

# Personnel Procedures

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# Procedures for Applicant Selection & Hiring

Following are the procedures required when hiring or re-hiring any employee. The purpose of the selection and hiring process is to ensure that the most qualified applicants who are the most likely to be successful and contributing members of the Park District of Oak Park team are selected for the position

## **Selection of Employees for a Position at the Park District**

### a. New Hires

1. Hiring supervisor should log into AppliTrack to review applications for the position, taking into consideration the skills, experience, and education requirements listed in the job description for the position. Select several people to interview for the opening. The hiring supervisor should notify Human Resources when enough sufficient applicants are found so that the position/vacancy can be closed as promptly as possible.
2. The hiring supervisor should conduct a short phone interview to gauge whether or not an in-person interview should take place. If an interview is desired, send the invitation to the applicant.
3. Conduct the interview. Record questions asked and responses to the questions.
4. Take some time to consider whether this person would be a good fit for your department. Smart hires are not made on the spot at the interview.
5. Contact at least two references. If possible, hiring supervisors should call professional references (former employers) and not personal references (friends).

### b. Re-Hires or Current Employees Applying for New Positions

The Park District may also choose to fill year-round part-time (non-seasonal) or full-time position vacancies by promotion. The factors that shall be considered will include, but not be limited to, work performance, knowledge, training, education, ability, skill, efficiency, and length of continuous service from the last date of hire or promotion. Performance reviews are also considered in promotional opportunities. Otherwise, the following steps will apply:

1. If the employee has not been employed in the specific position in the past, the employee should complete an AppliTrack application for the new position they are applying for. The hiring supervisor should notify Human Resources when enough sufficient applicants are found so that the position/vacancy can be closed as promptly as possible.
2. Supervisors should interview former employees who have been separated from the Park District one year or more ago (a lot may have changed in a year).
3. Review the person's performance evaluation. Ask yourself if this person was a *model* employee and do we want to employ this person in this position?
4. For former employees, if the hiring supervisor was not the applicant's last supervisor, complete a reference check from the applicant's previous supervisor. For current employees, the hiring supervisor should speak to the employee's current supervisor to discuss the possibility of a transfer and how or if the employee could transition into this new role and obtain a reference check from the supervisor.
5. Obtain reference checks from two people not affiliated with the Park District. If possible,

hiring supervisors should call professional references (former employers) and not personal references (friends).

**Special Considerations for the Selection of Full-Time Staff:** The general process for the hiring of any full-time positions includes the steps indicated above for New Hires, along with the following additional guidelines:

- Full-time positions are interviewed by an interview team, which includes the hiring manager and Director of Human Resources, at a minimum. Besides offering personal insight into the impression of the candidates, the Director of Human Resources also ensures compliance with all legal requirements and Park District procedures and standards. Additional staff or community members (depending on the position) may be asked to participate in the interview team and care should be taken to develop a diverse interview team that will a variety of perspectives.
- Full-time hiring processes for professional positions will often include a minimum of two in-person interviews and often also includes an exercise for the applicants to help gauge their professional abilities related to the position.
- If the Executive Director is not part of the interview team, the top applicant(s) will meet with the Executive Director for a brief meeting as part of the final selection process.

### **Hiring of Employees for a Position at the Park District**

Once it is determined that a hiring supervisor would like to offer a position to an applicant, the hiring supervisor should

#### a. For New Hires

Print the AppliTrack application and attachments (resume, references, and cover letter, etc.) and gather a least 2 reference checks as well as the original interview questions and responses. Attach these documents to a completed Personnel Form.

#### b. For Re-hires employed with the Park District no more than 3-12 months ago (including seasonal employees) or Current Employees moving to a new position

Attach the applicants's last evaluation and reference checks to a completed blue Personnel Form.

#### c. For Re-hires employed with the Park District within the past 3 months

Complete the Payroll Change Notice.

Hiring supervisors should obtain their Department Head's approval for the hire and signature on the Personnel Form (or Payroll Change Notice for Re-hires who left the Park District less than 3 months ago) and then submit the approved form and required documents to the HR Assistant in order to obtain an employee packet (the packet can also be found on the shared network "P" drive).

Hiring supervisors should then make an offer of employment and let the applicant know that their offer is

subject to a background check (and other pre-employment screenings if applicable). When making the offer, Hiring supervisors should clearly state the rate of pay. Oral job offers should be followed up with a confirming email.

If the applicant accepts the position, the hiring supervisor should distribute the employee packet, paperwork session information, personnel manual, and important training dates to new hires. New hires must choose one paperwork session to attend and can drop-in at any time during the session. New hires should be informed about the I-9 form and the need to bring appropriate identification to the session. If the new hire is a minor (under the age of 18) all forms must be co-signed by a parent or guardian. Hiring supervisors should ensure new hires bring the completed employee packet to the paperwork session, especially if the forms require a parent signature.

When forms are correctly filled out, the paperwork sessions for new hires take approximately 15 minutes. No incomplete paperwork will be accepted to create a partial file. Under no circumstances will an applicant be permitted to work at the Park District or be entered in the payroll system without the required forms/documents.

Note: From the date on which paperwork is received from the prospective employee, a minimum of 5 business days is necessary to process the criminal background check authorization. Payroll will separately create a personnel file for each employee as the completed paperwork is received. These processes must be completed before the employee can begin work. Consider hiring a substitute worker to cover for absences and delays in processing new hires.

### **Post-Paperwork Session**

Once paperwork has been received from the new and returning hires, there are additional trainings which must be attended, including a Park District orientation.

## **Procedures for Building & Grounds Maintenance Staff Uniforms**

In the Buildings and Grounds department, a standardized uniform is worn to exhibit an image of professionalism and consistency.

### **Uniforms**

- All full-time employees are to wear navy blue pants, either blue, grey, or burgundy shirt that has the Park District of Oak Park logo on the left chest. The employee is able to wear shorts when it is appropriate, but must have a change of long-pants with them.
  - Shirts and pants must all be clean and free from holes, tears, etc. When the employee is performing a task that is inherently messy, such as painting, some leniency will be shown on cleanliness of uniform. This leniency is at the discretion of the management of the Buildings and Grounds department.
- Part-time and Seasonal employees are to wear a grey Park District shirt issued to them by the Buildings and Grounds department as well as work pants provided by employee. Shorts may be

worn, but the employee must have long-pants with them.

- Shirts and pants must all be clean and free from holes, tears, etc.
- Full-time staff are given a budget of \$400 annually for uniform expenses. It is up to the employee on how the money is spent, but must be approved by the Superintendent of Buildings and Grounds. This money is to be used for shirts, pants, outerwear, and seasonal wear.
  - When ordering specialized clothing (rain gear, rain boots, etc), the Park District of Oak Park will cover fifty percent (50%) of item's price while the employee will cover the remaining cost. The Park District's portion will come out of the employee's annual uniform fund.
- All employees are to wear safety-toed shoes in good condition
  - Full-time staff members are given a budget of \$110 annually for shoes. The employee may spend more than the \$110 allocated, but must cover the difference with his or her own money.
  - Part-time and Seasonal staff are expected to provide their own safety-toed shoes.
- Work gloves and winter hats are provided by the Buildings and Grounds department to all of its employees. It is the employee's responsibility to keep and maintain in good condition. After receiving initial items, it is at the discretion of management to issue additional items.

## Procedures for Employment Records

The following procedure covers all employment records for all employees.

### **Employment Records and Recordkeeping**

A personnel file is established for each employee. Files are kept in the payroll department. All pertinent employment information and forms, including employment application, references, evaluations, commendations, disciplinary actions, and other employment records are contained in this file.

Medical and benefit records are maintained in a separate file.

## Procedures for Employee Recruitment

The recruitment objective of the Park District of Oak Park is to attract highly qualified applicants for every position and select employees who bring a combination of talent and passion to our District.

### **Employee Recruitment Objectives**

- Attract highly-qualified applicants with desired education and certifications,
- Attract applicants who possess a combination of talent and passion,
- Encourage workplace diversity by following all applicable laws related to equal opportunity employment.

Below are the procedures required to review, open and advertise a replacement or newly created position.

### **Employee Recruitment Process**

**1. Authorize filling of the position.** Staff are required to make sure that they permission and funding to fill a new or vacated position.

a. Seasonal/temporary positions. Staff must gain authorization from the Department Head to ensure that the number and type of positions being filled are inline with department needs and budget.

b. Year-round part-time and full-time positions. Staff follow the same steps as when filling a seasonal/temporary position, but must also then gain authorization from the Executive Director before recruitment begins.

**2. Review position description.** A job description must be created for any authorized new positions or reviewed or at time of turnover to determine if any essential functions or requirements have changed or will be changed due to new business needs. The review is completed by the hiring supervisor with assistance from his or her supervisor.

**3. Complete position requisition.** Hiring supervisors are required to post job openings electronically through the AppliTrack System. The request is stored within AppliTrack and moves through a series of approval steps, allowing other members of the organization to review and amend, and finally approve or deny the requisition. Once approved, the requisition is converted to a job posting on the Park District website. There is the additional bonus of now having a record of who created, reviewed, and, finally, approved the posting.

To complete a requisition, the hiring supervisor should

1. Log into the AppliTrack system.
2. Click on the Job Posting tab at the top of the page.
3. Click on "Create a New Requisition."
4. Click on "Start from a Blank Form. It's important to create a new requisition with a unique ID for every position. If the staff member recycles an old requisition, the JOB ID will be tied to former applications. The applicant pool will include applicants from previous years.
5. Complete all information requested in the "Main" tab of the requisition form including choosing a "position type". Summer position may be found under "summer employment." Year-round positions can be found in other categories. If an applicable category is not found, contact Human Resources about setting this up.
6. Save all information entered.
7. Next, open the "Description" Tab.
8. Copy, cut and paste the appropriate job description from The Hub under Personnel and

Job Descriptions.

9. Modify the language for your specific job after you have pasted it into the description page. Pay particular attention to the hourly wage and weekly hour commitment.
10. Be sure to “save” all changes.
11. Proceed to the Approval Process Tab, completing information in the “Main”, “Description” and “Approval Process” tabs.
12. Indicate an approval path by choosing approvers on the drop down menu. Select only the First Approver (your Superintendent) and include HR Assistant and the HR Manger as the final approver. The approval path is a follows:
  - Approver 1: Hiring Supervisor's Direct Manager
  - Approver 2: Hiring Supervisor's Superintendent (if applicable)
  - Approver 3: HR Assistant
  - Approver 4: HR Manager

Once your information is complete, click on “Submit Requisition”. Your requisition will then be emailed down the approval path.

**4. Advertise position.** Once the position has been approved in Applitrack, it automatically appears on the Park District's list of current job openings. The Director of Human Resources and the hiring supervisor determine if any additional recruitment methods are needed and which sources would yield the most qualified candidates. The HR Assistant tracks the recruitment source(s) utilized for each position.

## Procedures for Employment Screening

It is the desire of the Park District of Oak Park to hire the most qualified applicants for any vacancy. Pre-employment tests are an important part of the interview and selection process.

### **Employment Testing & Screening**

All applicants selected for hire will be given a formal, written offer of employment, which will include the job title, expected start date, starting rate of pay and any other details pertaining to the position. The offer of employment is contingent upon the individual's successful completion of one or more employment tests applicable to the position. This may include: pre-placement medical examination, pre-employment drug test, driver's license check, background check.

The hiring supervisor must complete a personnel form with the new employee's hiring information (name, start date, job title, budget code, status) and submit the form to Human Resources along with the employee's application, resume, reference checks, interview questions and a copy of their signed job description (for part-time and full-time positions).

The hiring supervisor will provide a tax packet for the employee to complete. Once the tax packet is fully completed and received by Human Resources, a background check will be processed with the Illinois

State Police (state background check required for all Park District employees in the state of Illinois) and Protect Youth Sports (national background check).

## **Background Checks For Employees of Park District**

1. Illinois State Police Background Check. The Human Resources Department is responsible for completing background checks required by law with the Illinois State Police. After employee information is entered and records have been saved and are ready to be sent, staff should use the open to print a log of the check so that the Park District has a record of employees being submitted. Employee files should then be sent to the Illinois State Police e-mail address (feesub@isp.state.il.us), sending on the file with no message in the body of the e-mail. Staff submitting the background checks should note the date the background checks were submitted at the bottom of the background authorization form.

Files submitted by 2:00pm are processed that night and the results are received the following day. Files submitted on weekends and holidays or after 2:00pm are processed the next business day. Results are sent to the Director of Human Resources who is responsible for maintaining them. Employee background check authorization forms are filed in the employee's personnel file.

2. Protect Youth Sports National Search. New hires will be instructed to go to the Park District website must go to the Park District website to complete an application for a national background check. The hiring supervisor will receive notification to approve the background check. The supervisor should log into the Avertity software system to approve the background check for processing and select the appropriate department to be billed for the background check. All background check results will be sent to Human Resources who is responsible for maintaining them.

3. National Sex Offender Registry. The Human Resources Department is responsible for checking new employees in the National Sex Offender Registry ([www.nsopw.gov](http://www.nsopw.gov)). Results are shown immediately. Staff completing this check should note the date of the search conducted at the bottom of the background check authorization form.

## **Recommended Criteria for Disqualification / Exclusion**

A person should be disqualified and prohibited from serving as an employee or volunteer if the person has been guilty of the following crimes:

- All Sex Offenses regardless of the amount of time since the offense,
- All Felonies for Violence regardless of the amount of time since the offense,
- All Felonies Offenses other than Violence or Sex within the past 10 years,
- All Misdemeanors for Violence within the past 7 years,
- All Misdemeanors for Drug & Alcohol Offenses within the past 5 years or multiple offenses within the past 10 years,
- Any other Misdemeanors within the past 5 years that would be considered a potential danger to children or is directly related to the position being hired for, or
- Any other crimes as indicated in 70 ILCS1205/8-23(c) of the Illinois Park District Code.

## **Driver's License Background Checks**

Positions that require driving a Park District vehicle as a condition of employment will have a driver's license check at time of hire and annually thereafter. Human Resources will submit a written request to the Illinois State Police.

a. Driving Record Background Check. An applicant's driving record is checked by Human Resources using the Driver's License Verification form. The following could result in an applicant no longer being considered for employment:

- a "revoked" or "suspended" license within the past two years,
- one or more Type A violations in the preceding 36 months, or
- two or more Type B violations in the preceding 36 months.

If one of these circumstances is found, at a minimum a more thorough background check should be completed prior to hiring. Additionally, the applicant, if hired, should be made to understand the importance of maintaining a good driving record especially during the probationary period.

b. Pre-placement Physical and Drug Screen. If the position the applicant is applying for requires the transporting of participants in Park District programs, a pre-placement physical including a drug screen is required. Failure to pass the "drug screen" disqualifies an applicant for employment.

c. Driver Training & Orientation. All new drivers are to be oriented to the vehicle they will be primarily driving, by a supervisor/manager. All new drivers should receive a "Road Check" in the vehicle they will be driving, prior to driving the vehicle on Park District business. This is particularly important for drivers of vehicles that require skills beyond those needed for the operations of a passenger car or pick-up truck.

## **Procedure on Employment Separation Process**

The following procedure will be used for separation of employees.

### **Separation Procedure**

Employees of the Park District can terminate employment at any time. A written resignation notice should be given to the immediate supervisor at least ten days prior to last day worked.

All Park District property must be returned to the immediate supervisor prior to last day worked. This includes keys, tools, uniforms, identification, credit cards.

Earned, unused vacation pay will be paid.

Responses for employment references is limited to hire date, end date and job title.

The HR Director will conduct an exit interview for terminating employees.

Supervisors are to complete a Personnel Form. Complete the separation section with last day worked, reason for separation and any other pertinent information. The resignation letter and Personnel Form are to be submitted to HR.

## Procedures for Employment Verification

The following procedure is to be followed on employment verification.

### **Employment Verification**

1. Requests are submitted to HR.
2. Complete request with information, limited to starting date, ending date and job title. A written release from the employee is required for any additional information. A copy of the request must be filed in the employee's personal file.
3. Return original to requestor.

## Procedures for Incentive Bonus Plan

The following procedures are to be followed regarding the incentive bonus plan.

### **Incentive Bonus Plan**

Full-Time employees are eligible to receive a bonus during the performance evaluation cycle.

Staff must successfully meet all three (3) of the annual goals that were determined during the prior evaluation cycle. A one-week bonus is the usual bonus for the successful completion of all three (3) professional goals. The Executive Director may reward a two-week bonus for those employees determine to have exceeded expectations on their professional goals.

The supervisor should complete a personnel form indicating the final bonus approved. Two levels of review and signatures are required on the personnel form.

## Procedures for Leaves of Absence

The following procedures are to be followed for leaves of absence.

### **Leaves of Absence**

The Park District offers various leaves of absence as outlined in the personnel manual and required by law.

Staff contacts Human Resources to discuss the situation and identify what, if any, leave of absence the employee may be eligible to apply for. Depending on the leave, the appropriate forms, such as a medical certification, will be provided to staff and or doctor for completion. Human Resources reviews eligibility and documentation submitted for approval.

Human Resources notifies appropriate pension and benefit providers of approved leave as needed.

## Procedures for Merit Increases

The following procedure is for all full-time, non-bargaining employees for the managing of the merit increase.

### **Merit Increase Reviews - Full-Time, Non-Bargaining Unit**

#### **Merit Review Period**

- Superintendents & Managers: January 1 to December 31
- Non-Union Employees: January 1 to December 31
- Part-Time Employees: October 1 - September 30

#### **Annual Budgeted Amount**

The maximum percentage approved for the budget.

#### **Salary Grades**

The approved minimum, midpoint and maximum of a salary grade

#### **Roles and Duties**

- The Human Resources Manager shall be responsible for the development of the program, communication, training and compliance.
- The Reviewing Supervisor shall be responsible for the timely execution.
- The Finance Department and Human Resources shall determine and communicate the annual budgeted merit increase amount per year.

#### **Standards and Processes**

Employees shall not actively work more than 12 consecutive months without being reviewed and considered for a merit increase. (Exception is if a decision is made agency-wide that calls for no merit

increases.)

A prorated formula will be used in such situations as defined below:

- An employee's # of months actually worked is less than 12 months
- An employee has not completed the 6-month introductory period at time of October 1
- An employee who has received one (1) prorated increase within the Merit Review Period

If an employee is hired within the first 15 days of a calendar month, he/she will receive the full month credit in determining the actual months worked.

If an employee is hired on the 16th day or later of a calendar month, he/she will not receive credit for the full month in determining actual months worked.

The Reviewing Supervisor shall review the employee's current compensation to the salary grades by grade level to ensure employees are brought up to the minimum of a salary grade, to ensure that employees who reached the maximum for the salary grade does not receive a merit increase.

If an employee received a rating of 1 (Below Expectation) they are not eligible for a merit increase. If an employee is placed on a Performance Improvement Plan and successfully completes it and maintains the level of performance expected for the year, he/she will be eligible for review the next Merit Review Period.

If an employee received a rating of 2, they are not eligible for the maximum budgeted merit amount.

If an employee received a rating of 3, they may be eligible for the maximum budgeted merit amount.

### **Documents and Forms**

The Personnel Change form should be completed for every employee receiving a merit increase. If no merit increase is given, a form should still be completed indicating that it was considered but no merit awarded.

The Performance Management form shall be submitted along with the Personnel Change form for tracking, processing and filing purposes.

### **Signature Approval Authority**

Two (2) levels of signatures are required on the Personnel Change form.

Human Resources Manager will sign to acknowledge approval. The Personnel Change form should be submitted to HRM prior to informing employee.

### **Examples**

#### Employee A

Hire date: February 10, 2012

Merit Review Period: October 1, 2012

The employee has only been actively working for 8 months as of October 1, he/she is eligible for an 8/12's of an increase.<

$8/12 \times 3\% = 1.9\%$  actual eligible merit increase percentage

#### Employee B

Hire date: May 1, 2012

Merit Review Period: October 1, 2012

Six Month Probationary Period: November 1, 2012

The employee has not completed his/her probationary period as of October 1, therefore no increase is due. However, once the employee successfully completed the 6 months, as of November 1, he/she will be eligible for 6/12's of an increase.

$6/12 \times 3\% = 1.5\%$  actual eligible merit increase percentage.

On October 1, 2013, the employee would be eligible for the 2nd prorated merit increase.

$11/12 \times 4\% = 3.6\%$  actual eligible merit increase percentage

#### Employee C

Hire date: November 20, 2012

Probationary Completion Date: May 2013

Merit Review Period: October 1, 2013

The employee would be eligible for 5/12's of an increase.

$5/12 \times 4.5\% = 1.9\%$  actual eligible merit increase percentage

## Procedure for Performance Evaluations

Performance evaluations for the Park District will follow the procedure listed below.

### **Performance Evaluations**

- Employees receive a performance review annually.
- Reviews are conducted by the immediate supervisor.
- All full time employees are required to complete an annual goals form for professional and personal goals and a self-evaluation form.
- The HR department will notify supervisors of the time line to review and submit evaluations and goals.
- The supervisor will have a meeting with each employee to discuss the review and goals. The employee should be given the opportunity to provide written comments.
- The supervisor is to complete a personnel form indicating the rate of increase and effective date.
- If no increase is given, a personnel form should still be completed indicating that an increase was not given.
- The signed performance evaluation form, goals and the personnel form are to be submitted to the HR Manager.
- Two levels of review and signatures are required on the personnel form.

# Procedures for Training & Orientations

## **Training/Orientation**

Each employee may be required to complete a job training and orientation session. Each department will conduct their own orientation for their positions and departments. There may be training required by the Park Districts Risk Management Agency (PDRMA). Training for CPR/AED and First Aid will be conducted by the Safety Training Committee.

## **First Aid/CPR**

Sign-up for CPR/AED and First Aid classes is processed through the Park District's website,

- Go to [www.pdop.org](http://www.pdop.org).
- On the far right side of the blue bar at the top of the page, open the Registration drop down menu
- Click on Online Registration
- Log in to the on-line registration system by using an already existing account or creating a new account
  - If you or another family member has registered on-line for a program with the Park District before, you should already have an account. If you need your log-in information follow the steps for a forgotten username or password. If this is unsuccessful contact the office, 708-383-0002
  - Please do this before creating a duplicate household, as it makes record keeping very difficult.
- Once logged in please search for activity code 999200
- A group of classes should appear from the search results. Select the class you would like to register for and proceed to checkout
- You should receive an email confirmation once your registration has been completed
- Please note the date and time of your class. Please arrive at least 15 minutes prior to the start time to get checked in.

# Procedures for Vacation Requests

All eligible employees shall follow these procedures when planning vacations.

## **Vacation Requests**

### **Requests**

Requests must be submitted at least 14 days in advance. Supervisors will review all requests for the

upcoming year that are submitted by December 19 for approval in order of seniority. All requests submitted after this date will be considered in the order which they are received.

Full-time employees should submit their requests through Time Clock Plus. Part-time employees should use the Personnel Change Form (all-in-one form).

### Approvals

Supervisors take the following into account when making a determination whether or not to review a vacation request:

- If other staff members submitted time off for the same dates
- If the request conflicts with any Park District event, activity, or function in which the employee's service would be required
- If the request does not adversely impact the team or Park District

## Procedures for Wellness Benefit

The following procedure is to be followed for the wellness benefit.

### **Wellness Benefit**

Full-Time staff is eligible to receive reimbursement up to \$300.00 annually for select wellness related expenses. Examples of eligible expenses include: gym membership, fitness classes, personal training, nutrition counseling and more.

Complete a Live Well Program Reimbursement Form, attached pre-paid receipts, membership contracts or class description. Submit form to HR for approval. HR creates a check request and submits to accounts payable. Check is given directly to employee.