Part-time Non-Bargaining Unit
- 2.901 Performance Evaluations