

# Welcome to the Park District of Oak Park



## Our Mission

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

## History

**T**he Park District of Oak Park was established in 1912.



**U**ntil 1990, the Park District and the Village of Oak Park both provided recreation services. Since 1990 the Park District has provided all government sponsored recreation opportunities in Oak Park.

## Parks & Facilities

### Include

- 1 Administrative Center
- 2 Outdoor pools (1 due to open 6/14/14)
- 1 Indoor ice rink (due to open 6/14/14)
- 1 Conservatory center
- 2 Historic mansions
- 1 Gymnastics center
- 7 Community centers
- 1 Adult recreation center
- 1 Maintenance facility
- 3 Sled hills
- 6 Outdoor basketball courts
- 25 Outdoor tennis courts
- 1 Indoor soccer field (seasonal)
- 1 Skate park
- 1 Teen Center
- 1 Dog Park/Dog Park Plus
- 2 Sand volleyball courts
- 4 Outdoor Soccer fields
- 15 Baseball/softball fields
- 25 Playgrounds
- 13 Parks totaling 80 acres of park land



## West Suburban Special Recreation Association



- Provides inclusion aids for Park District programs to assist individuals with disabilities.
- Participants who require an aid must not be treated any differently than any other participant.



## The Benefits of the Park District of Oak Park

All of our facilities along with the 2800+ programs we offer annually allow us to provide a variety of benefits to the residents of Oak Park.



## Our Greatest Asset is Our Staff

- The Park District employs 50 full-time employees, 150 part-time employees and over 200 seasonal employees.
- We are the largest employer of youth in the Village of Oak Park.



# Employment Procedures

Be familiar with both your rights and your responsibilities as an employee of the Park District of Oak Park

*All of this information and much more is included in your Personnel Policy Manual.*

## Harassment and EEO

The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials.

Two types of harassment:

**Sexual Harassment**

unwanted sexual advances

**General Harassment**

based on protected class



## General Harassment



Verbal or physical conduct that demeans or shows hostility toward an individual because of race, color, religion, sex, perceived sexual orientation, sexual orientation, age, national origin, or disability that:

- creates an intimidating, hostile or offensive work environment
- unreasonably interferes with work performance
- Adversely affects employment opportunities

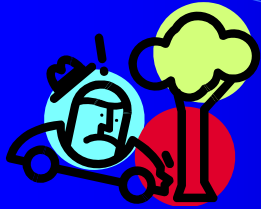
## Reporting Procedures

If you experience or witness harassment or discrimination, you should promptly and firmly communicate your objection to:

- the offending person
- your immediate supervisor
- your department head
- the Human Resources Manager
- the Executive Director

All complaints will be investigated.

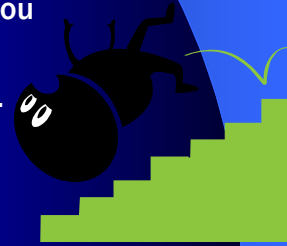




## Workers' Compensation

All employees are covered by Workers' Compensation, a type of medical insurance

- Only covers injuries that occur during performance of job-related duties
- Notify your supervisor immediately if you are injured on the job.
- You may be assigned modified duties.



## Property & Facilities



Personal use of Park District property is prohibited:

- Buildings
- Implements
- Vehicles
- Facilities
- Grounds
- Tools
- Building materials
- Electronic equipment
- Recreation and rental equipment
- And all other property owned, leased or in the possession of the District

## Electronic Communication

- All voice mail, email and texts, transmitted or received, remain the property of the Park District.
- Use of computer equipment and cell phones issued by the Park District is for business purposes only.



## Proper Dress & Appearance

Your attire on the job should be clean, neat and appropriate for the duties being performed

- All required safety apparel must be worn on the job.
- Hair must be neat, clean, and trimmed to present a groomed appearance.
- Exposed body piercing jewelry is strictly limited to earrings. Jewelry must not present a safety hazard.
- Excessive visible tattoos are not permitted.
- Clothing and shoes that are torn, frayed, and/or visibly dirty are unacceptable attire.



## General Employment Practices

- Smoking is prohibited on any Park District property.
- No use of the telephone for personal reasons during work (including personal cell phone calls and texts)
- Park District issued cell phone and procurement cards have restricted uses.



## Violence in the Workplace

The Park District is committed to providing a safe environment for employees and patrons. Violence or intimidation of any kind is not tolerated.

- Weapons are strictly prohibited
- Call 911 if you see a weapon brought into the workplace
- Report instances of violence promptly to your immediate supervisor.
- All complaints will be investigated.



## Safety on the Job

The safety of our patrons and our employees is very important to the Park District of Oak Park.

- The Park District Employees complies with all federal, state and local safety and health regulations to ensure a safe work environment.
- Exercise caution and follow safety guidelines when performing your job.
- Personal protective equipment (PPE) is provided to you if your position requires it.

# Safety First!

## Accident and Incident Summary

- When an accident occurs:
  - Deal with the immediate crisis
  - Report all claims **promptly** and **thoroughly**
  - Do not admit liability
- When reporting an incident:
  - Stick to the facts
  - Avoid Statements of Admission:
    1. admission of guilt
    2. offer of medical coverage
    3. speculation on cause of the accident



## Critical Incident Communication

- **Do** immediately report incidents to your supervisor
- **Don't** talk to the press or the public about the incident.
- **Do** refer questions to the official Spokesperson for the District
- **Don't** gossip with friends or co-workers about an incident
- **Do** truthfully discuss the incident with the police or authorized PDRMA or PDOP investigators.

## Child Abuse



- Childcare facilities have mandatory reporting responsibility. Report suspected child abuse.
- Contact your supervisor to discuss your suspicions or contact DCFS directly and inform your supervisor.
- The Department of Children and Family Services will investigate all reports.

***1-800-25-ABUSE***

## Heat & Sun Exposure Risk

Extended exposure to intense heat may cause heat exhaustion or heat stroke

- Drink water, limit strenuous activity and increase number of rest breaks during intense heat

Overexposure to the sun may cause sunburn and skin cancer

- Limit your exposure to the sun
- Wear protective clothing
- Wear sunglasses that block ultraviolet rays
- Apply sunscreen of at least (SPF) 30:
  - 30 minutes before going out into the sun
  - Every 2 hours, and reapply after swimming



## Chronic Infectious Diseases/ Blood-borne Pathogen Procedures

- Risk for exposure to a chronic infectious disease is always present.
- Employees must use universal precautions to protect themselves and others when dealing with any body fluids.



## Suspicious Individuals

- Pedophiles and abductors frequent parks, pool areas and recreation jobs
- It's often hard to identify suspicious activity
- Approach suspicious individuals, introduce yourself and ask them what they are doing
- If you doubt their story, call the police
- Document information about the suspicious activity; include a description of the individual and a license plate number if available



## Right-to-Know Information

- It is your right to know about the types of hazardous materials you may come into contact with in your job.
- Your supervisor will provide information about hazardous materials in use at your specific job site.
- Make sure any chemicals/products you are using are properly labeled. **Don't Use Unmarked Containers.**
- Material Safety Data Sheets (**MSDS**) are kept in a binder at all facilities to reference potentially hazardous materials at the job site.
- If you don't know ask.



## Drug & Alcohol-free Workplace/ Testing

- The Park District has resolved to maintain a drug & alcohol-free workplace.
- Being under the influence or in the possession of alcohol or illegal drugs during work hours is prohibited.
- With reasonable cause, the Park District can compel you to submit to a drug and/or alcohol test.
- A confirmed positive drug and/or alcohol test will result in disciplinary action, up to and including dismissal.

## Be Part of Green Initiatives

- Shut off your computer every night
- Think before you print - Do you really need a copy?
- Always make two-sided copies
- Recycle in the office and in the Park
- Use personal water bottle.
- Turn off lights and equipment
- Spread the word



## We are all About Customer Service



## Customer Service Excellence

- You are representatives of the Park District of Oak Park at work and anytime you wear apparel with a logo.
- You are expected to be courteous to both **external customers** (residents, participants, visitors, patrons...) and **internal customers** (Board members, co-workers, other Park District Staff, volunteers...)



## Prospective and Returning Hires

- Keep your supervisor informed about your availability to work especially late in summer.
- At the end of the season you will be asked to sign a voluntary resignation form confirming your intent to return to school/other jobs.
- You will have a performance appraisal
- You may be subject to random drug testing
- Failing to cooperate may result in not being asked to return.



**Welcome**  
to the Park District of Oak Park

**We're glad you're here!**

*If you have any questions about employment at the Park District contact your immediate supervisor or Paula Bickel, Director of Human Resources.*