

**SKOKIE PARK DISTRICT
PARK SERVICES DIVISION
POLICY AND PROCEDURE MANUAL**

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1.00 INTRODUCTION AND ADMINISTRATION

1.01 INTRODUCTION

The Park Services Division of the Skokie Park District is a group of talented employees dedicated to serving the residents of Skokie and visitors who utilize the parks and facilities of the District. We are responsible for the day-to-day maintenance and repairs of parks, equipment and facilities, support services for staff throughout the District, construction support both in-house and contractual, preventive maintenance, playground and fleet maintenance and many other critical functions.

The Park Services Division Policy & Procedure Manual is an attempt to provide staff and supervisors direction in various aspects of their jobs. The manual concentrates on safety policies and procedures and also on personnel related policies particular to the Park Services Division. This manual is not intended to replace the District Safety Manual, Personnel Policy Manuals, or other District manuals but is to be used to expand on and clarify policies existing in these documents. This Policy and Procedure Manual for the Park Services Division is expected to change and be expanded over time. When new policies or procedures are prepared or updated, staff will be presented with this information for insertion in their copies of the manual. At various times, staff may be provided with a new manual, which will include all the updates since the most recent revision. Any employee who has questions or suggestions concerning this Policy and Procedure Manual should contact their supervisor.

Please note, that neither the existence of this Manual, nor anything contained in this Manual or any written or oral statement interpreting, explaining or clarifying the policies contained in this Manual, is intended to create or shall create an employment contract or contractual commitment, either expressed or implied. An employee of the Park District has the right to terminate his employment at any time with or without notice or cause and the Park District retains a similar right.

Master copies of the Park Services Division Policy & Procedure Manual are available at the following locations at Park Services: Assistant Superintendent's Office, Park Supervisor's Office, Operations Supervisor's Office and Office Manager's desk.

September, 1992

Revised: December, 1995

Revised: October, 2002

Revised: July, 2008

1.00 INTRODUCTION AND ADMINISTRATION

1.02 DISTRICT MISSION STATEMENT

Vision

The Skokie Park District envisions a community where all of its residents enjoy a high quality of life through leisure time pursuits, beautiful open spaces, and first-rate facilities.

Mission

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

Core Values

The Skokie Park District will fulfill its mission through:

- Commitment
- Service
- Integrity
- Openness
- Innovation
- Environmental Stewardship

September, 1992

Revised: December, 1995

Revised: May, 2008

1.00 INTRODUCTION AND ADMINISTRATION

1.03 DIVISION MISSION STATEMENT

The Park Services Division of the Skokie Park District is dedicated to providing the highest quality park system and recreation facilities for resident of all ages and all cultural origins.

The quality park system and recreation facilities will be provided through;

- High quality and safety conscious maintenance and construction activities

- Efficient use of financial and labor resources

- Consistent and creative cooperation with local agencies and park or facility user groups

- Responsiveness to patron requests

- Assertive maintenance and construction support for all other staff and divisions within the District including a timely preventive maintenance program

February, 1991

Revised: December, 1992

Revised: October, 2002

1.00 INTRODUCTION AND ADMINISTRATION

1.04 DISTRICT ORGANIZATIONAL CHARTS

1.00 INTRODUCTION AND ADMINISTRATION

1.05 DISTRICT MANUALS

Upon hire, Park Services staff will be provided with the manuals listed below. Manuals are updated periodically, and will be circulated when changes are made. Staff should become familiar with the information contained within these manuals. Other manuals may exist for specific positions in the District.

Each manual is under separate cover.

- Personnel Policy Manual for All Staff
- Safety Manual/Crisis Plan
- Standards Guide
- Appearance Guidelines Manual
- Ordinance Code Book
- Manual for Mandated Reporters
- Park Operations Manual

ADDENDUM

Personnel Policy Manual for All Staff

Safety Manual/Crisis Plan

Standards Guide

Appearance Guidelines Manual

Ordinance Code Book

Manual for Mandated Reporters

Park Operations Manual

January, 1996

Revised: October, 2002

Revised: August, 2008

1.00 INTRODUCTION AND ADMINISTRATION

1.06 PARKS FACILITIES & INVENTORY

The Skokie Park District has 44 parks, 3 community centers, 1 child care facility, 1 nature center, 1 historical fire engine house, 1 historical log cabin, 1 fitness facility, 1 maintenance service center, 1 rowing center, 1 dog/soccer park, 1 indoor ice skating rink, 2 outdoor water parks, 1 nine hole par 3 golf course, 68 playground areas, 40 tennis courts, 36 basketball courts, 20 baseball/softball diamonds and 11 park shelters.

ADDENDUM

Parks Facilities & Inventory

January, 1996

Revised: October, 2002

Revised: July, 2008

1.00 INTRODUCTION AND ADMINISTRATION

1.07 PARKS AND FACILITIES MATRIX

Attached is a Parks and Facilities Matrix which identifies the classifications and acreage of each park and facility.

ADDENDUM

Parks and Facilities Matrix

January, 1996

Revised: October, 2002

Revised: July, 2008

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2.00 CUSTOMER SERVICE

2.01 CUSTOMER SERVICE PHILOSOPHY

2.02 INTERNAL AND EXTERNAL CUSTOMERS

2.00 CUSTOMER SERVICE

2.01 CUSTOMER SERVICE PHILOSOPHY

The Skokie Park District believes that customer service is the most important task at hand and our vision of “Excellence In Everything We Do!” is especially true when it comes to customer service. Each and every leisure experience of a patron will determine our success or failure.

The Skokie Park District encourages staff to take ownership of the needs of every customer. Everything (e.g. answering the phone, returning calls, developing the budget, responding to customer complaints, saying hello to a patron, hiring qualified staff, meeting deadlines) is an effort towards exceptional customer service.

Customer Service Standards:

- **Deliver Service Reliably.** Service reliability refers to the ability to perform the promised service dependably and accurately. We will follow through on each customer complaint and make any necessary action to improve service delivery.
- **Team Members “OWN” Problems.** If a customer has a concern, staff should use all available resources to solve that customer’s problem. If a customer has a question in which the staff member does not have the answer, that staff member should follow through with the customer until the problem is solved by contacting the appropriate staff member who can help.
- **Customer Satisfaction is Paramount.** Team members are empowered to apply rules and procedures in order to make the customer happy.
- **Value Existing Customers – Retention.** Creating meaningful relationships with existing customers is important in the retention of customers. Every effort should be made to encourage repeat customers.
- **Value Customers Opinions.** Customer feedback will be solicited on an ongoing basis and suggestions and comments will be responded to in a timely manner. Staff will implement suggestions whenever possible and reasonable.
- **Continuous Improvement.** All staff members are encouraged to initiate improvements to the customer service process.

2.00 CUSTOMER SERVICE

2.02 INTERNAL & EXTERNAL CUSTOMERS

It may seem fairly obvious who our customers are, but it is important to point out that each of us has **external customers**, the participant who we see in our programs and classes and at our facilities and special events and **internal customers**, fellow team members at the District that we come in contact with every day. The relationships between each division and every team member in the District are important ones. Your response to the internal customer will frequently affect their ability to provide exceptional customer service. Delivering exceptional customer service to the external customer begins with how you service your fellow team members.

As a part of a team providing services for the benefit of the public, staff must cooperate with each other and with the public in order to achieve a high standard of work performance. All customers, both internal and external, must be treated with respect and courtesy. Smiling, happy, friendly, and enthusiastic employees with a positive attitude are expected at the Skokie Park District. Wrongful conduct that encourages employee divisiveness, loss of morale or workplace disruption will not be condoned.

3.00 PERSONNEL POLICIES AND PROCEDURES

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3.01 HUMAN RESOURCE MANAGEMENT

Introduction – Selection and Hiring

The success of the Skokie Park District, and our ability to serve our internal and external customers, depends on the quality efforts of our staff and our commitment to customer service. We are an equal opportunity employer that is committed to hiring the most qualified individuals for any open position. We seek individuals that possess a strong work ethic along with a positive, enthusiastic attitude. In addition, such factors as past work experience and educational background are key considerations in the selection process.

The District's formal policy with regards to selection and hiring is outlined in the Personnel Policy Manual for all Employees of the Skokie Park District, section V. The policy reads as follows:

V. APPOINTMENTS

Selection and Hiring: Employment will generally be based upon the selection or recommendations of the supervisory personnel under whose direction the employee will work as well as input from Human Resources staff interviewing the applicants. All full-time positions and most part-time and short-term positions will have a job description prepared prior to hire. Applicants may be required to complete psychological tests and may be required to complete aptitude tests, and any other tests that may be required depending upon the nature of the position.

Applicants are required to furnish information and complete any and all forms and tests deemed necessary, in the Park District's sole discretion, to satisfactorily inform the Park District of an applicant's qualifications and suitability for a prospective position with the Park District. Applicants may be required to furnish proof of educational degrees earned, college transcripts, and/or proof of certifications earned. The provision of false, incomplete, or misleading information in the employment application or other materials submitted or completed in connection with an application or in response to any question, may result in a non-hire decision, rescission of an offer of employment/promotion, or dismissal of an employee.

The Park District will attempt to employ the best available qualified applicant for the position, based on application materials, personal interviews, reference checks, professional certifications, tests, and any other means available to evaluate an applicant's apparent qualifications and suitability for a particular position. It is desirable that employees of the District in a management or executive position be certified/professionally trained. Salary determination will generally be made based on experience and other appropriate factors, within guidelines of the Wage and Classification Plan. All employment, advancement, and promotion decisions will be based upon the Park District's needs and the requirements and qualifications required for specific positions. We attempt to base employment, advancement, and promotion decisions on a person's apparent suitability for the position including without limitation his past performance, future potential, and his aptitude and attitude.

Applications/Resumes

All applications completed or resumes submitted to any facility should be immediately forwarded to Human Resources upon receipt. Human Resources fields many applicant inquiries and when they are not given applications/resumes

promptly, they are at a loss as to what to tell an applicant that is inquiring about their application status, and much time is wasted tracking down an application/resume. If desired, a copy of the application/resume may be retained by the facility that received it; however, a note should be attached to the application prior to forwarding to HR indicating a copy has been retained, and by whom.

Human Resources will maintain a database and file of all applications/resumes received, and acknowledge receipt of the application/resume by sending a postcard to the applicant.

The Human Resources Manager screens through applications and resumes, and forwards them on to the appropriate supervisor for consideration.

ADDENDUM

Employment Application

How to post an open position

When a seasonal, part-time, or full-time position becomes available, the Supervisor should follow the following procedure:

1. Obtain Division Head approval to post the position.
2. Contact Human Resources via e-mail and provide the following information:
 - 1) Position Title
 - 2) Hours/days per week and any specific shift information
 - 3) Rate of pay
 - 4) Position type (Full-time, Part-time, Seasonal)
 - 5) Minimum education level
 - 6) Applicant response method (phone, fax, e-mail, etc.)
 - 7) Methods of advertising that you are requesting (SPD website, IPRA website, *Pioneer Press Skokie Review*, *Chicago Tribune*, *Reader*, posting at local colleges/universities, other)
 - 8) Any other information about the position you wish to provide is very helpful.

Selection and Interview Process

For part-time and seasonal positions, the immediate supervisor may make hiring decisions without the involvement of the Human Resource Department.

All full-time positions must go through the Human Resource Department. Human Resources will directly participate in the full-time hiring process along with the immediate supervisor and possibly the Division Head.

Planning for the interview

Planning is key to effective interviewing, and selecting the right candidate. Rather than just “winging it”, take the time to think about what you want to

accomplish and the questions you will ask. Prepare the questions ahead of time and use the same set of questions for all the applicants you are interviewing for a particular position. Refer to the job description for the position to target the questions you need answered, and to determine if the candidate can perform the essential duties of the position.

By planning ahead and using prepared interview questions you will get more accurate, consistent information and you will have a fair way to compare their strengths and weaknesses. Remember that a lack of consistency may also expose the District to potential charges of discrimination.

The prepared questions are a guideline, and other questions are bound to come up during each interview based on the conversation you have with the applicant. Be prepared!

Remember to take notes of the applicant's responses. When you interview several candidates, it can be difficult to rely on your memory.

Interview questions you should never ask!

Employers are allowed to ask a wide variety of questions during an interview as long as the questions are related to the job the applicant is applying for. Illegal interview questions are those that single out the applicant's age, race, disability, gender, national origin, marital status, sexual orientation or religion.

Some examples of illegal interview questions include:

- How old are you?*
- Where were you born?
- Are you married?
- Do you plan to have a family?
- What race are you?
- Which religious holidays will you need off?
- Do you have any disabilities?
- How many children do you have?

*It is OK to ask an applicant if they are *at least* 16 years of age to make sure that they meet our minimum age requirement for a specific position. Due to equipment operated, some of our positions require that the person is at least 18 years of age.

Typical General Job Interview Questions

The following list of questions is *general* questions you may want to ask an applicant. You also need to ask job specific questions. As a rule, about 70% of the questions you ask should be job specific questions. Review the job description to be sure you ask the necessary questions related to the specifics of the job. The internet is a good source of general interview questions, and there are many books you can refer to. Contact Human Resources for some

suggested books and websites.

General Questions:

1. How would you describe yourself?
2. What do you know about the Skokie Park District?
3. Why are you applying for this job?
4. Why did you leave your last job?
5. How has your education and experiences prepared you for this job?
6. Please describe for me what your ideal job would be.
7. Give me an example of one of your successful accomplishments.
8. What characteristics or traits do you think are important to this kind of position?
9. How do you prefer to be managed? What would you want from a supervisor?
10. Give me three adjectives to describe yourself.
11. How would a friend describe you?
12. Do you consider yourself to be a leader?
13. What do you consider your strengths and weaknesses?
14. What personal strategies do you use to deal with a stressful situation?
15. Do you prefer working alone or in teams?
16. Have you ever had difficulty with a supervisor? How did you resolve the conflict?
17. Is there any reason why you cannot work the hours/days that this position is required to work?

Reference Checks

Prior to offering a part-time or seasonal position, it is required that the applicant's references are checked by the immediate supervisor. The immediate supervisor should complete a SPD Reference Check Form. For all full-time positions, it is the responsibility of the Human Resource Manager to perform reference checks.

ADDENDUM

Skokie Park District Reference Check Form

Applicant Notification of position status

When you fill a part-time or seasonal position, it is your responsibility to inform the individuals that you interviewed that the position is filled by writing them a letter. This is a courtesy that they deserve. Send out rejection letters as soon as possible once a position is filled. The Human Resource Manager sends rejection letters to all full-time job applicants. A sample letter may be found in the addendum section.

ADDENDUM

Sample Rejection Letter

New Hire Paperwork for Part-time and Seasonal Staff

Human Resources must receive the new hire paperwork which includes all of the necessary forms and documents prior to the employee's first day of employment with the District. Not only is this a District policy, it is required by the Department of Labor, Homeland Security and other Federal governmental agencies. Do not start an employee until all of the new hire paperwork is completed and submitted to Human Resources.

Human Resources has put together "New Hire Packets" which contain all the necessary forms and manuals that you will need. There is a New Hire Paperwork Checklist as part of the packet to help supervisors double-check to be sure they have all the necessary paperwork prior to submission to their Division Head for approval.

Each "New Hire Packet" contains the following items:

1. New Hire Paperwork Checklist
2. Part-Time & Seasonal New Hire/Reactivation Form (blue)
3. Employee Emergency/Medical Information Form
4. Form IL-W-4 – Employee's Illinois Withholding Allowance Certificate
5. Form W-4 – Federal Employee's Withholding Allowance Certificate
6. Form I-9 – Employment Eligibility Verification
7. Criminal Background Check Policy and Release Form
8. Driver Abstract Release Form
9. Employee Participation Form
10. Authorization Agreement for Automatic Deposits (Direct Deposit)
11. Skokie Park District Employee Acknowledgement Form
12. Technology Use Policy Acknowledgement Form
13. Unlock the Magic Training Employee Acknowledgement Form
14. "Buddy" Assignment Sheet (Optional to complete)
15. Appearance Guidelines Manual (To be given to Employee to keep.)
16. Manual for Mandated Reporters (To be given to Employee to keep.)
17. Skokie Park District Safety/Crisis Manual (To be given to Employee to keep.)
18. Standards Manual (To be given to Employee to keep.)
19. Personnel Policy Manual for All Employees of the Skokie Park District (To be given to Employee to keep.)

Some common errors that supervisors make when submitting new hire/reactivate paperwork are as follows:

- They do not completely fill out the Part-Time and Seasonal New Hire/Reactivation form. Be sure that you have identified the hire date, pay rate, FinTrac job code if applicable, budget account number and primary payroll packet number. Be sure to print and sign your name on the bottom.

- Form W-4 Federal withholding certificate: Be sure that the employee signs the form. Also, an employee cannot claim allowances (0, 1, 2 and so on) and exempt status. They have to choose one or the other.
- Form I-9: It is the supervisor's responsibility to complete section 2 of the Form I-9 and establish both identity and employment eligibility of the employee by viewing and coping the identification documents provided by the employee. Employees must provide one Document from List "A"; OR one Document from List "B" AND List "C".
- Direct Deposit Form: Be sure employee furnishes a voided check, deposit slip or a bank statement to confirm the account number and bank routing number.
- Be sure to use the Part-Time Wage Scale when determining the new hires rate of pay.
- Remember to include a copy of the employment application along with a copy of your reference check forms.

ADDENDUM

Part-time Wage Scale

Part-time Job Grade Scale

New Hire Paperwork Packet

Part-time/Seasonal New Hire Training

It is the Supervisor's responsibility to determine what specific job training is needed, and provide the necessary training to all new employees and returning employees under their supervision. If other departments are needed to assist with training, it is the responsibility of the supervisor to make those arrangements. The District's Risk Management Program along with the Safety Manual, Accident Reporting, and Personnel Policy Manual for All Staff of the Skokie Park District, Appearance Guidelines Manual, and DCFS Mandated Reporters Manual should all be discussed with special attention given to the District's:

- Non-Discrimination and Anti-Harassment Policy
- Alcohol and Drug Abuse Policy
- Criminal Background Check Policy
- Driver Abstract Policy
- Technology Use Policy

As part of the new hire paperwork, new employees are required to sign the manual acknowledgment form for all of the manuals listed above.

Technology Services Request

If your employee will need an e-mail account and/or access to technology, submit a Technology Services Request via e-forms which can be located on the home page of the intranet. Your technology request will be routed to Human Resources. Note that your technology request will not be approved if Human Resources does not have the required new hire or reactivate paperwork for the employee.

Does this employee belong in IMRF?

If you *anticipate* scheduling the employee for at least 1000 hours per calendar year, then you must enroll them in IMRF when you hire them. Likewise, if their scheduled hours increase on a permanent basis to the 1000 hours, then you should enroll them in IMRF at the point their hours increase. It is the responsibility of the supervisor to determine if their employees are IMRF eligible. At the point you determine an employee is IMRF eligible, (either at the time of hire or after that date) you must have them complete the IMRF enrollment form, IMRF Form number 6.10 and beneficiary form, IMRF Form number 6.11 and submit both to Human Resources. In the case of a new hire, the IMRF forms should accompany the new hire paperwork. These forms may be downloaded from the IMRF website, www.imrf.org.

Once you enroll an employee in IMRF, it is your responsibility as their supervisor to monitor the employees hours, and inform Human Resources if their hours decrease to a level below 1000 hours per year, as they would no longer be eligible to participate in IMRF.

Performance Reviews

Performance evaluations are to be conducted for all employees using the designated evaluation form. Section 1 of the evaluation form is the same for all employees. Section 2 of the evaluation form is customized to measure performance of job duties related specifically to the position.

Full-time staff and year-round part-time staff are evaluated at the conclusion of their six-month introductory period, and then annually in April or prior to May 1.

Evaluation of seasonal hourly staff should occur approximately half way through their seasonal employment and also at the conclusion of their seasonal employment.

ADDENDUM

Sample Performance Review

Change Form

A Change Form is used when an employee's position, title, pay rate, etc. is changed. Change Forms should be completed fully and submitted (physically or electronically) to the Division Head for approval. The Division Head will then forward the completed paperwork onto Human Resources.

ADDENDUM

Change Form

Disciplinary Action and Dismissal

Policies regarding disciplinary action and dismissals are detailed in the Personnel Policy Manual for All Employees on pages 15 through 18.

Supervisors should review progressive disciplinary action against any staff person with the Division Head and the Human Resources Manager in a timely manner. It is important to document all performance related issues in writing for future recall. In instances where an oral or written warning are warranted, complete an "Employee Warning Record Form". This form may be downloaded from forms central on the intranet home page. When preparing a warning record, be as clear and factual as possible and develop a performance improvement plan. Warnings should be presented to the employee and fully explained to the employee. The employee should be given the opportunity to ask any questions they may have. There is space on the form for the employee to make their own comments about the warning. The employee, supervisor and division head must sign the warning. The original should be forwarded to Human Resources so that it may be filed in the employee's personnel file.

In some serious employee violations of policy or procedure, it is wise to send an employee home and inform them that they are being placed on a paid investigative leave of absence. This will give the supervisor a chance to figure out what discipline action is appropriate, and request assistance from their Division Head and Human Resources.

In the case of dismissal, the supervisor must obtain approval to dismiss an employee from the Division Head and the Human Resources Manager. All termination letters must be reviewed by both the Division Head and the Human Resources Manager, and in some instances by PDRMA prior to issuing to employee.

ADDENDUM

Employee Warning Record Form

Resignation

When either a full-time or part-time employee resigns their position, the immediate supervisor must obtain a letter of resignation that is dated and signed by the employee. The original resignation letter must be forwarded to the Human

Resource Manager.

Exit Interviews

All full-time employees will receive an exit interview with the Human Resources Manager on their last day of employment or close to their last day. A copy of the exit interview is provided to the Executive Director and the Division Head.

Supervisors are encouraged to conduct exit interviews with part-time staff.

ADDENDUM

Exit Interview Form – Full-time staff

November, 2002

Revised: June, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.02 TIME MANAGEMENT – FINTRAC/TIMESHEETS

All non-supervisory Park Services staff are required to swipe in on the computer with their employee ID cards at the designated starting time, usually 7:30 am. Failure to do so will result in the loss of at least one half hour of pay. There is no grace period. Employee ID cards must be carried at all times.

Employees may not swipe in more than five minutes before their scheduled starting time as this results in an incorrect computation of time worked.

Employees may only swipe in and swipe out with their own employee ID cards. Swiping another employee's card in or out is strictly prohibited, and may result in disciplinary action against both employees.

If the FinTrac time management system is down, the employee is required to fill out the "Request to Modify Time Record" form. An employee is also obligated to fill out that form when called in for an emergency longer than two hours.

Work Days, Breaks, and Hours

For most Park Services employees, the workday is 7:30 a.m. to 4:00 p.m., which includes a 30-minute lunch break. All staff are to be dressed and ready for work at their designated starting time.

Lunch breaks are 12:00 noon to 12:30 p.m., unless specified differently by the supervisor.

Staff are to attempt to have lunch where they are working, eliminating unnecessary transportation to and from the Service Center or recreation centers. Where weather conditions and schedules prohibit this, lunch breaks should be taken at the nearest appropriate center. Transportation time to centers, restaurants, etc. is considered part of the employee's lunch period.

A 15-minute coffee break may be taken at 10:00 a.m., or at other times if designated or approved by the supervisor.

A 15-minute "clean-up" break may be taken at 3:45 p.m., or just prior to punching out.

The workday will be 8 hours, unless the supervisor authorizes additional time.

Payroll

The employee's supervisor will review work hours through the FinTrac time management system and will input revisions based on leave slips and "Request to Modify Time Record" forms. After the supervisor signs off on the FinTrac records, the Assistant Superintendent of Parks will look over them and include his signature

and the biweekly payroll can then be prepared.

The Park District's payroll calendar consists of twenty-six (26) pay periods (2 weeks/period) per fiscal year (the District's fiscal year is May 1st- April 30th). Pay days are every other Friday. The payroll system is such that it is always two (2) weeks behind to ensure that a part-time employee is paid (not prepaid for the time he/she has earned. Full-time staff is paid to date.

Employment positions (full-time and part-time) are evaluated and classified in order to place them properly on the pay rate scale. Full-time classifications are different than part-time. Minimum Wage (effective 7/1/2008) for employees age 18 and over is \$7.75.

ADDENDUM

Request to Modify Time Records

FinTrac Procedures

Payroll Schedule

September, 1992

Revised: April, 1993

Revised: January, 1996

Revised: October, 2002

Revised: August, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.03 WORK HOURS

Overtime for Part-time, Short-Term and Regular Full Time (non-exempt) staff is calculated at time and a half rate for hours in excess of 40 per week. All overtime hours must be authorized in advance by a supervisor. Your overtime pay is determined by the number of hours actually worked, which excludes meal breaks, vacation, holiday, personal, sick, compensatory and other approved leaves of absence.

When non-exempt full-time employees are required to work on a recognized holiday, the following compensation agreement will govern:

You will be paid at your overtime rate for hours worked on the holiday. You will also receive full holiday pay. If you are requested to work a holiday, you will receive no less than four hours pay even though you may work less than four hours. For additional questions concerning definition of overtime, consult the Personnel Policy Manual.

Supervisors and the Office Manager are classified as exempt staff and therefore do not receive overtime pay or compensation time for worked in excess of 40 hours per week. Hours in excess of 40 per week is regularly required as a normal part of their job functions. When excess hours are deemed to be excessive, compensation time may be granted by the Assistant Superintendent of Parks.

Compensatory time off is discouraged due to the book keeping requirements involved. Supervisors are encouraged to schedule rotating shifts when applicable, pay the overtime for the long week and deduct pay for less than forty hours during the short week. When compensatory time is utilized and agreed to by the employee, the compensatory time is to be granted at the rate of time and a half for hours over forty. Any compensatory time off must be authorized in advance and in writing by the Assistant Superintendent of Parks.

Shift Compensation is differential compensation which may be granted due to unusual hours. Current practices call for eight hours of pay for six and one half hours work when the work schedule starts between 11:00 p.m. and 3:00 a.m. Shift compensation is most frequently used for painting and mechanical repair projects which must take place overnight. Any requests for shift differential must be made in advance and must be approved by the Assistant Superintendent of Parks.

Revised: April, 1993

Revised: October, 2002

Revised: July, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.03a CALLING IN SICK

At times, employees may not be able to come in to work due to illness. When this occurs, the employee is responsible for calling his or her supervisor at least one hour prior to the scheduled start time. Voice mail has been installed to ensure that these messages are received. When necessary, employees are to page their supervisor to inform them that they will be unable to work.

Employees with non-standard hours (including Park Monitors) are to call their supervisor at least four hours prior to their scheduled start time.

Failure to call in sick will be considered a "no show," and may result in loss of pay and disciplinary action.

September, 1992

Revised: December, 1995

Revised: October, 2002

3.00 PERSONNEL POLICIES AND PROCEDURES

3.03b VACATIONS AND PERSONAL HOLIDAYS

Vacations are to be scheduled for the fiscal year during the first month of each fiscal year. The vacation schedule will be circulated by the supervisors of the Division according to longevity with the District. Employees need not schedule all vacations at that time, however employees failing to schedule may result in only undesirable slots being available.

No more than two employees may take vacation at the same time from May through September, without authorization from the Assistant Superintendent of Parks.

No more than three employees may take vacation at the same time from October through March, without authorization from the Assistant Superintendent of Parks.

Vacations are to be avoided in April and the week of Festival of Cultures and Backlot Bash. Vacation requests during this time period are subject to approval by the Assistant Superintendent of Parks.

The vacation schedule will be posted in a conspicuous location for referral by supervisors and staff.

In accordance with the Personnel Policy Manual, three (3) Personal Holidays will be awarded per year. Personal Holidays are to be avoided during Backlot Bash week and April due to the volume of work required for the special event and spring start up.

Emergency requests will be reviewed on a case by case basis.

September, 1992

Revised: December, 1995

Revised: October, 2002

Revised: July, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.04 APPLICATION FOR LEAVE

Individual employees are responsible for filling out, signing and turning in all applications for leave to their supervisor. Failure to fill out applications for leave on time may result in disciplinary action and loss of pay.

The employee's supervisor is responsible for verifying and signing applications for leave and making sure that each employee fills out an application for leave when one is due.

The Park Services Supervisors/Office Manager enter this information into the FinTrac time management system. The Supervisors/Office Manager are responsible for verifying payroll information and time sheets with these applications for leave. Applications for leave are to be turned in with payroll biweekly. The Assistant Superintendent of Parks will approve payroll biweekly by his signature, then Superintendent of Parks will approve it.

Sick Leave: All employees are responsible for filling out sick applications for leave the day the employee returns to work following an illness.

Annual Leave: All employees are responsible for filling out annual applications for leave at least two weeks before taking a scheduled vacation. Vacations are scheduled at the beginning of the fiscal year and are posted at the Service Center.

Other Leave (without pay, court, personal, bereavement, etc.): All employees are responsible for arranging such leave time in advance (if possible) with their supervisor, and filling out appropriate applications for leave.

ADDENDUM

Leave Slip

September, 1992

Revised: December, 1995

Revised: October, 2002

3.00 PERSONNEL POLICIES AND PROCEDURES

3.05 APPEARANCE GUIDELINES

As a fringe benefit to the employee, the Park District will provide all full-time Park Services staff with uniforms and caps. These uniforms make the staff recognizable to the public and also professionalize the image of the District.

Employees are required to wear the uniforms at all times during working hours. All clothing is to be maintained in a neat appearance, without rips, tears, stains, etc. Shirts with collars and long pants or shorts as noted below are to be worn at all times. Baseball style caps and winter stocking caps are provided for those employees who wish to wear them. Only the District caps are allowed. All employees must conform to the "Appearance Guidelines Manual."

Each employee will be provided with an annual uniform allowance (dollar amount will be determined annually) for the purchase of said uniforms. **All uniforms will be purchased from Rasenicks. Purchases will be made periodically throughout the year in a mass purchase as determined by the supervisors. No individual purchases by the employee will be allowed during work hours.** Attached is a Rasenick's catalog with approved items for purchase of the basic uniform. The Park Supervisor, Operations Supervisor, and Landscape Supervisor will determine if the uniforms considered for purchase by staff meet the guidelines of this section.

Steel-toed boots

Employee to purchase independently and be reimbursed via check.

Work Pants

Black in color, material to be twill or poplin. *(see attached Rasenick's catalog)*

Shorts

Khaki or black in color, material to be twill or poplin work shorts, same style as pants. Shorts to be hemmed at or above the knee. No cutoffs, sweat shorts, spandex, denim shorts, patterned shorts, or cargo shorts are allowed. Recommended brands are Dickies, Wear Guard, Work N Gear, Dockers, Work N Sports, Sears. *(see attached Rasenick's catalog)*

Shorts may be worn by Park Service personnel under extreme heat conditions between May 1 and September 30.

If a job requires long pants for safety reasons, employees are required to wear long pants regardless of the weather. Examples of jobs requiring long pants include (not limited to) chain saw use, weed whipping, chemical handling, etc.

It is recommended that Park Services personnel carry a pair of long pants in their possession at all times. If a job arises that requires the use of long pants, the long pants can be slipped on over the shorts or can be changed in a shelter or

rest room. Under no circumstances will employees change clothing outside in public areas.

Shirts

Button down, collared, long or short sleeved shirts. Light gray (heather) in color. Material to be twill or poplin. Skokie Park District logo must be embroidered on left breast. Generally golf style shirts will be provided in late spring via mass purchase.

Coveralls

Black in color. For safety reasons, blaze orange is optional. Summer coveralls may have either short or long sleeves. Insulated winter coveralls may be nylon, cotton, or polyester canvas type such as Carhart, Walls, or Blizzard Proof. Bib overalls, summer or winter, are optional. The Skokie Park District logo must be embroidered on the left breast.

Jackets

Black in color. For safety reasons, blaze orange is optional. Lightweight waist length crew/3 season jackets or windbreakers may be worn. During winter weather, cold season parkas in nylon, cotton, or polyester canvas may be worn. Vests in either black or blaze orange are optional. The Skokie Park District logo must be embroidered on the left breast.

Part-time and short-term staff uniforms

Part-time and short-term staff will be provided with golf shirts and baseball style caps. Part-time and short-term staff will be required to wear neat full-length work style pants or shorts as described above. Pants and shorts are not provided to part-time and short-term staff. Jeans are not allowed.

Minimum dress standards

- Park District issued uniform, work pants, and shirt with collar
- Shirt always tucked in
- Steel-toed footwear (except custodial staff)
- Clothing clean and neat in appearance
- Hats issued by the Park District

All uniform expenditure records are kept by the Office Manager of the Parks Division. An Excel spreadsheet is updated once a month and posted in the lunchroom.

ADDENDUM

Appearance Guidelines for Employees (available in section 1.05)

Revised: July, 2002

Revised: April, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.06 SMOKING ORDINANCE

The Smoking Policy states:

Smoking is prohibited in or on any Park District building, facility, equipment or vehicle or while working directly with the public. Smoking is also prohibited within 15 ft. directly outside a facilities' public entrance.

Therefore, Park Services employees must adhere to the Smoking Policy. Smoking is permitted only in outdoor settings in the absence of the public. Smoking near gas tanks, gas pumps, paint supply areas, oil recycling areas and the like is prohibited and breaking this policy will result in disciplinary action.

ADDENDUM

Smoking Ordinance

Revised: December, 1995

Revised: August, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.07 TECHNOLOGY USE POLICY

Computers are available for use around the District for official Park District business. Staff must participate in new-user computer training and agree to the terms of the computer use policy. Staff members are responsible for the maintenance of their computer files by developing directories and deleting old document files.

Computer Software Available District-Wide

- Microsoft Word
- Microsoft Excel
- Microsoft Publisher
- Microsoft Outlook
- RecTrac – Registration
- MainTrac – Maintenance Work Requests
- FinTrac – Payroll
- MSI – Budgeting/Accounting/Purchasing

ADDENDUM

Technology Use Policy (appendix J of the Personnel Policy Manual)

MSI Request Form (on-line)

3.00 PERSONNEL POLICIES AND PROCEDURES

3.08 RADIOS, PAGERS, AND CELLULAR PHONES

The Park District operates an F. C. C. authorized radio to enhance communication between all staff members. All F. C. C. regulations on radio use apply to use of these radios. The Assistant Superintendent of Parks is responsible for obtaining and maintaining an active F.C.C. license.

The radio system is for the communication of work related information only. Messages are to be kept brief, to the point, and work related. Radio slang, swearing, etc. are prohibited.

Vehicles and tractors are numbered and provided with radios, thus the number of the vehicle/tractor is the call number. Staff are required to check out (10-7) when leaving the vehicle and check back into service (10-8) when returning.

Certain employees may be issued pagers and/or cellular phones to enable them to be contacted by administrative staff, facility managers and other staff, by the Skokie Police, and by alarm companies. District issued pagers/cell phones are to be worn/carried at all times. Pagers/cell phones remain the property of the Park District and may be retrieved at any time; they are for official Park District business only and must not be used for personal calls except when absolutely essential. Some staff members choose to use their personal cell phones instead of carrying a Park District issued pager/cell phone. Staff are still required to be available at all times or transfer the responsibility to another staff member in their absence. Employees on a "call" list such as snow emergency or security should keep their pagers/cell phones on at all times as a convenience to the staff and/or police. Employees are reminded that pagers/cell phones are also a convenience for them, as the employee is not required to "wait by the phone" while on call. Employees who lose pagers/cell phones will be required to pay a replacement fee.

As the District Personnel Policy Manual states:

"During work time, employees are not permitted to use personal cellular telephones except in the case of an emergency. Personal cellular telephones should be used only during breaks and meal times."

Personal cellular phones, however, may be used if work related in case that employee cannot be reached through the radio. Furthermore, personal cell phone usage is prohibited while driving a Skokie Park District vehicle, unless it is an important call that relates to the job. Whenever possible, pull over while using the cell phone.

Revised: January, 1996

Revised: October, 2002

Revised: August, 2008

3.00 PERSONNEL POLICIES AND PROCEDURES

3.09 CLEANLINESS OF WORK AREA

All staff are responsible for the general cleanliness of their work areas, including office space, storage areas, shop yard, vehicles and equipment, and parks and facilities in which they are working. All such work areas are to be kept clean of clutter and debris, with no unsafe conditions allowed to exist. It is the responsibility of the individual employee to request time to clean his or her work space, if insufficient time is granted by the supervisor.

All tools and equipment must be returned to tool boxes, vehicles, trailers or tool racks at the end of every work day. Leaving tools, equipment and materials out because they will be utilized the following day is not an acceptable practice.

All staff are responsible for the daily maintenance of the break room, locker room and restrooms. These rooms are to be kept clean at all times. It is the responsibility of the individual to wash his/her dishes, wipe the microwave after use, clean any spills in the refrigerator, wipe the chair and table after use, recycle all plastic and cans, wipe the sink after use and all other housekeeping matters not mentioned. It is also the responsibility of each employee to ensure that their shoes and boots are clean before entering any park district facility.

Employees operating vehicles and equipment are responsible for their machinery. Mowers are to be cleaned daily, with grass clippings removed and disposed of. All vehicles and equipment is to be washed by those who use them. The condition of vehicles and work spaces reflect on the pride and dedication of those who utilize them.

Revised: December, 1992

Revised: October, 2002

Revised: May, 2007

3.00 PERSONNEL POLICIES AND PROCEDURES

3.10 VOLUNTEERISM

Team members are encouraged to volunteer for special events, community projects and professional organizations such as the United Way, Chamber of Commerce Events, National Parks and Recreation Association, Illinois Parks and Recreation Association, Youth At-Risk Task Force, VOICES, Rotary Club, Kiwanis and Lions Club of America, etc.

3.00 PERSONNEL POLICIES AND PROCEDURES

3.11 TRAINING, TRAVEL, AND PROFESSIONAL DEVELOPMENT

Employees may be extended the privileges of further training, at the Park District's expense, at colleges, universities, high schools, workshops, seminars, etc. Employees are encouraged to pursue formal and/or vocational education where it would prove beneficial in areas of work performance, and as funds permit. Requests for continuing education are to be made through the employee's supervisor to the Assistant Superintendent of Parks. Where possible the employee should anticipate such request in advance so that funds can be provided during the budgeting process.

In some instances the District may require that employees attend educational courses and other training opportunities so as to meet the standards of their position.

Conferences and Workshops

Division employees are encouraged to attend conferences and workshops where it would prove beneficial in areas of work performance, and as funds permit. Requests for conferences and workshops are to be made to the supervisor and/or Assistant Superintendent of Parks. Reimbursements for expenses for conferences and workshops shall be according to the District Personnel Policy Manual.

Travel and Conference Expense Form

This form is to be completed by all employees who have attended a function (conference, workshop, seminar) which the Park District has pre-paid, or has agreed to reimburse employees for expenses incurred.

This form should be submitted to the employee's supervisor no more than one week following the event attended.

ADDENDUM

Travel and Conference Expense Form

Record of Training Form

This form is to be completed by all employees who have attended a function (conference, workshop, seminar). A description of the session, speaker, handouts and seminar notes are to be included with the completed form. This form should be submitted to the Assistant Superintendent of Parks no more than thirty (30) days following the event attended. The Record of Training Form will remain on file at the Park Services Office.

ADDENDUM

Record of Training Form

Professional Involvement

Park Supervisors and all full time staff are strongly encouraged to become involved with professional organizations related to their position (e.g. committees, conferences workshops, etc.). Staff's participation in professional organizations is not only a valuable learning and networking experience, but provides Skokie Park District with an excellent profile in the field. Examples of Professional Organizations:

- Illinois Parks & Recreation Association (Park Section)
- National Recreation & Park Association
- Midwest Institute of Park Executives
- Sports Turf Managers Association
- Illinois Landscape Contractors
- Illinois Arborist Association

September, 1992

Revised: December, 1995

Revised: January, 1996

Revised: October, 2002

3.00 PERSONNEL POLICIES AND PROCEDURES

3.12 JOB DESCRIPTIONS

Every employment position (full-time and part-time) within the District must have a job description. As new positions are created within the District, a job description must also be created.

Job descriptions may be obtained from Human Resources.

3.00 PERSONNEL POLICIES AND PROCEDURES

3.13 MAINTRAC WORK SHEETS

All non-exempt employees will complete a written work sheet at the end of each actual day of work. Only full-time employees must account for each day worked and each day of benefit time, therefore a work sheet is handed in even if they are not in attendance. Part-time and short-term workers will complete a work sheet for each day they have worked only, as they are granted no benefit time.

The Maintrac Job Number and Task Number Master List will be used to determine the proper code numbers for completion of the work sheet. Care must be taken as to the correct location and area, (i.e., Festival of Cultures work has its own area number while the location would be Oakton Park), as the Maintrac charges the various programs and facilities for these hours. Crew leaders are to check subordinate staff work sheets to ensure accuracy. Where possible, crew work sheets may be filled out in lieu of individual work sheets. Again, the crew leader is responsible for the accuracy of this work sheet.

Supervisors will be responsible for the verification of hours and work performed by their staff of employees. Supervisors will initial each employee's daily work sheet signifying that it is correct. These work sheets will then be filed the next workday in the Office Manager's desk for computer entry. Weekend/Holiday work will be filed by the next work day following. At times, it may be necessary for the Supervisor to complete a work sheet for his employee, i.e., the employee is sick for several days, or had an emergency taking him from work.

The Park Services office staff will enter the work sheets on a timely basis (within two weeks). All necessary month end reports should be run by the Thursday prior to the Park Board Meeting.

ADDENDUM

Daily Task Work sheet

Maintrac Job Codes

Maintrac Task Codes

October, 1993

Revised: December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

- 4.01 MEETINGS**
- 4.02 COMMITTEES**
- 4.03 BOARD REPORTS AND SPECIAL PROJECTS**
- 4.04 RECORD RETENTION REQUIREMENTS**
- 4.05 USE OF EQUIPMENT**
- 4.06 LOST AND FOUND**
- 4.07 WORK REQUESTS – MAINTRAC**
- 4.08 ENVIRONMENTAL POLICY**
- 4.09 EMPLOYEE RECOGNITION PROGRAM**
- 4.10 KEY POLICY**
- 4.11 SECURITY SYSTEMS**
- 4.12 PUBLIC INQUIRY**
- 4.13 VANDALISM**
- 4.14 ABANDONED VEHICLES**
- 4.15 PLANS AND SPECIFICATIONS**
- 4.16 PESTICIDE POLICY AND EXPLANATION**
- 4.17 TREE DONATION PROGRAM**
- 4.18 SHOP SECURITY**
- 4.19 PLAYGROUND INSPECTIONS**
- 4.20 PARK AREA AND FACILITY INSPECTIONS**
- 4.21 EMERGENCY, WEEKENDS, ETC.**
- 4.22 PART-TIME AND SHORT-TERM EMPLOYEES**
- 4.23 CABLE LOCATING**
- 4.24 IDOL INSPECTIONS**
- 4.25 FUELING OPERATIONS**
- 4.26 OIL AND ANTIFREEZE RECYCLING**
- 4.27 PREVENTIVE MAINTENANCE PROGRAM**

4.00 GENERAL POLICIES AND PROCEDURES

4.01 MEETINGS

Park Board Meetings

The Board of Park Commissioners meets at 7:30pm at the Weber Leisure Center on the third (3rd) Tuesday of every month. The Board of Park Commissioners encourages the public to attend its monthly meetings.

Monthly Park Services Division Staff Meetings

Once a month, the Park Services Division holds a safety/staff meeting. This monthly meeting is for all Park Services employees, both seasonal and full time.

Each meeting is focused around a given safety topic and is usually presented by one or more of Park Services full time employees, or may include a guest speaker from an outside source. The monthly meeting also serves as a time for supervisors and employees to share ideas and concerns that affect all the staff at Park Services. Meetings will take place the third (3rd) Tuesday of each month unless otherwise stated.

Monthly Staff Announcements

Monthly Staff Announcements meetings are open to all Skokie Park District staff and are mandatory for full-time team members. Staff will make pertinent updates of their individual areas of responsibility and occasionally in-service training sessions and/or programs will be held. Meetings are held at 10:00am the second (2nd) Tuesday of each month and are suspended during the summer months of June-August.

Community Meetings

Periodically you may be requested to attend certain functions within the community for the purpose of promoting Skokie Park District events, services and programs (e.g. school board meetings, parent-teacher association meetings, Village Commission meetings, agency task force meetings, Chamber of Commerce after-hours, etc.). Supervisors are encouraged to self-initiate involvement with these community agencies for the purpose of promoting the Skokie Park District.

October, 2002

Revised: August, 2008

4.00 GENERAL POLICIES AND PROCEDURES

4.02 COMMITTEES

Numerous committees and teams exist within the Skokie Park District serving various functions. Park Services Division staff may be assigned to these committees and teams, and such an assignment is to be considered a regular and essential function of their job. Staff are encouraged to volunteer for committees and teams in which they have a particular interest.

Environmental Action Team (E.A.T.)

The Environmental Action Team is responsible for the overall development and implementation of the Park District's environmental program by acting as the steering committee. New members are rotated in on an annual basis.

Safety Committee

The Safety Committee meets once a month at the various location and is responsible for the overall risk management of the Park District. At least two representatives from each division are assigned to the Safety Committee.

Festival of Cultures Committee

The Skokie Festival of Cultures is an event which is held every Spring to celebrate Skokie's cultural diversity. The committee is comprised of representatives from the Skokie Park District, Village of Skokie, Skokie Public Library, Skokie Human Relations Commission, Skokie Rotary Club and the Ethnic Community Groups. The Operations Supervisor is a permanent member of this committee.

Backlot Bash Committee

The Backlot Bash is an annual event which is held every year. The district-wide event requires support and assistance from every Division of the District and is voluntary. Recreation Division, by the nature of their positions are required to volunteer on the committee. Parks Division monitors the parking lots and the rubbish pick up.

Holiday Party Committee

The Holiday Party Committee is selected at each year's Holiday Party. One representative is chosen at random from each division. Committee meets throughout the year to plan the festivities.

Employee Recognition Committee (E.R.P.)

The Employee Recognition Committee was formed from the initial TQM teams and serves throughout the year to recognize Park District staff for their achievements. Committee rotates in two new members every year to the ongoing committee. Employee of the Year Excellence Award Winners are added to the Employee Recognition Committee.

January, 1996

Revised: October, 2002

Revised: August, 2008

4.00 GENERAL POLICIES AND PROCEDURES

4.03 BOARD REPORTS AND SPECIAL PROJECTS

Monthly Board Report

Managerial and supervisory staff members are required to submit a monthly board report outlining his/her program responsibilities. Board reports are due no later than the second Wednesday of each month. Reports are to be word processed in Microsoft Word and composed in third person.

At Park Services, the Assistant Superintendent prepares the monthly board report and the Office Manager prepares the MainTrac monthly reports.

Special Reports

Occasionally, managers and supervisors may be asked to provide a special report on a particular project.

4.00 GENERAL POLICIES AND PROCEDURES

4.04 RECORD RETENTION REQUIREMENTS

The District is required to retain records and documents for a specific period of time (e.g. application forms, resumes, registration forms, contracts, entry forms, etc.). Questions regarding document retention should be directed to the Assistant Superintendent of Parks.

ADDENDUM

Record Retention Requirements

4.00 GENERAL POLICIES AND PROCEDURES

4.05 USE OF EQUIPMENT

Park Services staff will be assigned a tool box and tools on an individual case based on the tasks and assignments the employee is responsible for. Each assigned tool becomes the responsibility of that employee. Tools are to be kept in a clean, organized and secure condition. Employees are responsible for reporting and returning broken tools to his supervisor for replacement. Padlocks for the individual tool box are the responsibility of the employee. The employee's supervisor may, from time to time, inspect and audit the assigned tools.

Tools utilized by all staff are stored in the mechanic's bay tool boxes and in other secure locations at the Service Center, and are the responsibility of the mechanic. Tools borrowed from this "communal" tool box are to be returned the same day they are no longer needed for a task.

Larger equipment and tools (drills, skill saws, etc.) are stored in the equipment room cages under lock and key. Employees must sign out this equipment through a supervisor.

Upon leaving employment with the District, all assigned tools are to be returned. Missing tools will be replaced by the supervisor and paid for by the employee.

September, 1992

Revised: December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.06 LOST AND FOUND

From time to time patrons of Skokie Park District parks and facilities lose their personal property. Occasionally this personal property is found by employees of the District in the performance of their duties. All personal property "lost and found" by employees is to be turned in to your supervisor on the same day that it is found. Found property is to be placed in secure storage for possible return to the individual who lost it. The supervisor is responsible for notifying Weber Center office staff in case inquiries are routed through that office.

If any employee finds lost personal property and fails to turn it in, that employee may be assumed guilty of theft of property, resulting in possible disciplinary action. If the property is not claimed, the property may be donated to a local charity. A record of all items donated must be maintained by the Office Manager.

September, 1992

Revised: December, 1992

Revised: January, 1996

4.00 GENERAL POLICIES AND PROCEDURES

4.07 WORK REQUESTS – MAINTRAC

Work requests are documents utilized throughout the District to request and control work activities. Staff of all divisions can utilize work requests to request work of Park Services staff. The work requests provide a means to ensure that this work is completed in a timely and efficient manner, and to track costs to the appropriate division or program.

The work request process is generated electronically through the use of Maintrac. All facilities have access to Maintrac, which can be accessed through SPD Applications from the Skokie Park District Intranet Web Page. All employees who use Maintrac Work Request are given a Logon ID and a Password by the Information Technology Department. The electronic form is very user friendly; therefore, minimal training is required on how to use the program after they have been given access. All boxes must be filled out before the work request is accepted.

At least one week lead time is required for all regular, non-emergency work requests. Minimum lead time for special events and camp work requests is four weeks. An emergency work request may be phoned in or emailed to Park Services. An electronic work request must follow all emergency work requests the same day in which they are phoned or emailed.

The work request is received electronically by Park Services. The Assistant Superintendent of Parks reviews the work requests daily. He then either approves or rejects the work request. If approved, it is then assigned to the Operations Supervisor, Parks Supervisor, Landscape Supervisor, Preventive Maintenance Specialist or the Office Manager. Work requests are then assigned to appropriate staff. All work requests include a due date. The work requests are expected to be completed by the due date assigned.

Upon completion of the work request, the employee fills out the Daily Task Worksheets with the Work Request Number as completed. The Office Manager records it in Maintrac and the system will log the hours worked against the Job # and Task #. At that time, the status of the Work Request changes to complete.

ADDENDUM

Work Request Sample

November, 1993

Revised: December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.08 ENVIRONMENTAL POLICY

The Skokie Park District encourages its team members to set a high standard of leadership and competency in the promotion of sound environmental practices and lifestyles. The Skokie Park District has drafted an Environmental Policy to provide a tool to use when carrying out the commitment to the environment. The Environmental Policy compliments the Mission Statement of the Skokie Park District and is intended to help the District achieve excellence in programming and operations.

ADDENDUM

Environmental Policy

4.00 GENERAL POLICIES AND PROCEDURES

4.09 EMPLOYEE RECOGNITION PROGRAM

The Employee Recognition Committee was developed as a means to acknowledge job performance that exceeds expectations. The committee strives to recognize coworkers that exemplify our core values of commitment, service, integrity, openness, innovation and environmental stewardship.

Mid-year and year-end excellence awards are awarded to two part-time employees and two full-time employees. Nomination forms for the “Excellence Awards” are given to employees twice a year. Generally mid-year nomination forms are distributed in August and the mid-year winners are selected in September. Year-end nomination forms are distributed in December and the year-end winners are selected in early January. The Employee Recognition Committee carefully reviews the nomination forms and winners are selected by committee voting. From the four mid-year winners (2 part-time and 2 full-time) and the four year-end winners, one full-time and one part-time employee of the year is selected. The Employees of the year are announced at the District’s annual “Employee Recognition Party”.

In addition to this program, the District has developed the “Exceptional Service Award”. The purpose of the *Exceptional Service Award* is to create a means to embrace employee recognition at the facility/operational level, by offering an award to an outstanding full-time, part-time or seasonal employee from each facility/operational area. The *Exceptional Service Award* recipient is an individual that takes pride in working for the Skokie Park District and serving the Skokie Community, and someone who exemplifies the spirit of going above and beyond in the way he or she performs their job.

How does it work?

- Generally, there will be one winner from each facility/operational area.
- Employees will be given a simple nomination form to complete to nominate one coworker from their facility that they think exemplifies the spirit of the *Exceptional Service Award*. A sample nomination form is attached.
- Only one nomination form per employee will be accepted. If the employee works multiple jobs at different facilities, then they will be permitted to enter one nomination form per facility that they work at.
- It is the responsibility of the Facility Manager/Operational Area Supervisor to administer the nomination forms and develop a means to determine the winner. Each facility will determine the criteria that they will use to select the *Exceptional Service Award* winner for their area. This process can be as simple or complex as they wish.
- *Exceptional Service Award* winners will be announced at the Employee Recognition Party, and winners will receive a prize.

- Once you receive an *Exceptional Service Award*, you are ineligible to receive it for two years.

In addition to the awards program, the District has a way to acknowledge a specific employee with regards to a specific event or situation by using a “Way To Go” form. Any employee or supervisor may complete this form to acknowledge another employees work. A sample of this form may be found in the addendum section.

ADDENDUM

Employee Nomination Form for the Excellence Award

Employee Nomination Form for the Exceptional Service Award

Way to Go! Form

4.00 GENERAL POLICIES AND PROCEDURES

4.10 KEY POLICY

The following is a District-wide key policy. The various managers and supervisors are responsible for assigning keys to employees under their direction. The key contract form must be utilized for every key assigned, even temporary keys. Employees will receive only those keys necessary to carry out their job duties. Employees must guard against loss of keys. Lost keys must be reported immediately. Staff are prohibited from lending keys to anyone without authorization from a supervisor. Duplication of keys is prohibited.

SKOKIE PARK DISTRICT KEY POLICY

The Skokie Park District has invested significant resources in developing and maintaining a common lock and key system throughout the District. It is imperative that all staff realize that this system not be compromised by poor deployment and control of this system.

The overall responsibility of the Key and Lock System lies with the “Key Master,” that is the Assistant Superintendent of Parks. The Key Master is responsible for the installation of locks throughout the District and for the proper assignment and auditing of keys.

Facility Managers and Supervisors throughout the District are responsible for assigning keys to staff, keeping records on all key assignments, and for retrieving assigned keys from employees when they leave employment with the District. Employees are to be assigned only those keys necessary to carry out their job duties. Assignment of facility “master” keys are to be avoided, and should only be assigned to employees in need of access to an entire building. Loss of master keys requires replacing all lock cores throughout a building and replacement of all keys assigned to all employees at that building. Assignment of “grand master” keys will be made only with the authorization of the Assistant Superintendent of Parks. Employees must guard against loss of keys. Lost keys must be reported immediately to the Facility Manager and the Key Master. Staff are prohibited from lending keys to anyone without authorization from a supervisor. Duplication of keys is prohibited.

Each of the following key boxes is maintained by the facility manager:

Devonshire Cultural Center
Oakton Community Center
Weber Leisure Center
Skatium
Emily Oaks Nature Center
Skokie Heritage Museum

Devonshire Aquatic Center, Skokie Water Playground & Dammrich Rowing Center Control of this box is maintained by the Aquatics Supervisor. This box is located in the Manager's Office at Oakton Community Center.

Service Center Control over this key box is maintained by the supervisors of the Park Services Division. This key box is located in the Service Center Office.

Key Master The Key Master maintains a key box with an inventory of keys as may be necessary. This key box is located in the Service Center.

SECURITY

The Manager or Supervisor responsible for each of these key boxes has been issued an inventory of keys. Managers/supervisors will issue keys via a **key contract form** to individual employees on an as needed basis. Employees will need authorization from their immediate supervisor for keys to be distributed. Key distribution is to be kept to the minimum quantity needed for the smooth operation of the District. Only those employees with a need for a specific key will be assigned that key. Distribution of facility master keys is to be kept to an absolute minimum.

The key contract form is a two purpose form.

The key contract form is utilized for requesting additional keys for key boxes from the Key Master. Fill out part one (top half) as a key **work request**. Have this request approved by the appropriate superintendent and then forward to the Key Master. Keys will then be made and distributed. All keys are to be stamped "duplication prohibited" or words to that effect.

Part two of the key contract form is to be utilized to **assign keys** to individual employees. Fill out the form including the key #, signature, date issued and issued by. Distributed copies of the form as indicated in the upper right corner of the form. **Supervisors must retrieve all assigned keys when an employee leaves employment with the District.**

Part two of the key contract form is also utilized when **retrieving keys** from employees when they leave employment. Fill out the last two columns and return a copy to the Key Master. **It is imperative that keys assigned to employees are retrieved by supervisors/managers when an employee leaves employment with the District. Retrieve the form or forms (keys may have been assigned on multiple occasions) from the employee's files and utilize to document the return of keys.**

Keys assigned to non-employees (i.e. vendors, utility companies, etc.) are to be handled in the same manner as employees, utilizing the key contract form.

The Weber Leisure Center has a system of electronic **key fobs** for employee entry. Assignment and control of this system is managed by the Weber Center Manager.

The Park Services Office Manager maintains all records of lock cores utilizing the KEYCAD software program. All requests for changes to lock cores are to be made utilizing the **Change of Core Form** which can be found under forms on the SPD intranet. These forms must be forwarded to the Key Master. Maintenance Employees (locksmith) must utilize this form when making changes to cores, so that accurate information is maintained.

Revised: January, 1996

Revised: July, 2008

4.00 GENERAL POLICIES AND PROCEDURES

4.11 SECURITY SYSTEMS

Every facility within the District is alarmed with a security system. It is the responsibility of the respective Superintendent to maintain and control the security systems within their respective Division.

Recreation Services Division

The Superintendent of Recreation is responsible for the overall security alarm system of Devonshire Community Center, Oakton Community Center, Weber Leisure Center, Emily Oaks Nature Center, Skokie Heritage Museum and the Tot Learning Center. Facility Managers are responsible for the control and maintenance of the security system within their respective facility. In the absence of the facility manager, the Superintendent will issue security access codes.

Parks and Facilities Division

The Superintendent of Parks and Facilities is responsible for the overall security systems of the Service Center, Skatium, Devonshire Aquatic Center, Skokie Water Playground, Weber Golf Course and Skokie Sports Park, and Dammrich Rowing Center. and maintains access to Security Codes/Systems District-wide. Park Services staff authorized entry into facilities for emergency repairs and maintenance will be given a security access code by the facility manager, not the Superintendent of Parks.

Facility Managers are responsible for the control and maintenance of the security system within their respective facility. The Assistant Superintendent of Parks is responsible for the control and maintenance of the security system of Park Services. In the absence of the facility manager, the appropriate Superintendent will issue security access codes.

All security systems are to be checked/tested on a monthly basis by the facility manager. If a problem is encountered with the system it is to be handled immediately by the facility manager and the respective Superintendent is to be notified.

Security systems should be audited twice per year by the respective Superintendent. Security system codes will be changed periodically and new codes will be distributed.

Whenever an employee who is assigned a code leaves employment with the District, that code is to be eliminated from the system. If a code is used by multiple individuals the code is to be eliminated and a new code will be assigned to remaining employees.

Individual employees assigned alarm codes are responsible for the security of their codes. Forgotten codes, lost codes or non-working codes are to be immediately

reported to their supervisor. Alarm codes will not be assigned to non-employees (i.e. vendors, utility companies, concessionaires). Employees given an alarm code are responsible for deactivating or activating the facility alarm upon exit or entry. Problems with the alarm system are to be directed towards the facility manager immediately.

Each Superintendent is responsible for maintaining, updating, auditing and changing the security access codes regularly.

Revised: December, 1995

Revised: October, 2002

Revised: August, 2008

4.00 GENERAL POLICIES AND PROCEDURES

4.12 PUBLIC INQUIRY

On occasion members of the public will complain about the policies or activities of the staff of the Park District. Staff is encouraged to listen politely to complaints and, if possible solve the patrons' complaint (see Customer Service Standards). When this is not possible, all complaints should be forwarded to a supervisor or to the Assistant Superintendent of Parks. Public Inquiry forms are to be utilized for this purpose.

Public Inquiry forms permit the tracking of complaints and through analysis can assist in determining problem areas in the delivery of District services. All Employees are to fill out the public inquiry form within 24 hours of receiving a complaint. Forward all Public Inquiry Forms to the Assistant Superintendent of Parks.

ADDENDUM

Public Inquiry Form

December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.13 VANDALISM

Vandalism, the willful or malicious destruction or defacement of property, is an unfortunate sign of the times. Vandalism ranges from littering to graffiti to complete destruction of property, such as arson.

Employees are to be constantly on the alert for vandalism. Graffiti, in particular, tends to spread and multiply if not cleaned up quickly. All acts of vandalism are to be reported to supervisors either verbally or in writing. In all cases, graffiti is to be cleaned up within 24 hours. Other vandalism is to be repaired as soon as possible, preferably within 24 hours. Whenever possible, the employee should clean up or repair the vandalism when it is found.

Acts of vandalism may be discovered by staff, reported by the public, or received through the Skokie Police Department. Copies of faxed police reports are to be retained with the District's vandalism report.

In all cases of vandalism, the Parks Supervisor or Operations Supervisor will ensure that a vandalism report is filled out within 24 hours and that the completed report is forwarded to the Assistant Superintendent of Parks. The Office Manager will maintain a running log of all vandalism activity and will retain the original vandalism report. The Office Manager will also prepare an annual report by May 15th of every year, summarizing the vandalism which occurred throughout the previous fiscal year. One copy of each vandalism report is to be sent to the Superintendent of Parks and Facilities within 24 hours.

ADDENDUM

Vandalism Report Form

Revised: January, 1996

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.14 ABANDONED VEHICLES

At times abandoned vehicles may be left on Skokie Park District properties. When a vehicle has been left on District property and appears to be abandoned, the following procedures will apply.

1. Contact the Skokie Police Department and the police will attempt to contact the owner to arrange for removal.
2. If unsuccessful, write a letter to the Chief of Police, Skokie Police Department informing them of the abandoned vehicle and requesting that it be removed. The letter must include a description of the vehicle including make, model, color, license plate number, VIN, etc. and a location of the vehicle.
3. The Skokie Police Department will then tag the abandoned vehicle for a period of fourteen days.
4. After fourteen days the vehicle will be removed from the property.
5. After the vehicle has been removed, the Skokie Park District is responsible for payment to the towing company that removed the vehicle.

ADDENDUM

Sample of letter

October, 2002

Revised: December, 2007

Revised: August, 2008

4.00 GENERAL POLICIES AND PROCEDURES

4.15 PLANS AND SPECIFICATIONS

All Park and Facility plans and specifications (plat, utility, base, landscape and other maps) shall be housed with the Park Services Division. Storage and administration of all plans will be the responsibility of the Landscape Supervisor.

All staff responsible for construction projects are required to provide "as-built" drawings to the Landscape Supervisor within one month following the completion of the project. This drawing should include all utilities. Whenever possible, "as-built" should be required in the bid specifications, and shall be the responsibility of the Architect or the Contractor. In the event that this does not occur or when an "as-built" is not available, all utilities shall be hand drawn on the copy supplied to the Landscape Supervisor and shall be the responsibility of the staff member in charge of the project.

Any improvements to park facilities, including utilities shall be update on the "as-built" plans during the winter following the completion of project and after project drawings are supplied to Landscape Supervisor.

Plans shall be updated on a regular basis to maintain "as-built" plans on file. As plans are converted to CAD format they shall be burned onto a compact disc for storage purposes. Copies of compact discs shall be kept both at Park Services and WLC

Any person requesting drawings shall contact the Landscape Supervisor for availability. CAD drawings will be provided if available. Please allow forty-eight (48) hours advance notice to allow for printing. No original drawings shall be distributed.

January 1992

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.16 PESTICIDE POLICY AND EXPLANATION

POLICY APPROVED BY PARK BOARD, SEPTEMBER, 1987:

REVISED BY PARK BOARD, MAY, 1994:

SKOKIE PARK DISTRICT POLICY CONCERNING THE USE OF PESTICIDES IN GENERAL PARK AREAS

PREFACE

Recognizing the importance of providing safe as well as attractive park areas in the community, the Park District shall continue to engage in a supervised program of pesticide application using chemicals which are to the best of Park District's knowledge the most up-to-date and safest available to achieve the desired results.

GENERAL

It is the intent of this policy to outline the standardized and uniform procedures for the application and handling of pesticides used to control undesirable pests.

ADMINISTRATION

The Park District will comply with the Federal Environmental Pesticide Control Act and State of Illinois regulations as administered by the Illinois Department of Agriculture. Compliance includes licensed certification of all Park District personnel directly involved with the application of this program.

The staff will continue to participate in training sessions sponsored by various professional associations and organizations designed to improve the supervision, safe handling and application of pesticides.

CHARACTERISTICS

Pesticides used by the Park District in the form of insecticides, herbicides, or fungicides will be only of the "General Use" classification. "Restricted Use" pesticides are prohibited.

Insecticides are chemicals used to control undesirable to destructive insects.

Herbicides, classified as selective or non-selective, will control the encroachment of weeds or other undesirable grasses or plants.

Fungicides are chemicals used to prevent or control fungi that cause plant

diseases.

PROCEDURES

Staff are required to adhere to the following procedures regarding pesticide use:

1. Every pesticide will be applied, stored, disposed of and generally handled and used according to the directions of the manufacturer found on the label of the pesticide container.
2. Calibration of equipment and application rates will conform to manufacturer's recommendations supplied with the pesticide.
3. If such manufacturer's directions or recommendations are missing or if the District employee does not understand them or believes that such directions or recommendations have been superseded, he shall seek direction from the Assistant Superintendent of Parks or Landscape Supervisor prior to application of the pesticide.
4. Only posted parks in the District will be treated.
5. Posting and notification practices will conform to the Illinois Lawn Care Products application and Notification Act. Residents will be notified of applications if requested. The District will publish request information in its information brochure.

Application of herbicides will be done when weed or pest conditions merit treatment, in relation to and determined by seasonal weather conditions.

POLICY EXPLANATION AND APPLICATION

In September, 1987 the Board of Park Commissioners approved this "Statement of Policy Concerning the Use of Pesticides in General Park Areas." The policy was modified slightly in May, 1994. The Landscape Supervisor is responsible for ensuring that all applications of pesticides follow this policy as well as all national, state and local laws, and ordinances. The Landscape Supervisor is also responsible for all posting and recordkeeping as part of this policy. Records of every application of pesticides are to be maintained on a daily basis for every park location. Information to be included in these records include date and time of application, rate of application, quantity of pesticide used, trade name of material used, location, weather conditions, name and license number of applicator and any other information required by law or previous practice.

By written request, any citizen may request notification prior to application of pesticides at any park location. The Landscape Supervisor will be responsible for

maintaining records of these requests, and will notify the requestor 24 hours in advance by writing, in person or by telephone. Included in the notification will be the trade name of the chemical being sprayed as well as the anticipated date and time of application.

Staff are required, at a minimum, to adhere to the following procedures regarding pesticide use:

Every pesticide will be applied, stored, disposed of and generally handled and used according to the directions of the manufacturer found on the label of the pesticide container.

Calibration of equipment and application rates will conform to manufacturer's recommendations supplied with the pesticide.

If such manufacturer's directions or recommendations are missing or if the District employee does not understand them or believes that such directions or recommendations have been superseded, he shall seek direction from the Landscape Supervisor prior to application of the pesticide.

Unless a longer period is specified by the manufacturer of the pesticide to be used, pesticide application notices will be posted just prior to the treatment and will not be removed until at least 24 hours after treatment has been completed. Posting must be done at each "entrance" to the park, and at a minimum, every 50' around the perimeter of the park.

September, 1987

Revised: May, 1994

Revised: December, 1995

4.00 GENERAL POLICIES AND PROCEDURES

4.17 TREE DONATION PROGRAM

1. The program will be coordinated by the Administrative Executive Secretary. Initial inquiries will be directed to that individual. Any issues concerning tree selection, location and planting, shall be directed to the Landscape Supervisor.
2. The minimum donation is \$125. All donations will be equally matched with District funds. The maximum match by the District is \$500.
3. The donor can request the action and type of tree. The final decision is made by the District's Landscape Supervisor including the date for planting.
4. The Superintendent of Recreation will arrange for the ceremony and photographs when appropriate.
5. The Landscape Supervisor will order brass leaf donor plaques for Weber Center. The leaf will be inscribed with the name of the person or group for which the tree was donated, the date and the Park in which the tree was planted.
6. The District will guarantee the health of the tree for a period of three years. Replacements will be made with trees of similar value. There is no guarantee of the same tree types.
7. Forms for this program will be available on the SPD Intranet site and the SPD Website. Files for this program will be kept with the Administrative Secretary.

Revised: December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.18 SHOP SECURITY

All employees are responsible for the security of the work place. Staff should be constantly on the lookout for security breaches at all work locations. Employees are encouraged to be observant of potential break-in and vandalism threats at the Service Center, shop yard, park sites, construction areas, and with threats to vehicles, equipment, supplies and materials.

Staff will be assigned to "shop security" on a rotating basis. The employee assigned to shop security for a particular week is responsible to ensure that all gates, doors, windows are locked up at the end of the day, and that all vehicles and equipment stored in the shop yard are secure. The shop security schedule is to be posted by the Operations Supervisor. Any changes to this schedule must be approved by the Operations Supervisor and are to be noted on the schedule.

All employees are responsible for the security of personal items. Each employee is assigned a locker and, therefore, should store any valuable personal items in the assigned locker. The Park District is not responsible for lost personal items.

Revised: December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.19 PLAYGROUND INSPECTIONS

GOAL

It is the goal of the Park Services Division to keep a playground in its original (or better) condition. All broken, missing, worn, or vandalized parts should be replaced immediately, or as soon as possible.

PROCEDURE

A packet with all playground sheets will be given to the inspector before he/she will go and inspect the playground equipment. This person will fill out each form while at the park which is being inspected. At the end of the day the playground sheets will be returned to the maintenance supervisor for his inspection.

CHECKLIST (Problem areas to watch out for)

SWING SETS

- a. Worn chain- chains will wear out most quickly about one foot below swing hanger. When one length of chain needs replacement, all chains on the swing set should also be replaced.
- b. S-hooks- Make sure the s-hooks are closed tightly. Look for wear and cracks. If for some reason an S-hook needs to be opened, it should be replaced, because it will lose its strength.
- c. Swing hangers and clevis- Check for wear. Is the clevis loose? If the bushing is completely worn out, a new bushing should be put in or the swing hanger should be replaced.
- d. Backfill surface material where pushed away.

CLIMBERS

- a. Check for loose handles.
- b. Check for worn or missing bearings, which would cause the merry-go-round to wobble.
- c. Backfill surface material where pushed away.

SLIDES

- a. Check for loose handles at the top and on the ladders.
- b. Check for missing bolts or protruding bolts.
- c. On spiral slides- check each slide slot to make sure they are not bent up.

AREA CLEAN UP

Clean all trash, branches, leaves, cans, bottles, etc., from play pit and surrounding area. Rake all sand throughout the play pit smooth. Use roto-tiller to loosen at least once every four weeks.

MISCELLANEOUS PARK EQUIPMENT

Use common sense. Where something looks dangerous, either repair at once or report it to the maintenance supervisor for later repairs. Check all aspects of playground, not just the play equipment. Check playground borders, play ground surfaces, paint on playground equipment, benches, picnic tables, basketball backboards, baseball player benches, tennis nets and courts.

HAZARDOUS CONDITIONS

On occasion, hazardous conditions may be encountered in playground areas. When this occurs, the inspector must immediately disable the equipment and make it unavailable for patron use. The use of safety fencing, cones, barricade tape, clamps, timber barriers, etc. may be appropriate. When the condition is no longer hazardous, the inspector will report the condition to the Parks Supervisor. In every case a **Unsafe Condition Report** must be filled out. When the hazardous condition is resolved, the Supervisor of Parks will complete the form and forward it to the Assistant Superintendent of Parks for filing with the Safety Committee.

Use the forms provided. We want our park system to be as fun and safe as possible. It is your job to help us accomplish this goal.

ADDENDUM

Playground Inspection Form
Unsafe Condition Report

Revised: January, 1992

4.00 GENERAL POLICIES AND PROCEDURES

4.20 PARK AREA AND FACILITY INSPECTIONS

Park Area Inspections

The Parks Supervisor is responsible for all formal inspections and safety audits of park areas, and athletic fields. The Parks Supervisor may utilize other supervisory staff or other subordinate staff in making these inspections and audits. The Parks Supervisor will utilize the inspections, audits and the Park mowing calendar to determine the work to be done and the prioritization of this work at the various park locations. The Parks Supervisor will also utilize informal daily inspections, including Park Monitor reports to keep himself abreast of all vandalism, repair needs, etc. throughout the District.

Formal park inspections are performed at least twice a year by the Parks Supervisor and are supplemented with a weekly inspection performed by the park maintenance crews.

Formal athletic field safety audits are performed at least three times a year by the Athletic Area Specialist and are supplemented with a weekly inspection performed by the athletic maintenance crew.

The park maintenance crews perform sled hill safety inspection at least once a week during the winter season.

Facility Inspections

The Operations Supervisor is responsible for a formal inspection of the Service Center on a monthly basis. Copies of the completed inspections are to be forwarded to the Assistant Superintendent of Parks by the 15th of the month following the inspection.

The Operations Supervisor will also make a thorough audit of all buildings, including a thorough review of roofs, painting, HVAC units, electrical systems, plumbing systems, drainage, sewer systems, housekeeping, etc. Buildings to be audited include all centers, shelter, and aquatic facilities. The results will be reported in writing to the Assistant Superintendent of Parks each year by June 30th for the exterior audits and by October 31st for the interior audits. The Assistant Superintendent of Parks will utilize the audits to generate schedule and prioritize work requests and budget for future years if necessary.

The Operations Supervisor will also utilize informal daily inspections, including Park Monitor reports and playground and park inspections to keep him abreast of all vandalism and repair needs for sidewalks, paths, parking lots, tennis courts, basketball courts, athletic areas, etc. throughout the District.

ADDENDUM

Mowing Calendar

Weekly Soccer Field Inspection Form

Weekly Ball Field Inspection Form

Sled Hill Inspection Form

Baseball/Softball Field Maintenance Safety Audit

Soccer Field Maintenance Safety Audit

Playground Inspection Form

Site/Park Area Evaluation Form

Park Area/Playground Inspection Form

Facility Inspection Form

Park Monitor Log

Revised: December, 1993

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.21 EMERGENCY, WEEKENDS, ETC.

Because of the nature of the Parks and Recreation field and the public services to be rendered, you may be required to work more than your standard hours per work week, and you may be required to work irregular scheduled hours, including evenings, weekends and holidays. When overtime hours are required, you will be paid according to the overtime policies of the District.

The District retains the authority to change your schedule to compensate for hours worked early in the week by giving you time off at the end of the week. Employees may also be scheduled to work weekends on a recurring basis. No additional compensation is required for this type of work schedule.

At times employees may be required to respond to emergency calls that could not reasonably be anticipated. When an employee is called in under such circumstances, they will always be paid a minimum of 2 hours, regardless of the time involved in the emergency call.

Revised: December, 1995

4.00 GENERAL POLICIES AND PROCEDURES

4.22 PART-TIME AND SHORT-TERM EMPLOYEES

Short-term employees, frequently referred to as seasonal staff are employed for short-term periods, generally for less than nine months, to fill a specific short term labor need. Seasonal staff are generally assigned to low level, labor intensive positions, frequently under the supervision of full-time staff. Said full time staff are thereby assigned the responsibility of supervising the work of these employees, and are responsible to ensure that the quality and quantity of the subordinate seasonal employees is acceptable.

Part-time staff may be employed for periods up to and exceeding twelve months in duration, but generally less than forty hours per week. Full-time staff members may have similar supervisory responsibilities over part-time staff.

Seasonal employees are to be treated with respect. They are to be utilized as valued members of the Park Services staff, and they are expected to produce physical labor quality and quantity similar to the full-time staff. Seasonal staff who are not productive will be terminated. Full-time staff who are in charge of assigned seasonal staff are expected to lead these employees, and take disciplinary action when required. Recommendations by full-time staff as to terminations are to be communicated to the appropriate supervisor for action.

Revised: December, 1995

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.23 CABLE LOCATING

As a regular work responsibility employees or contractors may be required to dig holes or trenches on District property. Whenever such holes or trenches could conceivably endanger buried utility cables or lines, whether District, Village of Skokie, public or private, the employee or supervisor will call for cable locating. The Joint Utility Location Information Excavators, J.U.L.I.E., 1-800-892-0123 will be called at least 48, and preferably 72 hours prior to said digs. J.U.L.I.E. dig numbers are to be retained by supervisors project files. In addition, park supervisory staff must be called to ensure that no District owned lines could be damaged. Where the potential for damage to village of Skokie cables or lines could be damaged, the village will be called. The Village of Skokie is NOT a part of the J.U.L.I.E. system.

December, 1992

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.24 IDOL INSPECTIONS

(ILLINOIS DEPARTMENT OF LABOR INSPECTION)

In the event of an Illinois Department of Labor Inspection under the auspices of the Illinois Health and Safety Act, the following guidelines will apply:

1. The Executive Director, Superintendent of Parks and Facilities and the Aquatics/Safety Manager are designated as the responsible individuals to participate in the inspection process.
2. A list of required materials or posters and their location is kept in the Central Safety File by the Aquatics/Safety Manager.
3. Records necessary for the inspection, OSHA 200, etc. are located in the Central Safety file in the office of the Assistant Director.
4. The Superintendent of Parks and Facilities, Assistant Director or Aquatics and Safety Supervisor may negotiate time frames for corrections of any citations, and are responsible for the completion of said corrections.

Revised: December, 1995

4.00 GENERAL POLICIES AND PROCEDURES

4.25 FUELING OPERATIONS

The Park District Service Center is equipped with its own fuel pumps; one of unleaded gasoline the other of diesel fuel. These pumps are to be used for the dispensing of fuel for Skokie Park District vehicles and equipment only.

When refueling any vehicle or piece of equipment, the following precautions should be observed:

1. Shut off motor before refueling.
2. No smoking or open flame in refueling area.
3. Know what specific fuel is needed (gasoline or diesel) before refueling. Using the wrong fuel will cause damage to vehicle and equipment.
4. Do not top off fuel tank. Use all possible care to prevent fuel tank from running over.
5. Do not leave fueling area unattended while fuel pump is running.
6. Gasoline and Diesel fuel cans must be filled while on the ground. NEVER FUEL GAS CAN ON THE TRUCK BED.

NOTE: In the event of an emergency a fire extinguisher is located next to the unleaded gas pump on the exterior of the building.

There are log sheets (white for unleaded fuel and green for diesel) which must be used after every time fuel is dispensed. The proper procedure for filling out the log sheets will include noting the date, vehicle number and mileage/equipment number and hours (if applicable)/gas can, number of gallons dispensed, quarts of oil used (oil should be checked at the time of refueling), and operators name (name must be printed clearly).

The fuel pumps must be locked every evening by the individual assigned for "Lock Up" for that designated week.

The Mechanic is responsible for all matters concerning the inventory and daily use of fuel. These responsibilities are as follows:

1. Daily recording of fuel meters on gasoline and diesel pumps, (preferably first thing in the morning before any fuel is dispensed for that day) and also a print out from the Veeder-Root Leak Protection Monitor System
2. Assuring that daily fuel log sheets are available at fueling area and are kept

on file for inspection.

3. Mixing all oil/fuel mixes.
4. Keep copies of fuel receipts on file.

All fuel must be stored in OSHA approved fuel containers which must be placed in flammable liquid safety cabinets when not in use. **No plastic containers are allowed.**

ADDENDUM

Veeder-Root Leak Protection Monitor System (Sample)

January, 1996

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.26 OIL AND ANTIFREEZE RECYCLING

Used oil, antifreeze and transmission fluid are byproducts of the fleet operations at the Skokie Park District. For many years the District has been recycling these products, and will continue to do so.

Used oil, antifreeze and transmission fluid may be generated through the activities of the Park Mechanic, Golf Course Superintendent and by employees who service their own vehicles at their homes. Regardless of the source, the District is committed to recycling these materials. An oil recycling system has been installed in the Service Center, consisting of (3) sealed 55 gallon drums on top of a plastic oil spill container. The Park Mechanic is responsible for ensuring that this recycling station is kept clean and free from contamination, and he is responsible for the regular removal of used oil either by a recycling firm (i.e., Safetyclean), or by a reputable user of used oil (i.e., for heating purposes).

The Park Mechanic will also maintain (2) sealed 55 gallon barrels one for used antifreeze and one for used transmission fluid generated through the above mentioned sources. These barrels will be kept indoors. The Park Mechanic is responsible for the regular removal of used antifreeze by a recycling firm.

January, 1996

Revised: October, 2002

4.00 GENERAL POLICIES AND PROCEDURES

4.27 PREVENTIVE MAINTENANCE PROGRAM

Preventive Maintenance (PM) can be defined simply as the basic maintenance of equipment and facilities with an established frequency. The goal of PM is to extend the life of equipment and assure its capacity to perform its intended function. For the Skokie Park District, PM is intended to help the organization move from a system of reactive maintenance to a system of planned, controlled, anticipated and proactive maintenance. PM cannot be expected to result in the physical inspection of every single piece of equipment within the District. Performing this level of maintenance would increase the overall cost of maintenance to the point where it would exceed the cost of simply repairing the failures that occur. The intent of the PM program is to perform scheduled maintenance on critical equipment that can be anticipated to fail should scheduled maintenance not be performed. All equipment will receive PM at some level. The Preventive Maintenance Specialist will make decisions as to the level of PM each piece of equipment will receive.

There are a number of advantages to an effective PM program including reduction of failure rates, decreased collateral damage, reduction in closures of facilities, reduced staff overtime, reduction in emergency costs, improved energy efficiency, improved safety to employees and patrons, reduced costs for parts and supplies and possibly a decrease in overall maintenance costs. PM is applicable to all systems subject to wear, fatigue, corrosion and contamination including mechanical, electrical, rotational, HVAC, plumbing, pneumatic and others. The type of maintenance service required varies greatly with the type of equipment. Filters, lubricants, belts and mechanical parts may require replacement. Mechanisms may require lubrication or adjustments. Some components may require overhaul or replacement. Physical tests and scheduled inspections are required.

The PM program will be expanded and become more comprehensive over time. At present the PM program includes:

Identification of any new equipment including description, make, model, serial number, class, category, location and any special notes.

Input new equipment information into MainTrac system.

Continue servicing schedule through input of existing service records, or by beginning service on equipment an appropriate time.

Document all service records and input into MainTrac system.

The Preventive Maintenance MainTrac system generates **work requests** for future service activities for each piece of equipment. Follow through on all such work requests either through staff service or contracted service. Continue

documentation of all work.

Evaluate PM system on a regular basis to ensure success of program.

As the PM program develops and becomes more sophisticated, it will be necessary to make modifications including changes to the computerized MainTrac system, additional staff and accompanying costs including vehicles and servicing equipment, modifications to contracted work, and other refinements and improvements including:

Predictive Maintenance (PdM) including

- Vibration analysis

- Chemical fluids analysis (lubrication analysis)

- Thermography

- Ultrasonic testing

- Laser alignment

- Precision balancing

- (Find a parameter that can be measured that correlates to an expected component failure, and then track this parameter for an early indication of failure)

Root Cause Failure Analysis (RCFA)

- Determining the cause of equipment failure

Computerized Maintenance Management System (CMMS)

- Refinements to better track costs and automated data input

Improved parts stocking and inventory control

ADDENDUM

- Equipment Description Data Sheet

- PM Code Listing

- Job Number Listing

- Equipment Listing

January, 2002

Revised: November, 2002

5.00 FINANCIAL MANAGEMENT

5.01 BUDGETING

5.02 PURCHASING PROCEDURES

5.03 DISPOSAL OF SURPLUS PROPERTY OR SCRAP

5.00 FINANCIAL MANAGEMENT

5.01 BUDGETING

The District's fiscal year begins May 1 and ends April 30. The Assistant Superintendent of Parks is fiscally responsible for the Park Services budget. Supervisors are expected to be familiar with and to monitor their areas of the Park Services budget. Budget detail reports are available from the Business Services Division by the 15th of the month for the previous month. The Assistant Superintendent and Supervisors are to review their budget detail upon receipt for revenue/expense projections and discrepancies due to coding errors. Additional information regarding accounts can be obtained at anytime by reviewing "Account Activity Display" within MSI. Concerns regarding errors should be immediately brought to the attention of the Accounting Supervisor for correction.

Budget Account Descriptions

The account structure consists of thirteen digit numerical codes. To illustrate, the following program has been selected as a sample:

10-15-15-115-5536 Indicates that 10 is the legal fund number. In this case, Corporate Fund.

10-15-15-115-5536 The figure 15 indicates the responsible department number. In this case, Park Services.

10-15-15-115-5536 The figure 15 indicates the number assigned to the program activity.

10-15-15-115-5536 The center three digits 115 are numbers assigned to sub-classify the program activity. In this case, Park Services.

10-15-15-115-5536 The last four digits 5536 are accounting numbers assigned to the expense category, Vehicle Maintenance Supplies.

The last four digits of the number relates to the following:

1000	Assets	5400	Materials and Program Supplies
2000	Liabilities	5500	Equipment and Repairs
3000	Fund Balance	5800	Gen Admin/Transfers
4000	Revenue	5900	Other (Interest Expense, etc.)
5000	Salaries	6000	Capital Assets Expense
5100	Contractual Services		

General Ledger Codes

Each accounting number is given a six-digit general ledger code. General ledger codes are used for daily deposits, activity masters, etc. Every revenue account has a unique general ledger code (MSI) and a bill code (RecTrac).

Deferred Revenue

If revenue is received before the start of the fiscal year, it is placed into a deferred account. Deferrals must be indicated on invoice transmittals.

ADDENDUM

Detailed Revenue and Expense Report

5.00 FINANCIAL MANAGEMENT

5.02 PURCHASING PROCEDURES

A 7 page Purchasing Procedure Guideline has been prepared by the Purchasing Agent and provides detailed information on petty cash, invoice transmittals, purchase orders, purchasing agreements, purchasing procedures, bidding process, informal buying, disposing of surplus property and the role of the Purchasing Manager.

The Purchasing Manual was established as a general policy and procedural guide to assist the Skokie Park District in purchasing:

- * Material and services of sufficient quality at the most economical price available.
- * In an open, organized and ethical manner.
- * In a manner which will comply with all Local, State and Federal laws.
- * In a timely manner so that material and services are available when needed without creating excess inventory.

The policies and procedures are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, they should be made in accordance with the objectives outlines above.

ADDENDUM

Invoice Transmittal
Purchase Requisition
Purchase Order

IPRA Cooperative Purchase

The Skokie Park District as a member of the Illinois Parks and Recreation Association participates in the State-wide cooperative purchasing system each year. Requests for supplies are distributed in September for delivery in late spring. Statewide purchasing is primarily used for summer camps, pools and year-round recreational programs. Specific dates for the IPRA Cooperative Purchase can be obtained from the Purchasing Manager who is directly responsible for the District's participation in the purchase.

Revised: December, 1995

Revised: October, 2002

Purchasing Procedures Policy within Park Services Division

-Any purchase in the amount of \$200.00 or greater, a Requisition must be entered for a purchase order. A Requisition is entered using MSI, Purchase Order module

-Any purchase in the amount of \$199.99 or less requires an Invoice Transmittal or an approval via Email for a non-instant invoice.

Purchase of \$200.00 or greater Procedure:

Purchase Requisition/Purchase Order

Items over \$200.00 and less than \$6,000.00

The purchase requisition/purchase order system is MSI. To use this system, an employee must have a login id and password. This login can be obtained through the IT Department at the supervisor's request. The IT Department then grants access to the Park Services and Channelside budget accounts. *The Office Manager trains the employee on MSI system.*

Purchase requisitions are to be used for the purchase of all material, supplies, equipment and services costing \$200.00 and over. Each item must have a purchase order number prior to buying or ordering the item. If an employee has access to a computer, requisitions should be requested electronically through the MSI system. If an employee doesn't have access to MSI, he or she can give the information to the supervisor or the office manager to enter into the system.

When entering a requisition into MSI, the following purchasing procedures must be followed:

- Requisition must be filled out completely; the date, vendor #, vendor address, vendor contact number, phone number, fax number, quantity, unit of measure, stock #, description, unit cost, total cost and budget #.
- Type "Confirmation – Do Not Duplicate" if item has been ordered.

When the requisition is entered into MSI, the following then occurs:

- It gets routed and approved electronically to the immediate Supervisor, then to the Assistant Superintendent and finally to the Superintendent.

- If the requisition is entered correctly an automatic Email is sent to the immediate Supervisor as a notification that there is a requisition awaiting an approval. Then it gets routed as mentioned above.
- If the requisition is approved, it is electronically forwarded to the Purchasing Department. The Purchasing Department reviews the requisition and turns it into a Purchase Order.
- The PO requestor will be notified via Email from MSI when the PO is created, giving you the PO number. When this email is generated the Purchasing Supervisor will place his digital signature on the PO and the POS is placed in a folder (Workgroups\Invoices\Park Services) and can be viewed or printed if necessary.
- Once the employee receives a purchase order number, the item can be ordered. If the requisition is denied by the Assistant Superintendent or Superintendent, it is returned to the requestor.

If the Assistant Superintendent or Superintendent is out of the office for an extended amount of time, he assigns another Administrator to approve requisitions in his absence.

In an emergency situation, the employee can call the Purchasing Department to obtain a temporary purchase order number and then follow with the above procedures.

Payment Procedure for Purchase Orders Over \$200.00

The payment procedure for Purchase Orders is as follows:

Receiving/Packing Slip - Upon receipt of the purchased item, stamp the packing slip with the RECEIVED stamp, sign, date and place in the designated folder on the Front Desk. The box includes several file folders that are clearly labeled; place the packing slip in the appropriate folder. Any discrepancy between the materials received and the packing slip must be noted on the packing slip. Write the Purchase Order number if it is not on the slip. If the PO number is not on the packing slip, write the PO # on the slip. If you don't know the PO#, the office manager can look it up in the system.

-The Office Manager makes a copy of the receiving/packing slip and sends the original to the Purchasing Agent immediately via inter-office mail and puts the copy in the pending file until the invoice is received.

Invoice – There are two ways to receive invoices. 1) A paper copy is handed to you by the vendor or 2) a copy is received at Weber (where all other invoices should be received). The Business Department then scans and Emails to the Office Manager. If you receive an invoice via Email, forward to the Office Manager for processing.

-Upon receipt of a paper invoice, write “OK to pay”, stamp the date and sign the invoice and place in the designated folder on the Receptionist Desk. The box includes several file folders that are clearly labeled; place the invoice in the appropriate folder. If the PO # is not on the invoice, write the PO #. If you don’t know the PO #, the office manager can look it up in the system. It is not necessary to put the vendor number or the account number that information is already in the PO.

-The Office Manager then processes the invoice by matching it to with the packing slip if available and sends to Accounts Payable via inter-office mail or email. The Officer Manager keeps electronic and paper copies of all processed invoices.

Purchase of \$199.99 or Less Procedure:

Invoice Transmittals or Email Processing

Items less than \$200.00

Employees may purchase items within this dollar limit without the use of a purchase order. The purchase procedures for these types of purchases are as follows:

- A verbal approval by the employee’s supervisor.
- Order or pick up the item to be purchased.
- If you pick the item, obtain the receipt with the item.
- If item is ordered, a packing slip should accompany the item; the invoice is received by mail shortly after item is received.

Payment Procedure for Items Purchased Less than \$200.00

Receiving/Packing Slip -If you receive a packing slip upon purchase, follow this procedure:

-Stamp the packing slip with the stamp available at the front desk. Write in the vendor #, the budget account number(s), a brief description of item(s) purchased, date and signature. The stamp, vendor book and budget account numbers book are available at the front desk.

-Place the packing slip in the folder box located at the front desk. The box includes several file folders that are clearly labeled; place the invoice in the appropriate folder.

-The Office Manager makes a copy of the packing slip, keeps the copy and sends the original to the Purchasing Manager via inter-office mail.

(WW Grainger, Cassidy Tires, North Shore Uniforms)

Instant Invoice - If you receive an instant invoice upon purchase, follow this procedure:

-Stamp the invoice with the stamp available at the front desk. Write in the vendor #, the budget account number(s), a brief description of item(s) purchased, date and signature. The stamp, vendor book and budget account numbers book are available at the front desk

-The Office Manager reviews the invoices, inserts any missing information, prepares an Invoice Transmittal and then acquires the supervisor's, the Assistant Superintendent's and the Superintendent's signatures. The original Invoice Transmittal and invoice are sent of Accounts Payable. A copy of an Invoice Transmittal is retained for Park Services files.

-The Invoice Transmittals are located on the SPD Intranet under Forms Central and processes electronically via Email in accordance of the procedures provided by Business Services and forward the invoices to Business Services.

Invoice via Email - If you receive an invoice via Email forward it to the Office Manager for processing.

(Ace Hardware, Crafty Beaver, etc.)

October, 2002

Revised: February, 2008

5.00 FINANCIAL MANAGEMENT

5.03 DISPOSAL OF SURPLUS PROPERTY OR SCRAP

From time to time, certain materials, equipment or supplies may be determined to be **surplus**. The Purchasing Manager is to be notified of the existence of any such surplus property, and he will arrange for the transfer or sale of these items. The Superintendent of Parks and Facilities will coordinate disposal of vehicles and equipment through the Board of Park Commissioners.

Materials determined by the Assistant Superintendent of Parks to be **scrap** may be disposed of at a scrap dealer, scavenger service, or other method determined to be in the District's best interest. Any payments for such scrap shall immediately be turned over to the Superintendent of Parks and Facilities. The Superintendent of Parks and Facilities is then required to turn these monies over to Business Services. Scrap revenue is to be placed into the account for Corporate Maintenance, Miscellaneous Revenue (101515-115-4900).

Revised: January, 1996

Revised: October, 2002

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

- 6.01 SAFETY POLICY STATEMENT**
- 6.02 SAFETY SHOES**
- 6.03 EMPLOYEE SAFETY AWARD PROGRAM**
- 6.04 WORK GLOVES**
- 6.05 RAIN GEAR**
- 6.06 PERSONAL HEADGEAR**
- 6.07 NOISE PROTECTION AND EAR PLUGS**
- 6.08 EYE AND FACE PROTECTION**
- 6.09 WELDING AND CUTTING OPERATIONS**
- 6.10 FLEET SAFETY PROGRAM**
- 6.11 FALL PROTECTION PROGRAM**
- 6.12 LOCKOUT/TAGOUT PROGRAM**
- 6.13 EMERGENCY PROCEDURES FOR PARK SERVICES**
- 6.14 "AFTER-HOURS" PROCEDURES FOR PARK SERVICES**

6.00 SAFETY AND RISK MANAGEMENT

6.01 SAFETY POLICY STATEMENT

It is the intent of the Skokie Park District to provide a safe working environment for our employees as well as a safe leisure environment for the public utilizing our parks, facilities and programs. Safety will take precedence over expediency or short cuts and every attempt will be made to reduce the possibility of accident occurrence.

Safety manuals are designed to give employees a thorough overview of safety policies and standards to be maintained at the Skokie Park District. Each staff member is required to read this Manual and refer to it on a regular basis to answer any safety concerns that may arise.

Personnel at all levels are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

The District will comply with all safety laws and ordinances. To achieve this end, rules and guidelines have been established and require strict adherence by all. We are confident that this program will be successful and expect your cooperation and support.

The Safety Manual: Commitment to Minimal Risk is provided to every employee, and is frequently updated and revised. All Park Services employees are to have read this manual, and will abide by the rules contained therein. No attempt has been made to duplicate information in the Safety Manual in this Park Services Division Policy & Procedure Manual.

Revised: May, 1995

Revised: October, 2002

6.00 SAFETY AND RISK MANAGEMENT

6.02 SAFETY SHOES

All Park Services staff are required to wear hardsole, ankle-protecting, steel-toed, O.S.H.A. approved work shoes at all times during working hours.

The Skokie Park District will reimburse the employee for said work shoes meeting these requirements. Full-time staff will be allotted up to \$70.00. per fiscal year for one pair. Part-time and short-term staff will be allotted up to \$25.00 per fiscal year for one pair.

Employees are to purchase their approved work shoes and then request reimbursement. A purchase receipt stating that they are O.S.H.A. approved shoes will be necessary for reimbursement. Reimbursement is to be requested through the Administrative Assistant of Park Services, who will also keep records of all such activity.

Work shoes must be worn on the first day of employment.

If an employee cannot wear this type of footwear during working hours due to a medical condition, a written doctor's excuse will be required. Failure to wear protective shoes (without a doctor's excuse) will result in suspension from daily work duties without pay.

Part-time and short-term staff will receive reimbursement only after three weeks (fifteen days) of employment. Regular full-time staff may receive reimbursement for the fiscal year only through March 31. Reimbursement requested after March 31 will be considered for the following fiscal year.

November, 1991

Revised: December, 1995

Revised: October, 2002

6.00 SAFETY AND RISK MANAGEMENT

6.03 EMPLOYEE SAFETY AWARD PROGRAM

The Safety Committee sponsors an employee safety incentive program. Staff may nominate an individual or individuals who have demonstrated a conscientious approach to safety above and beyond the responsibilities of their job description. To nominate a co-worker or co-workers, one completes a "Seymour Safety Sighting or Suggestion Form." Upon completion of the form, forward the white copy to the Human Resource Manager, the pink copy of the employee, and the yellow copy to the Supervisor. This same form should be used for any safety suggestions.

Nominations are reviewed monthly by the Safety Committee. If the Safety Committee determines the safety sighting is in fact beyond the responsibilities of the employees' job description, the employee will be awarded a \$10 Blockbuster gift certificate. Staff should direct any questions regarding the Employee Safety Incentive Program to a current member of the Safety Committee.

The Park Services Division also has the "Accident Free Incentive Program" in effect, which began March 1, 2008. After one month with no accidents, there will be a surprise treat for Park Services staff. A free lunch will be provided after two months in a row with no accidents. Once 3 months in a row have passed with no accidents, another free lunch will be given and the program will start over. The "no accidents" is based on all Park Services staff being free of any employee work related personal injuries or accidents involving the use of District vehicles or equipment. Accidents are reviewed by the Safety Coordinator and the Human Resource Manager. If it is determined that the accident was avoidable, and/or the result of an unsafe action by the employee, then the accident will reset the accident calendar to "0". If it is determined that the accident was of no fault of the employee, then the accident calendar will not be reset.

ADDENDUM

Seymour Safety Sighting or Suggestion Form

January, 1992

Revised: October, 2002

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

6.04 WORK GLOVES

All Park Services employees will be issued work gloves by their supervisor. Gloves are to be worn at all times when working on jobs that could result in skin abrasions, cuts, or excessive heat. These jobs include, but are not limited to:

- a. Brush clearing and tree trimming
- b. Grinding
- c. Carpentry work with treated or rough lumber
- d. Chipping
- e. Garbage collection

In addition, employees using a chainsaw are given special cut-resistant chainsaw safety gloves.

Employees are responsible for the condition and security of their gloves.

Replacements for worn gloves will be provided by the employee's supervisor. Supervisors may require employees to purchase gloves when lost or misplaced excessively.

Winter gloves and mittens will not be provided by the District. Winter gloves are the responsibility of the employee.

Failure to wear gloves when necessitated by the type of job may result in disciplinary action.

September, 1992

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

6.05 RAIN GEAR

All Park Services employees who by the nature of their jobs are required to work outdoors in rainy conditions will be provided with an assigned rain gear. Rain gear will include a rain jacket, rain pants and rubber boots.

Rain gear is to remain at work and is to be used only for official Park District use. Employees are to have rain gear available at all times on any day when inclement weather is considered possible. Return trips to pick up rain gear are not acceptable.

Rain gear remains the property of the Skokie Park District and is to be turned in to the employee's supervisor upon employment separation. Rain gear lost by the employee must be replaced by the employee at his or her expense.

September, 1992

Revised: December, 1995

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

6.06 PERSONAL HEADGEAR

All Park Services employees will be provided with an assigned hard hat. Sweatbands, hat liners and other similar equipment will be provided as needed by the supervisors.

Hard hats are to be utilized every time the employee is working in a situation which could conceivably result in head injury. Hard hats are to be used whenever working with objects overhead including lighting repairs, overhead tree trimming, chipping, and maintenance and construction projects where tools, parts or supplies are utilized overhead, and wherever there is a possible danger of head injuries from impact, flying or falling objects.

Hard hats are to be worn at Weber Park Golf Course by all staff when working on the course when the course is open to the public for golfing.

Hard hats are not assigned to individual part-time or short-term employees. Supervisors will provide these employees with hard hats when it is expected that they will encounter work situations which dictate a need for a hard hat.

Each employee is responsible for determining when work conditions require the use of a hard hat. Employees are responsible for checking the condition and expiration date of the hard hats. Employees must report this to their supervisor and get a replacement hard hat when necessary.

Supervisors are responsible for ensuring that hard hats are utilized by staff when the work conditions require it.

September, 1992

Revised: December, 1995

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

6.07 NOISE PROTECTION AND EAR PLUGS

Noise Protection Equipment (ear plugs or ear muffs) will be worn by all employees working on any job that results in excessive noise levels (above 100 dBA for 1 hour or more duration/day or as required by OSHA). These jobs include, but are not limited to:

- a. Chipper Operation
- b. Chain Saw Operation
- c. Tractor Operation, where applicable
- d. Compressor
- e. Sand Blasting
- f. Riding Mowers
- g. Leaf Blowers

Ear Plugs will be available to all part-time, short-term and full time employees near the first aid boxes.

Full time employees who regularly are exposed to excessive noise levels may, at the discretion of their supervisor, be issued ear muffs. Employees are responsible for their assigned ear muffs.

It is the employee's responsibility to wear noise protection equipment when the job requires it. Supervisors must ensure that employees are abiding by this rule.

September, 1992

Revised: December, 1995

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

6.08 EYE AND FACE PROTECTION

Protective eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment.

Safety glasses will be worn by all employees working on any job that could conceivably result in eye injuries. These jobs include, but are not limited to:

- a. Chipper operation
- b. Chain saw operation
- c. Painting, spackling, etc., overhead
- d. Mechanical or chemical stripping
- e. Sanding with power equipment
- f. Trimming with power weed whips
- g. Edging
- h. Grinder

With certain equipment (a,d), full face shields are recommended.

All part-time, short-term and full-time employees will be supplied with safety glasses at Park District expense.

Full-time staff will be supplied with prescription safety glasses at Park District expense when needed due to poor eyesight. Prescription glasses will be provided only once every three years (unless broken). Maximum costs for prescription safety glasses will be \$60. (single vision), \$80 (bifocals) and \$100. (trifocals and specials). Employees are to receive prior permission from their supervisor, purchase only O.S.H.A. approved glasses through their optometrist or through ProSafety or any other safety supply firm, pay for their own safety glasses, and submit the receipt for reimbursement. Eye examinations are a benefit covered through the Park District vision insurance program, and therefore will NOT be covered by this policy.

It is the employee's responsibility to wear safety glasses or goggles when required by the job. Supervisors are responsible to see that employees are abiding by these rules.

All employees are to request replacement safety glasses immediately if their assigned glasses are broken or lost.

September, 1992

Revised: December, 1995

Revised: August, 2008

6.00 SAFETY AND RISK MANAGEMENT

6.09 WELDING AND CUTTING OPERATIONS

Cutting and welding operations are to be done by qualified and trained staff only. Unless an employee has been trained by a supervisor, other trained employee, or by formal training, he or she is not to undertake cutting or welding operations.

For every cutting or welding operation (whether by staff or outside contractors) a Cutting/Welding Permit must be obtained and completed. Supervisors are responsible for completing the Permit and retaining copies of completed permits in the Operation Supervisor's files. Permit forms are available through Factory Mutual/Arkwright.

All acetylene and oxygen tanks are to be solidly chained to a fixed object or to a tank cart at all times. All caps must be in place on the tank unless a regulator and hoses are connected. Whenever acetylene or oxygen tanks are moved in a vehicle, they are to be in an upright manner, securely strapped or chained in place, and safety caps must be securely screwed in place.

When welding at the Service Center the power fan is to be on and make up air is to be provided. In other locations, mechanical ventilation is to be provided where there is less than 10,000 cubic feet per welder or where the overall height is less than 16 feet.

All welding operations require the use of proper shielding and eye protection to prevent exposure of personnel from welding hazards.

Proper precautions (isolating welding and cutting, removing fire hazards from vicinity, providing a fire watch, etc.) for fire prevention shall be taken in areas where welding or other "hot work" is being done. A extinguisher must always be present when welding or cutting.

Work and electrode lead cables shall be frequently inspected. Cables with damaged insulation or exposed bare conductors are to be replaced at once.

ADDENDUM

Cutting/Welding Permit

October, 1992

Revised: December, 1995

Revised: October, 2002

6.00 SAFETY AND RISK MANAGEMENT

6.10 FLEET SAFETY PROGRAM

The operation of vehicles driven by employees of the Skokie Park District falls under the guidance of the Fleet Safety Program. The Fleet Safety Program is described in a booklet of approximately 40 pages and includes safety rules, a seat belt policy, licensing information, accident information, driver qualifications, and passenger transport guidelines for vehicles where passengers are transported. The Fleet Safety Program also includes methodology for monitoring the driving of "problem" drivers, and forms for reviewing the driving records of prospective employees.

Select rules from the Fleet Safety Program include:

All employees are required to wear safety belts for all on-the-job driving and riding. Safety belts are required whether driving or riding in District vehicles or personal vehicles utilized for work.

Only properly licensed and qualified Skokie Park District employees who are at least 18 years of age are permitted to drive or operate Park District vehicles and equipment. Certain employees, due to the nature of their jobs, will be required to obtain and maintain a Commercial Drivers License (CDL). The additional costs (above Class D) for the CDL will be paid by the Park District. As a result of Federal regulations, a "Controlled Substance and Alcohol Testing Policy" is in effect for all CDL drivers.

Each driver is responsible for reporting all accidents, incidents, vehicle damage and malfunctions to their immediate supervisor.

All loads must be secure when transported in vehicles.

Vehicles are to be turned off when not being used for more than a few minutes. Idling vehicles waste fuel and can damage engines.

Drivers are required to obey all "rules of the road," the driving laws of the state of Illinois.

Employees are responsible for the condition and appearance of the vehicle they are assigned to drive. All vehicles shall be kept clean inside and out.

Revised: December, 1995

6.00 SAFETY AND RISK MANAGEMENT

6.11 FALL PROTECTION PROGRAM

The Park District Risk Management Agency (PDRMA) has created a guide for developing a Fall Protection Program. The Skokie Park District is in the process of developing a workable fall protection program which can actually be utilized, be in compliance with OSHA fall protection standards, and not be unduly burdensome to the District. Until fully developed, employees should be aware that:

Each work place and job is to be assessed for potential fall hazards.

Proper "fall arrest equipment" will be used for jobs requiring fall protection.

Employees who may be exposed to fall hazards are to be trained to recognize fall hazards, and to the equipment and procedures to prevent falls.

Refresher training is to take place on an annual basis.

October, 2002

6.00 SAFETY AND RISK MANAGEMENT

6.12 LOCKOUT/TAGOUT PROGRAM

The purpose of this program is to ensure that the employees and customers are safe from hazards and that Skokie Park District is in compliance with the OSHA Control of Hazardous Energy Sources Standard (Lockout/Tagout 29 CFR 1910.147).

The attached program is in effect.

September, 1996

Revised: November 2002

6.00 SAFETY AND RISK MANAGEMENT

6.13 EMERGENCY PROCEDURES FOR PARK SERVICES

Tornado Evacuation Procedures

In the front office, the Preventive Maintenance office without windows is the first choice or the Men's washroom/locker room. In the garage/shop area, sign shop, cold storage building or shop yard, move to the Men's washroom/locker room or the storage room if additional space is needed.

Fire Alarm Procedures

If you cannot exit a room, have all persons drop to the floor and move against the wall.

- Call 9-911 and report the situation.

- Evacuate from the nearest exit (two in the front office, one in the lunchroom, front and back gates in the shop, two in the sign shop) and go to the side of the parking lot away from the fire.

Bomb Threat Procedures

- Call 9-911 and report the situation.

- Call Weber front desk at extension 3500 and report the situation.

- Call on the radio and report the situation to all employees in the field and in the shop.

- Calmly evacuate the front office, lunchroom, garage/shop and sign room and wait in the parking lot until the policemen and firemen arrive.

Intruder with Weapon/Hostage Situation Procedures

- Call 9-911 and report the situation if possible.

- Call on the radio and calmly use emergency color code listed below to inform staff of issue.

- Comply with threatening individual as much as possible.

- Notify and evacuate any personnel from the area without notifying them of situation because of possible escalation of the situation.

- Wait for police to arrive.

Non-breathing person, spinal injury, life-threatening injury.....Red
Fight in the facility/police called and staff present.....Green
Hostage situation.....Orange
Gunfire in facility/need to evacuate.....Yellow
Potential bomb in facility.....White

6.00 SAFETY AND RISK MANAGEMENT

6.14 "AFTER-HOURS" PROCEDURES FOR PARK SERVICES

Skokie Park District Park Services Division strongly discourages the use of the Service Center facility and any equipment, tools or vehicles either motorized or non-motorized during hours other than regular business hours.

In the event that an employee wishes to use the Service Center facility after regular business hours, the procedures listed below must be followed:

- An employee must obtain the written approval of his or her supervisor.
- Such written approval will stipulate that the employee who wishes to use the facility will do so at his or her own risk.
- At no time should an employee be alone after hours in the Service Center facility. Therefore, as part of the approval to use the facility after hours, a minimum of two employees must be present.
- Regardless of the approval to use the Service Center facility, employees may not use any potentially hazardous equipment including but not limited to the vehicle hoist.

ADDENDUM

Permit for Personal Use of District Property

November, 2002

**Permit for
Personal Use of District Property**

Skokie Park District

Waiver & Release of Liability, Indemnification Agreement

In consideration of the Skokie Park District Park Services Division permitting the below named individual to use for personal benefit the Service Center or specific tools or equipment (hereinafter collectively referred to as "facility/property"), I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I may have and arising out of the use of the facility/property, and any and all activities connected with, or in any way associated with the use of the facility/property against the District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss, which I may have or which may accrue to me and arising out of, connected with, or in any way associated with the use of the facility/property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my use of the facility/property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the facility/property, unless otherwise agreed

Employee Name

Date

Supervisor Name

Property permitted for use:

7.00 EMPLOYEE ACKNOWLEDGEMENT

I have received and read in its entirety the Park Services Division Policy & Procedure Manual. Further, I understand my responsibilities and requirements and will comply with all policies and procedures outlined therein.

Employee Signature

Supervisor Signature

Date