NOTICE OF MEETING  
TUESDAY, JUNE 11, 2019 6:00 p.m.

Park District of Highland Park  
Board of Park Commissioners  
West Ridge Center  
636 Ridge Rd.  
Highland Park, IL 60035

WORKSHOP MEETING AGENDA

I. CALL TO ORDER  
II. ROLL CALL  
III. ADDITIONS TO THE AGENDA  
IV. PART TIME PERSONNEL MANUAL  
V. RECREATION CENTER MEMBERSHIP UPDATE  
VI. COMMUNITY PARK UPDATE  
VII. SPORTS FIELD MASTER PLAN  
VIII. ROSEWOOD BEACH BOARDWALK RAILING  
IX. PRESENTATION OF UTILITY CONTRACTS  
X. REVIEW OF VOUCHERS  
XI. OPEN TO PUBLIC TO ADDRESS BOARD  
XII. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT: Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c)29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.  
XIII. ACTION FROM CLOSED SESSION IF ANY  
XIV. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Liza McElroy, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.
To: Park Board of Commissioners
From: Kathy Donahue, Interim Executive Director
       Donna Dunn, Director of Human Resources, IT & Risk Management
Cc: Commissioner Grossberg
    Commissioner Flores-Weisskopf
Date: June 7, 2019
Subject: Part-Time Personnel Manual – Summary of Changes

Earlier in the year, we reviewed and updated the Full-Time Personnel Manual as part of the Distinguished Accreditation process. Using that Manual as a model, the Part-Time Personnel Manual has now also been updated.

The applicable changes to the Full-Time Manual, which have been approved by the Board, were added to the Part-Time Manual, and includes all required Federal, State, and local laws.

The section highlighted in yellow is new to the Part-Time Personnel Manual and subject to Board approval.

As with the Full-Time Personnel Manual, the Appendices referenced within the Manual have not changed, and are therefore not included in your packet.
   I. Identity Protection Act Policy
   II. Ethics Ordinance
   III. Alcohol and Drug Abuse Policy
   IV. Fleet Safety Policy
   V. Abused and Neglected Child Reporting Act Policy
   VI. Bloodborne Pathogens and Infectious Diseases
   VII. Workplace Violence Policy
   VIII. Harassment in the Workplace
   IX. Military Leave Reinstatement Policy

Staff would recommend the approval of the 2019 Part-Time Personnel Manual at the June Board meeting.
Park District of Highland Park
Part-Time Employee
Personnel Policy Manual

Mission Statement

To enrich community life through healthy leisure pursuits and an appreciation of the natural world.

Revised June 2019
1. INTRODUCTION ............................................................................................................. 6
   1.1. Employee Code of Organizational Values ............................................................... 7
   1.2. The Identity Protection Act ..................................................................................... 10
2. DEFINITIONS ............................................................................................................... 11
3. EMPLOYMENT ............................................................................................................. 12
   3.1. Nature of Employment .......................................................................................... 12
   3.2. Equal Employment Opportunity ......................................................................... 12
   3.3. Americans with Disabilities Act (ADA) ............................................................... 13
   3.4. Business Ethics and Conduct .............................................................................. 13
   3.5. Hiring of Relatives ............................................................................................... 14
   3.6. Employment of Certified/Trained Staff .................................................................. 14
   3.7. Pre-Employment Assessments .............................................................................. 14
   3.8. Medical Examinations .......................................................................................... 15
   3.9. Drug and Alcohol Testing .................................................................................... 15
   3.10. Drug Testing for Operation of Commercial Motor Vehicles ............................... 16
   3.11. Conviction Information ...................................................................................... 16
   3.12. Immigration Law Compliance .......................................................................... 16
   3.13. New Hire Reporting Program .......................................................................... 16
   3.15. Compensation ..................................................................................................... 17
   3.16. Internship Program ............................................................................................ 17
   3.17. Outside Employment .......................................................................................... 18
   3.18. Multiple Jobs Within District ............................................................................ 18
   3.19. Temporary Position Assignments ....................................................................... 19
   3.20. Re-employment ................................................................................................ 19
   3.21. Mandated Reporter ............................................................................................ 19
4. EMPLOYMENT STATUS AND RECORDS .................................................................. 21
   4.1. Employment Categories ....................................................................................... 21
   4.2. Introductory Period ............................................................................................... 23
   4.3. Access to Personnel Files .................................................................................... 24
   4.4. Employment Reference Checks ........................................................................... 24
   4.5. Criminal Background Investigations ................................................................... 25
   4.6. Personnel Data Changes ..................................................................................... 26
   4.7. Employment Applications .................................................................................... 26
   4.8. Job Descriptions ................................................................................................ 26
   4.9. New Employee Orientation .................................................................................. 27
   4.10. Performance Evaluation ..................................................................................... 27
5. TIMEKEEPING/PAYROLL ......................................................................................... 28
   5.1. Timekeeping ........................................................................................................ 28
   5.2. Paydays ................................................................................................................ 28
   5.3. Employment Termination ................................................................................... 29
   5.4. Pay Advances ...................................................................................................... 30
   5.5. Pay Corrections .................................................................................................... 30
   5.6. Replacing Payroll Checks ................................................................................... 30
   5.7. Pay Deductions .................................................................................................. 30
6. WORK CONDITIONS AND HOURS ......................................................................... 32
   6.1. Safety .................................................................................................................... 32
   6.2. Fleet Safety .......................................................................................................... 33
   6.3. Work Schedules .................................................................................................. 34
   6.4. Use of Phone and Mail Systems: .......................................................................... 34
   6.5. Electronic and Telephonic Communications ........................................................ 36
   6.6. Blogging and Social Media .................................................................................. 38
   6.7. Digital Millennium Copyright Act (DMCA) .......................................................... 41
June 2019

6.8. Political Activities ......................................................... .41
6.9. Smoking ........................................................................ .41
6.10. Meal Periods ................................................................. .41
6.11. Overtime ....................................................................... .42
6.12. Use of Equipment, Property, or Vehicles ......................... .42
6.13. Emergency Closings ...................................................... .44
6.15. Mileage Reimbursement ................................................ .46
6.16. Uniform/Safety Shoe Reimbursement ............................... .47

7. INSURANCE BENEFIT PROGRAMS ...................................... .48
7.1. General ......................................................................... .48
7.2. Health Insurance ............................................................ .48
7.3. Basic Life Insurance ....................................................... .48
7.4. Illinois Municipal Retirement Fund .................................. .48
7.5. Supplemental Insurance Options .................................... .49
7.6. Flexible Spending Account ............................................. .49
7.7. Pre-Tax Withholding of Insurance Deductions ................ .49
7.8. Workers’ Compensation Insurance .................................. .49
7.9. Modified Duty Program .................................................. .51
7.10. Health Insurance Portability and Accountability Act ......... .51
7.11. Continuation of Coverage Under COBRA ...................... .54
7.12. Continuation of Coverage Under State Law .................... .55
7.13. Liability Insurance ....................................................... .55

8. EMPLOYEE BENEFIT PROGRAMS ...................................... .57
8.1. Personal Time: ............................................................... .57
8.2. Jury Duty ....................................................................... .57
8.3. Deferred Compensation ............................................... .57
8.4. Employee Assistance Program ...................................... .58
8.5. Training – Internal ......................................................... .58
8.6. Training – External ......................................................... .58
8.7. Organizational Memberships .......................................... .58
8.8. Payment of Certification Costs ...................................... .59
8.9. Participation in Programs and Use of Facilities ................. .59

9. CONDUCT ....................................................................... .61
9.1. Employee Conduct and Grounds for Disciplinary Action .... .61
9.2. Disciplinary Action and Termination ............................... .64
9.3. Grievance Procedure ..................................................... .67
9.4. Drug and Alcohol Use .................................................... .68
9.5. Sexual and Other Unlawful Harassment ........................... .69
9.6. Anti-Bullying Policy ....................................................... .70
9.7. Employee Transgender Policy - Discrimination Prohibited .. .71
9.8. Pregnancy Accommodation Act (Illinois) ......................... .74
9.9. Employee Dating ........................................................... .75
9.10. Attendance and Punctuality ............................................ .77
9.11. Personal Appearance .................................................... .77
9.12. Security Inspections ..................................................... .78
9.13. Gifts, Gratuities, and Rewards ....................................... .79

10. LEAVES OF ABSENCE ....................................................... .80
10.1. Family and Medical Leave (FMLA) ............................... .80
10.2. Military Leave ............................................................. .88
10.3. Victims’ Economic Security and Safety Act .................... .89
10.4. Family Military Leave Act (Illinois) ............................... .93
10.5. School Visitation Leave ..............................................................................................................94
10.6. Voting ......................................................................................................................................95
11. MISCELLANEOUS ......................................................................................................................96
   11.1. Funeral Remembrance ............................................................................................................96
   11.2. Tape Recording ......................................................................................................................96
**DISCLAIMER**

THIS EMPLOYEE POLICY MANUAL IS NOT AN EMPLOYMENT CONTRACT. Neither the contents of this manual nor any verbal or written statement contradicting, modifying, interpreting, explaining, or clarifying any provision of the manual constitutes an agreement, contract of employment, or otherwise creates any express or implied contractual obligations or a promise of treatment in any particular manner in any given situation.

The Park District adheres to the policy of employment at-will, which permits the District or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the Executive Director with approval from the Board of Park Commissioners.

This manual is intended to provide employees with information about District policies and practices that are currently in force. These policies and practices are subject to change by the District unilaterally at any time, without prior notice except for the at-will employment relationship, which may only be modified by an express written agreement signed by the employee and the Executive Director with approval from the Board of Park Commissioners. Certain matters such as benefits covered in this manual may also be described in separate District documents. To the extent any provision of this manual conflicts with any terms in such other comprehensive documents, contact the Executive Director or Director of Human Resources for clarification. To the extent any provision of this manual conflicts with a Federal, State, or local law, the law will apply.

This manual supersedes all prior manuals, handbooks, policy statements, practices, or customs. To the extent any provision of this manual conflicts with any terms in other such comprehensive documents, or federal, state, or local laws, the terms of the applicable comprehensive document and/or the law will apply.
1. INTRODUCTION
The Board of Park Commissioners welcomes new staff to the Park District of Highland Park. We offer our community two resources: world-class facilities and professional recreation programs. We believe that the key to a truly great park district lies in our employees, who provide the service that makes our facilities and programs so outstanding.

The Park District of Highland Park was organized on July 6, 1909. It originally included a 2 ½ square mile area lying east of the Chicago and Northwestern Railroad right-of-way. The Park District was created for the purpose of making Ravine Drive a boulevard and to preserve the wildflowers growing in the ravine. The Park District now encompasses over 640 acres of parkland and includes two recreation centers: West Ridge and the Recreation Center of Highland Park, as well as Sunset Valley Golf Course, Centennial Ice Arena, Deer Creek Racquet Club, Heller Nature Center, Hidden Creek AquaPark, Park Avenue Boating Facility, and Moraine and Rosewood Beaches.

The Park District is governed by a five-member Board of Park Commissioners, who are local residents elected to serve six-year terms.

The Park District of Highland Park has prepared this Employee Personnel Policy Manual as a reference guide for its employees. It includes the Park District’s basic policies and rules, as well as many benefits that the Park District makes available to its employees. It supersedes all prior manuals, handbooks, policy statements, practices, or customs. No employee manual can anticipate every circumstance or question about policy. As a result, the need may arise to change policies described in the manual. Therefore, the Park District reserves the right to revise, supplement, or rescind any policies or portion of the manual from time to time as the Park District deems appropriate, in its sole and absolute discretion, without notice, although efforts will be made to advise employees of changes as they occur.

NOTHING CONTAINED IN THIS MANUAL, ANY APPENDIX TO THIS MANUAL, OR ANY WRITTEN OR ORAL STATEMENT INTERPRETING, EXPLAINING, OR CLARIFYING ANY PROVISION OF THIS MANUAL OR ANY APPENDIX TO THIS MANUAL IS INTENDED TO CREATE OR SHALL CREATE AN EMPLOYMENT CONTRACT, EITHER EXPRESSED OR IMPLIED, BETWEEN THE PARK DISTRICT AND AN EMPLOYEE. THE PARK DISTRICT ADHERES TO THE POLICY OF EMPLOYMENT AT-WILL. PARK DISTRICT EMPLOYEES MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE PARK DISTRICT RETAINS A SIMILAR RIGHT. NO ONE IS AUTHORIZED TO PROVIDE ANY EMPLOYEE WITH AN EMPLOYMENT CONTRACT OR SPECIAL ARRANGEMENT CONCERNING TERMS OR CONDITIONS OF EMPLOYMENT UNLESS THE CONTRACT OR AGREEMENT IS IN WRITING AND SIGNED BY THE EXECUTIVE DIRECTOR WITH APPROVAL FROM THE BOARD OF PARK COMMISSIONERS

Please read the contents of this manual carefully. This handbook is intended for Part-Time Employees.
1.1. **Employee Code of Organizational Values**

To further the mission of the Park District of Highland Park, all employees are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons employed by the District.

1.1.1. **Open and Accessible Government**

The most fundamental of our values must be open and honest government. It is our first responsibility. It is crucial that we maintain an organizational reputation for honesty and integrity. In order to further our service goals, we must remain accessible to the public to whom we provide service.

1.1.2. **Personal Standards**

All employees shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust, and confidence of government officials, employees, and of the public.

- They shall devote their time, skills, and energies to their employment both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

1.1.3. **Responsibility as Public Employees**

All employees shall recognize and be accountable for their responsibilities as employees in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance and counsel.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and the spirit of the constitution, legislation, and regulations governing their actions and report violations of the law to the appropriate authorities.

1.1.4. **Professionalism and Professional Development**

All employees shall strive for personal professional excellence and exhibit at all times a professional attitude based upon sound judgment free of personal biases. The spirit of professionalism demands a cooperative approach to problem solving within the organization and commitment by
all employees to demand as much from themselves as they do from the organization as a whole.

Employees shall be responsible for maintaining their own competence, for enhancing the competence of their colleagues, and for providing encouragement to those seeking to enter the field of government. Employees shall promote excellence in public service.

1.1.5. **Professional Integrity – Information**

All employees shall demonstrate professional integrity in the issuance and management of information and shall act with honor, integrity, and virtue in all professional relationships.

- They shall not knowingly sign, subscribe to, or permit the issuance of any statement or report which contains any misstatement, or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law or generally accepted practices and guidelines.
- They shall respect and protect confidential information to which they have access by virtue of their employment.
- They shall be sensitive and responsive to inquiries from the public and the media within the framework of state or local government policy.

*Confidentiality:* employees understand and agree that in the course of their employment with the Park District, they will receive and become aware of information, projects, practices, customer contacts, methodologies, and management philosophy relating to the District’s business. Employees hereby acknowledge the sensitivity and confidential nature of such information, and covenant and agree to keep all such information strictly confidential. In this regard, employees shall not at any time or in any manner, either directly or indirectly, divulge, disclose, communicate, or use the information they obtain or are otherwise exposed to while employed by the District.

1.1.6. **Professional Integrity – Relationships**

All employees shall act with honor, integrity, and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the government they serve within confines of this Code of Organizational Values.
- They shall not knowingly be a party to or condone any illegal or improper activity.
• They shall respect the rights, responsibilities, and integrity of their colleagues and other public employees with whom they work and associate.
• They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
• They shall promote equal employment opportunities and, in doing so, oppose any discrimination, harassment, or other unfair practices.

1.1.7. **Conflicts of Interest**

All employees shall actively avoid the appearance of or the fact of conflicting interests.

• They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
• They shall not, directly or indirectly, seek or accept personal gain that would influence, or appear to influence, the conduct of their official duties. They shall not accept gifts of value.
• They shall not use public property or resources for personal or political gain.

Nothing contained in this Employee Code of Organizational Values or any oral or written statement contradicting, modifying, interpreting, explaining, or clarifying any provision of this Code is intended to create nor does create an employment contract, either express or implied, between the District and any employee. As a District employee, employment is at-will, which means an employee has the right to terminate their employment at any time, without notice or reason, and the Park District of Highland Park retains the same right. In addition, no representative of the District, other than the Board of Park Commissioners, has the authority to enter into any employment agreement contrary to the foregoing.

By continuing employment with the District, employees agree to adhere to these values.
1.2. The Identity Protection Act

The Identity Protection Act, P.A. 96-0874, went into effect on June 1, 2010. This law specifies that, beginning July 1, 2010, no person or local government may:

- Publicly post or display in any manner an individual’s social security number;
- Print a social security number on any card required to access products or services provided by the public entity;
- Require an individual to transmit his or her social security number over the Internet, unless the connection is secure, or the social security number is encrypted;
- Print an individual’s social security number on any materials that are mailed to the individual, unless required by law, with limited exceptions. Social security numbers may be included in forms related to the Unemployment Insurance Act, the Department of Revenue, and other very limited circumstances. When a social security number may be permissibly mailed, it cannot be printed on a postcard or other mailer.

In addition, beginning July 1, 2010, no person or local government may:

- Collect, use, or disclose a social security number unless (i) required to do so by law, (ii) the need and purpose for the social security number is documented before the collection of the social security number, and (iii) the social security number collected is relevant to the documented need and purpose;
- Require an individual to use his or her social security number to access an Internet website;
- Use the social security number for any purpose other than the purpose for which it was collected.

There are limited exceptions to these prohibitions. If issues arise related to this, please contact Human Resources to review the exceptions.

This law requires public entities to draft and approve an identity-protection policy within 12 months after the effective date of the Act, which is required to include certain elements. The Park District adopted and approved an Identity Protection Policy, which is attached as Appendix A.
2. DEFINITIONS

2.1. **Park District:** Hereinafter also known as the Park District of Highland Park, the District, and we.

2.2. **Board:** Board of Park Commissioners.

2.3. **Executive Director:** Executive Director of Parks and Recreation.

2.4. **Department Heads:** Department Heads supervise one or more Supervisory and/or Managerial Employees.

2.5. **Managerial Employees:** Employees who are engaged predominately in executive and management functions, and who are responsible for carrying out management practices and policies.

2.6. **Supervisory Employees:** Employees who have supervisory authority over one or more employees.

2.7. **Regular Employees:** Employees, other than Department Heads, Managerial, or Supervisory employees, who have successfully completed the introductory period.

2.8. **Introductory Employees:** During the first four (4) months of employment with the Park District (the “introductory period”), all employees are classified as Introductory Employees for purposes of orientation, evaluation, and training, if any. Introductory Employees may also include employees who have previously served with the Park District and are beginning a new position.
3. EMPLOYMENT

3.1. **Nature of Employment:** Employment with the District is at-will, meaning that employment is voluntarily entered into, and the employee is free to resign at any time, with or without cause. Similarly, the District may terminate the employment relationship at any time.

POLICIES SET FORTH IN THIS MANUAL ARE NOT INTENDED TO CREATE A CONTRACT, NOR ARE THEY TO BE CONSTRUED TO CONSTITUTE CONTRACTUAL OBLIGATIONS OF ANY KIND OR A CONTRACT OF EMPLOYMENT BETWEEN THE DISTRICT AND ANY OF ITS EMPLOYEES. THE PROVISIONS OF THE MANUAL HAVE BEEN DEVELOPED AT THE DISCRETION OF MANAGEMENT AND, MAY BE AMENDED OR CANCELLED AT ANY TIME, AT THE DISTRICT’S SOLE DISCRETION WITH OR WITHOUT NOTICE.

These provisions supersede all existing policies and practices. No individual has the authority to modify the policies contained in this Manual, including an employee’s status as an at-will employee.

3.2. **Equal Employment Opportunity:** Equal opportunity has been, and will continue to be, a fundamental principle at the Park District of Highland Park. In accordance with federal, state, and local law, it is the policy of the Park District to provide equal employment opportunities to all qualified persons. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities. The District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy and sexual harassment), sexual orientation (including gender identity), marital status, veteran status, citizenship status, national origin, ancestry, age, order of protection status, disability, genetic information, handicap, military status, record of arrest, or any other characteristic or classification protected by applicable federal, state, or local laws.

The District is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for all qualified persons with disabilities. In addition, to provide equal employment and advancement opportunities to all individuals, employment decisions at the District are based on knowledge, skill, and abilities.

The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on District operations. An employee who seeks religious accommodation must submit a written request to the Executive Director or his/her designee.
Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to immediately bring these issues to the attention of his or her immediate Supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge of employment.

3.3. **Americans with Disabilities Act (ADA):** The District provides reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) unless the accommodation would impose an undue hardship on District operations.

Employees who are qualified individuals with disabilities covered by the ADA and/or applicable state and local disability laws and who require accommodations should discuss potential accommodations with the Human Resources Department or the Executive Director or his/her designee. The employee and the District have an obligation to engage in an interactive communications process when the need for reasonable accommodation to a disability has been disclosed or discovered. In the course of that process, an employee who desires reasonable accommodation to his or her disability may be required to provide medical documentation concerning that disability. Medical information is/will be kept confidential.

3.4. **Business Ethics and Conduct:** The successful business operation and reputation of the District is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the District is dependent upon our patron’s trust, and we are dedicated to preserving that trust. Employees owe a duty to the District, Highland Park residents, and other District customers and staff to act in a way that will merit the continued trust and confidence of the public.

The District will comply with all applicable laws and regulations and expects its employees to conduct business in accordance with the letter, spirit and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the immediate Supervisor and, if necessary, with Human Resources for advice and consultation.
Compliance with this policy of business ethics and conduct is the responsibility of every District employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including discharge of employment.

The District’s Ethics Ordinance, governing relationships with vendors, patrons, and other persons seeking to do business with the District as well as political activity by employees is attached as Appendix B.

3.5. **Hiring of Relatives:** Relatives of persons currently employed by the District may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any employment decisions affecting a relative. District employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, the Executive Director or his/her designee and the Director of Human Resources will decide.

Additionally, the immediate family member of a current Park Board Commissioner may not be employed as a full-time employee if that Commissioner serves on the Board or any Committee which has authority to review or order personnel actions or wage and salary adjustments which could affect his or her job. Immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters, step family members, and in-law members).

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage. The Director of Human Resources and the Executive Director or his/her designee will have discretionary authority in the hiring relationship.

3.6. **Employment of Certified/Trained Staff:** Because of the specialized nature of a parks and recreation agency, it is desirable that employees of the District be certified or trained in their position’s appropriate field. Recruitment and selection of management emphasizes this in a non-discriminatory manner.

3.7. **Pre-Employment Assessments:** The District may require an applicant for employment to complete an assessment demonstrating his or her particular skills and abilities. The District will consider the results of the applicant’s assessment along with the
applicant’s personal interviews, resume, employment application, reference information, and/or ability to determine a person’s suitability for a particular job.

3.8. **Medical Examinations:** To help ensure that employees are able to perform their duties safely, medical examinations may be required.

3.8.1. *Prospective Employees:* After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the District’s expense by a health professional of the District’s choice. The medical examination will help determine whether the applicant can perform the “essential functions” of the job being sought, with or without reasonable accommodation, in compliance with the employment provisions of the American with Disabilities Act. The offer of employment is contingent upon the results of the examination.

3.8.2. *Current Employees:* Current employees in certain job categories may be required to take medical examinations to determine fitness for duty based on the essential functions required for the position. Such examinations will be scheduled at reasonable times and intervals and performed at the District’s expense.

3.9. **Drug and Alcohol Testing:** The District is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

3.9.1. *Prospective Employees:* After an offer of employment has been made to an applicant, a drug and alcohol test will be given at the District’s expense by a health professional of the District’s choice. The offer of employment and assignment to duties are contingent upon satisfactory results of the test.

3.9.2. *Current Employees:* Any employee of the District may be required to take a drug and alcohol test if it is determined that there is reasonable suspicion that the employee is under the influence of alcohol or drugs during work hours. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech, and/or body odors of the employee. The test will be given at the District’s expense by a health professional of the District’s choice.

Refer to Section 3.10 for additional drug testing requirements.

The District’s Comprehensive Alcohol and Drug Abuse Policy is attached as Appendix C.
3.10. **Drug Testing for Operation of Commercial Motor Vehicles:** The District will require drug and alcohol testing for employees who operate commercial vehicles in compliance with the requirements of the U.S. Department of Transportation Substance and Alcohol Testing Regulations. See the immediate Supervisor or Human Resources for complete details and refer to Section 3.9 for additional drug testing requirements.

3.10.1. **Prospective Employees:** After an offer of employment has been made to an applicant entering a position which will include the operation of a commercial motor vehicle, a drug test will be given in accordance with the requirements of the U.S. Department of Transportation at the District’s expense by a health professional of the District’s choice. This test will be in addition to the test required by Section 3.9.1. The offer of employment and assignment to duties are contingent upon satisfactory results of the test.

3.10.2. **Current Employees:** Any District employee who will operate a commercial motor vehicle may be tested on a random basis for the use of marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), and alcohol in compliance with the requirements of the U.S. Department of Transportation Controlled Substance and Alcohol Testing Regulations.

For more information, see the District’s Fleet Safety Policy which is attached as Appendix D.

3.11. **Conviction Information:** Employment offers from the District are contingent upon receipt of a satisfactory report from the Illinois State Police regarding criminal conviction information for the prospective employee. Refer to Section 4.5 for additional information on conviction information.

3.12. **Immigration Law Compliance:** In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are re-hired must also complete the form if they have not furnished an I-9 to District within the past three years, or if their previous I-9 is no longer retained or valid.

3.13. **New Hire Reporting Program:** The District reports all new hires to the Illinois Department of Employment Security under the New Hire Reporting Program in accordance with Federal Welfare Reform Law.

3.14. **Illinois Department of Labor Employment Certificate:** Illinois Department of Labor Employment Certificates are required for any employee under the age of 16 in accordance with the Child Labor Laws. The certificate must be received prior to
commencement of employment. Upon termination, the original certificate should be returned to the school of issuance. The Executive Director or his/her designee and the Director of Human Resources have the discretion to determine employment in this area.

3.15. **Compensation:** The District remains committed to competitive compensation for all employees. Salary ranges are reviewed and approved annually by the Board of Commissioners. The Compensation Policy is attached as Appendix E.

3.16. **Internship Program:** The Park District has partnered with various colleges and universities in offering a practical experience for students majoring in Parks and Recreation. The Board of Park Commissioners and staff of the District believe that on-the-job training is valuable experience for the student.

3.16.1. **Overview:** The internship program has been broadly designed with no permanent assignment made for the student prior to starting. The student will gain hands on experience in all aspects of Park District operations. While this program is supervised by the Recreation Department, special areas of interest may also be pursued.

To plan an individualized program geared toward the needs of the student and their professional development, the following items should be provided by the student at the initial interview:

- College/university internship outline and expectations
- Student’s internship goals
- Listing of professional strengths and opportunities for improvement

General areas that may be covered during the internship are as follows:

- Administration and Finance
- Budget and Fiscal Management
- Facility Management
- Human Resources
- Park Board
- Park Maintenance/Golf Course Maintenance
- Public Relations/Marketing
- Recreation Programming
- Registration
- Special Events
- Special Projects
- Strategic Planning

3.16.2. **Program Supervision:** All internships must be coordinated through the appropriate Department Head.
3.16.3. **Compensation:** Interns are compensated in accordance with the policies of the District and applicable laws.

3.16.4. **Schedule:** Schedules vary according to the season and project. This program is not designed to accommodate weekdays and day hours only, as the Parks and Recreation industry does not operate on a traditional workweek or 9am - 5pm schedule. Evening, weekend, and holiday work should be expected.

3.16.5. **Dress and Appearance:** Attire should be in good taste and appropriate to the task being performed.

3.17. **Outside Employment:** Part-time employees may hold jobs outside the District as long as they continue to meet the performance standards of their job with the District. All employees will be judged by the same performance standards and will be subject to the District’s scheduling demands, regardless of any existing outside work requirements. If the District determines that an employee’s outside work interferes with performance or the ability to meet the requirements of the District, as they are modified from time to time, the employee may be asked to terminate the outside employment if they wish to remain with the District.

Outside employment that constitutes a conflict of interest, as determined by the Executive Director or his/her designee, is prohibited. Employees may not receive any income or material gain from individuals outside the District for materials produced or services rendered while performing their jobs within the District.

Employees are not permitted to perform outside employment responsibilities while on duty with the Park District. No employee shall receive pay, other than Park District pay, for performing services while on duty.

3.18. **Multiple Jobs Within District:** Before any employee is assigned to work more than one job within the District, with the exception of special events, permission must be obtained from each Department Head where the employee will work and the Executive Director or his/her designee.

It is the responsibility of each Manager to communicate with one another in order to keep the employee’s hours within their employment classification, as well as maintain compliance with applicable local, State, and Federal laws.

Except in extraordinary situations, a non-exempt employee will not be granted permission to work a second job within the District if the aggregate hours of work per week for both jobs is likely to exceed 40 hours per week.
3.19. **Temporary Position Assignments:** Unless otherwise required by law, an employee placed in a vacant position temporarily will be paid at the lowest rate within the salary range assigned to that position. However, if the employee had earned a greater amount in their prior position, then they shall receive the rate of compensation for the temporary position that meets or most closely exceeds compensation in the prior position. If the employee’s prior compensation exceeds the midpoint of the salary range for the temporary position, the Executive Director or his/her designee must approve the higher rate of compensation.

3.20. **Re-employment:** Any former employee who resigned from the District in good standing is eligible for re-employment. Typically, an employee considered to have left in good standing is one who had a satisfactory performance record and gave at least two weeks’ notice prior to departure. Employees who departed with less than two weeks’ notice given to special circumstances but had a satisfactory performance record may be considered for re-employment with approval by the Executive Director or his/her designee.

Persons interested in re-employment should file a completed application using the District’s online application process. Short-term employees are required to apply for re-employment each subsequent season. Employment offers will be contingent upon satisfactory results of all applicable background checks, drug tests, and medical examinations.

Compensation, vacation, personal, and sick days will be earned by re-employed individuals as if they were new employees. In other words, these benefits will not be based on prior service dates, but instead on rehire dates.

Retirees that are being rehired must work with the District to ensure they stay below the hourly standard (600 hours/year or 1,000 hours/year depending on original date of hire.)

3.21. **Mandated Reporter:** Each employee of the Park District of Highland Park is considered a “mandated reporter” under the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et. Seg.). Under the law, a mandated reporter must report matters of child abuse and neglect. Employees must immediately notify the District’s HR & Safety Manager, Executive Director or his/her designee, or the Department Head at any time there is reasonable cause to believe a child may be abused or neglected. The HR & Safety Manager, Executive Director or his/her designee, and/or the Department Head will gather the necessary information and report the situation to DCFS in accordance with the law.

The District’s Comprehensive Abused and Neglected Child Reporting Act Policy is attached as Appendix F.
Employees of the Park District are also encouraged to report suspected medical or financial abuse of elders to the District’s HR & Safety Manager, the Executive Director or his/her designee, or the Department Head when an employee believes that the elder individual is not capable of reporting the suspected abuse themselves.
4. EMPLOYMENT STATUS AND RECORDS

4.1. Employment Categories

4.1.1. Exempt and Non-Exempt Employees: Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws.

Non-exempt employees are entitled to overtime pay or compensatory time under the specific provisions of federal and state laws.

Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

Although the determination of exempt and non-exempt status is complicated, some examples of positions that may be exempt are executive, supervisory, or professional. An employee’s exempt or non-exempt classification may be changed only upon written notification by District management. An employee will be notified of their exempt or non-exempt status.

4.1.2. Appointed Employees: Employee(s) appointed by the Board of Park Commissioners are directly responsible to the Board in the performance of their duties. Additionally, the Board decides compensation and job responsibilities. For example, the Executive Director is an Appointed Employee. Appointed Employees may be eligible to participate in all District-sponsored benefits as outlined in the Employee Benefits Program and Insurance Benefits Programs sections of this manual.

4.1.3. Full-Time Employees: Employees who are hired to work 40 or more hours per week on a regular basis. Full-Time Employees may be designated as either exempt or non-exempt in accordance with FLSA guidelines.

Full-Time Employees are eligible for IMRF, paid time off, and to participate in all District-sponsored benefits as outlined in the Employee Benefits Program and Insurance Benefits Program sections of this manual.

4.1.4. Part-Time Class 1 Employees: Employees who are hired to work between 30 and 39 hours per week on a continuous basis (1,560 to under 2,080 hours per year). Part-Time Class 1 Employees are expected to work the number of hours necessary to properly complete all assigned tasks as needed during busy periods. Employees may be required to work over 39 hours per workweek. The number of hours a Part-Time Class 1 Employee works will not change his/her status as a part-time employee.
Part-Time Class 1 Employees are eligible for IMRF and to participate in all District-sponsored benefits as outlined in the Employee Benefits Program and Insurance Benefits Program sections of this manual.

4.1.5. **Part-Time Class 2 Employees**: Employees who are hired to work between 20 and 29 hours per week on a continuous basis (1,000 to under 1,560 hours per year). Part-Time Class 2 Employees are expected to work the number of hours necessary to properly complete all assigned tasks as needed during busy periods. Employees may be required to work over 29 hours per workweek. The number of hours a Part-Time Class 2 Employee works will not change his/her status as a part-time employee.

Part-time Class 2 Employees are eligible for IMRF and for select District-sponsored benefits as outlined in the Employee Benefits Program section of this manual.

4.1.6. **Part-Time Class 3 Employees**: Employees who are hired to work under 20 hours per week on a continuous basis (under 1,000 hours per year). Part-Time Class 3 Employees are expected to work the number of hours necessary to properly complete all assigned tasks as needed during busy periods. Employees may be required to work over 20 hours per workweek. The number of hours a Part-Time Class 3 Employee works will not change his/her status as a part-time employee.

Part-time Class 3 Employees are eligible for select District-sponsored benefits as outlined in the Employee Benefits Program section of this manual.

4.1.7. **Short-Term/Seasonal Employees**: Employees who are hired for a specific period of time, generally less than six months, regardless of expected hours per week, are considered short term/seasonal employees. The Park District cannot assure that Short-Term Employees will be rehired in a subsequent calendar year or, if rehired, for the same position. Short-Term Employees/Seasonal Employees are not considered Full-Time or Part-Time Employees for benefit purposes.

4.1.8. **Occasional and Sporadic Employees**: Employees who are employed for infrequent, irregular assignments or for assignments occurring in scattered instances as defined by the Fair Labor Standards Act. Occasional and sporadic employees are not entitled to participate in any District-sponsored benefits.

4.1.9. **Student Intern Employee**: An employee who is regularly enrolled as a student in a recognized educational institution and is assigned to a position
which is related to the student’s course of study and which will continue for no longer than the then current semester or term at the student’s school. Provided, however, that subsequent work assignments may be made for the same student for periods which correspond to the student’s subsequent semester or term. Student intern employees are not eligible to participate in any District-sponsored benefits.

4.2. **Introductory Period:** Every new, rehired, or reinstated employee will go through an initial period of adjustment in order to learn about the Park District and about their job. During this time, the employee will have an opportunity to find out if they are suited to, and likes, their new position.

Additionally, the initial employment period gives the employee’s Supervisor a reasonable period of time to evaluate their performance, including determining if they appear to possess the aptitude and attitude necessary to meet the required standards and expectations of the position they have been offered. The introductory employment period is four months.

The immediate Supervisor will utilize the Introductory Period to assist the employee in adjusting to their new position and for their orientation and training, if any. The employee may be discharged at any time during this period if the Supervisor concludes that they are not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended.

Additionally, as is true at all times during an employee’s employment with the Park District, employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice.

At the end of the introductory employment period, the employee and their Supervisor may discuss performance or provide a performance review for him or her. Provided job performance meets the expectations of the Park District at the end of the initial employment period, the employee will continue in our employment as an at-will employee.

**Successful completion of the introductory period does not guarantee continued employment for any specific period of time or otherwise create an employment contract between the employee and the Park District.**

Any significant absence will automatically extend an introductory period by the length of the absence. If the Supervisor determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended for a specified period up to an additional 90 days. The employee will be notified by their Supervisor of any extension of the introductory period.
Employees who are promoted or transferred within the District may be required by the new Supervisor to complete an introductory period of the same length with each reassignment to a new position.

In cases of promotions or transfers within the District, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the introductory period. If this occurs, the employee may be allowed to return to their former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the District’s needs and/or other business considerations.

4.3. **Access to Personnel Files:** The District maintains a personnel file on each employee. The personnel files include such information as the employee’s job application, resume, records of training, documentation of performance appraisals, and salary increases and other employment records. Personnel files are the property of the District and access to the information they contain is restricted to supervisory and management personnel of the District who have a legitimate reason to review information in a file.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in the District’s offices and in the presence of the Director of Human Resources or an individual appointed by the District to maintain the files.

4.4. **Employment Reference Checks:**

4.4.1. **Prospective Employees:** To ensure that individuals who join the District are well qualified and have a strong potential to be productive and successful, it is the policy of the District to check the employment references of all applicants. For persons applying for positions that may include security or financial responsibilities, the Park District may also collect credit information. The Fair Credit Reporting Act requires that the Park District obtain a written authorization before obtaining a credit report.

4.4.2. **Current and Former Employees:** Supervisors may provide letters of personal reference for current and former employees after review and approval by the Human Resources Department. In certain circumstances, verbal references may also be given by the immediate Supervisor for current and former employees.

If information other than positive work performance, title, and dates of employment is requested, the Supervisor should direct the inquirer to the Human Resources Department.
4.5. **Criminal Background Investigations:** Because we have a public responsibility to employ qualified and reliable employees and volunteers, we often spend a significant amount of time recruiting and interviewing prospective employees and volunteers in order to obtain individuals who are best suited to perform a particular job. Certain of these are positions in which the employee has control over finances or access to public funds, or where the employee has close contact, or a position of safety or trust, with members of the public, including children. Accordingly, we require a prospective or current employee or volunteer to undergo a criminal background investigation as a condition of employment or continued employment.

All persons who apply for or wish to continue their employment or volunteer for positions with the Park District of Highland Park shall be required to execute forms that permit the Park District to conduct a criminal background investigation and that also waive any and all claims that may accrue based on the results of this investigation and shall expressly release the Park District from any and all liability for such claims.

The Park District will not knowingly employ a person for whom a criminal background investigation has not been initiated. Persons refusing to sign the request form may be removed from consideration for a position with the Park District, or if already employed or used as a volunteer by the Park District, may be immediately dismissed or removed from the volunteer position.

The Park District may also conduct criminal background investigations of all current employees and volunteers on a random basis in accordance with this policy, if deemed necessary by the Executive Director and the Director of Human Resources.

The results of the criminal background checks will be kept strictly confidential. The Department Head, the Executive Director or his/her designee, and the Director of Human Resources are the only persons who shall review or have access to the reports.

In certain situations where identity is questioned regarding a disclosed criminal conviction, fingerprint background checks shall be required to clarify the conviction report received from the Illinois State Police. A copy of each criminal conviction response report disclosing a conviction received from the Illinois State Police shall be provided to the applicant along with an acknowledgement of said copy and the Notice of Duty.

Most criminal convictions will not automatically disqualify the applicant, employee, or volunteer from consideration for or retention in the position; rather, the conviction record will be considered in relationship to the position to be held or then held by the person. However, the District is required by state statute (70 ILCS 1205/8-
23) to obtain criminal conviction information and certain convictions listed in the statute will automatically disqualify an applicant from consideration for employment by the District because said convictions have been legislatively determined to be job-related and consistent with business necessity.

It is the employee's responsibility to inform their immediate Supervisor, Department Head, Executive Director or his/her designee, or Director of Human Resources if they are convicted of an offense that would prohibit their continued employment based on state statute (70 ILCS 1205/8-23).

4.6. **Personnel Data Changes:** It is the responsibility of each employee to promptly notify the District of any changes in personnel data. Personal mailing addresses, telephone numbers, legal name, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify Human Resources.

4.7. **Employment Applications:** The District relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the District’s exclusion of the individual from further consideration for employment; or, if the person has been hired, it may result in termination of employment.

The Identity Protection Act, P.A. 96-0874, went into effect on June 1, 2010. In accordance, all Park District employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. The training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Only Park District employees who are required to use or handle information or documents that contain social security numbers have access to such information or documents.

The Park District’s Identity Protection Policy is attached Appendix A.

4.8. **Job Descriptions:** Each job description contains a summary of duties and responsibilities, educational and experience requirements, physical requirements, and general working conditions. A copy of the job description is distributed during the new employee orientation session and when significant revisions are made.
4.9. **New Employee Orientation**: Every employee is required to attend a new employee orientation session conducted by Human Resources. The purpose of this orientation is to introduce the employee to payroll and timekeeping practices, and policies and procedures.

A packet containing pertinent paperwork, including tax withholdings and emergency information is completed at this time; and the Employee Policy Manual is distributed. The employee acknowledges receipt, in writing, utilizing the acknowledgement form attached at the end of this Manual.

In addition, the employee will attend job specific training with their immediate Supervisor or Manager.

4.10. **Performance Evaluation**: Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Under ordinary circumstances, formal performance evaluations are conducted at the end of an employee’s Introductory Period, at which time the immediate Supervisor and the employee should discuss the job responsibilities, standards, and performance requirements of the position.

After the Introductory Period, employees are generally evaluated on an ongoing 12-month cycle, according to the employee’s anniversary date of employment.
5. TIMEKEEPING/PAYROLL

5.1. Timekeeping: Accurately recording time worked is the responsibility of every employee. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all of the time actually spent on the job performing assigned duties. Non-exempt employees should accurately record the time they begin and end their work day, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Exempt employees must also accurately record the time that they begin and end their work day.

Overtime and after-hours work must be approved before it is performed. Non-exempt employees shall not take work home or work while at home unless directed to do so by their Supervisor. Although this time must and will be compensated, failure to obtain permission may result in disciplinary action. See Section 6.12 for more details.

Employees who intentionally falsify time records, Supervisors who knowingly approve falsified time records, and timekeepers that knowingly process falsified time records are subject to disciplinary action, up to and including discharge. Furthermore, altering, falsifying, or tampering with time records or recording time on another employee’s time record may result in disciplinary action, up to and including discharge.

Employees are responsible for recording actual time worked and verifying the accuracy of their time record prior to payroll processing. Additionally, employees must certify the accuracy of all time recorded and submitted by approving their time record prior to Supervisor review. The immediate Supervisor will then review and approve the time record before submitting it for payroll processing.

All employee job transfers, promotions, or pay increases will become effective at the beginning of a pay period.

5.2. Paydays: All employees are paid biweekly on Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Paychecks will be available for pickup at each location until noon on the following Monday. Unclaimed checks will be placed in the mail on the Tuesday following payday.

5.2.1. Holidays: In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last regularly scheduled day of work before the regularly scheduled payday.
5.2.2. **Vacations:** When a regular payday falls during an employee’s vacation, the employee’s paycheck will be distributed to his or her respective department, as usual, and will be available upon the employee’s return from vacation unless other arrangements are made in advance.

5.2.3. **Direct Deposit:** Employees are strongly encouraged to enroll in direct deposit so that their paychecks are directly deposited into their bank accounts. Employees must submit a direct deposit authorization to the District. Employees will receive an itemized statement of wages when the District makes direct deposits. Employees who wish to enroll in direct deposit should contact their immediate Supervisor or Human Resources.

5.3. **Employment Termination:** Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – Voluntary employment termination by an employee.

- **Discharge/Dismissal** – Involuntary employment termination initiated by the District.

- **Layoff** – Involuntary time off without pay initiated by the District for non-disciplinary reasons. A permanent layoff is a layoff without expectation of recall.

- **Retirement** – Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the District.

5.3.1. **Resignation:** Although advance notice of resignation is not required, an employee must submit a written notice at least two weeks in advance in order to resign in good standing. Additional notice is required for Managerial Employees and Department Heads.

5.3.2. **Return of Property:** Employees are responsible for all of the District property, materials, or written information issued to them or in their possession or control. On or before their last day of work, employees must return all District property.

The District may require employees who are issued District property to provide a monetary deposit to ensure the return of the property in good condition. Such deposit may be paid in cash or by a deduction from the employee’s paycheck in accordance with applicable laws. This District may also take all action deemed appropriate to recover or protect its property.
5.3.3. **Exit Interviews**: Prior to an employee’s departure, an exit interview may be scheduled. The exit interview will afford an opportunity to discuss suggestions, complaints, and questions can also be voiced.

5.3.4. **Effect on Benefits**: If applicable, employee benefits will be affected by employment termination in the following manner:
- All accrued, vested benefits that are due and payable at termination will be paid no later than the next payday following termination.
- Some benefits may be continued at the employee’s expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

5.4. **Pay Advances**: The District does not provide pay advances.

5.5. **Pay Corrections**: The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of his or her immediate Supervisor.

5.6. **Replacing Payroll Checks**: It is the employee’s responsibility to cash or deposit payroll checks in a timely manner. In the cases where an employee loses or never receives a paycheck, or causes a paycheck to go stale by failing to cash it, the following steps will be taken:
- The employee is to contact their immediate Supervisor or Human Resources immediately. If the employee’s immediate Supervisor is contacted, the Supervisor should contact Human Resources as soon as possible.
- Human Resources will work with the Business Office to verify whether the check has been cashed. If it hasn’t been cashed, they will place a stop payment order on the check.
- Once confirmation is received that the funds have been re-deposited into the District’s account, a check will be reissued.
- The District is charged a stop payment fee; therefore, the District may charge the employee $25.00 for the lost or misplaced paycheck.

5.7. **Pay Deductions**: The law requires that the District make certain deductions from every employee’s compensation. Among these are applicable federal and state income taxes. Deductions for taxes are calculated by the automated payroll system based on the marital status and number of exemptions indicated by the employee on his or her Federal and State W-4 Wage Withholding Forms.
It is the employee’s responsibility to monitor the actual amount being withheld and to determine whether it is correct. If the amount automatically calculated is not the amount the employee wishes to have withheld, an adjustment can be made to the marital status, the number of exemptions, or the employee may indicate a specific dollar amount or percentage her or she wishes to have withheld. An employee wishing to make changes to the amount of Federal and State income taxes being withheld from his or her compensation should notify Human Resources to request a new W-4 Wage Withholding Form.

The District also must deduct Social Security taxes on each employee’s earnings up to a specified limit that is called the Social Security “wage base”. The District matches the amount of Social Security taxes paid by each employee.

All employees of the District who are expected to work more than 1,000 hours in a year are required, under the Illinois Pension Code, to participate in the Illinois Municipal Retirement Fund (IMRF). See Section 7.4 for more information.

The District offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If an employee believes their pay has been improperly reduced or if there are questions concerning why paycheck deductions were made or how they were calculated, contact the immediate Supervisor or Human Resources. If the deduction was in fact improper, the Park District will correct the error on the next paycheck or as promptly as possible.
6. WORK CONDITIONS AND HOURS

6.1. Safety: To assist in providing a safe and healthful work environment for employees, customers, and visitors, the District has established a workplace safety program. This program is a top priority for the District. The HR & Safety Manager has primary responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of every employee. More information on safety can be found in the District’s Safety Manual.

6.1.1. Communications: The District provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A Safety Committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

6.1.2. Training: Employees and Supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. The District maintains records of training sessions for reporting to the Park District Risk Management Agency (“PDRMA”) and also in individual personnel files.

6.1.3. Safety Suggestions: Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to present them to their immediate Supervisor, another Supervisor or Manager, or bring them to the attention of the HR & Safety Manager or a member of the Safety Committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

6.1.4. Employee Responsibility: Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including discharge of employment.

6.1.5. Carelessness: The Park District prohibits, forbids, and does not tolerate carelessness, substandard, or hazardous work practices within its facilities, on its property, or while conducting Park District business. The Park District expects and demands that its employees perform their employment duties
with care and attention to our patrons’ needs, the safety and welfare of fellow employees and to Park District quality standards and requirements. Employees who are careless or negligent in performing their duties will be subject to disciplinary action, up to and including discharge.

6.1.6. **Accidents/Injuries:** In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the appropriate Supervisor. A formal Incident/Accident Report must be completed, reviewed by the Supervisor, and then sent to the HR & Safety Manager immediately. Such reports are necessary for legal compliance and to initiate insurance and workers’ compensation benefits procedures.

6.1.7. **Bloodborne Pathogens and Infectious Diseases:** The District maintains a policy, which sets forth guidelines and procedures to follow to prevent the spread of infectious diseases. In general, the policy addresses concerns regarding program participants who may have an infectious disease and District employees’ risks and safety obligations.

The District’s Comprehensive Bloodborne Pathogens and Infectious Diseases Policy is attached to this Manual as Appendix G.

6.2. **Fleet Safety:** The Park District promulgated a Fleet Safety Policy in order to make employees aware that, whether they drive a Park District vehicle or their own personal vehicle on Park District business, they have a responsibility to drive safely. Safety should be a matter of continuing and mutual concern, equal in importance with all other operational considerations.

It is every employee’s responsibility to know and comply with all traffic and safety policies, rules, and regulations, and to act in a safe manner. Carelessness, inattention, neglect, and disregard for traffic and safety rules can cause accidents. Therefore, all employees must at all times be careful, attentive, alert, and follow proper traffic and safety procedures.

Any Park District employee who is going to drive either a District-owned vehicle or their own vehicle for District business must allow the District to review their driving record, which will be used to determine if the employee will be allowed driving privileges. After the initial review, motor vehicle record reports will be run annually for the duration of employment for those individuals that drive, or may be expected to drive, on District business.

The District’s Fleet Safety Policy is attached as Appendix D.
6.3. **Work Schedules:** Department work schedules are established by the immediate Supervisor or Department Head based on the needs of the Park District. The number of working hours that will be scheduled is subject to the financial and staffing requirements of the Park District, and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. At the Park District's discretion, work schedules may be changed.

Every non-exempt employee will be allowed at least 24 hours of consecutive rest in each calendar week. Additionally, before operating on Sunday, a schedule must be posted listing employees that are required or allowed to work on Sunday as well as indicating the day(s) off for each employee.

Any change in work schedules or exchange of work periods among employees may not be made without the prior, written approval of the immediate Supervisor. Violation of this policy may result in disciplinary action, up to and including discharge.

6.4. **Use of Phone and Mail Systems:**

6.4.1. **Personal Use of Office Telephone:** Personal use of office telephones for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls. While the majority of telephone use is expected to be for District purposes only, reasonable and minimal use of the telephone for personal business is acceptable as long as it does not conflict or interfere with District business. If an employee abuses personal telephone phone use or his minutes are found to be excessive, he or she will be required to reimburse the District and may be subject to disciplinary action.

6.4.2. **Cellular Telephones:** When District needs demand immediate access to an employee, the District may issue a business cellular telephone (“cell phone”) to an employee for work-related communications or the employee may choose to be reimbursed for use of their own cellular telephone. Certain employees will be expected to be accessible at all times, 24 hours per day/7 days per week. For those staff, the cell phone must be on at all times. Employees who are not required to be available by cell phone to the Park District should keep their personal cell phone use (talk, texting, or data use) to a minimum while they are working and should turn off the ringer to avoid disruption of other employees.

Each District-issued cell phone is allotted a certain amount of minutes/data, either individually or as part of a group-rate plan. While the majority of cell phone use is expected to be for District purposes only, reasonable and minimal use of the cell phone for personal business is
acceptable as long as it does not conflict or interfere with District business. If an employee abuses personal cell phone use, or his or her minutes are found to be excessive, he or she will be required to reimburse the District for any charges that result in cost to the account over the package limit and may be subject to disciplinary action.

Park District employees are expected to follow all applicable local, State, and Federal laws related to cell phone usage while driving. **Use of a cell phone, except in “hands free” mode, while operating any motor vehicle on behalf of the Park District is strictly prohibited.** An employee who is charged with traffic violations resulting from the use of his or her cell phone while driving may be solely responsible for all liabilities that result from such actions.

Certain etiquette is expected to be exercised when using cell phones. An employee should switch the cell phone to the vibrate setting when at meetings or other important functions and refrain from answering calls. An employee should always identify himself when answering a cell phone call. When using the direct connect feature, a courtesy beep should be sent first. After the receiver responds, the sender may proceed with the phone call. An employee may elect to forward calls from the cell phone to his or her landline phone or vice-versa.

To ensure that the use of cell phones is consistent with the District’s legitimate business purposes and interests, an authorized representative may monitor the use of District equipment from time to time. Because the cell phone is District property, the District reserves the right to access and disclose all messages transmitted and received over such systems as it deems appropriate. Further, billing statements may be reviewed to ensure non-abuse of the cell phone. Employees waive any right to privacy when using the District’s cell phone and by their continued employment, they consent to the access and disclosure of voice messages by authorized Park District employees. Employees have no expectation of privacy when using the District phone.

If an employee’s personal cell phone is damaged while on duty, the District may reimburse a portion of the replacement cost. The decision to reimburse will be based on several factors, including the circumstances that caused the damage.

An employee in possession of a Park District-issued cell phone is expected to protect the cell phone from damage, loss, or theft. An employee will be held responsible for damaged, lost, or stolen cell phones.
6.4.3. **Postage**: The use of District-paid postage for personal correspondence is not permitted.

6.5. **Electronic and Telephonic Communications**: Electronic mail (email) has been installed at the District’s expense to facilitate business communications. These systems should not be used for personal, non-business-related communication.

All electronic and telephonic communication systems, and all communications and data transmitted by, received from, or stored in these systems, whether employee work product or not, are business records of the District. As such, these systems and all communications and messages contained therein are the property of the District and are to be used solely for business-related purposes. This policy does not affect the District’s existing policies on telephone calls and mail.

For the purpose of this policy, electronic and telephonic communication systems include, without limitation, email, voicemail, internet access, other external computer networks, internal computer networks, and facsimiles.

Employees are not permitted to use a passcode to access electronic and/or telephonic communication systems unless authorized to do so by the Executive Director or his/her designee. All passcodes required to access such systems are the property of the District and may not be revealed to or used by another individual without prior appropriate management approval.

The following procedures shall govern employee use of the District’s electronic and telephonic communications systems:

- Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Park District email system or telephone system.
- The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Park District and may only be used for business purposes.
- The Park District’s policies against sexual or other harassment apply fully to the email and voicemail system, and any violation of those policies is grounds for discipline, up to and including discharge. Therefore, no email or voicemail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability, or any other classification protected by law.
- Any employee who discovers misuse of the email, telephone, or voicemail system should immediately contact their Department Head or Executive Director.
- Electronic and telephonic communication systems are to be used for business-related purposes only. Use of these systems for any personal reasons is strictly prohibited.
• Electronic and telephonic communications should be directed only to those individuals who have a business need to receive them.

• Electronic and telephonic communications systems are not to be used in a manner that is disruptive or offensive to others, and courtesy and professionalism should replace slang, intentional misspellings, abbreviations, and over-familiarity.

• Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, sexual orientation, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the Park District’s equal employment opportunity policy and its policies against sexual or other harassment, may not be downloaded from the internet or displayed or stored on the Park District’s computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate Supervisor or the Business Office. The Park District’s equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the internet and any violation of those policies is grounds for discipline, up to and including discharge.

• Employees may not use the Park District’s internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the internet.

• The use of any of the District’s electronic and telephonic communications systems to make or compose discriminatory, defamatory, insulting, disparaging, or harassing comments, or vulgarities, obscenities, romantic or pornographic comments is strictly prohibited.

• Employees should take special care to avoid messages that may be interpreted as sexual harassment in violation of the District’s anti-harassment policy. Email intended to be humorous or clever can backfire and be taken as unwelcome and offensive.

• The District’s electronic and telephonic communication systems may not be used to solicit or to address others regarding commercial, religious, political, or union-related causes.

• Unauthorized use of the internet, including connecting, posting, or downloading sexually oriented information; engaging in computer-hacking and related activities; or attempting to disable or compromise the security of information contained in other networks and computers is strictly prohibited.

• Information posted on the internet that identifies the District must be reviewed and approved by the Executive Director or his/her designee in order to reflect the District’s standards and policies.

• Confidential, sensitive, or proprietary information shall not be posted on the internet or communicated via email or voicemail.

• Subscription to news groups or mailing lists is prohibited.

• Reproduction of copyrighted information is prohibited.
• Downloading files from any website is prohibited without District permission. When permission is granted, the download destination shall be the local drive and proper virus protection measures are required.
• Chat group visitation is forbidden without permission.
• Misrepresentation of oneself or the District is prohibited.

To ensure that the use of electronic and telephonic communication systems is consistent with the District’s legitimate business interests, an authorized representative may monitor the use of such equipment from time to time. Because data and voice messages are business records, the District reserves the right to access and disclose all messages transmitted and received over such systems, as it deems appropriate. Employees waive any right to privacy when using the District’s electronic and telephonic communication systems and by their continued employment, employees consent to the access and disclosure of voice and data messages by authorized District employees.

The Park District has the right, but not the duty, to monitor any and all of the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the internet, and reviewing email sent and received by users.

Employees should be aware that even “deleted” electronic and telephonic messages may be stored in the applicable system for an indefinite duration and that the act of “deleting” a message does not totally obliterate it. Further, such stored communications are subject to legal process and may be used as evidence in court. Under normal circumstances, the District may preserve all electronic and telephonic messages for a period consistent with applicable recordkeeping requirements. Periodically, copies of such messages will be deleted. However, in accordance with certain legal requirements the District may, with or without notice, suspend its regular deletion schedule of all or part of such messages for an indefinite period.

Employees who violate this policy may be subject to disciplinary action, up to and including discharge.

6.6. Blogging and Social Media:

6.6.1. Official Use of Social Media: All official Park District of Highland Park participation on social media sites is considered an extension of the Park District’s communication and marketing efforts and is executed solely by the Communications and Marketing Department.
The Communications Department will determine which sites and services best advance the goals of the Park District and will create the site pages, post information, monitor comments, and respond to posts.

The Communications Department will provide and monitor content on each of the District’s social media sites ensuring adherence to appropriate use, message, and branding consistent with the quality standards of the Park District of Highland Park.

Park District employees are encouraged to view all official Park District of Highland Park social media sites. Requests for posts and comments from other departments should be forwarded to the Communications Department for final approval and posting.

When using Park District computers and phones, employees are subject to the agency’s Internet and computer use guidelines.

The Communications Department retains the authority to remove inappropriate posts and redirect off-topic inquiries to the appropriate staff. Examples of inappropriate postings include profane, obscene, or pornographic content or language, discriminatory remarks, harassment, threats, solicitation of commerce, illegal activity, defamatory or personal attacks, or similar inappropriate or unlawful conduct.

6.6.2. **Personal Use of Social Media:** The Park District of Highland Park acknowledges that social media or any other form of online publishing or discussion is a means of self-expression. However, if employees choose to identify themselves as a Park District employee and discuss matters related to the agency, staff, or patrons on their website or social media site (i.e., Facebook, YouTube, Twitter), they should proceed with caution and discretion.

Although the employee’s website, video, blog, or any other medium of online publishing may be a personal project conveying their individual expression, some people may nonetheless view them as a spokesperson for the Park District of Highland Park. In light of this, we ask that employees observe the following guidelines:

- Only employees officially designated by the District have the authorization to speak on behalf of the agency. Employees should make it clear that the views expressed are theirs alone and that they do not necessarily reflect the views of the Park District of Highland Park.
- Avoid disclosing information that is confidential or proprietary to the agency including patrons, staff, partner agencies, affiliates, or vendors.
Confidential or proprietary information includes that information exempt from disclosure under the Freedom of Information Act, the Open Meetings Act, under any other Federal or State law, and any attorney-client privileged information.

- Blogs, social networks, or other tools hosted outside of the Park District’s network should not be used for internal communications among fellow employees.
- Be respectful of the Park District, employees, patrons, partners, affiliates, and others. Refrain from posting personal insults or obscenities or engaging in any conduct that would be unacceptable in the workplace.
- Recognize that both during working hours and non-working hours, employees are ambassadors for the Park District of Highland Park and are expected to conduct themselves, at all times, in the best interest of the Park District. If views or actions negatively impact the reputation or integrity of the Park District, hurt staff morale, and/or create friction among staff, employees may be disciplined, up to and including dismissal.
- If the District’s name, official logo, or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. When posting photos to personal social media sites consider what is appropriate. Do not post photos that include the District logo, District attire, or other District likenesses when those photos conflict with the District’s personnel policies or its mission to provide family-friendly recreational opportunities. This includes, but is not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior, or unlawful behavior of any kind.
- The District’s name or logo shall not be used to personally promote a product, cause, political party, or candidate on personal social media sites.
- No photographs taken of District program participants shall be posted on personal social media sites. The District will post photographs of participants on the official District website and social media sites following the District’s photography policy. Employees are allowed to share a District post on their personal pages.
- District employees, seasonal staff, and volunteers shall refrain from any proactive one-on-one communications with District customers, including children and teens, on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers, including children and teens. Responses to communications initiated by customers should be limited to District-related business and matters only by those
employees authorized to do represent the District on digital media outlets. Both public one-on-one communications, such as posting to a wall and private one-on-one communications, including private messaging, are always discouraged.

Employees should use their best judgment. Actions both in and outside the workplace reflect on the employee’s decision-making, professionalism, maturity, and commitment to the Park District. When publishing something, employees should review the guidelines above and consider the potential consequences of their actions. Ultimately, each employee has sole responsibility for what is posted to their blog or published in any form of online social media.

6.7. **Digital Millennium Copyright Act (DMCA):** All District employees shall comply with U.S. Copyright Law, Title 17 of the United States Code and not violate the intellectual property rights of others. Use of District digital online communication resources that results in copyright infringement is prohibited.

6.8. **Political Activities:** While on duty, no employee of the District may engage in any political activity in support of, or in opposition to, any candidate for public office or referendum, including, without limitation, preparing for or attending a political meeting or rally, soliciting campaign contributions, door-to-door canvassing, and handing out literature. This prohibition does not apply to any employee who is on vacation, compensatory time off or an unpaid leave of absence provided that the employee does not accrue IMRF service credits or receive paid health insurance during the unpaid leave. No employee may use District property or resources in connection with any prohibited political activity.

The District’s Ethics Ordinance, which more fully explains the prohibition against engaging in political activity, is attached as Appendix B.

6.9. **Smoking:** In keeping with the District’s intent to provide a safe and healthful work environment, and in consideration of the Smoke Free Illinois Act and the City of Highland Park Code, smoking is prohibited on all Park District property, including District buildings, park grounds, and District vehicles. This policy also pertains to smokeless tobacco products, including, but not limited to, electronic cigarettes, vaporizers, chewing tobacco, and unregulated nicotine products.

6.10. **Meal Periods:** In accordance with Illinois law, all employees are provided with one meal period during each workday of 7.5 hours or more, which must begin no more than 5 hours after the start of their shift. The meal period for non-exempt employees shall be unpaid. Supervisors will schedule meal periods to accommodate operating requirements.
Non-exempt employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time; and in accordance with law, non-exempt employees should clock out for their meal period. Non-exempt staff holding certain safety sensitive positions with the District, such as lifeguards and camp counselors, that are unable to be fully relieved of work-related responsibilities may be paid for their meal periods.

6.11. **Overtime:** When operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime hours. Non-exempt employees who work in excess of 40 hours in a workweek will be paid at the rate of one and one-half times their regular compensation for overtime hours.

6.11.1. **Notification/Scheduling:** When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Supervisor’s prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Failure to work scheduled overtime or overtime worked without prior authorization from the Supervisor may result in disciplinary action, up to and including discharge.

6.11.2. **Calculation:** Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour laws. Overtime pay is based on actual hours worked over the standard 40 hours in a workweek. The workweek for the District is Saturday through Friday.

Time off for personal days will not be considered hours worked for purposes of performing overtime calculations. Time off for any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

6.12. **Use of Equipment, Property, or Vehicles:** Equipment, property, and vehicles essential to accomplishing job duties are expensive and may be difficult to replace. When using District equipment, property or vehicles, employees are expected to have or obtain appropriate authorization, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

6.12.1. **Damaged/Defective Equipment, Property, or Vehicles:** Employees must notify their immediate Supervisor if any equipment, property, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration and possible injury to employees or others. The Supervisor can answer any questions about an employee’s responsibility for maintenance and care of equipment, property, or vehicles.
6.12.2. **Improper Use of District Equipment, Property, or Vehicles:** The improper, careless, negligent, destructive, or unsafe use of equipment, property, or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Please refer to the District’s Safety Manual or Appendix H for the comprehensive driving eligibility standards.

6.12.3. **Personal Use of District Equipment or Property:** No employee or elected official may use Park District property for personal use without proper authorization. No Park District property may be released for personal use without the prior written approval of the Facility Manager and/or Department Head who is responsible for the equipment or property, or by the Executive Director or his/her designee. Personal use of Park District vehicles can only be approved by the Director.

For the purpose of this section, Park District property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment, and all other property owned, leased, or in the possession of the Park District. Because safety and liability is of chief concern, it is expected that Park District property that is assigned, or authorized or permitted to be used will be operated in a fashion consistent with the Park District’s established safety rules and regulations. Instructions on safe and proper use will be provided. In addition, the use of some Park District property may require permits, waivers, and releases.

6.12.4. **Damaged, Lost, or Stolen Equipment:** Employees in possession of District property is expected to protect the equipment from damage, loss, or theft. The employee will be responsible for the full cost of repair or replacement of Park District property, in the sole discretion of the Park District that is damaged or lost while it is in the employee's care and custody. Loss, damages, or theft of Park District property should be reported at once. Negligence in the care and use of Park District property may be considered grounds for discipline, up to and including termination.

Further, duplication of equipment, such as identification cards or building keys, is prohibited and doing so will result in disciplinary action, up to and including termination.

Upon termination of employment, the employee must return all Park District property, uniforms, equipment, work product, and documents in his or her possession or control.
6.12.5. **Search of District Property:** Employees should understand that while certain District property such as desks, lockers, and vehicles are available for their use, they remain the property of the District and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained, illegal, or prohibited items or substances in or on District property or otherwise misuse District property.

The District will generally try to obtain an employee’s consent before conducting a search of District property or work areas, but may not always be able to do so. Any property belonging to the District is subject to search if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen patron or District funds or property.

To safeguard the property and personal safety of our employees and the District, the District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from District property by employees and all other persons leaving and entering the District’s premises.

The District reserves the right to inspect an employee’s office, desk, files, lockers, or other area or article on District premises. As noted above, all lockers, offices, desks, telephones, computers, files, and so forth are the property of the District and are issued for the sole purpose of employee use during their employment with the District.

Inspections may be conducted at any time at the discretion of the District. The District is not responsible for the loss of personal property.

Employees working on District premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized District property, confidential material, stolen property, weapons, alcohol, or illicit drugs, will be subject to disciplinary action, up to and including termination.

6.13. **Emergency Closings:** At times, emergencies such as severe weather, fires, power failures, or earthquakes can disrupt District operations. In extreme cases, these circumstances may require closing a work facility.

6.13.1. **Authorized Closings:** When operations are officially closed due to emergency conditions, the time off from scheduled work for the closing will not be paid. Employees in essential operations may be asked to work
on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

6.13.2. **Unauthorized Absences:** In cases where operations are not officially closed, employees who fail to report for work will not be paid for the time off. Proper attendance reporting procedures must be followed.

6.14. **Business Travel:** The District will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The immediate Supervisor, Department Head, or Executive Director or his/her designee must approve all business travel in advance.

6.14.1. **Personal Travel/Travel Companions:** With prior approval, a family member or friend may accompany employees on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives.

Generally, employees are also permitted to combine personal travel with business travel as long as time away from work is approved and vacation or personal time is used. Additional expenses arising from such non-business travel are the responsibility of the employee.

6.14.2. **Reimbursable Expenses:** When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the District in accordance with Ordinance #16-06 and the Local Government Travel Expense Control Act (Public Act 099-0604). If maximum rates are exceeded due to emergencies or extraordinary circumstances, reimbursable expenditures are to be reviewed on a case by case basis.

If unsure if an expense is reimbursable, contact the immediate Supervisor, the Director of Finance, or the Human Resources Department. Reimbursable expenses include, but are not limited to:

- **Airfare** – Employees are expected to obtain the least expensive airfare that meets business travel needs. Only the price of coach or economy airfare will be reimbursed. Cancellation charges will not be reimbursed by the Park District unless approved by the Park Board.
- **Lodging** – Employees will be reimbursed for a standard single room at locations convenient to business activity. Cancellation charges will not be reimbursed by the Park District unless approved by the Park Board.
- **Meals** – Reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is incurred. Please see the ‘Travel, Meal and Lodging Expense
Reimbursement Form’ for current guidelines on appropriate meal expenses. (NOTE: Meals provided by the conference or seminar should be deducted from the daily allowance.)

- **Mileage** – Per mile reimbursement rates will be based on the Standard Mileage Rates determined annually by the IRS.
- **Parking** – Parking fees will be reimbursed for reasonable business purposes only with a receipt.

Travel, meal, or lodging expenses in excess of the established per diem rate of $400 per day must be pre-approved in an open meeting by the Park Board.

Employees must complete and submit the ‘Travel, Meal, and Lodging Expense Reimbursement Form’ to their immediate Supervisor and Department Head for approval prior to registering for the conference, seminar, or event or booking any related travel.

6.14.3. **Accidents:** Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Supervisor.

6.14.4. **Issues/Abuse:** Employees should contact their immediate Supervisor, the Director of Finance, or the Human Resources Department for guidance and assistance on procedures related to travel arrangements, reimbursement for specific expenses, or any other business travel issues. Abuse of this business travel expenses policy, including falsifying reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including discharge.

6.15. **Mileage Reimbursement:** Mileage is paid for the use of personal motor vehicles for District business. Currently, the District sets the per mile reimbursement rate based on the Standard Mileage Rates determined annually by the IRS. Employees must track their mileage and submit the mileage logs to Human Resources with approval from the immediate Supervisor and Department Head. Reimbursements will be processed through payroll.

Per Ordinance #16-06, mileage reimbursement will be based on mileage from the work location to the offsite location, not from the employee’s residence. When traveling directly from a residence to an offsite location for official business, no reimbursement will be made if the distance is less than or equal to the amount of mileage of a normal commute to work. If the distance is greater than a normal commute, reimbursement will be made on actual commute mileage less the mileage of a normal commute to work.

Public transportation will be reimbursed in the same fashion.
6.16. **Uniform/Safety Shoe Reimbursement:** Some Part-Time Employees are required to wear specific clothing as part of a uniform and/or safety shoes/boots. These items may be eligible for reimbursement with Manager approval. Annual maximums for uniform and safety shoe/boot reimbursement are:

<table>
<thead>
<tr>
<th></th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
<th>Seasonal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniforms</td>
<td>$100</td>
<td>$50</td>
<td>Shirts only</td>
<td>Shirts only</td>
</tr>
<tr>
<td>Safety Shoes/Boots</td>
<td>$100</td>
<td>$75</td>
<td>$50</td>
<td>$50</td>
</tr>
</tbody>
</table>

Park District required uniforms are considered property of the Park District and should not be worn outside of business hours or for personal use. When not in use, uniform items should remain on Park District property (i.e. winter coats). Uniforms must be returned upon separation. Items not returned will be taxed accordingly on the employee’s final paycheck.

Apparel issued to employees that is suitable and allowed for wear outside of the District may be considered a fringe benefit and therefore taxable. The District will consider annual cumulative totals for certain non-recurring items to be de minimis if the total cumulative value of these items does not exceed $100. If the total value of any category of items exceeds $100, it will no longer be considered de minimis and will be taxed accordingly, as well as added to the employee’s annual W-2.
7. INSURANCE BENEFIT PROGRAMS

7.1. General: We provide insurance benefits to qualified employees in accordance with Federal law. The following is a brief statement of insurance benefits. A more detailed Summary of Benefits and Coverage document and plan documents are available from Human Resources. In the event there is a conflict between the plan documents and these general statements, the official plan documents will govern in all cases. Short-Term Employees, Seasonal Employees, Interns, and Part-Time Class 2 and 3 Employees are not eligible for insurance benefits.

7.2. Health Insurance: Part-Time Class 1 Employees are eligible for health insurance after they have worked 30 calendar days. The Park District will pay a portion of the premium based on the amount established annually by the Park Board. A portion of the premium for dependent coverage for qualified employees will also be paid by the Park District based on the budget established annually by the Park Board. Health insurance benefits and coverage are subject to change, and we will attempt to inform employees of changes and options as soon as practical.

7.3. Basic Life Insurance: The District pays for personal life insurance for each Part-Time Class 1 Employee. The benefit amount is equal to two times an employee’s “Basic Annual Earnings” as defined by the policy to be “...only the salary or wage [an employee] receives for services rendered to the employer or $200,000, whichever is lower. Overtime pay, commissions, bonuses, and other extra pay are not included.” For additional information, contact Human Resources.

7.4. Illinois Municipal Retirement Fund: All employees of the District, who are expected to work more than 1,000 hours in a year (Part-Time Class 1 and Class 2 Employees), in a qualified position determined by the District, are required under the Illinois Pension Code to participate in the Illinois Municipal Retirement Fund (IMRF).

IMRF is a defined benefit pension plan to which member employees contribute 4.5% of their compensation on a pre-tax basis through payroll deductions made each pay period. The District contributes a percentage of the employee’s compensation at a rate determined by IMRF and provided to the District at the beginning of each calendar year. For additional information about IMRF, call 800.ASK.IMRF (800.275.4673) or contact Human Resources.

7.4.1. Death Benefits Under IMRF: IMRF provides death benefits to designated beneficiaries of member employees. The benefit amount varies by years of service and age of member. For additional information, contact IMRF or Human Resources.
7.4.2. **Disability Benefits Under IMRF:** IMRF provides two types of disability benefits: 1. temporary and, 2. total and permanent. For additional information, contact IMRF or Human Resources.

7.5. **Supplemental Insurance Options:** The Park District offers supplemental insurance options including: cancer insurance, intensive care insurance, accident insurance with or without a disability rider, and hospital indemnity insurance through American Family Life Assurance Company (AFLAC) to Part-Time Class 1 and Class 2 Employees.

The premiums for these insurance options are provided at the employee’s expense and are withheld through a payroll deduction on either a pre- or post-tax basis, depending upon the plan selected. An employee’s written authorization is required. See Section 7.7 for details on pre-tax payroll deductions. For more information, contact Human Resources.

7.6. **Flexible Spending Account:** Flexible Spending Accounts (FSA) for health care expenses and Dependent Care Accounts are available to Part-Time Class 1 and Class 2 Employees. The annual amount elected by the employee through prior written authorization will be divided by 26 paychecks and withheld through a pre-tax payroll deduction.

Annual maximum contributions will be limited to meet IRS guidelines for FSA and Dependent Care accounts. Per IRS regulations, an employee may rollover up to $500 left in their FSA account at the end of one plan year to the next. There is no carryover allowed for Dependent Care accounts.

Employees must submit a Flexible Spending Account Reimbursement Request Form and attach supporting documentation (i.e. receipts or billing statements) to Human Resources in order to qualify for reimbursement. Reimbursements will be made through payroll and included on the employee’s paycheck. Employees have 2 ½ months after the start of the new plan year to submit reimbursement requests for the previous plan year. As of March 15 of every year, claims for the prior year will no longer be accepted.

7.7. **Pre-Tax Withholding of Insurance Deductions:** Certain deductions may be withheld from an employee’s paycheck on a pre-tax basis. This option is available for certain AFLAC plans, medical and dependent care flexible spending accounts, and health insurance premiums by filling out a Salary Redirection Agreement. For more information, contact Human Resources.

7.8. **Workers’ Compensation Insurance:**

7.8.1. **Benefits:** Park District employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of
wages if an employee sustains an injury arising out of and occurring in the
course of employment with the Park District. Non-job-related illnesses or
injuries or illnesses or injuries not related to the performance of assigned
duties are not covered under the Act. Questions regarding workers' compensation should be directed to the HR & Safety Manager or the Park District’s workers’ compensation coverage provider, PDRMA, at 630-769-0332.

All employees must adhere to the following conditions:
1. Any work-related injury or illness, even if the employee is uncertain if
the injury or illness is work-related but suspects it might be work-
related, must immediately be reported directly to the employee’s immediate Supervisor or Department Head (if the immediate Supervisor cannot be reached directly). Failure to immediately report an injury or illness may jeopardize the employee’s eligibility for workers’ compensation benefits.
2. Upon notification, the Park District shall instruct the employee to
report to a designated hospital or physician for an examination or
treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment.
3. All medical evaluations by any licensed physician must be submitted to the HR & Safety Manager for the duration of the period of leave.
4. The Park District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the Park District’s expense and the physician will submit the results to the Park District. The employee is entitled to a copy of this report.
5. The Park District may assign an injured employee to a modified duty assignment in accordance with the Park District’s Modified Duty Program.
6. No employee shall be allowed to return to work without a statement from a physician approving the employee’s return to work without restrictions or with restrictions acceptable to the Park District.
7. The Park District reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury.
8. When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee’s current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The Park District reserves the right to verify the time of the visit. Time taken over and above that which is necessary will be charged to the employee’s available sick, personal or other time
off. If the employee does not have any available time, the employee will be compensated only to the extent required by law.

7.8.2. **Physical Therapy Sessions:** While the District encourages and expects that whenever possible appointments be made prior to or after the work day, employees requiring physical therapy for a covered injury or illness after their return to regular duty will receive compensation for sessions scheduled during their normal workday.

7.9. **Modified Duty Program:** The District is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits. To that end, the District has a Modified Duty Program for employees who have sustained injury or illness arising out of or in the course of their employment with the District or other injuries or illnesses that affect the employee’s work schedule. The District believes that a Modified Duty Program is mutually beneficial and may aid in the employee’s recovery.

The purpose of this program is to provide a temporary modified work assignment when feasible, available and applicable. The feasibility of Modified Duty will be determined at the sole discretion of the District. Noncompliance with this program may result in a reduction of workers’ compensation benefits and possible disciplinary action, up to and including discharge.

“Modified Duty Program” is a temporary assignment of duties to a worker with an occupational injury or illness or another injury or illness that affects the employee’s work schedule whose doctor indicates that the worker may return to work subject to specified restrictions and has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. The Park District reserves the right to require an employee seeking modified duty to undergo an evaluation by a doctor that it chooses and at the District’s expense.

Modified duty may only be applicable to those employees who are eligible for temporary total disability benefits under the Illinois Workers’ Compensation or Occupational Disease Acts (hereafter “Acts”) or asserting that their injury or illness is compensable under the Acts. “Occupational Injury or Illness” means an injury or illness arising out of and in the course of the employee’s employment and compensable under the Acts. All claims for workers’ compensation benefits are subject to initial and continuing investigation.

All Modified Duty Assignments are subject to continuing review of the existing medical restrictions of the employee, and departments will continue to develop and coordinate appropriate duty assignments with the HR & Safety Manager and PDRMA, as well as monitor ongoing medical status and work adjustment.
When applicable, the possibility of medical management and/or vocational services will be explored and communicated to all parties involved.

Employees will be compensated at the pre-determined rate of pay while performing Modified Duty assignments, including time necessary to report to a physician's office for further review. Time above and beyond that which is necessary for the doctor's visit, including reasonable transportation time, will be charged against the employee's available sick, personal, or other time off. If the employee does not have any available time, he or she will be compensated for such time only to the extent required by law.

7.9.1. **Objectives:**
- To return an occupationally injured employee or those with other injuries or illnesses that affect their work schedule to work as soon as possible, provided there is not a probability of re-injury or aggravation of an injury to themselves, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is not otherwise potentially detrimental to the District.
- To assist employees in returning to work at a level close to their pre-injury earnings and productivity.
- To further the District’s commitment and obligation to provide park and recreational programs, services, and facilities to the public.
- To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury.
- To retain qualified and experienced District employees.

7.9.2. **Basic Program Requirements:** Employees may be assigned to a Modified Duty assignment when temporarily unable to perform the essential functions of their regular position due to occupational injury or illness or other injuries or illnesses that affect their function(s) useful to the District as long as the temporary assignment is within limitations set by treating and/or evaluating physicians. Modified Duty assignments will not create a new job but, instead, will incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the District.

A time limit will be established on a case-by-case basis for the length of time that Modified Duty will be made available. This time limit shall be subject to review and revision at the sole discretion of the District.

The District will compensate an employee on Modified Duty at the employee’s regular pay rate, if possible. If this is not possible, the employee will be compensated no less than 2/3 of what the employee’s average weekly regular wage (excluding overtime) was prior to the accident, injury, or illness. Compensation may be made by the District
and/or the District’s workers’ compensation coverage provider, PDRMA, when applicable.

There should be regular communication among the Executive Director or his/her designee, the Human Resources Department, the employee’s immediate Supervisor, the physician, and PDRMA throughout the course of treatment and recovery.

7.9.3. **Employee Responsibilities:**

- Participate in the Modified Duty Program as assigned.
- Report any problems with Modified Duty assignment to immediate Supervisor.
- Notify the immediate Supervisor of any and all changes or modifications to the employee’s work restrictions.
- Provide all original copies of physician releases and reports, and all medical records and forms to the HR & Safety Manager promptly when received.

If an employee has a change in medical status or any questions, they must contact his or her immediate Supervisor or the HR & Safety Manager.

In addition, if the injury requires that the employee see a physician for subsequent visits for the same injury, the employee must inform their immediate Supervisor prior to any and all visits so they can complete the necessary forms and make the necessary arrangements for the absence if the employee must visit the doctor during regular working hours. If the immediate Supervisor is unavailable, the employee must contact the Supervisor at the succeeding level of authority within the department.

In order to avoid disruption of District operations, try to schedule doctor's appointments during non-work hours. Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the District may ask an employee entitled to receive disability payments under the Act to undergo an examination by a duly qualified medical practitioner or surgeon selected by the District at any time and place reasonably convenient to the employee for the purpose of determining the nature, extent and probable duration of the injury received by the employee and for purposes of ascertaining the amount of compensation which may be due the employee from time to time for disability according to the provisions of the Act.

An employee who declines a Modified Duty position, which is within the limitations set by the treating or evaluating physician, may be subject to
disciplinary action, up to and including discharge. The employee may also lose eligibility for workers’ compensation benefits when applicable.

Periodic reviews will be conducted while an employee is on Modified Duty status to determine the appropriateness and reasonableness of continuing the employee in the assignment. A review may be conducted at any time.

7.9.4.  

**Procedure:** The Department Head is typically responsible for the management of employees on Modified Duty status. They may also coordinate Modified Duty assignments with other departments, the Human Resources Department, and PDRMA. Each Department is responsible for keeping a list of Modified Duty assignments up-to-date and for advising the HR & Safety Manager of any changes to their Modified Duty lists.

In some cases, Departments may not have Modified Duty tasks available. If so, the HR & Safety Manager will be contacted to work with other Departments to arrange Modified Duty assignments in their Facility.

7.10.  

**Health Insurance Portability and Accountability Act:**

7.10.1.  

**Portability Requirements:** The Federal Health Insurance Portability and Accountability Act ("HIPAA") is designed to help employees who change or lose jobs to maintain health insurance coverage by requiring subsequent employers to accept them into their health insurance plans.

To achieve this, the law:

- Prohibits group health insurance plans from establishing eligibility rules based on health status.
- Prohibits group health insurance plans from excluding pre-existing conditions.
- Requires special enrollment periods for individuals losing other coverage under certain circumstances.

The law also requires group health insurance plans to track and provide certification of an individual’s coverage when the individual leaves the plan so that he or she may gain access to another plan with reduced or no pre-existing condition limitations.

7.10.2.  

**Standards for Privacy of Individually Identifiable Information:** As a general rule, HIPAA protects the privacy of an employee’s health information by prohibiting health care providers and group health insurers from disclosing such information to anyone, including the District, except with the employee’s specific consent and authorization. The District may request
consent to obtain health information about an employee in order to determine whether he or she is fit to return to duty after an illness or injury, in order to obtain results of drug or alcohol testing, in order to comply with the requirements of the Family and Medical Leave Act and the Americans with Disabilities Act, and for other appropriate reasons.

Contact Human Resources for additional information regarding an employee’s rights and obligations under this law.

7.11. **Continuation of Coverage Under COBRA:** The Federal Consolidated Omnibus Budget Reconciliation Act (“COBRA”) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the District’s health plan when a “qualifying event” would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the District’s group rates. The District or their health care provider provides each eligible employee with a written notice describing rights granted under the COBRA when the employee becomes eligible for coverage under the District’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

7.12. **Continuation of Coverage Under State Law:** Under the Illinois Insurance Code (215 ILCS 5/367j), municipal employees and/or their dependents may be eligible for continuation of group health benefits at the employee’s expense for a period beginning at the time an employee is removed from payroll due to retirement, disability, or death. For additional information, contact Human Resources.

7.13. **Liability Insurance:** The Park District is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment or under the direction of the Board. Such indemnification and protection shall extend to employees of the Park District at the time of the incident from which a claim arises. However, the Park District is statutorily prohibited from indemnifying employees for “punitive” damages.
Employees may be covered by the District’s liability insurance to defend any civil action that may be brought against them or the District, its agents, or any other employee for damages arising out of the lawful performance of their duties.
8. EMPLOYEE BENEFIT PROGRAMS

8.1. Personal Time:

8.1.1. **Eligibility:** Part-Time Class 1 Employees that have completed the introductory period will earn 16 hours of personal time each calendar year. Personal time will be issued on January 1 of each year.

8.1.2. **Request for Personal Leave:** Whenever possible, request personal time in writing from the immediate Supervisor well in advance of the desired date. At least 10 days’ notice is encouraged. Personal time may be requested in increments of one (1) hour. Personal time is subject to approval by the Supervisor.

8.1.3. **Payment for Unused Leave:** We provide personal time as a benefit for eligible employees and therefore, encourage employees to use their personal time before the end of the calendar year. Employees may not carryover personal time to the next year. Additionally, unused personal time is not eligible for pay out at the end of the calendar year.

Upon termination, earned and unused personal time will be paid based on the current regular hourly rate of pay.

8.2. **Jury Duty:** The District encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Employees must provide a copy of the jury duty summons to their immediate Supervisor as soon as possible so that the Supervisor may make arrangements to accommodate their absence. A copy of the summons should also be forwarded to Human Resources. Employees are expected to report for work whenever the court schedule permits.

Either the District or the employee may request an excuse from jury duty if, in the District’s judgment, the employee’s absence would create serious operational difficulties.

Employees serving jury duty will receive his or her regular pay and applicable benefits while fulfilling their civic responsibilities. Employees are expected to provide a copy of the compensation check from the court as proof of time spent serving jury duty.

8.3. **Deferred Compensation:** The District offers deferred compensation plans, which allow tax savings through pre-tax contributions permitted by section 457(b) of the Internal Revenue Code. The Park District also has a post-tax Roth IRA available for employee contributions. For more information, contact Human Resources.
8.4. **Employee Assistance Program:** The Park District realizes that personal and work-related problems can affect an employee's job performance, health, family, and emotions. To help with these pressures, the Park District, through Workplace Solutions EAP (877.215.6614 or www.wseap.com), provides Part-Time Class 1 Employees and their families access to confidential help and counseling for problems of any nature. For more information, contact Human Resources.

8.5. **Training – Internal:** An extensive internal training program, reflecting the District’s goals and objectives, is provided to all employees. The training may cover such topics as Risk Management, Customer Relations, and Operating Procedures and may be conducted by an outside trainer or a staff member. Training provided may include full, half, or less than half-day sessions. An agenda, time schedule, and sign-in sheet are required for each session. All must be forwarded to the HR & Safety Manager upon completion of training.

8.6. **Training – External:** Employees of the District are encouraged to participate in external training programs that allow them to remain aware of current trends in their field or enhance particular skills relating to their job. This may include workshops sponsored and endorsed by park and recreation organizations, courses related to an employee’s job duties, or seminars conducted by training specialists.

Because of this commitment, continuing education funds are available in all departments for employee utilization; however, if specific training needs have been identified, they should be discussed with the immediate Supervisor in enough time to ensure the expense is included in the budgeting process. Supervisor approval is needed before an employee can register or have money allocated for a workshop, course, seminar, or training program.

While external training is expected to enhance employee performance and professional abilities, participation in continuing education will not entitle the employee to automatic advancement, a different job assignment, or pay increases. Additionally, the intent of this program is to provide opportunities for ongoing learning through seminars, training sessions, or classes, not to pay for an undergraduate or graduate degree.

Upon completion of the training, an external training documentation form may be required to be completed and submitted to Human Resources.

8.7. **Organizational Memberships:**

8.7.1. **Professional Organizations:** We encourage employees to join professional organizations related to their work. Certain Part-Time Employees that have completed the introductory period may be reimbursed for dues paid to one national and one other professional organization with supervisor
approval. Additional organization dues may be reimbursed at the sole discretion of the immediate Supervisor, Department Head, or the Executive Director or his/her designee.

An employee must secure approval from the Executive Director or his/her designee before seeking or accepting an office in a professional organization.

8.8. **Payment of Certification Costs:** Certain positions at the District require certification in order for an individual to hold that position. The District provides full payment of certification costs for some positions. Examples include, but are not limited to Lifeguards, Insecticide Sprayers, and those needing Commercial Driver’s Licenses (CDLs). See the immediate Supervisor for more information.

8.9. **Participation in Programs and Use of Facilities:** The Park District has an Employee Ambassador Program outlining general guidelines for participation in Park District programs and facility usage. All employee perks in the Employee Ambassador Program are limited to Park District employees, their spouse, and dependent children. Dependent children are defined as children 21 years of age or younger, living in the same household.

All employee perks in the Employee Ambassador Program are limited to the availability of Park District programs and facilities. Employees must follow the registration guidelines and not displace any Park District customers. Accessibility to programs and facility is based on registration enrollments and limits, and subject to the Park District’s review. Please note that contractual programs offered by the Park District are not included. Contractual programs are defined as programs offered by the Park District and staffed with an independent contractor.

Discounts for items listed below are not taxable to the employee, unless the discount exceeds the stated discount.

8.9.1. **Part-Time Class 3 (under 20 hours per week)**
- Two (2) day passes for the Recreation Center of Highland Park, to be used during non-prime time hours.
- Two (2) free ski rentals at Heller Nature Center, if available.
- Two (2) day passes for Hidden Creek Water Park.
- 20% discount for open court time before 9am at Deer Creek Racquet Club.

8.9.2. **Part-Time Class 2 (between 20 and 29 hours per week)**
- **All perks listed for Part-Time Class 3 Employees, plus:**
- 20% discount on the resident rate membership at the Recreation Center of Highland Park. Discount applies to the employee only and must be used during non-prime time hours.
- 20% discount on aquatic membership at Hidden Creek Water Park. Discount applies to the employee only.
- 20% discount on programs at all facilities. Limited to the employee only and excludes contractual programs.

8.9.3. **Part Time Class 1 (between 30 – 39 hours per week)**

- **All perks provided to Part-Time Class 2 and Class 3, plus:**
  - 20% discount on the resident rate membership at the Recreation Center of Highland Park. Discount applies to the employee, spouse, and children (21 and under) residing at the same residence. Must be used during non-prime time hours.
  - 20% discount on aquatic membership at Hidden Creek Water Park. Discount applies to the employee, spouse, and children (21 and under) residing at the same residence.

8.9.4. **Seasonal Employees:**

- Two (2) day passes for the Recreation Center of Highland Park, to be used during non-prime time hours.
- Two (2) day passes for Hidden Creek Water Park.
- 60-day summer seasonal membership at the Recreation Center of Highland Park for $50.
- Free Recreation Center of Highland Park Limited Membership (Memorial Day – Labor Day), to be used during non-prime time hours.
9. CONDUCT

Employees of the Park District work together as a team to develop, promote, and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient, and professional manner. Employees are urged to make any suggestions they feel will be of benefit to the Park District and our patrons which would save time, reduce waste, promote safety, increase efficiency, and make the working and recreational experience for all persons more enjoyable.

Park District employees are expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of their duties. Employees are expected to treat Park District patrons, Supervisors, and their fellow employees honestly, fairly, and courteously. The policies in this section have been prepared to serve as a guide for employee conduct while acting on behalf of the Park District. These rules are designed to promote orderly, safe, and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

9.1. Employee Conduct and Grounds for Disciplinary Action: To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interests and safety of all employees and the District. The Park District does not tolerate workplace wrongdoing on Park District premises, property, Park District-sponsored events or while acting within the scope of employment.

While we hope and expect the need for disciplinary action will be rare, when an employee’s job performance, behavior, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such action will range from verbal warnings to termination. Depending upon the conduct and/or past performance/disciplinary actions, termination may be immediately imposed.

While it is not possible to list all of the forms of behavior that are considered unacceptable in the workplace, below is a non-exhaustive list of examples of the types of conduct which could result in disciplinary action, up to and including discharge without prior notice or warning.

- Felony conviction for one of the specific offenses listed at 70 ILCS 1205/8-23 or for any other offense that has been determined to warrant discipline, up to and including discharge, for reasons that are job-related and consistent with business necessity.
- Failure to follow any local, State, Federal, or Park District law, rule, or regulation, or engaging in criminal activity while on duty or while in/on Park District property.
- Theft or inappropriate removal or possession of property of the District, a patron or another employee.
• False information on any expense account sheet or on any insurance claim submitted under the Park District’s health care benefits or workers’ compensation benefits program.
• Embezzlement or stealing of Park District funds, including but not limited to, stealing money from a Park District account, stealing postage, or unlawful use of telephone privileges.
• Falsifying or tampering with timekeeping records.
• Working under the influence of alcohol or illegal drugs.
• Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
• Refusal to submit to drug and alcohol screening.
• Failure to notify the Park District of prescribed or over-the-counter medication that could inhibit an employee’s ability to safely perform the essential functions of the job.
• Fighting or threatening violence in the workplace (the District’s Comprehensive Workplace Violence Policy is attached as Appendix I).
• Boisterous or disruptive activity in the workplace.
• Negligence or improper conduct leading to damage of District-owned or patron-owned property.
• Insubordination.
• Violation of safety or health rules.
• Violation of the policy prohibiting Harassment in the Workplace (Appendix J).
• Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
• Absence from duty without permission, excessive absenteeism, habitual tardiness, or misrepresentation of the need for leave.
• Sleeping on duty.
• Unauthorized use of telephones, mail system, computers, Internet, or other District-owned equipment.
• Violation of or failure to adhere to personnel policies, safety policies, ordinances, or other Park District policies or procedures.
• Inefficient, incompetent, negligent, or otherwise unsatisfactory performance of duties; inability or failure to perform duties properly, including following the reasonable directive of a Supervisor.
• Failure to cooperate in an investigation of criminal or other misconduct.
• Any violations of policies or procedures regarding the privacy of individually identifiable health information (or protected health information) as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as defined by the U.S. Department of Health and Human Services.
• Dishonesty.
• Inability or unwillingness to take orders from Supervisor(s).
- Uncooperative, hostile, or discourteous attitude or conduct toward Supervisor(s), the Board, coworkers, or members of the public, or threatening or striking any person who is in or on Park District property or participating in Park District activities.
- Falsification of the employee’s employment application or providing false information to the District with respect to any other personnel record, report, or benefit record.
- Abuse of sick leave.

If an employee is aware of a careless or negligent act, inappropriate behavior, or other violation of this policy, they must report the violation to the immediate Supervisor. If an employee feels uncomfortable doing so, or if the Supervisor is the source of the problem, report the act or behavior to the Human Resources Department.

Employment with the District is at the mutual consent of the District and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

9.1.1. Compliance with Park District Policies and Procedures: Employees are required to comply with all policies and procedures established by the Board of Park Commissioners, immediate Supervisors, and administrative staff of the Park District.

9.1.2. Compliance with Supervisory Directive: Employees are required to comply with the directives of their immediate Supervisor, the Board of Park Commissioners, and administrative staff in the performance of their duties.

9.1.3. Expeditious and Diligent Performance of Duties: Employees are expected to perform their duties promptly and diligently, and in a manner satisfactory to the District.

9.1.4. Employee Cooperation: Park District employees provide a service to the community and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the Park District must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or work place disruption
will not be condoned and may lead to disciplinary action, up to and including dismissal.

9.2. Disciplinary Action and Termination:

9.2.1. Disciplinary Action: Employees are expected to engage in acceptable conduct and to satisfactorily perform his or her duties under the policies, procedures, and guidelines contained in this manual. In addition, employees are expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of the Supervisors and to act in accordance with Federal, State, and local laws. If an employee engages in misconduct or does not satisfactorily perform their duties, he or she will be disciplined accordingly.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by the Park District. However, even if progressive discipline is used, if an employee does not change the objectionable conduct, or the performance is unsatisfactory in other ways, his or her employment may be terminated. The Park District may choose to use progressive discipline; however, the agency is not required to do so and may, in its sole discretion, forgo lesser forms of discipline at any time and proceed immediately with dismissal.

Nothing stated in or implied from Section 9.0 or any other provision of this manual shall limit or restrict the Park District’s right to dismiss an employee at any time, with or without cause or notice. As an at-will employee of the Park District, an employee may terminate their employment at any time, with or without cause or notice and the Park District retains a similar right.

1. Verbal Warnings – Verbal warnings may be issued by a direct Supervisor or a member of the leadership team. Verbal warnings are generally issued for the purpose of expressing disapproval of objectionable conduct or unsatisfactory work performance, to clarify applicable procedures or guidelines, and to warn an employee that repetition of the objectionable conduct or failure to improve work performance may result in more severe discipline, including termination. The person issuing the oral reprimand will discuss the reprimand with the employee and suggest how to correct the objectionable conduct or performance deficiency. A written record of a verbal warning will be placed in the employee’s personnel file.
2. **Written Warnings** — Written warnings may be issued by a direct Supervisor or a member of the leadership team. Written warnings are generally issued for unsatisfactory work performance, repeated misconduct of a minor nature or for more serious misconduct, which in the Park District’s opinion does not warrant suspension or discharge. Written warnings consist of a conference between the employee and the person issuing the warning, and the issuance of a written memorandum advising an employee of the nature of the objectionable conduct or unsatisfactory work performance and warning that repetition of the conduct or failure to improve may result in more severe discipline, including discharge.

Employees will be asked to sign the written warning, indicating receipt of the warning and understanding of the reason for the warning. Employees will also be given an opportunity to provide written comments on the form. If he or she refuses to sign, a Supervisor will be asked to witness the employee’s refusal. An employee has the right to a copy of the written warning, and the original written warning, including any written comments, will be placed in their personnel file.

3. **Suspension** — A suspension is defined as temporarily relieving an employee from duties. A suspension may be recommended by a direct Supervisor or a member of the leadership team but must be approved by the Deputy Director or the Executive Director; however, the Executive Director must be made aware of the suspension in all cases. The duration of the suspension shall be determined by the Deputy Director and/or Executive Director.

Depending on the circumstances, a suspension may be with or without pay, at the sole discretion of the Deputy Director and/or Executive Director. The person imposing the suspension will meet with the employee and give him or her written notice concerning the details of their suspension, including the reasons for, commencement date, and duration of the suspension, and whether the suspension will be with or without pay. During this meeting, the employee will be given an opportunity to respond to the reason(s) for the suspension.

The employee will be asked to sign the written notice of his or her suspension, indicating receipt and understanding of the reason(s) given for the suspension. The employee will also be given an opportunity to provide written comments on the memorandum. If
the employee refuses to sign, a Supervisor will be asked to witness his or her refusal. The employee has the right to a copy of the notice; and the original document, including any written response, will be placed in their personnel file.

If the reason for the suspension is such that an investigation is deemed appropriate by the Executive Director, he or she will conduct, or designate another person(s) to conduct, an investigation of the reasons for the suspension and to prepare a report of the findings. Based upon the findings, the Executive Director shall determine whether further discipline, including termination, is warranted. The Executive Director or their designee will meet with the employee to advise him or her of the findings and their determination.

4. **Discharge/Dismissal** – A dismissal is a termination of employment initiated by the Park District. An employee may be dismissed for any lawful reason at any time. All Park District employees serve at the will of the Park District.

The notice of termination, including the effective date and reason(s) for dismissal, should be in writing. The Executive Director or designee(s) will meet with the employee prior to dismissal to explain the reason(s) contained in the notice and offer them the opportunity to respond. The employee may further respond to those reasons in writing and any such writing will be attached to the notice of dismissal in their personnel file.

The employee will be asked to sign the written notice of the termination, indicating his or her receipt of the notice and understanding of the reason(s) given for the dismissal. If an employee refuses to sign, a Supervisor may be asked to witness the refusal. Employees have a right to a copy of the notice; and the original document, including any written response, will be placed in their personnel file.

See Section 9.2.2 for further information regarding Review of Dismissal/Discharge.

9.2.2. **Review of Termination/Dismissal**: The decision to dismiss an employee shall be final unless they request an appeal of their dismissal by submitting a written request to the Executive Director within five (5) working days from the date the notice of dismissal was provided. The Executive Director or their designee(s) may meet with the employee and investigate the
circumstances surrounding the employee’s dismissal. The person or persons reviewing the dismissal will use their best efforts to issue a written determination within 15 working days of receipt of the employee’s written request; however, depending upon the circumstances, the investigation and written determination may require more or less time to conclude or be issued. The Executive Director’s decision shall be final.

9.2.3. **Employer’s Response:** The Park District’s failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District’s sole discretion, practicable. The Park District reserves the right to proceed directly to the Executive Director’s or the designee(s) review of an employee’s dismissal.

9.2.4. **Employee’s Response:** Employees may respond to any disciplinary action taken against them by preparing a written response stating their position or objection to the disciplinary action. The District will attach this response to the notice of disciplinary action in their personnel file.

9.2.5. **Executive Director:** The Executive Director is appointed by the Park Board and serves at its discretion. Misconduct by the Executive Director will result in dismissal by a vote of the majority of the Park Board. The decision of the Park Board shall be final.

9.3. **Grievance Procedure:** It is our policy to keep an open line of communication with all employees and attempt to resolve any grievances as quickly as possible. If an employee has a grievance – a problem or complaint about the job, working conditions, or application of these policies – we want to know about it. We encourage all employees to attempt to resolve problems with the person involved. If that is unsuccessful or if, for any reason, they feel uncomfortable discussing the problem with the person involved, he or she may use the following procedure:

**Step 1.** An employee may present a grievance to their immediate Supervisor. The Supervisor will meet with the employee and should give them a response within three (3) working days. In most cases, the problem can and should be resolved with a frank and open discussion between the employee and the immediate Supervisor. However, if a satisfactory resolution is not reached at this level, the employee may proceed to Step 2.

**Step 2.** An employee may present a grievance, in writing, to the Department Head. The Department Head will investigate the matter and should give the employee a written response within five (5) working days. If a satisfactory resolution is not reached at this level, the employee may proceed to Step 3.
Step 3. An employee may present a grievance, in writing, to the Deputy Director. The Deputy Director will investigate the matter and should give the employee a written response within five (5) working days. If a satisfactory resolution is not reached at this level, the employee may proceed to Step 4.

Step 4. An employee may present a written grievance, along with the Deputy Director’s response, to the Executive Director. At this point, the employee, Department Head, Deputy Director, and Executive Director will jointly discuss the grievance and attempt to work out a satisfactory resolution. The Executive Director may also conduct an independent investigation.

In any event, the Executive Director should issue a decision, in writing, after discussing the problem with the employee. The decision of the Executive Director is final and not subject to further review.

Department Heads, Managers, and Supervisors may bring grievances directly to the attention of the Deputy Director or Executive Director for a review according to Step 3 and Step 4. Note that the Park District’s failure to strictly adhere to the time limits stated above will not affect the resolution of the grievance.

This grievance procedure does not apply to disciplinary actions of any kind.

There will be no discrimination or retaliation against an employee because he or she, in good faith, processes a grievance through this grievance procedure.

9.4. **Drug and Alcohol Use:** It is the District’s desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While on the District premises and while conducting business-related activities off the District premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, non-prescribed prescription drugs, or impairing substances used in an off-label manner. Employees are reminded that the District reserves the right to drug test employees, as provided in Sections 3.9 and 3.10 of this Manual.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees must immediately inform their Supervisor or Human Resources if they are taking any legally prescribed (including medical marijuana) or over-the-counter medication that could impact their ability to safety perform the essential functions of their job.
Violations of this policy may lead to disciplinary action, up to and including discharge, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program by calling 877.215.6614. They may also want to discuss these matters with their Supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their Supervisor or the Human Resources Department without fear of reprisal.

The Alcohol and Drug Abuse Policy is attached as Appendix C.

9.5. **Sexual and Other Unlawful Harassment:** The District is committed to providing a work environment that is free from discrimination and unlawful harassment. Actions, words, jokes, comments, or other conduct based on an individual’s sex, sexual orientation or identity, race, color, religion, national origin, age, disability, citizenship, marital status, veteran status, genetic information, or any other legally protected status will not be tolerated. As an example, sexual harassment (both overt and subtle) and/or creating a hostile work environment are forms of employee misconduct that are demeaning to another person, undermine the integrity of the employment relationship, unlawful, and are strictly prohibited. However, even if employee conduct doesn’t rise to the level of unlawful harassment, it is a violation of this policy to engage in any inappropriate behavior based on any protected characteristic.

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, professional conferences or training sessions, business meetings, and business-related social activities.

Any employee who experiences or witnesses an incident of harassment prohibited by this policy should respond to the incident directly by professionally and clearly communicating their objection to the conduct to the offending person (people). Additionally, the incident should be promptly reported to the employee’s immediate Supervisor. If the Supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Director of Human Resources or any other member of management. Employees can raise concerns and make good faith claims without fear of reprisal.

Any Supervisor or Manager who becomes aware of possible harassment prohibited by this policy should promptly advise the Director of Human Resources or any
member of management who will handle the matter in a timely and confidential manner.

Further, the District encourages employees to report any behavior or conduct that makes them uncomfortable, whether or not it is unlawful, to their immediate Supervisor, Human Resources, or any member of management.

Anyone engaging in sexual harassment, other unlawful harassment or inappropriate behavior in the workplace will be subject to disciplinary action, up to and including discharge. Given the possibility of serious consequences for an individual accused of harassment, complaints made in good faith or that are otherwise false and frivolous are considered severe misconduct and may result in disciplinary action, up to and including discharge.

Retaliation against any person who has made a good faith claim of harassment, brought forth a concern about harassment, or participated in an investigation of harassment will not be tolerated and may constitute a violation of both Illinois and Federal law.

Individuals covered by this policy include all employees, elected/appointed officials, volunteers, patrons, suppliers and vendors, and similar non-employees. The District’s comprehensive policy prohibiting Harassment in the Workplace is attached as Appendix J.

9.6. **Anti-Bullying Policy:** Bullying is defined as any gesture or written, verbal, graphic, or physical act, including electronically transmitted acts (i.e. cyberbullying), that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or is otherwise likely to evoke feelings of physical harm and/or emotional distress. It may or may not be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic.

Bullying also include forms of retaliation against individuals who report or cooperate in an investigation under this procedure. Such behaviors are considered to be bullying or harassment whether they take place on or off Park District property, at any Park District sponsored function or in a Park District vehicle, or at any place or time where a staff member or participant’s imminent safety or overall wellbeing may be an issue.

Bullying, like other forms of aggressive and violent behavior, interferes with an employee’s ability to perform their job. Staff is expected to refuse to tolerate bullying and to demonstrate behavior that is both respectful and civil to everyone, including,
but not limited to, staff, customers, volunteers, community members, and the general public.

Since bystander support of bullying can encourage these behaviors, the District prohibits both active and passive support for acts of bullying. Staff should encourage others not to be part of the problem; not to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying.

Any employee who experiences or witnesses an incident of bullying should promptly report the matter to their immediate Supervisor. If the Supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Director of Human Resources or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any Supervisor or Manager who becomes aware of possible bullying should promptly advise the Director of Human Resources or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in bullying or inappropriate behavior in the workplace will be subject to disciplinary action, up to and including discharge. Individuals covered by this policy include all employees, elected/appointed officials, suppliers and vendors, and similar non-employees.

9.7. **Employee Transgender Policy - Discrimination Prohibited:**

This policy is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the District’s policy to treat all of its employees with dignity and respect, and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.
The following definitions are not provided to label individuals, but rather to assist in understanding this policy and the obligations of staff. These terms may or may not be used by transgender individuals to describe themselves.

- **Gender identity** or **Affirmed Gender** is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female, or something else. It is not based on physical anatomy. The District understands that gender identity is a very personal matter that should be respected by all Park District staff.

- **Assigned Gender** refers to the gender assigned to a child at birth based on physical anatomy.

- **Transgender** describes people whose gender identity is different from their gender assigned at birth.

- **Transgender Man** is a term used to describe an individual who currently identifies as a man.

- **Transgender Woman** is a term used to describe an individual who currently identifies as a woman.

- **Gender nonconforming** describes people whose gender expression differs from stereotypical societal expectations related to gender.

- **Gender expression** refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior, or mannerisms.

- **Transition** is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name and dressing and/or grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery, or changing identity documents to reflect one’s gender identity.

**9.7.1. Transitioning Employee Responsibilities:** Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct Supervisor, Director of Human Resources, or upper level administrative staff. Remember, the District may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the District to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed time line. Items to include are transitioning milestones, dates such as legal name change, when appearances will
change, and when the use of gender-specific facilities will change. Consider all the people in the District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

9.7.2. **Coworker Responsibilities:** Be open, honest, and supportive. If a coworker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the coworker to educate, but only do so if the coworker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of the District’s anti-harassment and discrimination policies. Coworkers must remember that discrimination based upon gender identity or expression is prohibited by the District. This prohibition applies not only to discrimination but also to harassment based upon an individual’s gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the District’s non-discrimination policy may result in disciplinary action, up to and including dismissal. If a coworker is uncomfortable, the District can assist them in learning more about the transition process or transgender issues in general.

9.7.3. **District Responsibilities:** The District will remain supportive of a transitioning employee and his or her needs. The District enforces its non-discrimination policies uniformly.

The District, its Supervisors, and Managers are prepared to listen and be open-minded to transgender, non-conforming, and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

9.7.4. **Personnel Documentation:** All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records, it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for name tags, phone lists, and other internal documents. The District will make every effort to recognize a transgender employee’s preferred name.

9.7.5. **Names/Pronouns:** Employees should be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be
the name under which the person is employed. Intentional or persistent refusal to respect an individual’s gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action, up to and including dismissal.

9.7.6. **Restroom/Locker Room Accessibility:** Once a transitioning employee begins living and working full-time in the gender that reflects the employee’s gender identity and presentation, the employee may choose to use the restrooms and locker rooms that correspond to the employee’s full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of coworkers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting coworker if available and reasonable.

9.7.7. **Dress Code:** Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the District dress code. A transitioning employee’s attire should remain professional and in conformance with required District dress code standards. Dress codes shall be applied to all employees equally.

9.7.8. **Discrimination/Harassment:** Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the District’s Harassment Policy, which is attached as Appendix J.

9.8. **Pregnancy Accommodation Act (Illinois):** The District is committed to providing a work environment that is free from discrimination. As such, we fully comply with the Illinois Pregnancy Accommodation Act (P.A. 098-1050).

Among its provisions, the Pregnancy Accommodation Act makes it unlawful for employers to do the following based upon pregnancy, an employee having recently given birth, or if an employee has a medical or common condition related to pregnancy or childbirth:

- Refuse to hire or promote.
- Terminate.
- Discriminate regarding benefits.
- Deny reasonable accommodation where there is no undue hardship to the employer.
- Require pregnant employees to accept accommodations they did not request.
• Require the employee to take leave if there is another reasonable accommodation that could be made without causing undue hardship.
• Fail to reinstate to original or equivalent position with equal pay, benefits, and seniority unless reinstating would cause undue hardship.
• Fail to post rights in a conspicuous location or fail to include information in the Personnel Manual regarding rights under this Act.
• Retaliate for exercise of rights or complaining about unlawful discrimination.

If an employee requests a reasonable accommodation, the District is required to comply, UNLESS they can prove the accommodation would cause an undue hardship on business operations. Additionally, the District can request medical documentation from the employee’s health care provider to support the need for the requested reasonable accommodation if similar documentation is also requested for conditions related to other disabilities (ADA), the request is consistent with business necessity, and is limited to information necessary to determine the following:
• Need or medical justification for the accommodation.
• A description of the accommodation that is medically advisable.
• The date the accommodation became necessary.
• The likely duration of the accommodation.

Any employee who believes their rights under this law and/or policy have been violated should advise the Director of Human Resources or any member of management who will handle the matter in a timely and confidential manner. A charge may also be filed with the Illinois Department of Human Rights (www.illinois.gov). Anyone engaging in unlawful conduct will be subject to disciplinary action, up to and including discharge.

9.9. Employee Dating: The District strongly believes that an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this guideline does not prevent the development of friendships or romantic relationships between coworkers, it does establish clear boundaries as to how relationships will progress during working hours and within the working environment.

Individuals in supervisory or managerial roles and those with authority over others’ terms and conditions of employment are subject to more stringent requirements due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions.
• During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
• During non-working time, such as lunches, breaks, and before and after work periods, employees are not precluded from having appropriate personal
conversations in nonwork areas so long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.

- Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on Park District premises, whether during working hours or not, or while engaged in District business.

- Employees who allow personal relationships with coworkers to adversely affect the working environment will be subject disciplinary action, up to and including discharge.

- Employee off-duty conduct is generally regarded as private as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisory or management positions and their subordinates.

- The Park District discourages romantic or sexual relationships between supervisory or management positions and their subordinates. Supervisors, Managers, Directors, or anyone else in sensitive or influential positions must disclose the existence of any relationships with another coworker that has progressed beyond a platonic friendship. Disclosure should be made to the immediate Supervisor and Human Resources. This disclosure will enable the Park District to determine whether any conflict of interest exists. Failure to disclose the existence of a relationship will be subject to disciplinary action, up to and including discharge.

- When a conflict of interest or potential risk is identified due to a relationship between employees, the Park District will generally work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties involved no longer work together on matters where one is able to influence the other or take action affecting the other as long as this concession would not significantly alter the essential functions of the position. In some cases, more extreme measures may be necessary, such as transfer to other positions or departments. If one or both parties refuse to accept a reasonable solution, such refusal will be deemed a voluntary resignation.

- Failure to cooperate with the Park District to resolve a conflict or problem caused by a romantic or sexual relationship between coworkers in a mutually agreeable fashion may ultimately be deemed insubordination and, therefore, serve as cause for disciplinary action, up to and including discharge.

- The provisions of this guideline apply regardless of the sexual orientations of the parties involved.

All employees should remember that the District maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The District will vigorously enforce this policy consistent with all applicable Federal, State, and local laws.
Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this guideline. Any employee who feels they have been disadvantaged as a result, or who believes this guideline is not being adhered to, should make his or her feelings known to their immediate Supervisor, the Department Head, or the Director of Human Resources.

9.10. **Attendance and Punctuality:** The District expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District and are disruptive. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate Supervisor as soon as possible in advance of the anticipated tardiness or absence. Absenteeism, tardiness, and/or failure to provide timely notification of the same may lead to disciplinary action, up to and including discharge.

Absent extenuating circumstances such as a medical emergency, any employee that does not report for work or contact their immediate Supervisor for three consecutive, scheduled work days, will be considered to have abandoned their position with the Park District. Likewise, any instance of failing to report to work without proper notification (otherwise known as a no call, no show) can result in disciplinary action, up to and including discharge.

9.11. **Personal Appearance:** Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to customers and visitors. During business hours, employees are expected to present a well-groomed appearance and to dress according to the requirements of their positions.

In certain areas, due to safety, restrictions may be placed on hair length, jewelry, body piercings, and tattoos. Consult the immediate Supervisor or Department Head if there are questions as to what constitutes appropriate attire or what restrictions may exist in a work area.

9.11.1. **Jewelry and Tattoos:** All employees should exercise sound judgment with regard to personal appearance, dress, and grooming to enable them to be most effective in the performance of their duties. The Park District recognizes, however, that personal appearance is an important element of self-expression. As a result, the Park District wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry or tattoos, unless they conflict with an employee’s ability to perform effectively or safely in the position they hold or the specific work environment they are in.
If a potential conflict is identified the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering tattoos, transfer to alternative positions, etc.

9.11.2. **Grooming, Hygiene, and Fragrances:** Staff is expected to present a neat, clean, and well-groomed appearance while on duty and practice proper personal hygiene. This includes being mindful of scents and fragrances, such as scented candles, plug-ins, body wash, deodorant, perfume, and cologne, as some staff, customers, or visitors may have sensitivity or allergic reactions to various scents or products. While the Park District does not wish to prohibit the use of fragrances, we encourage employees to be aware of the effect their choices may have on the olfactory senses of others in the working environment.

If a scent, fragrance, or product used by an employee is having a negative effect on others in the working environment, the District will engage in an interactive process with the employee in an attempt to find a mutually agreeable resolution; however, the District reserves the right to prohibit certain scents, products, or fragrances to ensure a healthy and positive working environment for all staff, visitors, customers, and the public.

Any employee with a concern about scents or odors should contact their immediate Supervisor or the Human Resources Department.

Supervisors and Managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the Park District’s goal.

9.12. **Security Inspections:** The District wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the District prohibits the possession, transfer, sale, or use of such materials on its premises. The District requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the District. Accordingly, these items, as well as any articles found within them, can be inspected by any agent or representative of the District at any time, either with or without prior notice. Employees shall have no expectation of privacy regarding the contents of desks, lockers, and other storage devices used by them at the District.
9.13. **Gifts, Gratuities, and Rewards:** The Park District has adopted an ordinance prohibiting the solicitation and acceptance of gifts and adopting the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.).

Employees should not expect, accept, or ask people who use our facilities to give gifts, gratuities, or rewards for performing their job. If someone offers or gives a gift as a result of an employee’s position as a Park District employee, report it to the immediate Supervisor or Department Head. Employees may retain the gift only as permitted by our Ethics Ordinance and with the approval of the Executive Director or his/her designee. This policy does not apply to nominal non-cash items, such as a cup of coffee, a soft drink, a sandwich, etc. If in doubt, contact the immediate Supervisor or Department Head.

The District’s Ethics Ordinance is attached as Appendix B.

9.14. **Solicitation/Distribution:** Employees are prohibited from soliciting and/or distributing any non-District product or service while on working time. Working time is defined as those times when employees are required to be engaged in work tasks. It does not include breaks, lunch periods, or other periods during which employees are not required to be performing job functions. Further, the posting and distributing of non-work materials or literature in working areas is prohibited. Violation of this policy may lead to disciplinary action, up to and including discharge.
10. LEAVES OF ABSENCE

10.1. Family and Medical Leave (FMLA):

10.1.1. Employee Eligibility and Entitlement: To be eligible for Family and Medical Leave (FMLA Leave) benefits, employees must meet the following criteria:

- Have at least (12) months of service with the Park District (with no break in service of seven (7) or more years except if related to USERRA-covered military obligations), and
- Have worked at least 1,250 hours during the 12-month period preceding the start of the leave, and
- Work at or report to a worksite which has fifty (50) or more District employees within a 75-mile radius of that worksite.

If all the above conditions are satisfied, employees are eligible for up to a total of 12 workweeks of unpaid, job-protected leave during any rolling 12-month period for one or more of the following reasons:

a. The birth of a child and in order to bond with the newborn child (within 12 months of the birth of the child);
b. The placement of a child with the employee for adoption or foster care and to bond with the child (within 12 months of the placement of the child);
c. To care for a spouse, child, or parent who has a serious health condition;
d. For a “serious health condition” that makes an employee unable to perform the essential functions of their job; or
e. For any “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that a spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status) in the Armed Forces (retired member only), National Guard or Reserves in support of a contingency operation.

In addition to the basic FMLA leave entitlement, an eligible employee who is the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the insured servicemember.
A “covered servicemember” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he or she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member’s office, grade, rank or rating.

10.1.2. **Serious Health Condition:** For purposes of this policy, serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

a. **Hospital Care:** Inpatient (overnight) care in a hospital, hospice, or residential medical care facility, including any period of incapacity or treatment relating to the same condition;

b. **Absence Plus Treatment:** A period of incapacity of more than three (3), full consecutive calendar days that also involves either:
   - two (2) or more in-person visits to the health care provider within 30 days of the date of incapacity and provided the first visit takes place within seven (7) days of the first date of incapacity, or
   - one (1) in-person visit to the health care provider which results in a regimen of continuing treatment, such as prescription medication or physical therapy, provided that the first visit to health care provider takes place within seven (7) days of the first day of incapacity.

c. **Pregnancy:** Any period of incapacity due to pregnancy or prenatal care;

d. **Chronic Conditions Requiring Treatment:** A chronic condition which requires periodic visits to a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;

e. **Permanent/Long-Term Conditions Requiring Supervision:** A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee of a family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider;

f. **Multiple Treatments (Non-Chronic Conditions):** Conditions requiring multiple treatments (including any period of recovery)

g. **Substance Abuse:** Treatment for substance abuse by a health care provider or a provider of health services on referral by a health care provider

10.1.3. **Qualifying Exigency Leave:** Eligible employees (as defined above) are entitled to take up to 12 weeks of unpaid, job-protected FMLA leave for
any qualifying exigency arising out of the foreign deployment of a covered military member who is on covered active duty or has been notified of an impending order or call to covered active duty.

The leave described in this paragraph is available during a 12-month rolling period and may be taken on an intermittent or reduced leave schedule basis. Employees will be required to provide a copy of the covered military member’s active duty orders or other documentation issued by the military that indicate the military member is on active duty or has been called to active duty status in support of a contingency operation and the dates of the covered military member’s active duty service. Eligible employees may take all 12 weeks of their FMLA leave entitlement as qualifying exigency leave; or the employee may take a combination of 12 weeks of leave for qualifying exigency and/or for a serious health condition (as defined above).

With respect to a Qualifying Exigency Leave:

a. A “covered military member” means a spouse, son, daughter, son, or parent who is on active duty or called to active duty status.

b. A “qualifying exigency” includes the following broad categories:
   (a) short notice deployment
   (b) military events and related activities
   (c) childcare and related activities
   (d) financial and legal requirements
   (e) care of the military member’s parent
   (f) attending counseling
   (g) rest and recuperation
   (h) post-deployment activities
   (i) other events the employee and employer agree qualify

The phrase “son or daughter” is defined as a biological, adopted, or foster child, stepchild, legal ward or child for whom the employee stood in loco parentis, who is on active duty or called to active duty status, and who is of any age. (Note: This definition is different from other sections of this FMLA policy).

A “parent” means a biological, adoptive, step, or foster father or mother or any other individual who stood in loco parentis to the employee when they were a son or daughter; but it does not include “parents-in-law”.

10.1.4. Military Caregiver Leave: Eligible employees (as defined above) that are a spouse, child (of any age for military caregiver leave), parent, or next of kin of a Covered Servicemember (as defined below) are entitled to a total of 26 workweeks of unpaid leave during a single 12-month period to care for
the Covered Servicemember (inclusive of the 12 workweeks provided for any other FMLA qualifying reason).

The leave described in this paragraph shall only be available during a single 12-month period beginning as of the date the leave commences and ending 12 months after that date (and any unused amounts are forfeited).

Military Caregiver Leave may be permitted more than once if necessary to care for a different Covered Servicemember (or the same Servicemember with multiple or subsequent injuries or illnesses) up to a combined total of 26 workweeks in a 12-month period. However, the employee’s total available leave time in any single 12-month period generally may not exceed a combined total of 26 workweeks (including FMLA time off taken for any other reason), except as provided under the FMLA regulations. Employees will be required to submit the completed certification paperwork in a timely manner as a condition of receiving approved Military Caregiver Leave, except as provided under the FMLA regulations. (NOTE: the 12-month computation period or this type of leave differs from the other types of FMLA leave.)

With respect to Military Caregiver FMLA Leave:

a. A “Covered Servicemember” means a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or a covered veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness.

b. “Covered Veteran” means an individual who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

c. “Outpatient Status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

d. “Next of Kin” means the nearest blood relative of that individual (regardless of age) other than an employee’s spouse, son, or daughter. Employees are required to provide confirmation of the relationship upon request. The Servicemember may designate the blood relative
who is considered his or her next of kin; otherwise, the following order generally will apply:

− blood relatives granted custody by law
− brother/sister
− grandparents
− aunts/uncles
− first cousins

e. “Serious Injury or Illness” means an injury or illness incurred by the Servicemember in the line of duty on active duty in the Armed Forces that may render the Servicemember medically unfit to perform the duties of the member’s office, grade, rank or rating.

10.1.5. Spouses Employed by the District: If an employee’s spouse also works for the District and both employees become eligible for a leave under paragraphs Section 10.1.1 1a. or 1b., or for the care of a sick parent under paragraph Section 10.1.1 1c., they, together, will be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.

In addition, if both an employee and their spouse become eligible for a leave under the Military Caregiver Family Leave provision above or under a combination of the Servicemember Family Leave provision, paragraphs Section 10.1.1. 1.a., 1.b. and 1.e., or to care for a parent with a serious health condition, the two together, generally, will be limited to a combined total of 26 workweeks of leave in any single 12-month period.

10.1.6. Medical Certification: Any request for a leave under paragraphs 1.a. (for those giving birth), 1.c., 1.d., or under the Servicemember Family Leave provision above must be supported by certification issued by the applicable health care provider or the Department of Defense. Employees are required to submit this information on the forms provided to or on the Invitational Travel Orders or Authorizations provided to them by the Department of Defense.

An employee will be required to submit a new medical certification from for each leave year for medical condition(s) that last longer than one year. Additionally, employees are required to submit a recertification of an ongoing condition every six (6) months in connection with an absence where the duration of the condition is described as “lifetime” or “unknown”.

At its discretion, the District may require a second medical opinion and periodic recertification to support the continuation of a leave or under paragraphs 1.c. and 1.d. (except as otherwise provided by the Department of Labor).
If the first and second opinions differ, a third opinion can be obtained from a health care provider jointly approved by both the employee and the District (unless he or she accepts the second opinion as determinative).

10.1.7. **Intermittent Leave:** If certified as medically necessary for the serious health condition of either the employee or a spouse, child, or parent (Paragraphs 1.c. and 1.d. above), or to care for a Covered Servicemember if the employee is a spouse, child, parent, or next of kin to the Covered Servicemember, leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if the employee qualifies for leave because of a qualifying exigency as described in Section 10.1.1 1.e. above, subject to the submission of a certification prescribed by the Secretary of Labor.

If leave is requested on an intermittent basis, the District may require that the employee transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

10.1.8. **Light Duty Assignments:** While voluntarily performing in a light duty capacity while on FMLA leave, that time does not count against the 12-week FMLA allotment. In effect, the employee’s right to restoration is held in abeyance during the period of time that he or she is performing in a light duty capacity (or until the end of the applicable 12-month FMLA leave year if longer).

10.1.9. **Notification, Reporting Requirements and Extensions:** All requests for leaves of absence must be submitted to the immediate Supervisor or the Human Resources Department at least (30) days in advance of the start of the leave, except when the leave is due to an emergency or is otherwise not foreseeable. If the leave is not foreseeable, the employee must provide notice as soon as “practicable,” which generally means either the same day or the next business day that he or she learns of the need for leave, absent any unusual circumstances.

If the employee is seeking leave due to an FMLA-qualifying reason for which the District has previously granted FMLA-protected leave, the employee must specifically reference the qualifying reason or need for FMLA leave at the time of the request to be away from work. It is not sufficient to simply “call in sick” without providing additional information which would reasonably cause the District to believe the absence/time away from work may qualify as an FMLA qualifying event. In all cases when seeking leave under this policy, the employee shall provide such notice to
the District consistent with the District’s established call-in procedures so long as no unusual circumstances prevent them from doing so. Failure to comply with the call-in procedures may result in a delay or denial of FMLA protected leave.

Employees must respond to our questions relative to his or her leave request so that we can determine if the leave qualifies for FMLA protection. Failure to do so may result in loss or delay of FMLA protections.

The employee must make an effort to schedule a leave so as not to disrupt business operations. During the leave, the employee may be required to report periodically on his or her status and their intention to return to work. Any extension of time for the leave of absence must be requested prior to the scheduled date of return to work. Written documentation may be required to support the extension.

Failure to either return to work on the scheduled date of return or to apply for an extension prior to that date will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. The maximum time on a leave of absence, all types of combined, and including all extensions, cannot exceed a total of 12 weeks in a rolling 12-month period, unless the employee is a spouse, child, parent, or next of kin on leave to care for a Covered Servicemember, in which case the leave can last for up to 26 workweeks in a single 12-month period.

An employee shall not be granted a leave of absence for the purpose of seeking or taking employment elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including discharge.

A leave of absence will not affect the continuity of employment. The original date of employment remains the same for seniority purposes.

10.1.10. Employee Benefits During Family and Medical Leave of Absence: Employees will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions that coverage would have been provided if they had remained actively at work. However, the employee must make arrangements for the continuation of and payment of insurance premiums before going on leave status. If the employee does not return to work after the leave, or if they fail to pay their portion of the
premiums, he or she will be required to reimburse the District for the costs and expenses associated with insuring them during the leave.

10.1.11. Return from a Family and Medical Leave: If returning from leave on or before the scheduled return date, the employee will be restored to the same or to an equivalent position to the one held when the leave started. Of course, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if they had been continuously employed during the FMLA leave period.

In determining whether a position is “equivalent” we would look at whether the position had substantially similar terms and conditions of employment and whether the position entails similar duties, skills, efforts, responsibilities, authority, privileges, and status. An alternative position should be at the same worksite or a nearby worksite with a similar work schedule. However, the employee does not need to be reinstated in a position with the same job title or in the same physical office or cubicle as the prior position.

If the leave was due to the employee’s own serious health condition, he or she will be required to submit a fitness-for-duty certification from their health care provider in accordance with our normal policies and practices applicable to other leaves of absence certifying that the employee is able to resume work and perform the essential functions of the job (either with or without a reasonable accommodation). A list of the essential job functions will be made available for compliance with this requirement prior to the District designating the leave as FMLA leave.

If a reasonable job safety concern exists, the employee also may be required to provide a fitness for duty certification up to once every 30 days before returning from an intermittent or reduced schedule FMLA leave related to their own serious health condition. Generally, a returning employee will be permitted to return to work within two (2) business days of the District’s receipt of a valid fitness for duty release.

If an employee fails to return to work at the expiration of the approved Family and Medical Leave, it will be considered to be a resignation of employment with us. Likewise, an employee on FMLA leave who provides notice of their intent not to return to work upon expiration of a leave will lose their entitlement to FMLA leave and related benefits.

10.1.12. Key Employees: Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to the District’s operations. A “key” employee is a
salaried employee who is among the highest paid 10% of employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

10.1.13. **Coordination with Other Policies:** The District will require that employees use any accrued paid vacation days, personal time, and/or sick days for unpaid leave under this policy, and any such paid time off must be taken concurrently with Family and Medical Leave. If an employee otherwise qualifies for disability pay, they will collect it at the same time that they are on unpaid Family and Medical Leave.

Further, if an employee otherwise qualifies for any other type of leave of absence, they must take that leave at the same time as they are taking Family and Medical Leave.

All time missed from work that qualifies for both Family and Medical Leave and for workers’ compensation will be counted towards Family and Medical Leave.

To receive any type of paid time off benefit while on FMLA leave, employees are required to meet the District’s conditions for taking the paid leave (although the District may in its discretion waive any procedural requirement for the paid leave in appropriate circumstances).

10.1.14. **Anti-Retaliation Provisions:** Be assured that no retaliation will be taken or tolerated against any employee who exercises his or her rights under our FMLA policy. If an employee feels that they have been the victim of any discrimination or retaliation under this Policy, they are encouraged to contact the Director of Human Resources so that the matter can be promptly investigated and remedied as appropriate.

10.2. **Military Leave:** Employees may be granted a leave of absence with partial pay for military service in accordance with applicable Federal and State laws. Employees are responsible for furnishing the District with the expected beginning and ending dates of military service, including copies of military orders, as far in advance as possible.

10.2.1. **Eligibility:** All Full-Time or Part-Time Employees affiliated with the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves are eligible.

10.2.2. **Notice:** Employees should give a copy of their orders or other notices concerning the leave at least 30 days prior to the expected date of
departure or as soon as the employee receives them to ensure adequate staffing during the employee’s absence.

10.2.3. **Effect on Benefits:** Military leave shall result in no loss of seniority status or vacation and sick time, which would have normally accrued if the employee had not been absent for such purposes. Employees granted leave under this policy will continue to be covered under the District’s group health insurance plan on the same conditions as coverage would have been provided if they had been continuously employed during the leave period. For more information, contact Human Resources.

10.2.4. **Utilization of Accrued Vacation Benefits:** Employees may use accrued vacation time for military service but will not be required to use such time by the District.

10.2.5. **Effect on Wages:** During reservist military leave, employees will receive the difference between their regular salary and military base pay during leaves for basic training, for special or advanced training (up to 60 days), and for any other training or duty required by the United States Armed Forces.

If the employee is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and is mobilized to active military duty as a result of an order of the President of the United States, the employee will continue to receive the same salary that he or she received as an employee, plus any health insurance and other benefits that they were receiving or accruing at the time of mobilization, minus the amount of base pay for military service, for the duration of active military service.

10.2.6. **Reinstatement:** Employees returning from military leave will be entitled to reinstatement in accordance with the applicable Federal and State laws. See Appendix K for more information on Military Leave and Military Leave Reinstatement.

10.3. **Victims’ Economic Security and Safety Act:**
(In accordance with the Victims’ Economic Security and Safety Act of 2003 (“VESSA”))

10.3.1. **Eligibility:** VESSA provides employees with up to 12 workweeks of unpaid leave during a 12-month period to address the consequences of domestic violence or sexual violence to themselves or their family or household member who is a victim of domestic violence or sexual violence.

10.3.2. **Basis of Leave:** The Park District will provide employees with up to 12 weeks of unpaid leave during a rolling 12-month period measured
backward from the last date of VESSA leave from work. Leave may be taken on an intermittent or reduced work schedule basis.

An employee is eligible for VESSA leave if they are a victim of domestic or sexual violence, or has a family or household member who is a victim of domestic or sexual violence, to address issues arising from domestic or sexual violence as long as the employee is:

a. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s family or household member;
b. Obtaining services from a victim services organization for the employee or the employee’s family or household member;
c. Obtaining psychological or other counseling for the employee or the employee’s family or household member;
d. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee’s family or household member from future domestic or sexual violence or ensure economic security; or
e. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s family or household member, including preparing for or participating in any court proceedings related to or derived from domestic or sexual violence.

10.3.3. **Definitions:**

“Family or Household Member” Includes spouse, parent, son, daughter, persons related by blood or by present or prior marriage, any other person who shares a relationship through a son or daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

“Parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

“Son or Daughter” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of mental or physical disability.

10.3.4. **Period of Leave:** Employee shall be entitled to a total of 12 workweeks of unpaid leave during any rolling 12-month period measured backwards. (This policy does not create a right for an employee to take unpaid leave that exceeds leave time allowed under, or in addition to, the unpaid leave permitted by the Federal Family and Medical Leave Act.) In other words,
the policy does not permit an employee who has already taken 12 weeks of FMLA leave during any rolling 12-month period measured backwards, to take additional leave under VESSA for the same purpose. An employee who is on leave under this policy may not work for any other employer on a full-time, part-time, or sporadic basis. Violation of this policy may result in disciplinary action, up to and including discharge.

10.3.5. *Existing Leave:* The employee may use any available paid (including vacation, sick, or personal) or unpaid leave from employment.

10.3.6. *Notice:* The employee shall provide the Park District with at least 48 hours’ advance notice of the employee’s intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the Park District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days) provides certification as shown under the next section.

10.3.7. *Certification:* The Park District may require the employee to provide certification to the Park District that:
1. The employee or the employee’s family or household member is a victim of domestic or sexual violence; and
2. The leave is for one of the purposes enumerated in the above “Basis” paragraph.

The employee may satisfy the above certification requirement by providing to the Park District a signed and dated statement of the employee; and upon obtaining such documents, the employee shall provide:
1. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household member has sought assistance on addressing domestic or sexual violence and the effects of the violence;
2. A police or court record; or
3. Other corroborating evidence.

10.3.8. *Confidentiality:* All information provided to the Park District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by the Park District, except to the extent that disclosure is: (1)
requested or consented to in writing by the employee; or (2) otherwise required by applicable Federal or State law.

10.3.9. Employment Restoration: In general, an employee who takes leave under this policy shall be entitled, on return from such leave:
1. To be restored by the Park District to the position of employment held by the employee when the leave commenced; or
2. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:
1. The accrual of any seniority or employment benefits during any unpaid leave; or
2. Any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

10.3.10. Periodic Reporting: While on leave, the employee must report periodically to the Human Resources Department on their status and intent to return to work.

10.3.11. Maintenance of Health Benefits: Except as provided in Section 10.4.6, the Park District shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

10.3.12. Failure to Return to Work: The Park District may recover the premium that the Park District paid for maintaining coverage for the employee’s family or household member under such group health plan during any period of leave under this policy if:
1. The employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
2. The employee fails to return to work for a reason other than:
   a. The continuation, reoccurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
   b. Other circumstances beyond the control of the employee.

The Park District may require an employee who claims that they are unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to that effect.
An employee may satisfy the certification requirement of clause by providing to the Park District:
1. A sworn statement of the employee;
2. Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
3. A police or court record; or
4. Other corroborating evidence.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy. Further, the District will not otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

10.4. **Family Military Leave Act (Illinois):**

10.4.1. *Eligibility:* The Family Military Leave Act provides employees who are the spouses, children, parents, or grandparents of a person called to active military duty lasting longer than 30 days, with up to 30 days of unpaid leave during the time Federal or State deployment orders are in effect. The employee must have at least 12 months of service and have worked at least 1,250 hours during the previous 12 months.

If the employee used Qualifying Exigency Leave under FMLA (Policy 10.1), the amount of leave allowed under this Act will be reduced by the amount of leave taken under FMLA.

10.4.2. *Existing Leave:* The employee may not take leave under this Act unless they have exhausted any available leave (i.e. vacation and personal time), except sick and disability leave.

10.4.3. *Notice:* The employee shall provide the Park District with at least 14 days’ advance notice of their intention to take leave if the leave will consist of five (5) or more consecutive work days. If the leave will be five (5) days or less, the employee shall give the Park District notice as soon as is practicable. Where possible, the employee should try to schedule the leave so as not to unduly disrupt business operations.
10.4.4. *Certification:* The Park District may require the employee to provide certification from the proper military authority to verify the need for leave.

10.4.5. *Employment Restoration:* In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

1. To be restored by the Park District to the position of employment held by the employee when the leave commenced; or
2. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

10.4.6. *Maintenance of Health Benefits:* The Park District shall make it possible for the employee to continue their benefits at the employee’s expense; however, the parties may negotiate for benefits to be maintained at the District’s expense for the duration of the leave.

The Park District will not fail to hire, refuse to hire, discharge, or harass any individual exercising their rights under this policy or otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising their rights under this policy.

10.5. **School Visitation Leave:**

10.5.1. *Eligibility:* Employees that have worked for at least six (6) consecutive months and work an average number of hours per week equal to at least one-half of a full-time position are eligible for School Visitation Leave.

10.5.2. *School Conference and Activity Leave:* The Park District will provide eligible employees with an unpaid leave of absence of up to eight (8) hours during any school year to attend school conferences or classroom activities related to their child(ren) if the conference or classroom activities cannot be scheduled during non-work hours. No more than four (4) hours of leave may be taken on a given day.

If eligible, the employee has to exhaust all accrued personal time before going unpaid.

10.5.3. *Request for School Visitation Leave:* If an employee desires a school visitation leave of absence, he or she must make a written request to the
immediate Supervisor or Department Head at least seven (7) calendar days before the effective date of the leave (except in cases of emergency when no more than 24 hours’ notice is required). The immediate Supervisor, Department Head, and/or the Executive Director or his/her designee will exercise their discretion, taking the circumstances and business requirement into account, in deciding whether to approve the request.

10.5.4. **Verification:** Upon completion of a school visitation, the school administrator is required to provide the employee with documentation of the visit that must be submitted to the immediate Supervisor or Department Head. Failure to submit the documentation within two (2) working days of the school visit subjects the employee to the standard disciplinary procedures imposed by the Park District for unexcused absences from work.

10.6. **Voting:** Employees are allowed two (2) hours of paid time off for voting in a primary, general, or special elections. Employees who intend to take time off to vote must notify the District prior to the Election Day. The District may specify which hours employees may be absent from work for voting purposes.
11. MISCELLANEOUS

11.1. **Funeral Remembrance:** In the event of the death of an employee’s immediate family member, a remembrance may be made in the form of flowers, food, or other acknowledgement at the discretion of the Park District.

For purposes of this policy, “immediate family” means a spouse, child, parent, brother, sister, grandparent, grandchild, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

11.2. **Tape Recording:** It is a violation of Park District policy to record conversations with a tape recorder or other recording device unless prior approval is received from the Department Head. All parties to the conversation must give their consent. Tape recording without consent (or informed awareness) of all parties to the conversation is a violation of the Illinois Eavesdropping statute.

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

NOTHING CONTAINED IN THIS MANUAL, ANY APPENDIX TO THIS MANUAL, OR ANY WRITTEN OR ORAL STATEMENT INTERPRETING, EXPLAINING, OR CLARIFYING ANY PROVISION OF THIS MANUAL OR ANY APPENDIX TO THIS MANUAL IS INTENDED TO CREATE OR SHALL CREATE AN EMPLOYMENT CONTRACT, EITHER EXPRESSED OR IMPLIED, BETWEEN THE PARK DISTRICT AND AN EMPLOYEE. PARK DISTRICT EMPLOYEES MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR NOTICE, AND THE PARK DISTRICT RETAINS A SIMILAR RIGHT.
To: Board of Park Commissioners
From: Mitch Carr, Assistant Director of Recreation and Facilities; Kathy Donahue, Interim Executive Director; Jodi DiTomasso, Manager of Fitness
Date: June 11th, 2019
Subject: Recreation Center of Highland Park Fitness STATUS REPORT

Staff will give an update on the operations at the Recreation Center of Highland Park Fitness Center and Programs. Membership figures at the Recreation Center from May 2017, 2018 and 2019 will be presented. Staff will also discuss upcoming fitness programs as well as promotion and retention programs.
To: Board of Park Commissioners

From: Rebecca Grill, Natural Areas Manager; Jeff Smith, Assistant Director of Parks & Planning; Dan Voss, Director of Parks & Planning; Kathy Donahue, Interim Executive Director

Date: June 11, 2019

Subject: Community Park at the Recreation Center of Highland Park Update

Staff will give an overview of progress on the Community Park at the Recreation Center of Highland Park Project focusing on milestones to construction of an improved pathway network this fall. Staff will also provide a summary of the public meeting held on June 10th.

Permitting. Staff and Hey and Associates have been working with Lake County Stormwater Management Commission, Illinois Department of Nature Resources and City of Highland Park to achieve preliminary permitting approvals based on these plans.

Skokie River Woods IGA. Park District staff and Board liaison met with City of Highland Park (CHP) and Lake County Forest Preserve (LCFPD) staff and officials to achieve a resolution on connections to Route 22 as required by the 2002 Skokie River Woods Intergovernmental Agreement. The proposed trail will be described in this presentation. Staff is working with LCFPD and CHP on necessary amendments to the Skokie River Woods Intergovernmental Agreement and Highland Park Country Club Easement.

Planning. Hey and Associates is in the final stages of construction documents for the pathways and elements included in the project.

Stormwater. The Army Corps of Engineers North Branch study team recently announced preliminary findings. The Corps analysis showed that a structural solution (e.g. detention basin) did not meet their cost benefit standards. The Park District will continue to work with Lake County Stormwater Management Commission to seek grant funding for our proposed stormwater/habitat solution.

Planting. V3 Companies is completing spring seeding around ongoing rains. Meantime, staff has completed trial plantings in high visibility areas around the Country Club and Legacy Club, involving around 30 members of the public and residents of Lake County.

ACTION
Staff will bring the final plans as presented to the Board for final approval at the June 25th Board Meeting.
To: Park Board of Commissioners
From: Amalia Schwartz, Senior Planner; Brian Dumas, Parks Operations Manager; Chris Maliszewski, Recreation Manager– Centennial Ice Arena/Athletics; Jeff Smith, Assistant Director of Parks and Planning; Brian Romes, Director of Recreation and Facilities; Dan Voss, Director of Parks and Planning, and Kathy Donahue, Interim Executive Director
Date: June 11, 2019
Subject: Sports Field Master Plan

Overview

The Park District of Highland Park completed the GreenPrint 2024 Master Plan in 2015. GreenPrint provides a guide for future facility and program development decisions for the Park District. The plan recommends the creation of a Sports Field Master Plan to calibrate demand relative to program growth and decline to best allocate space, location, and resources to different sports programs.

Park District Staff have completed a Sports Field Master Plan and will provide an overview of the attached plan document. The plan analyzes current program needs and existing field conditions to offer strategic operation, capital, and maintenance recommendations. The recommendations follow three scenarios:

1. Focus on current infrastructure
2. Secure funding for artificial turf field
3. Secure funding and land for sports complex

The scenario approach positions the Park District to make nimble decisions as opportunities arise.

Recommendation

Staff recommend approval of the 2019 Sports Field Master Plan by the Park Board of Commissioners.
Draft
Park District of Highland Park Board of Commissioners:

Brian Kaplan, President
Barnett Ruttenberg, Vice President
Cal Bernstein, Commissioner
Terry Grossberg, Commissioner
LoriFlores Weisskopf, Commissioner

Contributing Staff:

Amalia Schwartz, Senior Planner
Brian Dumas, Parks Operation Manager
Brian Romes, Director of Recreation and Facilities
Chris Maliszewski, Recreation Manager, Centennial Ice Arena and Athletics
Dan Voss, Director of Parks and Planning
Jeff Smith, Assistant Director of Parks and Planning
Kathy Donahue, Interim Executive Director
Introduction

The goal of the Sports Field Master Plan (SFMP) is to prioritize improvements of existing fields to meet current and projected program needs. This plan is rooted in the Park District’s vision to provide extraordinary experiences in parks and recreation, consistently exceeding the public’s expectation while using nimble decision-making and creative solutions. The planning team focused on three scenarios and developed recommendations for each. The three scenarios position the District to act effectively as opportunities become available and as demand changes.

Green Print

The need for a SFMP was a recommendation of the Park Districts master plan, Green Print 2024 approved in 2015. The plan identified the need to calibrate the fields to the program demand. The community and staff called for a cluster of sports fields to improve efficiency, offer ease of scheduling, benefit program management, and introduce opportunities for tournaments.

Strategic Plan

The Park District renewed its Strategic Plan in 2016 confirming its commitment to growing with the community's ever-changing demands for programs and facilities. The SFMP is a byproduct of the 2016-2020 Strategic Plan which highlights maximizing customer experience while honoring the District’s goal of sustained financial health by looking for ways to meet the needs of the community and identifying efficiencies to reduce expenses.

Plan Contents

The plan has four sections:

1. Overview of the planning process,
2. Summary of existing conditions and needs assessment,
3. Vision and recommendations,
4. Plan for implementation and evaluation.

The appendix of the plan includes a data sheet on each Park District sports field and its condition at the time of data gathering.
Section 1: Planning Process

Internal Planning Committee

The Internal Planning Committee (IPC) was comprised of staff from the Park District’s Athletics Department and Parks and Planning Department. The diverse group brings together knowledge of land management, field maintenance, stormwater management, and athletics programming. The final plan benefited from the group’s wide-ranging skills and knowledge base.

Process

The IPC took a five-step planning approach:

<table>
<thead>
<tr>
<th>Inventory Assessment &amp; Data Gathering</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Park site assessments: existing fields focusing on drainage, amenities, orientation, program capacity, access/parking, and field condition.</td>
</tr>
<tr>
<td>- Review of operations including programs offered, participation data, revenue, and cancellations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plan Review &amp; Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The plan draft was reviewed by Park District staff and leadership.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The final plan will be presented to the Park District Board of Commissioners for approval and shared with the community.</td>
</tr>
<tr>
<td>- Once approved, the plan will be implemented and evaluated by staff from the Planning Department and Athletics Department.</td>
</tr>
</tbody>
</table>
Community Engagement

- Four focus groups held separately with each user group: coaches, participants, partner organizations, and staff.
- Focus group participants were asked questions that assessed field preference, field issues/concerns, and programming issues/concerns. (The questions are saved in the appendix)

Plan Development

- The plan takes a scenario approach to work towards addressing the needs identified through the need’s assessment phase. Through a series of meetings, the IPC explored the three scenarios.
- The IPC began to assess cost and feasibility of each recommendation.


**Section 2: Present Conditions and Needs Assessment**

### Demographics

Highland Park Population is roughly 29,780 (2016 American Community Survey). Youth under the age of 17 make up 17% of the population. In Highland Park the 62 and over population is growing, median age increased from 44.7 in 2010 to 46.3 in 2017. The youth age group (17 and below) has remained steady since 2010 however, the youth age group is exhibiting a slight downward trendline. The youth decline is consistent with School District enrollment data, see figure 2.

### Athletics in Highland Park

The goal of the SFMP is to calibrate fields to program demand. Participation data from 2013-2018 was analyzed to identify trends in program demand. For purposes of this report, the focus is on field sports that play on diamond fields and rectangles fields. Diamond field sports include: baseball and softball. Rectangle field sports include: football, lacrosse, and soccer. Soccer programming is offered through affiliate and private organizations. Participation data was provided by the District’s affiliate organization. Field usage data will be used to inform demand for soccer.

### Programs Offered

The Park District of Highland Park offers a variety of athletic programs including leagues, clinics, lessons, and tournaments the majority of programing is directed at youth with some adult league programming. The sports offered include both diamond sports, rectangle sports, and court sports. The District’s baseball, softball, and lacrosse programs rely on the use of the park outdoor fields. Also using the District’s outdoor fields are schools, private league rentals, and AYSO, an affiliate community volunteer organization offering soccer programming in Highland Park. The District provides field space for AYSO games and practices and AYSO manages field preparations, routine maintenance, and manages operations.

---

**Figure 2:** Total Elementary School Enrollment (2008-2018) North Shore School District 112. Data Reported at the September 25th 2018 Board of Education Meeting

<table>
<thead>
<tr>
<th>Year</th>
<th>Enrollment (District 112 K-8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>2817</td>
</tr>
<tr>
<td>2009</td>
<td>2832</td>
</tr>
<tr>
<td>2010</td>
<td>2888</td>
</tr>
<tr>
<td>2011</td>
<td>2819</td>
</tr>
<tr>
<td>2012</td>
<td>2801</td>
</tr>
<tr>
<td>2013</td>
<td>2671</td>
</tr>
<tr>
<td>2014</td>
<td>2685</td>
</tr>
<tr>
<td>2015</td>
<td>2600</td>
</tr>
<tr>
<td>2016</td>
<td>2502</td>
</tr>
<tr>
<td>2017</td>
<td>2412</td>
</tr>
<tr>
<td>2018</td>
<td>2354</td>
</tr>
</tbody>
</table>

---

**Figure 2:** Participants by field type by year. Includes PDHP programs and includes 1100 average for affiliate organization AYSO. Does not include participation in private organizations.
Programs/Demand

Generally, the Park Districts athletics participation numbers have stayed steady over the last five years with diamond field participation on the rise since 2014. Participation in PDHP sports using rectangle fields, this includes lacrosse and football, is steadily declining. Soccer in Highland Park is offered by private and affiliate organizations and is not reflected in Park District participation data. AYSO reports that participation in soccer programming averages around 1100 participants annually (*please note this number may include duplicate registrations, and reflects an average), this number is nearly double the total participants registered for PDHP diamond sports, making soccer the leader in youth athletic participation.

![Field Sports Participation (2015-2018)](image)

*Figure 3: Sports participation. Soccer data includes affiliate organization participation estimate.*

Soccer trends in the area

Soccer programs in Highland Park are offered by private clubs and a Park District affiliate AYSO a volunteer run organization. Private clubs in the area include: Chicago Magic, Chicago Fire, Elite, Chicago Wind, LFSA, North Shore FC, and Spartan FC. Over the last five years a majority of these clubs and others have rented Park District fields. The largest club in the area, The Chicago Magic, reports an increasing trend in participation and anticipates continued growth because of a departure of an area competitor.

<table>
<thead>
<tr>
<th>Renter</th>
<th>Field Rentals 2013-2018 (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Rental</td>
<td>300</td>
</tr>
<tr>
<td>All Sport Series</td>
<td>63</td>
</tr>
<tr>
<td>Chicago Fire</td>
<td>2385</td>
</tr>
<tr>
<td>Chicago Magic</td>
<td>3468</td>
</tr>
<tr>
<td>Chicago Wind</td>
<td>101</td>
</tr>
<tr>
<td>FC Setana</td>
<td>146</td>
</tr>
<tr>
<td>HP Elite</td>
<td>1739</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Renter</th>
<th>Field Rentals 2013-2018 (Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGLA</td>
<td>27</td>
</tr>
<tr>
<td>JCYS</td>
<td>480</td>
</tr>
<tr>
<td>Little Legends</td>
<td>131</td>
</tr>
<tr>
<td>NSLA</td>
<td>1659</td>
</tr>
<tr>
<td>NXT Sports</td>
<td>18</td>
</tr>
<tr>
<td>Valladolid</td>
<td>29</td>
</tr>
</tbody>
</table>
Industry trends
As part of the District’s planning effort the planning team reviewed statewide industry trends.

SCORP data

The Statewide Comprehensive Outdoor Recreation Plan (SCORP) was approved in 2015 and covers the five-year plan period through 2019. The plan serves as a statewide needs’ assessment of outdoor recreation resources and broadly identifies priorities to best meet those needs. The SCORP is prepared by the Illinois Department of Natural Resources in coordination with the Office of Architecture, Engineering, and Grants Division. Data collected for the 2015-2019 SCORP was collected in 2013-2014.

The SCORP provides participation data. For the purposes of the Sports Field Master Plan, only relevant field sport data will be highlighted this includes Softball/Baseball (considered one in SCORP), Soccer, and Lacrosse.

Highlights

- 17% of Urban Respondents report Participating in Baseball/Softball (highest % for group sport). The #1 activity with the most participation is pleasure walking. However, it is down from 32.9% in the previous SCORP report (2009-2014)
- 10.5% Urban Respondents report participation in soccer, down from 18.1% soccer in the previous SCORP report.
- 1.5% Urban Respondents report participation in Lacrosse (not reported in the previous SCORP Report).

See Figure 4.

Community parks are the preferred sites for baseball/softball/lacrosse. SCORP reports that Illinoisans go to City parks or County preserves for Baseball/softball // soccer // Lacrosse 59.8%/52.6%/55.6% (respectively) compared to 31.4%/40.5%/33.3% (respectively) travel to locations near home and less than 5% for all three sports at either state park, federal lake or forest, and private area.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball/Softball</td>
<td>17%</td>
<td>32.9%</td>
</tr>
<tr>
<td>Soccer</td>
<td>10.5%</td>
<td>18.1%</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>1.5%</td>
<td>Not available</td>
</tr>
<tr>
<td>Tennis</td>
<td>10.5%</td>
<td>21.6%</td>
</tr>
<tr>
<td>Pickleball</td>
<td>1.7%</td>
<td>Not reported</td>
</tr>
<tr>
<td>Horseshoe</td>
<td>11.7%</td>
<td>Not reported</td>
</tr>
<tr>
<td>Basketball</td>
<td>11.4%</td>
<td>22.1%</td>
</tr>
</tbody>
</table>

Figure 4: SCORP 2015-2019 vs SCORP 2009-2014. Note that there were 7 more activities listed in the most recent SCORP report potentially contributing to the change in distribution.
The Sports and Fitness Association 2019 Topline Participation Report

The Sports and Fitness Association Topline report is produced in partnership with the Physical Activity Council and one of its goals is to highlight participation trends in sports, fitness and recreation. Data was collected from 20,069 completed surveys nationwide. Highlights related to the Sports Field Athletic Plan:

- “Most traditional team sports participation declined while niche team sports increased, and youth began to specialize at an earlier age than seen in past.”
- Participation in team sports has remained steady since 2013, each year participation is around 22%. For comparison, participation in fitness sports in 2018 is 66% Outdoor sports in 2018 is 59%, and Individual sports in 2018 is 45%.
- Gen Z (2000+) 54.9% participate in team sports
- Soccer ranked number 1 among youth ages 6-12.

Nationwide and statewide trends indicate that participation in other niche sports is growing such as pickleball and lacrosse. Mature team sports such as baseball and soccer remain steady with little growth. This supports the need to maintain fields for steady demand that can also calibrate to changing demand.
Field use

Field usage data tracks the total hours a field is used in a year and provides another view at which fields are most programmed or frequently rented.

Comparison: Diamond v Rectangle

In 2017 diamond fields had a great number of hours used than diamond fields. This shift is notable because from 2013-2016 rectangle fields reported more hours of field use than diamond fields.

Field Specific

Rectangle Fields

Rectangle sports heavily rely on Danny Cunniff Park South field. Hours of use at each field have steadily been declining since 2013 with the exception of DC South. The use at Lincoln in 2017 is an outlier.
Park District Rectangle Fields
Diamond Fields

Diamond fields are more varied, however the fields with lights stand out from the rest, those include Danny Cunniiff Diamond 1, Sunset Woods Diamond 1and 2, and West Ridge Diamond 1.

Figure 8: Diamond fields usage by field by year
Rental Revenue

Rental revenue is another way to assess demand for fields.

Rectangle fields are the dominant revenue generator compared to diamond fields because diamond fields are primarily used for PDHP paid programs. Different groups use Park District fields for their programs, these groups include: private clubs, the District’s affiliate community run soccer program AYSO (American Youth Soccer Organization), and schools. Revenue generated from field rentals has been declining since 2013 and usage by private organization is declining and is reflected in the parallel decline in revenue.

Figure 9: Rental Revenue
Figure 10: Percent of user type (2013-2018)

Figure 11: Source of Rental Revenue Trend (2013-2018)
Data Highlights

- There is steady demand for traditional sports like soccer and baseball
- Field usage for diamond fields is increasing and usage for rectangle fields is decreasing.
- Rental revenue for rectangle fields is decreasing.
Community Feedback

Park District staff hosted four focus groups with field sport participants, affiliate and private organizations, baseball advisory committee, coaches, and internal athletics staff. Each group was asked to describe their ideal field, list field elements that are important to their interest group, talk about Park District fields conditions and name which field they prefer or avoid and why. To quantify the information gathered, comments were assigned keywords, keywords were then aggregated to identify trends and priorities.

The information collected at the focus groups validates the data gathered in the first phase of this planning effort. The top five topics mentioned were related to drainage, spectator amenities, maintenance, lights, and parking. Staff running programs internally or for affiliate organization had more mentions of drainage than participants and coaches. Coaches were concerned with field surface and ensuring a consistent and level playing area. Participants and internal staff had more mentions of spectator amenities. Baseball advisory committee members mentioned maintenance more than the other interest groups.

Respondents prefer the District fields that offer lights and other amenities and have good field conditions. 54% of the applicable responses to the question “Which is your preferred PDHP field and why” mentioned rectangle fields at Danny Cunniff South and the diamond fields at Cunniff and Sunset Woods as preferred locations.

Priority Areas Gleaned from the Focus Groups

1. Drainage: Improved drainage at the fields is paramount for high performance reliable fields for programs and rentals.

2. Amenities (lights, parking, player amenities): Fields must offer amenities for participants and organizations using the fields providing ease of access and generally making the experience more comfortable and enjoyable for both the players and the spectators.

3. Maintenance: Fields must be maintained regularly and sustainably, applying best practices to ensure quality play for each game and years to come.

4. Multiple fields/complex or sports hub: Participants, affiliate organizations, coaches, and schedulers all mentioned the need for a sports field location with multiple fields to accommodate multiple teams and age groups. This allows ease for families and organizations running multiple programs.

5. Field playability – size and surface: Fields must be level to ensure a safe and quality play area, varying sizes to accommodate the differing age groups.
Athletic Field Overview

The fields available for athletic programming must meet the program and participant needs. Below is an inventory of fields located in Highland Park and an assessment of Park District fields.

City of Highland Park Field Locations

The Park District of Highland Park owns and manages 16 parks with athletic facilities, six of those fields host PHDP athletic programs, and three fields host affiliate programming. There are other fields throughout the City owned by other entities: six of the elementary schools have athletic fields and the high school has two properties with athletic facilities. In total, the City features twenty locations with diamond fields and fourteen locations with rectangle fields. (see map to the right).

Athletic Fields in Highland Park

<table>
<thead>
<tr>
<th>Park</th>
<th>Field Name</th>
<th>Pre-K/Toddler</th>
<th>Elementary School</th>
<th>Middle School</th>
<th>High School</th>
<th>Adults</th>
<th>Neighborhood Play</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Open space and Backstop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cloverdale</td>
<td>Open space and Backstop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Danny Cunniff</td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Large</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>South Small</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>North Large/Medium</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>North Small</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fink</td>
<td>Large</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Small</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Kennedy</td>
<td>Large</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Small/Medium</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Fink</td>
<td>Large</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Medium</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Small</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 1</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 2</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Diamond 3</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Figure 12: Inventory of Park District Fields
Athletic Fields in Highland Park
Assessment

Each Park District park was assessed by Parks and Athletics staff using a standardized assessment form. The categories used in the review include: field orientation, size, usability, turf condition, site grading, drainage, irrigation, park amenities such as lights, sidewalks, and accessibility; and environmental limitations of the site (Staff only completed the assessment for park district property). Staff ranked each category using a grading scale from 1 to 4, 4 representing an unsatisfactory condition and 1 representing excellent or exceed standards. The staff completing the assessment are experts in field management, maintenance, athletic programming, and Park District of Highland Park locations and used their joint expertise to determine the appropriate rating. The final assessment forms are included in the appendix of the report and summarized here.

Turf condition, Site grading, drainage and irrigation

Field conditions are a high priority for all user groups. How the site handles water determines the condition of the field. This is the primary concern across the various users who participated in focus groups. Staff assessed drainage and grading based on knowledge of how the fields respond after heavy rain storms and how level the playing surface is for play. Not one field in the Park District inventory was given a rating of 1 (exceeds standards) for drainage, grading, or turf conditions, the chart below highlights the fields with both top ranks for grading and drainage. Three of the five fields listed are located at Sherwood and Cloverdale parks. These parks are not programmed but do host a back stop and/or a large open field for casual play.

![Field Conditions Table](image)

The fields primarily programmed at the Park District are listed below. All of these fields rank low for drainage. The resulting poor turf condition at the District’s community parks Danny Cunniff, Sunset Woods, and Fink Park is likely due to overuse.

![Field Conditions Table](image)
Park Amenities

The amenities at the park contribute to the overall experience of field sports. The amenities highlighted by user groups include parking, lighting, and player amenities. Player amenities include elements such as: dugouts, lights, scoreboards and practice areas. Other amenities that contribute to the athletic program experience include walking/bike paths, restrooms, seating, and water. The two parks that have all of the recreational amenities, listed include: Danny Cunniﬀ Diamond ﬁeld #1 and Larry Fink Diamond ﬁeld. Other parks that also oﬀer a variety of park amenities include Sunset Woods and West Ridge.

![Amenities Chart: Danny Cunniﬀ, Larry Fink, Sunset Woods, and West Ridge have the most amount of player and spectator amenities, particularly lights. 0 indicates that the amenity is not present at the park.](Draft)

Environmental Limitations

Park location and soil conditions contribute to drainage. To assess these factors staﬀ used outside resources including soil maps, FEMA ﬂood zone designations, presence of wetlands, and conservations lands. Fink park and Danny Cunniﬀ park are two of the District’s largest community parks with over 130 acres of park land combined and hosting a variety of recreational amenities including athletics. Both parks have signiﬁcant portions of the property located within ﬂood plain –94% of Fink and 76% of Cunniﬀ park land is within the City of Highland Park ﬂoodplain.
Storm water

The increase in heavy storm activity and the resulting flooding has impacted athletic programming in Highland Park. Integrating a stormwater management approach to field improvements and sport field planning will benefit the quality of the playing surface and programs.

Highland Park has three bodies of water within its borders: Lake Michigan along its eastern border, the Middle Fork of the North Branch of the Chicago River on the western border, and the Skokie River bisects Highland Park from north to south. The Skokie River is located adjacent to two of the Park District’s community parks that host many of the District’s athletic programs: Danny Cunniff Park and Larry Fink Park. These two parks are directly affected by flooding after heavy rains.

Increase of storms

Northeastern Illinois experiences 36.83 inches of precipitation on average annually. Over the past decades, Illinois has experienced more frequent heavy rain events. The “Frequency Distributions of Heavy Precipitation in Illinois: Updated Bulletin 70” reports that for Northeastern Illinois the 1% annual chance design storm (100-yr) increased from 7.58 inches in 24 hours to 8.57 inches in 24 hours. Lake County and Highland Park have experienced major flood events in recent years, as reported in The Lake County All Natural Hazards Mitigation Plan (ANHMP). The 2017 ANHMP Plan, adopted by the County and participating municipalities including the City of Highland Park, highlights the importance of parks and open space for flood mitigation efforts.

Effect of storms on fields

48% of Park District parks are located within the City of Highland Park floodplain and many of the problem areas impact athletic fields. After heavy rains, Park staff assess the fields to determine if the play surface is too wet. If a field is too wet, programming will be cancelled to avoid further damage to the turf. Frequent cancellations can result in significant loss to the Park District; for example, during the Spring 2017 soccer season the Park District lost 164 hours of play and $8,500 was refunded to participants.

When flooding threatens programming, there are some circumstances where the decision is made to prepare the field for play through whatever means possible. Many factors are considered when making the decision to play on a wet field including whether it is a travel league or a rental. To reduce impact on diamond sports, the Park District purchases an annual supply of turface to prepare the field for play in wet conditions. There isn’t a similar product for rectangle fields. Park District staff monitor the turf. Staff report that tolerance is increasing, meaning to avoid cancellations, the threshold required to cancel play is higher to avoid cancellations. Play on wet fields perpetuates the problem. In 2016 the Park spent $4,823 on turface. This cost does not include the extra staff time needed to prepare the field.
Data Highlights

- Fields with satisfactory drainage and grading rank unsatisfactory for overall turf conditions, indicating a correlation with overuse.
- Fields located in parks with amenities, especially lights, are frequently programmed for athletics.
- Northeastern Illinois is experiencing more heavy rain events.

Figure: Northeast Illinois annual precipitation in blue, 1981-2010 normal in red, and linear trend in green. The normal annual precipitation for northeast Illinois is 36.83. Source: Illinois State Water Survey, University of Illinois Board of Trustees 2016
Section 3: Vision and Recommendations

Overarching Goal

To create a sports field strategic plan that offers field improvement recommendations to calibrate fields to the natural ebb and flow of sport demand and meet the needs of the community.

Key Findings:

- Field use is concentrated to a few fields. The Park District primarily programs four park sites for athletic programs: Danny Cunniff, West Ridge Park, Sunset Woods Park, and Larry Fink Park because of the amenities offered at these fields such as lights, and parking. Such concentration is negatively impacting turf conditions and the overuse is contributing to increasingly poor drainage.

- Usage and Revenue from rectangle field rentals is on a decline. PDHP rectangle fields available for rentals with lights are limited. The field conditions are unsatisfactory or in locations with poor drainage – or both. The decline in rental revenue may be attributed to the declining field conditions and unsatisfactory amenities.

- Baseball participation is increasing as are spring storms which can impact play and result in cancellations.

- Lights and park amenities positively contribute to the experience. These amenities are in the larger parks. Addition of these amenities at small neighborhood parks is challenging.

- Rectangle fields are adaptable for a variety of sports including growing niche sports such as lacrosse and flag football.

- Niche sports are on the rise
OBJECTIVES:

1. Improve drainage and turf conditions at PDHP community parks to reduce cancellations and offer a reliable playing space for PDHP programs, affiliates and private sports.
2. Provide amenities for user groups at parks with regular athletic programs
3. Prioritize multi-use fields that can accommodate a variety of sports.

Overview of approach

The Park District chose to review various scenarios to address the needs of the athletics program and the community. The planning for each scenario positions the District to make nimble decisions as opportunities arise. A cost benefit analysis was conducted for each scenario to inform recommended action. The scenarios are not mutually exclusive. Scenario 2 and Scenario 3 both rely on outside funding and/or land and therefore are to be implemented only if available and determined to be beneficial to the Park District following the criteria in this plan.

Scenarios

1. Focus on current infrastructure
2. Artificial Turf Field
3. Land Acquisition
Related Community Happenings

As the Park District is conducting the planning for the SFMP there are developments with other City agencies and land owners that are relevant to the Park Districts sports fields. The School District 112 is renovating two middle school properties and has plans to renovate several elementary schools within the next ten years. In addition, School District 112 closed two schools in Highland Park, one of which is adjacent to Lincoln Park which offers two baseball fields and one rectangle field and is programmed by the Park District.

Also relevant to the District’s planning efforts, the City of Highland Park is working with other neighboring municipalities to identify regional stormwater solutions. The group is in preliminary discussions with the US Army Corps. Two of the Park district community parks which host athletic programming are located along the Skokie River and could be considered as locations for stormwater efforts.

Neighboring Community Best Practices

Neighboring park districts are a valuable resource for best practices and innovative project ideas. The planning team looked to neighboring municipalities for examples of similar projects.

Glenview Park District: Community Park West

A 95-acre park that features 9 lighted baseball fields, soccer fields, walking paths, among other recreational activities. The park also offers parking and restrooms. The park is an example of a true hub offering a variety of sports and amenities to engage everyone in the family. The Glenview Park District primarily uses the fields for games. Priority use of the fields is given to District programs and leagues and affiliates. The Park was developed in 2003 and staff in 2019 continue to laud the park as being able to accommodate a wide array of events making it an ideal location for weekend athletic programming that engages the whole family.

Huntly Park District: Tomaso Sports

A 38-acres site with 7 rectangle natural turf fields and 6 natural turf diamond fields with lights and scoreboards. The fields offered at this park serve a wide spectrum of ages, two of the diamond fields have 250’ fence line with up to 80’ bases and the other two have 200’ fence line with up to 70’ bases. There are two additional diamond fields that do not have bases and can accommodate 70’ bases. The diamond fields are lit. The park also offers recreation paths, playground and restrooms.

Located partially in a flood plain, the Tomaso Sports Park has drainage challenges on some of the rectangle fields that are not crowned. To improve maintenance and sustain the quality of the fields, the Park District programs the sports park for weekend games and allows the fields time to rest Monday thru Friday.

Staff at Huntly Park mentioned that parking can be a challenge at Tomaso Park. Due to the limited parking, the District does not host both rectangle and diamond sports at the same time.

Wheeling Park District: Heritage Park

Wheeling Park District’s largest park, Heritage Park is 104 acres and hosts the community recreation center, family aquatic center, performance pavilion, and a sports complex. The sports complex has four diamond fields artificial turf fields that accommodate both baseball and softball. The outfield of one of the diamond fields serves as a multiuse field and is striped for football and soccer. The Park also has 8 natural turf soccer fields, a walking path, shelters, and a concession area. The fields at Heritage park are rented to high school teams and adult leagues and are available for day and night games. Staff report that the addition of artificial turf benefited programming because it reduced the cancellations.

Heritage Park is located adjacent to the Wheeling Drainage Ditch a tributary of the Des Plaines River. The property is located within a floodplain and offered an opportunity for regional stormwater capacity. The project was funded in partnership with the Metropolitan Water Reclamation District. The MWRD constructed storage basins on the property to provide flood relief for communities along the Des Plaines River. Heritage Park is a great example of project partnership based in mutual benefit.


Waukegan Greg Petry Sports Park

Waukegan Greg Petry Sports Park is a premier field complex that hosts 14 soccer fields (one of which is synthetic turf), 4 softball fields, 2 concession stands, in addition to other park amenities such as walking trails, playground, and a splash pad. The park design implemented green infrastructure best practices to manage stormwater on site. 16.5 acres of the park are comprised of native planting, bioswales, and rain gardens. The Greg Petry Sports Park is an example of coupling naturalized stormwater management with athletic programs to better manage stormwater.
Winnetka Skokie Play Fields

Skokie Playfields is Winnetka Park District’s largest park and hosts the A.C. Nielsen Tennis Center, Administrative Office, Winnetka Ice Arena, Platform Tennis, Golf Club, in addition to four outdoor diamond fields and 2 artificial turf rectangle fields. The two rectangle fields also have backstops to accommodate diamond sports. The demand for rectangle fields guided the decision for the artificial turf layout. To keep the fields multi-use, the fields include sport line indicators to assist with striping. Stripes are scrubbed off when new lines are needed.
Scenario 1: Focus on current infrastructure
Make the most of existing infrastructure to address the athletic program needs in Highland

Objective 1.1: Improve drainage and turf conditions

Strategies

- **1.1.1:** Evaluate sub-soil reports to determine soil amendments to improve drainage.

- **1.1.2:** Increase aeration at frequently programed fields in effort to improve drainage.
  
  ⇒ Monitor improvement.

- **1.1.3:** Implement a resting schedule.
  
  ⇒ Upon approval of the plan, seek to build partnerships with school districts for shared use of fields to facilitate field resting rotation and flexibility in scheduling.

- **1.1.4:** Explore relocating the outdoor ice rink and select events held at Sunset Woods athletic fields to preserve the turf conditions for athletic programs.

- **1.1.5:** Implement drainage improvements to fields at Danny Cunniff Park, West Ridge Park, Larry Fink Park, and Sunset Woods Park
  
  ⇒ Drainage improvement techniques may include traditional methods such as field underdrains, installation of trunk line and/or perforated pipe, and/or detention areas. Green infrastructure applications may include bioswales or raingardens.

- **1.1.6:** Present environmentally friendly solutions to weed maintenance to the Park District Board of Commissioners that serve as alternative to manual removal.
  
  ⇒ Potential alternatives include non-synthetic herbicides and other natural household products.

⇒ Such an alternative will allow the maintenance staff to meet the field maintenance standards requested by community members with the department’s current capacity and without sacrificing other parks.

Objective 1.2: Provide player and spectator amenities

Strategies:

- **1.2.1:** Establish West Ridge, Danny Cunniff, Sunset Woods, and Larry Fink as the athletic fields hubs and prioritize athletic amenities at these sites.

- **1.2.2:** Budget for portable restrooms at locations with limited or no restroom access: West Ridge Park, Larry Fink Park, and Danny Cunniff North.

- **1.2.3:** Budget for addition of athletic field lighting at Danny Cunniff Diamond 2. Lighting specific improvements outlined on page 34.

- **1.2.4:** Develop a maintenance schedule for all outdoor athletic lighting.

Objective 1.3: Prioritize multi-use fields that can accommodate a variety of sports

Strategies

- **1.3.1:** Improve fields to be able to accommodate multiple age groups.
  
  ⇒ Larry Fink is a premier field however the sizing of the field is specific to a certain age group. Skin the infield at Larry Fink Park to accommodate multiple age groups and designate Larry Fink as one of the Districts premier fields.
Action Steps:

- Increase aeration frequency at primary fields (Danny Cuniff, West Ridge, Sunset Woods, Fink)
- Conduct subsoil investigation and evaluate report. Define maintenance based on report to improve drainage.
- Explore weed solutions and present to the board
- Continue conversations with the School District to identify partnership opportunities to utilize school district fields for community athletic programs
- Build in low-cost drainage improvements in to the District’s capital plan
- Build in amenity and lighting improvements in to the District’s capital plan

<table>
<thead>
<tr>
<th>Savings</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less administrative and maintenance time spent after rain storms for rescheduling and maintenance</td>
<td>May continue to lose rental revenue from private clubs to synthetic fields.</td>
</tr>
<tr>
<td>Fewer cancellations and refunds due to weather.</td>
<td></td>
</tr>
<tr>
<td>Less capital costs</td>
<td>May continue to lose funds to cancellations due to weather.</td>
</tr>
<tr>
<td>Use existing infrastructure</td>
<td></td>
</tr>
</tbody>
</table>
Scenario 2: Secure funding for artificial turf field

Invest in an artificial turf multi-use field to provide consistent athletic programs and high-performing facilities.

Objective 2.1: Improve drainage and turf conditions

Strategies

♦ 2.1.1: Build a multi-use artificial turf field at Danny Cunniff Park South fields. The use of the proposed field would prioritize Park District programs and community programs.

⇒ Explore mutual stormwater benefit partnerships

⇒ Useful life estimated at ~10 years +

♦ 2.1.2: Maximize play at the proposed artificial turf field and eliminate programming at other parks

⇒ Relieve maintenance time and dollars, estimated to save the park district at minimum $40K annually in materials and staff time. See proposed removals below.

Spring and Summer:
Eliminate West Ridge for baseball, only use for soccer as needed
Eliminate Lincoln
Eliminate play at Sunset Woods on Saturdays

Objective 2.2: Provide player and spectator amenities

Strategies

♦ 2.2.1: Expand athletic lighting to diamond fields at Danny Cunniff Park.

♦ 2.2.2: Renovate the adjacent shelter building for concession opportunities.

♦ 2.2.3: Focus player and spectator amenity improvements to the four sports focused park hubs – West Ridge Park, Danny Cunniff Park, Sunset Woods Park, and Larry Fink Park.

⇒ Prioritize amenities at the artificial turf field.

Objective 2.3: Prioritize multi-use fields that can accommodate a variety of sports

Strategies

♦ 2.3.1: Design a field to accommodate various sports and age groups.

⇒ The proposed shape and size would accommodate a diamond field that could play up to a 300’ fence line for adult softball in addition to a large soccer field and a medium soccer field. The proposed turf field would complement the existing 250’ fence line diamond fields and the natural turf large and medium fields at the north end of the park.
Savings

- Artificial turf fields drain quickly resulting in more consistent scheduling and fewer cancellations.
- Because of the consistent paying surface, artificial turf fields are attractive for rentals.
- Artificial turf fields are less impacted by cold weather conditions and therefore can host a longer season resulting in increased rental revenue opportunities.
- Artificial turf fields require less man power to maintain allowing for staff to focus on other parks and facilities.
- Because the artificial turf field can be constantly programmed without impact to the playing surface, this relieves use of natural turf fields and reduces weekly field maintenance staff time and materials.

Costs

- Artificial turf fields have a high initial cost to install estimated costs approximately $3M
- While artificial turf fields require less regular maintenance, they do still require maintenance and the specialized equipment is needed. The Park District would need to acquire the specialized equipment for routine maintenance.

Action Steps:

- Identify funding for artificial turf field and lighting
- Share this plan with partners to potentially identify mutual benefit and create a joint effort.

---

<table>
<thead>
<tr>
<th>Est. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design and permitting</td>
</tr>
<tr>
<td>Construction of artificial turf field</td>
</tr>
<tr>
<td>Costs for amenity improvements</td>
</tr>
<tr>
<td>Purchase of maintenance equipment for the field</td>
</tr>
<tr>
<td>Future drainage improvements at other parks</td>
</tr>
</tbody>
</table>

**Total Estimated Capital Cost**

$4M
Scenario 3: Secure funding and land for sports complex
If/when available take advantage of a size appropriate acquisition opportunity to develop a

Objective 3.1: Improve drainage and turf conditions

Strategies
♦ 3.1.1: For the Park District to consider a property for acquisition and development the property available for sports fields would need to be at minimum 20 acres.
♦ 3.1.2: If a new site were to be developed, operational planning should include consideration of impact on other District fields.

Objective 3.2: Provide player and spectator amenities

Strategies
♦ 3.2.1: Assess site for appropriate space for player and spectator amenities including athletic field lighting

Objective 3.3: Prioritize multi-use fields that can accommodate a variety of sports

Strategies
♦ 3.3.1: If a new site were to be developed, prioritize rectangle fields
In an athletic hub with quality fields and amenities to serve the Highland Park Community

<table>
<thead>
<tr>
<th>Est. Cost</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Property acquisition and associated costs</td>
<td>$Unknown</td>
</tr>
<tr>
<td>Design and permitting for site utilities, amenities, and fields</td>
<td>$1.5M+</td>
</tr>
<tr>
<td>Construction Costs for site utilities, amenities, and fields</td>
<td>$15M+</td>
</tr>
<tr>
<td>Required maintenance equipment for new facility if needed</td>
<td>$3.5K - $5K</td>
</tr>
</tbody>
</table>

**Total Estimated Capital Cost $4M**

<table>
<thead>
<tr>
<th>Savings</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost to acquire and build a new park is high</td>
<td></td>
</tr>
<tr>
<td>Build a facility that meets the District’s needs</td>
<td>Large parcels that could accommodate the recreation needs of a sports complex are not frequently available in a developed community like HP</td>
</tr>
</tbody>
</table>

**Action Steps:**

- Identify potential funding sources for property acquisition so that the District is prepared if an opportunity were to present
- Share the Sports Field Master Plan with local partners to potentially identify opportunities to benefit the community
The Park District of Highland Park has athletic field lighting at four fields:

1) Danny Cuniff Diamond Field 1
2) Danny Cuniff South rectangle
3) Larry Fink Diamond
4) West Ridge Diamond

**Objective L.1: Add lights at strategic locations to increase play**

L.1.1: Add athletic field lights to Danny Cuniff Park Diamond 2. Danny Cuniff Diamonds 1 and 2 are among the District’s best fields. Adding lights activates the fields as premier diamond hub that can accommodate increase program capacity.

**Objective L.2: Maintain existing lights sustainably**

L2.1: Budget for lighting improvements at Sunset Woods
L2.2: Budget for lighting improvements at Larry Fink
L2.3: Budget for lighting improvements at West Ridge Park.
L2.4: Update all lights to LEDs and to comply with Dark Sky Ordinance

*More lights at strategic fields would increase play time and rental opportunities.*
Section 4: Implementation

The Sports Field Master Plan equips the District with support to guide operations, prioritize capital improvements, and begin identifying funding opportunities.

Funding Strategies

Funding options can vary from grants, program fee increases, partnerships, or land donations.

District Capital Replacement Fund

The District maintains a five-year capital replacement plan to maintain park district facilities and properties. This fund serves all District parks and facilities. Scenario 1 outlines priorities and needs to improve existing facilities. During capital planning the improvements recommended by the approved SFMP plan will be considered.

Grant Funds:

Open Space Land Acquisition and Development (OSLAD)
The OSLAD program can provide up to 50% funding assistance to eligible units of local government for the acquisition and / or development of land for public outdoor recreation. OSLAD is a state-financed program administered by the Illinois Department of Natural Resources (IDNR). Funding is provided on a reimbursement basis after satisfactory project completion. The grant is awarded annually through a competitive application process.

Land and Water Conservation Fund (LWCF)
LWCF programs can provide up to 50% funding assistance to eligible units of local government for the acquisition and / or development of land for public outdoor recreation. LWCF is a federally-funded program administered by the Illinois Department of Natural Resources (IDNR). Funding is provided on a reimbursement basis after satisfactory project completion. The grant is awarded annually through a competitive application process. LWCF funds may only be used for land acquisition.

Illinois Green Infrastructure Grant
IGIG grants are administered through the Illinois EPA. Grants are available to local units of government and other organizations to implement green infrastructure best management practices to control stormwater runoff for water quality protection in Illinois. Projects must be located within a Municipal Separate Storm Sewer System (MS4) or Combined Sewer Overflow (CSO) area. Funds are limited to the implementation of projects to install best management practices. Funding limits are based on project type – combined sewer overflow rehabilitation, stormwater retention and infiltration, or green infrastructure small projects.

The Baseball Tomorrow Fund
A joint initiative between Major League Baseball (MLB) and the Major League Baseball Players Association (MLBPA). The fund awards grants to organizations in the operation of youth baseball and softball programs and facilities to promote and enhance the growth of youth participation in baseball and softball.

Energy Efficiency Incentives ComEd
Each ComEd customer pays into a fund to benefit energy efficiency initiatives in the region. The Park District can apply for incentives for new construction and retrofit projects. New outdoor athletic field lighting projects may be eligible for funds.
Partnership Opportunities

School District
A partnership with the School District would offer an opportunity for additional fields to program allowing time for fields to rest.

City of Highland Park
The Park District is a major land owner in the City of Highland Park, which could serve as mutual benefit for regional stormwater management. There are several regional examples of a such partnership including Wilmette, IL and Wheeling, IL.

Soccer Groups
Private soccer groups make up 60% of the rectangle field users. Any improvements to Park District of Highland Park rectangle fields will benefit their operations and program offerings. A partnership with private soccer groups using PDHP fields can be mutually beneficial to offer the premier fields in the area.

Private Companies
Local companies with a vested interest in the community may be interested in contributing to field improvements in exchange for marketing opportunities such as field name rights or a logo on the field.

North Shore Water Reclamation District
There is precedence of Water Reclamation Districts such as the North Shore Water Reclamation District partnering with a Park District on a project to develop park facilities while incorporating a stormwater storage solution. Wheeling’s Heritage Park is a an example of Cook County’s Metropolitan Water Reclamation District partnering with the Wheeling Park District to fund the project.

<table>
<thead>
<tr>
<th>1.1.1: evaluate sub-soil report</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.2: Increase aeration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.3: Implement a resting schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.5 Explore relocating PDHP activities to benefit Sunset fields</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.6 Implement drainage improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1.7 Alternative weed management solutions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2.1 Prioritize athletic amenities at four major athletic parks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2.2: Portable restrooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2.3 Lighting Specific Improvements</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3.1: Improve fields to accommodate multiple age groups</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Timeline
The nature of the scenario planning allows for flexibility as opportunities arise and demand changes. Scenario 1 is achievable and is recommended to begin implementation upon approval of the plan. The recommendations from scenario 1 do not preclude scenario 2 or 3. The District can concurrently utilize the SFMP to pursue and evaluate funding and partnerships opportunities.

Evaluation
- The following progress evaluation will be put in place upon approval of the plan:
  - Annually track the recommended projects completed.
  - Annually survey participants, coaches, program staff, and affiliate organizations to evaluate perceptions and improvements. Survey should be issued in November of each year.
  - Track program participation data to evaluate trends and adjust plans as needed.
  - The internal planning committee will reconvene biannually to discuss progress with partnerships, funding opportunities, trends, and other external factors.

Commitment
The Park District is committed to serving the community with quality athletic programming and fields. The Sports Field Master Plan will be used as a living document that provides the District the support to implement improvements and pursue larger scale improvements through partnerships and/or outside funding.
To: Board of Park Commissioners

From: Jeff Smith, Assistant Director of Parks and Planning; Dan Voss, Director of Parks and Planning; Kathy Donahue, Interim Executive Director

Date: June 11, 2019

Subject: Rosewood Beach Boardwalk Railing

At the May 14th, 2019 Workshop Meeting, staff reported on the status of the overlook portion of the boardwalk near the Rosewood Beach Interpretive Center. Staff will provide an update on plans to install a railing in this area.
To: Board of Commissioners  
From: Kathy Donahue, Interim Executive Director  
        Elliott Becker, Interim Finance Director  
Date: June 11, 2019  
Subject: Natural Gas Contract Renewal

Background/Analysis – The Park District’s Natural Gas Contracts are nearing expiration and the Park District must choose its direction moving forward. Commodities such as natural gas can be purchased using a fixed or variable rate. The variable rate is generally tied to an index. For instance, the District’s larger accounts are currently tied to the NYMEX (New York Mercantile Exchange) rate plus $.0081 per therm. The other option is a fixed rate that is based on the length of the agreement and the anticipated conditions. Should temperatures be moderate in the winter, the period when the most gas is used, the District would generally be better off using the variable rate which it is currently doing. Should it be a cold winter, just the opposite would be true. Given the conditions of the past few years, the District’s choice of the variable rate has not worked to its advantage.

Currently, the District works with a consultant that charges a fee of $2,000 ANNUALLY to prepare an RFP for gas vendors. That fee should also be included in the cost of the utility. As a result, the District reached out to, Alternative Utility Service (AUS) to do an analysis for the District. The District provided AUS with gas bills for each meter and from that, they were able to obtain usage amounts from the utility.

While working at Wheeling and Palatine Park Districts, a conversion was made to AUS with great success. Some of the other agencies they serve include Arlington Heights Park District, Northbrook Park District, and the Villages of Wheeling and Rosemont (including the Allstate Arena). AUS also serves many commercial clients as well.

Results of the analysis indicate that in addition to not being responsible for an RFP fee of $2,000 the Park District, all things being equal (temperature and usage), the District would have saved over $2,000 with its three largest facilities and over $14,000 for the smaller meters for a total savings of $22,000 (when the RFP fee is included) over the
three-year period. Further, AUS gets paid by the winning vendor so the District is not responsible for any commissions.

**Recommendation**- A careful review and comparison of the options recommend that the District continue to use Centerpoint for its large usage meters (fixed rate of 29.26 cents per therm and switch its smaller meters to a fixed rate contract with Interstate Gas Supply at a fixed rate of 32.7 cents per therm. The recommended term is 3 years. However, in order to get this done in a timely fashion, the contracts with the winning vendors must be signed by June 13 and June 25 respectively. Therefore, staff is asking that the Executive Director sign these contracts and they be ratified at the June 25 meeting.
Natural Gas Purchase Contract

Seller: Interstate Gas Supply, Inc.
Attn: Commercial & Industrial Sales, 6100 Emerald Parkway, Dublin, Ohio 43016
Buyer: Park District of Highland Park
Contact Name: Elliott Becker
Confirmation Email: ebecker@pdhp.org
Phone: 847-579-3813
Fax

Street Address: 636 Ridge Rd
City: Highland Park
State: IL
Zip: 60035

Billing: Per Utility Billing
Facility: See Exhibit A
Account Numbers: See Exhibit A

This Contract is subject to the attached Natural Gas Supply Master Terms and Conditions, which are incorporated in their entirety herein.

Natural Gas Distribution Company ("NGDC"): North Shore Gas

Critical Day Volume: 100% of Usage determined by the NGDC

Purchase Price:
- ☑ Fixed Price of $0.327 per Therm for all gas delivered to the Burnetip throughout the Initial Term.
- ☐ Variable Price determined by 100% of the applicable NYMEX settlement price (depending on the Buyer’s billing cycle) plus $ per Therm for all gas delivered to the Burnetip throughout the Initial Term.

The price includes all interstate transportation charges, applicable shrink/fuel to the delivery point, Btu conversion, and pooling fees, but it does not include the applicable taxes or NGDC transportation and distribution charges. After the Initial Term expires, the price will be as described under the Renewal Variable Pricing section of this Contract.

Initial Term:
The Initial Term of this Contract will begin with the August 2019 NGDC billing cycle, and it will continue through the July 2022 NGDC billing cycle.

Renewal:
Upon expiration of the Initial Term, this Contract will automatically renew on month-to-month basis, with each such month constituting a "Secondary Term." Any automatic renewal may be cancelled by Buyer or Seller delivering written notice to the other party at least 30 days before the automatic renewal date. The automatic renewal date will be the first calendar day of the month at the end of the applicable Term. Because Seller needs to contract for supply and transportation in advance, Buyer’s early termination of any Account under this Contract will harm Seller.

Early Termination Damages:
- If under a Fixed Price: For each Account that is terminated early, damages will be equal to the positive difference, if any, between the Fixed Price minus the then-current market price, multiplied by the "Contract Volumes" (defined below) as apportioned to the terminated Account(s) and remaining under the then-current Term. The "Contract Volumes" are calculated using each Account’s historical monthly consumption, as provided to Seller by the NGDC, multiplied by weather normalization factors and are set forth in the table below. The Contract Volumes will be used for determining early termination damages under this Contract. Buyer is not otherwise obligated to accept/consume the Contract Volumes on a monthly or annual basis.
- If under a Variable Price: For each Account that is terminated early, damages will be equal to $0.04 per Therm multiplied by the Contract Volumes as apportioned to the terminated Account(s) and remaining under the then-current Term.

Contract Volumes in Therm at the Burnetip:

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14,265</td>
<td>11,352</td>
<td>7,812</td>
<td>3,509</td>
<td>1,687</td>
<td>1,244</td>
<td>1,240</td>
<td>1,251</td>
<td>1,324</td>
<td>2,675</td>
<td>5,518</td>
<td>12,279</td>
</tr>
</tbody>
</table>

This Contract, including any Exhibit(s) may be signed in counterparts. If Buyer and Seller execute more than one Contract with respect to any Account(s), the terms of the most recent Contract will supersede and take priority over all previous Contracts with regard to the same Account(s). Any signature on this Contract and any Exhibit(s) will be considered valid for all purposes and have the same effect whether it is an ink-signed original, e-signed, a photocopy, or a facsimile representation of the original document.

The signers below personally certify that they have all requisite authority to sign and enter into this Contract on behalf of the parties identified above their signatures. Further, they acknowledge that on behalf of their respective parties, they have read, understood, and voluntarily agreed to every provision of this Contract, the attached Terms and Conditions, and any Exhibit A.

Accepted by Buyer:
Name: 
Title: 
Date:

Accepted by Seller:
Name: Jonathan Liba
Title: Director, C&I Acct. Mgmt.
Date:
Natural Gas Supply Master Terms and Conditions

These Master Terms and Conditions (the "Terms and Conditions") set forth the general terms and conditions for the retail sale and purchase of natural gas between Seller and Buyer. The specific terms with respect to Buyer's Accounts will be set forth on Page 1. These Master Terms and Conditions, the specific terms set forth on Page 1, and any Exhibits form a written agreement between Seller and Buyer (the "Contract").

1. Natural Gas Supply. Seller will supply and deliver to Buyer the full natural gas requirements for all Accounts under this Contract, and Buyer will accept and pay for all such deliveries according to this Contract. Seller will act as Buyer's agent for the limited purposes of working with Buyer's NGDC in order to: (a) obtain the Accounts' usage, billing, and payment histories; (b) effect the transfer of natural gas supply service to Seller; and (c) perform Seller's obligations under this Contract. Buyer will execute all documents and be responsible for all services and equipment required by the NGDC in order for Buyer to receive service under this Contract.

2. Renewal Variable Price. The price for each Secondary Term will be determined monthly by the Index price of gas delivered to the applicable delivery point, plus: transportation, demand charges, shrink/fuel, Btu conversion, pooling fees, and a service fee. The price will not include the applicable taxes or NGDC transportation/distribution charges.

3. Billing & Payment. The NGDC will issue consolidated monthly invoices which will contain Seller's natural gas charges, plus applicable taxes and all of the NGDC's distribution and other applicable charges. Buyer will pay to the NGDC the entire amount of each natural gas bill under the NGDC's payment terms and conditions. Seller reserves the right to invoice Buyer directly for: (a) Seller's charges only, plus applicable taxes; or (b) for the NGDC's charges, as well as Seller's charges, plus all applicable taxes. Late charges will apply for all past-due amounts owed to seller at the rate set forth in the NGDC's tariff for its charges. The NGDC is solely responsible for reading Buyer's meter(s), and all disputes that Buyer has with respect to meter readings and related adjustments will be addressed by Buyer solely to the NGDC.

4. Credit. Upon Seller's reasonable request, Buyer will provide to Seller financial statements and other credit-related information, all of which will be treated as confidential by Seller. If Seller reasonably deems Buyer's financial condition inadequate to extend credit, Seller may require security sufficient to cover volumes for the two largest months' Contract Volumes. The security will be in the form of either a deposit or an irrevocable letter of credit. Furthermore, if Buyer: (a) becomes a Debtor in a bankruptcy proceeding; or (b) breaches any payment obligation or any other obligation to Seller (including any obligation to provide security as provided above), then Seller may suspend deliveries and/or terminate this Contract 10 days after delivering written notice to Buyer. Seller's rights under this Credit section are in addition to all other remedies available under this Contract.

5. Damages. Seller may hedge its obligations under this Contract by purchasing natural gas and related transportation, as well as natural gas futures and/or swaps, or any combination thereof. If Buyer terminates any or all Accounts from under this Contract before the expiration of any Term; or (b) Seller terminates this Contract as to any or all Accounts before the expiration of any Term as a result of Buyer's breach of this Contract; or (c) the NGDC terminates any or all Accounts from under this Contract before the expiration of any Term as a result of late or non-payment, then Buyer will pay to Seller damages calculated as set forth in the Early Termination Damages section on the Page 1. Seller may increase the price charged to Buyer for Accounts that have not breached in order to cover the damages described above; in such instance, Seller will send to Buyer an informational invoice to supplement the NGDC's bill. If Buyer transfers service to the NGDC, Buyer may be charged a price other than NGDC's standard rate. Nothing in this Damages section limits Buyer's obligation to pay for all delivered natural gas as metered by the NGDC. If Seller fails to perform its delivery obligations under this Contract, Seller will pay to Buyer an amount equal to the positive difference, if any, between Buyer's reasonable cost of cover minus the then-current Contract price for all natural gas Seller failed to deliver. The prevailing party in any lawsuit under this Contract will be entitled to collect from the prevailing party the prevailing party's costs of enforcing this contract, including reasonable attorneys' fees and all other litigation expenses.

6. Cross Default. If Buyer is a party to one or more other natural gas or electricity supply contracts with Seller, a breach by Buyer under such other contract(s) may be treated by Seller as a breach by Buyer of this Contract.

7. Limitation of Liability. Seller will not be liable for any losses arising from Buyer's use of natural gas or for losses arising from any pipeline or the NGDC, including but not limited to: their operations and maintenance of their system, any disruption of their service, termination of their service, their events of force majeure, or deterioration of their service. Except as otherwise set forth in this Contract, neither party will be liable for any indirect, consequential, special, or punitive damages, whether arising under contract, tort (including negligence and strict liability), or any other legal theory.

8. Warranty. Seller warrants that all gas delivered to the NGDC for its distribution to Buyer will meet the NGDC's quality standards and that title to such gas is free from liens and adverse claims. Seller makes no other warranties or representations of any kind, express or implied, including any warranty of merchantability or warranty that the goods are fit for any particular purpose.

9. Regulatory. The choice program is subject to ongoing utilities commission jurisdiction and NGDC rules. Seller may pass through to Buyer any additional charges/fees imposed on suppliers through a regulatory and/or utility proceeding. If the choice program is terminated or materially changed, this Contract may be modified accordingly or terminated by Seller without penalty to either party.

10. Relationship of Parties. Buyer will make decisions regarding pricing and volumes in Buyer's sole discretion, with or without advice or recommendation from Seller, and Seller will not be liable for Buyer's acting or failing to act upon Seller's advice or recommendations.

11. Assignment. This Contract may be assigned by Buyer only with express written consent of Seller, which consent will not be unreasonably withheld, delayed, or conditioned.

12. Waiver. No failure to enforce any provision of this Contract will be deemed a waiver of any right to do so, and no express waiver of any breach will operate as a waiver of any other breach or of the same breach on future occasion.

13. Choice of Law, Jurisdiction, Venue & Jury Trials. This Contract will be governed by the applicable laws of the State of Ohio, without regard to Ohio's principles of conflicts of law. All legal actions involving all disputes arising under this contract will be brought exclusively in a court of the State of Ohio sitting in Franklin County, Ohio, or in the United States District Court for the Southern District of Ohio sitting in Columbus, Ohio. Buyer and Seller waive all of their rights to trial by jury in any legal action related to this Contract.

14. Severability. If any provision of this contract is held unenforceable by any court having jurisdiction, no other provisions will be affected, and the court will modify the unenforceable provision (consistent with the intent of the parties as evidenced in this contract) to the minimum extent necessary so as to render it enforceable.

15. Entire Agreement. This Contract, Including these Terms and Conditions and any Exhibits, contain the entire agreement between Seller and Buyer regarding the Accounts under this Contract, and it supersedes all prior and contemporaneous written and oral agreements and understandings between them with respect to those accounts. This Contract cannot be modified in any way except by a writing signed by both Seller and Buyer.
Exhibit A to Natural Gas Purchase Contract Form V5.1CH-IND-IL
Account Numbers & Facility Addresses

Seller: Interstate Gas Supply, Inc.
Buyer: Park District of Highland Park

Following are the Account/Meter Numbers and Addresses included under the above-mentioned contract between Seller and Buyer:

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Service Address</th>
<th>Service City</th>
<th>Service State</th>
<th>Service Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>060114507200004</td>
<td>1377 Clavey Rd</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060114507200007</td>
<td>1201 Park Ave W Ste A</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060114507200012</td>
<td>1240 Fredrickson PL</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060222577730001</td>
<td>1390 Sunset Rd</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060240542100001</td>
<td>2900 Trailway Rd</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060240542100005</td>
<td>1377 Clavey Rd</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060240542100006</td>
<td>3100 Trailway</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060240542100007</td>
<td>1240 Fredrickson PL</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
<tr>
<td>060819764700002</td>
<td>1801 Sunset Rd</td>
<td>Highland Park</td>
<td>IL</td>
<td>60035</td>
</tr>
</tbody>
</table>

AGREED.

Accepted by Buyer:
Name: [Name]
Title: [Title]
Date: [Date]

Accepted by Seller:
Name: Jonathan Liba
Title: Director, C&I Acct. Mgmt.
Date: [Date]
AGENCY AGREEMENT

Park District of Highland Park (Principal), with a Federal Employee Identification Number (FEIN) number of , is the customer of record for the below listed account(s) with The Peoples Gas Light and Coke Company or North Shore Gas Company (Company) hereby appoints and authorizes Interstate Gas Supply, Inc. d/b/a IGS Energy (Agent), having a business address of 6100 Emerald Pkwy, Dublin, OH 43016 as Principal’s duly authorized agent to act on Principal’s behalf, to execute any and all documents, and to take any and all actions necessary to Principal’s participation in Company’s transportation and storage of customer-owned gas program. Agent is hereby also authorized to request and receive from Company available information regarding billing and payments. Agent is further authorized to request addition or deletion of any of the below listed account(s) from Company’s transportation program.

<table>
<thead>
<tr>
<th>Account Numbers</th>
<th>Service Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Exhibit A</td>
<td>See Exhibit A</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ See attached page for additional account numbers and addresses

Principal: Park District of Highland Park

Signature:

Printed Name:

Title:

Date:

Telephone Number: 847-579-3813

Fax Number (optional):

Note: Please complete entire form

Rev 3/14/18
This Transaction Confirmation sets forth the terms of the Transaction agreed to under Gas Sales Agreement, No. 627007 (the "Agreement"), Capitalized terms used and not otherwise defined in this Transaction Confirmation shall have the respective meanings ascribed to such terms in the Agreement. The terms of this Transaction Confirmation are binding on both Buyer and Seller unless disputed in writing per the Agreement.

**Buyer:** Park District of Highland Park  
**Buyer's Facilities:** See below  
**Seller:** CenterPoint Energy Services, Inc.  
**Seller Contact:** Dan Fonseca  
**Seller Contact Email:** daniel.fonseca@centerpointenergy.com

**Dodd-Frank Transaction Classification:** Forward Contract

---

**Contract Price and Volume Commitment:** NGI's Bidweek Survey, "Midwest, Chicago Citygate" Index plus $0.005/Therm for full requirements.

**Additional Fees or Contract Price adjustments:**  
- Telemetry installation and maintenance as needed for any applicable Utility rate requiring telemetry  
- Utility Meter Read / Pooling fees: Applicable Utility Meter Read / Pooling fees

**Agency:** Buyer hereby appoints Seller to act as its limited agent for the following purposes, as deemed applicable by Seller to its performance of this Transaction: (a) making nominations to any Utility or Pipeline on Buyer's behalf; and (b) executing documents on Buyer's behalf commercially necessary for Seller to provide natural gas to Buyer. Seller will provide Pipeline and/or Utility transport bill consolidation services to Buyer. Seller's invoice shall include Seller's charges and applicable Pipeline and/or Utility charges. Seller may terminate this bill consolidation service at any time for any reason.

**Initial Period:** This Transaction Confirmation shall be in effect starting 07/01/2019 and will continue for 36 months ("Initial Period"), unless otherwise terminated in accordance with the Agreement.

**Renewal Period:** This Transaction Confirmation shall be in effect for the Initial Period set forth above, and will automatically renew or extend for successive 12 month periods (each a "Renewal Period") unless either party terminates this Transaction Confirmation by providing the other party with written notice at least 90 days prior to the end of the Initial Period or any Renewal Period, as applicable, or otherwise terminated in accordance with the Agreement.

**Delivery Point:** Utility Citygate - North Shore  
**Performance Obligation:** The delivery will be firm.

**Billing Type:** As of the Initial Period, Buyer's Facilities are designated with the Billing Type of Usage. The Billing Type shall determine the methodology Seller shall use to calculate Buyer's monthly invoices.

For Facilities designated with the Billing Type "Usage", Buyer shall be invoiced based on natural gas usage as reported by Utility, plus an amount equal to the "Unaccounted For Factor" (as defined in Utility's applicable tariffs).

For Facilities designated with the Billing Type "Deliveries", Buyer shall be invoiced based on the cumulative total volume of gas nominated by Seller for Buyer's Facilities during the applicable month ("Gas Account"). Each month, any difference between Buyer's Gas Account, including adjustments for the Unaccounted For Factor, and Buyer's usage as reported by Utility, shall be injected or withdrawn from "Buyer's Utility Storage Account" (as defined in Utility's applicable tariffs), as applicable.

If Buyer's Utility Storage Account has a positive balance, and such balance has been invoiced by Seller and paid for by Buyer; then Seller agrees to provide Buyer with a credit for the remaining natural gas if a) this Transaction is terminated for any reason, b) the designated Billing Type is changed from Deliveries to Usage, or c) Buyer's Facilities do not maintain the required telemetry status with the Utility and such Utility converts the Facilities to a different rate schedule or class. Such credit shall be calculated according to the following formula: positive volume balance multiplied by the "Index Price" less a $0.0035/Therm administrative fee.

For purposes hereunder, Index Price is defined as the "First of Month Index via Chicago Citygate" as
Special Conditions:
Buyer's Facilities:
Account numbers are accurate as of the Date above and may be modified by Utility/Pipeline

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Account Number</th>
<th>Meter Number</th>
<th>Address</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park District of Highland Park</td>
<td>0601145072-00003</td>
<td>N1444450</td>
<td>636 Ridge Rd</td>
<td>Highland Park</td>
<td>IL</td>
</tr>
<tr>
<td>Park District of Highland Park</td>
<td>0601145072-00005</td>
<td>N97745</td>
<td>3100 Trailway</td>
<td>Highland Park</td>
<td>IL</td>
</tr>
<tr>
<td>Park District of Highland Park</td>
<td>0602405421-00004</td>
<td>N179425</td>
<td>1240 Fredrickson Pl</td>
<td>Highland Park</td>
<td>IL</td>
</tr>
</tbody>
</table>

Seller: CenterPoint Energy Services, Inc.
Buyer: Park District of Highland Park

By: ____________________________  By: ____________________________
Print Name: ____________________  Print Name: ____________________
Title: __________________________  Title: __________________________
To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
      Elliott Becker - Interim Finance Director
      Kathleen Donahue - Interim Executive Director

Date: June 11, 2019

Subject: Bills presented for the Board's review on June 11, 2019.
Checks written May 23, 2019 through June 6, 2019.

BILLS

<table>
<thead>
<tr>
<th>DATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 23, 2019</td>
<td>$1,197.89</td>
</tr>
<tr>
<td>June 3, 2019</td>
<td>$7,024.80</td>
</tr>
<tr>
<td>June 6, 2019</td>
<td>$454,795.52</td>
</tr>
<tr>
<td>Void Payments</td>
<td>-</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>$40,926.63</td>
</tr>
<tr>
<td>P-Card</td>
<td>$190,267.35</td>
</tr>
</tbody>
</table>

TOTAL

$694,212.19

PAYROLL DISBURSEMENTS

TOTAL

-

GRAND TOTAL

$694,212.19
<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Vendor DBA Name</th>
<th>Payable #</th>
<th>Payable Type</th>
<th>Payment Date</th>
<th>Payment Type</th>
<th>Payable Description</th>
<th>Discount Amount</th>
<th>Payment Amount</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>17978</td>
<td>ANDREW BASS</td>
<td>051919</td>
<td>invoice</td>
<td>05/23/2019</td>
<td>Regular</td>
<td>05/19/19 Expenses reimbursed</td>
<td>0.00</td>
<td>1,197.89</td>
<td>183385</td>
</tr>
</tbody>
</table>

### Bank Code AP Summary

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payable Count</th>
<th>Payment Count</th>
<th>Discount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Checks</td>
<td>1</td>
<td>1</td>
<td>0.00</td>
<td>1,197.89</td>
</tr>
<tr>
<td>Manual Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Voided Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>EFT's</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:** 1 x 1 = 1,197.89
<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Vendor DBA Name</th>
<th>Payment Date</th>
<th>Payment Type</th>
<th>Payable Amount</th>
<th>Discount Amount</th>
<th>Payable Description</th>
<th>Bank Code: AP-AP BANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>11998</td>
<td>PARK DISTRICT RISK MGMT AGCY</td>
<td>06/03/2019</td>
<td>Regular</td>
<td>7,024.80</td>
<td>0.00</td>
<td>2 1/2 months COBRA coverage</td>
<td>183387</td>
</tr>
<tr>
<td>060319</td>
<td>Invoice</td>
<td>06/03/2019</td>
<td></td>
<td>0.00</td>
<td>7,024.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bank Code AP Summary**

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payable Count</th>
<th>Payment Count</th>
<th>Discount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Checks</td>
<td>1</td>
<td>1</td>
<td>0.00</td>
<td>7,024.80</td>
</tr>
<tr>
<td>Manual Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Voided Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>EFT's</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>1</td>
<td>0.00</td>
<td>7,024.80</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>Vendor DBA Name</td>
<td>Payment Date</td>
<td>Payment Type</td>
<td>Payable Date</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>15147</td>
<td>ABC PRINTING COMPANY</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>223858</td>
<td></td>
<td>02/05/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>223579</td>
<td></td>
<td>05/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2236107</td>
<td></td>
<td>05/14/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2236277</td>
<td></td>
<td>05/20/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2236830</td>
<td></td>
<td>05/21/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2236533</td>
<td></td>
<td>05/28/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15685</td>
<td>ABSOLUTE SERVICE INC</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>5162</td>
<td></td>
<td>05/09/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5172</td>
<td></td>
<td>05/14/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17985</td>
<td>ADRIENNE HERSH</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>848548</td>
<td></td>
<td>05/28/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>17997</td>
<td>AD-WEAR &amp; SPECIALTY OF TEXAS IN</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>27681-IN</td>
<td></td>
<td>05/14/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27682-IN</td>
<td></td>
<td>05/14/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27762-IN</td>
<td></td>
<td>05/14/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10055</td>
<td>AEREK PEST CONTROL</td>
<td>06/05/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>2235606</td>
<td></td>
<td>05/15/2019</td>
<td>Service - May 2019</td>
<td></td>
</tr>
<tr>
<td>17987</td>
<td>AIMEE ROSENBLATT</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>850595</td>
<td></td>
<td>05/30/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>850595-1</td>
<td></td>
<td>05/30/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>17990</td>
<td>AMY BANNER - PETTY CASH</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>052419</td>
<td></td>
<td>05/24/2019</td>
<td>Petty Cash-Outdoor Adventure Camp</td>
<td></td>
</tr>
<tr>
<td>10149</td>
<td>ANCEL.GLINK,DIAMOND,BUSH,</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>68548</td>
<td></td>
<td>02/13/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68582</td>
<td></td>
<td>03/11/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18001</td>
<td>ANTHEA SCOTT</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>855312</td>
<td></td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>16421</td>
<td>ARIE CROWN HEBREW DAY SCHOOL</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>848215</td>
<td></td>
<td>05/28/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>18005</td>
<td>BRIGETTE WOLF</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>856387</td>
<td></td>
<td>06/05/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>856389</td>
<td></td>
<td>06/05/2019</td>
<td>Refund</td>
<td></td>
</tr>
<tr>
<td>10937</td>
<td>CAREY DOWDLE</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>052919</td>
<td></td>
<td>05/29/2019</td>
<td>Referee fees - April/May 2019</td>
<td></td>
</tr>
<tr>
<td>10411</td>
<td>CATHY FIORI - PETTY CASH</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>032019</td>
<td></td>
<td>03/20/2019</td>
<td>Camp Sunshine change bank 2019</td>
<td></td>
</tr>
<tr>
<td>10420</td>
<td>CENTERPOINT ENERGY SERVICES, IN</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>7312241</td>
<td></td>
<td>05/23/2019</td>
<td>04/01/19-04/30/19</td>
<td></td>
</tr>
<tr>
<td>14371</td>
<td>CHILDREN'S THEATRE COMPANY</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>051419</td>
<td></td>
<td>05/14/2019</td>
<td>Winter 2019 Theatre class fee</td>
<td></td>
</tr>
<tr>
<td>17261</td>
<td>CHRIS MAUSZEWSKI</td>
<td>06/06/2019</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Vendor Number</td>
<td>Vendor DBA Name</td>
<td>Payable Type</td>
<td>Payable Date</td>
<td>Payable Description</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>10502</td>
<td>CITY OF HIGHLAND PARK</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>10537</td>
<td>COMED</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>14826</td>
<td>COMMERCIAL CAPITAL COMPANY L</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17991</td>
<td>CONFERENCE TECHNOLOGIES, INC</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17719</td>
<td>CONSTELLATION NEWENERGY</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>16142</td>
<td>CONSTELLATION NEWENERGY INC</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>10642</td>
<td>LAYMAN DESIGN</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17995</td>
<td>DAVID WEIL</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17122</td>
<td>DYNEGY ENERGY SERVICES</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17979</td>
<td>ELLIOTT F. BECKER CPA</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>18004</td>
<td>ELSA ARCILA</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>14204</td>
<td>ENVIRONMENTAL SERVICES FIRM IN</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>13859</td>
<td>ERIC JIANG</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17996</td>
<td>FRAN GROSSMAN</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>10954</td>
<td>MAGIC OF GARY KANTOR</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>11048</td>
<td>ZINGARI LLC</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>11048</td>
<td>ZINGARI LLC</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>17999</td>
<td>HEIDI RILEY</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>14216</td>
<td>HIGHLAND PARK COMMUNITY NUR.</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>11179</td>
<td>ILLINOIS ASSOC OF PARK DIST.</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
<tr>
<td>11184</td>
<td>ILLINOIS DEPT OF AGRICULTURE</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
</tr>
</tbody>
</table>

Packet: APPKT01991-20190606 4

6/7/2019 8:01:52 AM
<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Payable Type</th>
<th>Payable Date</th>
<th>Payable Description</th>
<th>Payment Date</th>
<th>Payable Date</th>
<th>Payable Description</th>
<th>Payment Type</th>
<th>Discount Amount</th>
<th>Payment Amount</th>
<th>Payment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>14190</td>
<td>050719</td>
<td>06/06/2019</td>
<td>ILLINOIS JUGGLING INSTITUTE INC 06/06/2019</td>
<td>Regular</td>
<td>06/06/2019</td>
<td>06/28/19 Camp workshop</td>
<td></td>
<td>0.00</td>
<td>600.00</td>
<td>183425</td>
</tr>
<tr>
<td>14220</td>
<td>060319</td>
<td>06/06/2019</td>
<td>JENNIFER COHEN Invoice</td>
<td>Regular</td>
<td>06/03/2019</td>
<td>Refund - Event cancelled</td>
<td></td>
<td>0.00</td>
<td>179.50</td>
<td>183425</td>
</tr>
<tr>
<td>13928</td>
<td>850245</td>
<td>06/06/2019</td>
<td>JILL KLEE Invoice</td>
<td>Regular</td>
<td>05/30/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>250.00</td>
<td>183427</td>
</tr>
<tr>
<td>15821</td>
<td>052919</td>
<td>06/06/2019</td>
<td>JOHN ANDERSON Invoice</td>
<td>Regular</td>
<td>05/29/2019</td>
<td>Umpire fees - April/May 2019</td>
<td></td>
<td>0.00</td>
<td>342.00</td>
<td>183428</td>
</tr>
<tr>
<td>17982</td>
<td>848533</td>
<td>06/06/2019</td>
<td>JOHN KLATT Invoice</td>
<td>Regular</td>
<td>05/28/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>46.20</td>
<td>183429</td>
</tr>
<tr>
<td>17980</td>
<td>845127</td>
<td>06/06/2019</td>
<td>JONATHAN RUBENSTEIN Invoice</td>
<td>Regular</td>
<td>05/24/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>46.81</td>
<td>183430</td>
</tr>
<tr>
<td>17992</td>
<td>855158</td>
<td>06/06/2019</td>
<td>KAREN COPLAN Invoice</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>16.50</td>
<td>183431</td>
</tr>
<tr>
<td>18002</td>
<td>855304</td>
<td>06/06/2019</td>
<td>KATELYN NIETEN Invoice</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>69.66</td>
<td>183432</td>
</tr>
<tr>
<td>18002</td>
<td>855304-1</td>
<td>06/06/2019</td>
<td>KATELYN NIETEN Invoice</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>52.39</td>
<td></td>
</tr>
<tr>
<td>17943</td>
<td>845111</td>
<td>06/06/2019</td>
<td>KIRK SAMSON Invoice</td>
<td>Regular</td>
<td>05/24/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>9.60</td>
<td>183433</td>
</tr>
<tr>
<td>17171</td>
<td>15984</td>
<td>06/06/2019</td>
<td>CATERED BY DESIGN Invoice</td>
<td>Regular</td>
<td>06/06/2019</td>
<td>2019 Champions Banquet</td>
<td></td>
<td>0.00</td>
<td>9,724.12</td>
<td>183434</td>
</tr>
<tr>
<td>17994</td>
<td>855195</td>
<td>06/06/2019</td>
<td>LAUREN RABIN Invoice</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>53.50</td>
<td>183435</td>
</tr>
<tr>
<td>11559</td>
<td>36734</td>
<td>06/06/2019</td>
<td>LAUTERBACH &amp; AMEN, LLP Invoice</td>
<td>Regular</td>
<td>05/15/2019</td>
<td>Professional services rendered-Final bill F</td>
<td></td>
<td>0.00</td>
<td>2,000.00</td>
<td>183436</td>
</tr>
<tr>
<td>17993</td>
<td>855176</td>
<td>06/06/2019</td>
<td>LISA TROTTER Invoice</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>49.50</td>
<td>183437</td>
</tr>
<tr>
<td>18003</td>
<td>855315</td>
<td>06/06/2019</td>
<td>LISA WARSSHIL</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>18.00</td>
<td>183438</td>
</tr>
<tr>
<td>11653</td>
<td>17-273</td>
<td>06/06/2019</td>
<td>MAG CONSTRUCTION CO.</td>
<td>Regular</td>
<td>05/06/2019</td>
<td>Rosewood Beach bluff staiway project</td>
<td></td>
<td>0.00</td>
<td>118,079.00</td>
<td>183439</td>
</tr>
<tr>
<td>11653</td>
<td>17-278</td>
<td>06/06/2019</td>
<td>MAG CONSTRUCTION CO.</td>
<td>Regular</td>
<td>05/06/2019</td>
<td>Rosewood Beach staiway railing project</td>
<td></td>
<td>0.00</td>
<td>37,200.00</td>
<td></td>
</tr>
<tr>
<td>16594</td>
<td>052819</td>
<td>06/06/2019</td>
<td>MEGHAN MEREDITH - PETTY CASH Invoice</td>
<td>Regular</td>
<td>05/28/2019</td>
<td>Petty cash-Trekkers camp &amp; bus tolls/park</td>
<td></td>
<td>0.00</td>
<td>475.00</td>
<td>183440</td>
</tr>
<tr>
<td>16928</td>
<td>5465</td>
<td>06/06/2019</td>
<td>E-QUANTUM CONSULTING, LLC</td>
<td>Regular</td>
<td>06/06/2019</td>
<td>Natural Gas &amp; Electric Consulting Services</td>
<td></td>
<td>0.00</td>
<td>495.00</td>
<td>183441</td>
</tr>
<tr>
<td>10006</td>
<td>5201062019</td>
<td>06/06/2019</td>
<td>NCPERS GROUP LIFE INSURANCE Invoice</td>
<td>Regular</td>
<td>05/15/2019</td>
<td>NCPERS Group Life Insurance</td>
<td></td>
<td>0.00</td>
<td>80.00</td>
<td></td>
</tr>
<tr>
<td>17173</td>
<td>050719</td>
<td>06/06/2019</td>
<td>NEXECO LLC Invoice</td>
<td>Regular</td>
<td>05/07/2019</td>
<td>06/28/19 Camp workshop</td>
<td></td>
<td>0.00</td>
<td>900.00</td>
<td>183443</td>
</tr>
<tr>
<td>17988</td>
<td>855299</td>
<td>06/06/2019</td>
<td>NOELL VAUGHN Invoice</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>6.41</td>
<td>183444</td>
</tr>
<tr>
<td>13604</td>
<td>0602225773-000</td>
<td>06/06/2019</td>
<td>NORTH SHORE GAS Credit Memo</td>
<td>Regular</td>
<td>06/03/2019</td>
<td>1390 Sunset Rd 03/01/19-04/01/19</td>
<td></td>
<td>0.00</td>
<td>-135.15</td>
<td></td>
</tr>
<tr>
<td>13604</td>
<td>0602225773-000</td>
<td>06/06/2019</td>
<td>NORTH SHORE GAS Invoice</td>
<td>Regular</td>
<td>05/06/2019</td>
<td>1390 Sunset Rd 03/01/19-04/01/19</td>
<td></td>
<td>0.00</td>
<td>254.71</td>
<td></td>
</tr>
<tr>
<td>13604</td>
<td>0602225773-000</td>
<td>06/06/2019</td>
<td>NORTH SHORE GAS Invoice</td>
<td>Regular</td>
<td>05/06/2019</td>
<td>1390 Sunset Rd 04/01/19-05/01/19</td>
<td></td>
<td>0.00</td>
<td>213.82</td>
<td></td>
</tr>
<tr>
<td>Vendor Number</td>
<td>Vendor DBA Name</td>
<td>Payable Type</td>
<td>Payable Date</td>
<td>Payable Description</td>
<td>Payment Date</td>
<td>Payable Description</td>
<td>Payment Type</td>
<td>Discount Amount</td>
<td>Payable Amount</td>
<td>Payment Amount</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-----------------------------------------------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>-----------------</td>
<td>----------------</td>
<td>---------------</td>
</tr>
<tr>
<td>0602405-421-000</td>
<td>NORTH SHORE WATER RECLAMATIC</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>2900 Trail Way, Cunniff Park Shelter 4/1/1</td>
<td>05/15/2019</td>
<td>2900 Trail Way, Cunniff Park Shelter 4/1/1</td>
<td>Regular</td>
<td>0.00</td>
<td>128.96</td>
<td>183446</td>
</tr>
<tr>
<td>3992532 052519</td>
<td>Invoice</td>
<td></td>
<td>05/25/2019</td>
<td>1201 Park Ave 05/14/18-12/31/18 Late F</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>128.96</td>
<td></td>
</tr>
<tr>
<td>17583</td>
<td>NORTH SUBURBAN LUBAVITCH CHA</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/28/2019</td>
<td>Regular</td>
<td></td>
<td>0.00</td>
<td>50.00</td>
<td>183447</td>
</tr>
<tr>
<td>848229</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>11998</td>
<td>PARK DISTRICT RISK MGMT AGENCY</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/31/2019</td>
<td>Health Invoice</td>
<td></td>
<td>0.00</td>
<td>154,272.10</td>
<td>183448</td>
</tr>
<tr>
<td>0519133H</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>154,272.10</td>
<td></td>
</tr>
<tr>
<td>11998</td>
<td>PARK DISTRICT RISK MGMT AGENCY</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/31/2019</td>
<td>Property/Liability/Workers Comp/Emp</td>
<td></td>
<td>0.00</td>
<td>30,269.23</td>
<td>183449</td>
</tr>
<tr>
<td>0519133</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>30,269.23</td>
<td></td>
</tr>
<tr>
<td>11998</td>
<td>PARK DISTRICT RISK MGMT AGENCY</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>06/05/2019</td>
<td>Health Invoice</td>
<td></td>
<td>0.00</td>
<td>3,116.85</td>
<td>183450</td>
</tr>
<tr>
<td>050119</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>3,116.85</td>
<td></td>
</tr>
<tr>
<td>12691</td>
<td>POSTMASTER OF HIGHLAND PARK</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/20/2019</td>
<td>Permit 127 Marketing Mall</td>
<td></td>
<td>0.00</td>
<td>235.00</td>
<td>183451</td>
</tr>
<tr>
<td>Permit 127 0520</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>235.00</td>
<td></td>
</tr>
<tr>
<td>17984</td>
<td>RACHEL NASS</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/28/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>40.29</td>
<td>183452</td>
</tr>
<tr>
<td>848537</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>40.29</td>
<td></td>
</tr>
<tr>
<td>17988</td>
<td>RBJ/ SANDZ</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/31/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>201.20</td>
<td>183453</td>
</tr>
<tr>
<td>851388</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>201.20</td>
<td></td>
</tr>
<tr>
<td>14137</td>
<td>RESERVE ACCOUNT</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Postage deposit</td>
<td></td>
<td>0.00</td>
<td>2,500.00</td>
<td>183454</td>
</tr>
<tr>
<td>47958863 06041</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>2,500.00</td>
<td></td>
</tr>
<tr>
<td>12211</td>
<td>RICOH USA, INC</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/23/2019</td>
<td>Copies 04/17/19-05/16/19</td>
<td></td>
<td>0.00</td>
<td>1,664.49</td>
<td>183455</td>
</tr>
<tr>
<td>5056733275</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>1,664.49</td>
<td></td>
</tr>
<tr>
<td>17981</td>
<td>ROBERT VALDEZ</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/24/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>123.00</td>
<td>183456</td>
</tr>
<tr>
<td>844728</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>123.00</td>
<td></td>
</tr>
<tr>
<td>16667</td>
<td>RODI GLASS</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>16.39</td>
<td>183457</td>
</tr>
<tr>
<td>855317</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>16.39</td>
<td></td>
</tr>
<tr>
<td>15648</td>
<td>MAJOR MEMORIES</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/21/2019</td>
<td>2019 Champions Banquet auction items</td>
<td></td>
<td>0.00</td>
<td>930.00</td>
<td>183458</td>
</tr>
<tr>
<td>052119</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>930.00</td>
<td></td>
</tr>
<tr>
<td>18000</td>
<td>SUE BOHM</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>06/04/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>5.78</td>
<td>183459</td>
</tr>
<tr>
<td>855303</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>5.78</td>
<td></td>
</tr>
<tr>
<td>17986</td>
<td>SUNEETIA PENDYALA</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/30/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>14.39</td>
<td>183460</td>
</tr>
<tr>
<td>850592</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>14.39</td>
<td></td>
</tr>
<tr>
<td>16410</td>
<td>SUSAN COALE</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/28/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>56.32</td>
<td>183461</td>
</tr>
<tr>
<td>848527</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>56.32</td>
<td></td>
</tr>
<tr>
<td>17949</td>
<td>CERAMICS FOR YOU</td>
<td>Invoice</td>
<td>05/06/2019</td>
<td>Regular</td>
<td>05/07/2019</td>
<td>06/21/19 Camp workshop</td>
<td></td>
<td>0.00</td>
<td>2,070.00</td>
<td>183462</td>
</tr>
<tr>
<td>050719</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>2,070.00</td>
<td></td>
</tr>
<tr>
<td>12703</td>
<td>UNITED WAY OF METRO CHICAGO</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>05/23/2019</td>
<td>United Way</td>
<td></td>
<td>0.00</td>
<td>14.00</td>
<td>183463</td>
</tr>
<tr>
<td>052319</td>
<td>Invoice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>14.00</td>
<td></td>
</tr>
<tr>
<td>17515</td>
<td>WINDSTREAM</td>
<td>Invoice</td>
<td>06/06/2019</td>
<td>Regular</td>
<td>06/06/2019</td>
<td>Refund</td>
<td></td>
<td>0.00</td>
<td>2,333.87</td>
<td>183464</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Payable Count</td>
<td>Payment Count</td>
<td>Discount</td>
<td>Payment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>---------------</td>
<td>----------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Checks</td>
<td>97</td>
<td>77</td>
<td>0.00</td>
<td>454,795.52</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voided Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFT's</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

97 77 0.00 454,795.52
### Check Register

Packet: APPKT01976 - 05292019 2

By Check Number

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Payment Type</th>
<th>Payable Date</th>
<th>Payable Description</th>
<th>Discount Amount</th>
<th>Payment Amount</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/29/2019</td>
<td>Bank Draft</td>
<td>05/28/2019</td>
<td>AFLAC</td>
<td>0.00</td>
<td>998.84</td>
<td>DFT0002156</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>998.84</td>
<td></td>
</tr>
</tbody>
</table>

### Bank Code PAYROLL Summary

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payable Count</th>
<th>Payment Count</th>
<th>Discount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Manual Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Voided Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>1</td>
<td>1</td>
<td>0.00</td>
<td>998.84</td>
</tr>
<tr>
<td>EFT's</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>1</td>
<td>0.00</td>
<td>998.84</td>
</tr>
</tbody>
</table>
### Bank Code: PAYROLL-PAYROLL BANK

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Vendor DBA Name</th>
<th>Payment Date</th>
<th>Payable Date</th>
<th>Payment Type</th>
<th>Payable Description</th>
<th>Discount Amount</th>
<th>Payment Amount</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>11161</td>
<td>ICMA RETIREMENT TRUST #302037</td>
<td>05/31/2019</td>
<td>05/31/2019</td>
<td>Bank Draft</td>
<td>ICMA 457 Deferred Comp</td>
<td>0.00</td>
<td>7,486.19</td>
<td>DFT0002159</td>
</tr>
<tr>
<td>12825</td>
<td>ICMA RETIREMENT TRUST #705568</td>
<td>05/31/2019</td>
<td>05/24/2019</td>
<td>Bank Draft</td>
<td>ICMA Roth</td>
<td>0.00</td>
<td>335.00</td>
<td>DFT0002160</td>
</tr>
<tr>
<td>11177</td>
<td>ILL MUNICIPAL RETIREMENT FUND</td>
<td>05/31/2019</td>
<td>05/28/2019</td>
<td>Bank Draft</td>
<td>IMRF 05/28/19</td>
<td>0.00</td>
<td>32,106.60</td>
<td>DFT0002161</td>
</tr>
</tbody>
</table>

#### Bank Code PAYROLL Summary

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payable Count</th>
<th>Payment Count</th>
<th>Discount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Manual Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Voided Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>3</td>
<td>3</td>
<td>0.00</td>
<td>39,927.79</td>
</tr>
<tr>
<td>EFT's</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

|               |               |               |          | 3           |
|               |               |               |          | 3           |
|               |               |               |          | 0.00        |
|               |               |               |          | 39,927.79   |
## Check Register

Packet: APPKT01978 - 20190530 1

### Vendor Information

<table>
<thead>
<tr>
<th>Vendor Number</th>
<th>Vendor DBA Name</th>
<th>Payment Date</th>
<th>Payment Type</th>
<th>Discount Amount</th>
<th>Payment Amount</th>
<th>Payable Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10313</td>
<td>BOA P-CARD STATEMENTS</td>
<td>05/30/2019</td>
<td>Bank Draft</td>
<td>0.00</td>
<td>190,267.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Invoice</td>
<td>05/07/2019</td>
<td>P-Card with PA</td>
<td>0.00</td>
<td>190,267.35</td>
<td></td>
</tr>
</tbody>
</table>

### Bank Code AP Summary

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payable Count</th>
<th>Payment Count</th>
<th>Discount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Manual Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Voided Checks</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Bank Drafts</td>
<td>1</td>
<td>1</td>
<td>0.00</td>
<td>190,267.35</td>
</tr>
<tr>
<td>EFT's</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Total:**

1 1 0.00 190,267.35
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Transaction Count</th>
<th>Amount Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>22ND CENTURY MEDIA, LL</td>
<td>1</td>
<td>$500.00</td>
</tr>
<tr>
<td>4IMPRINT</td>
<td>1</td>
<td>$360.85</td>
</tr>
<tr>
<td>4TE ESSCOE, LLC</td>
<td>1</td>
<td>$345.00</td>
</tr>
<tr>
<td>4TE KEYTH SECURITY SYS</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td>About Faces Entertainm</td>
<td>1</td>
<td>$475.00</td>
</tr>
<tr>
<td>ACT Mundelein Parks</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td>ACUSHNET BILLTRUST</td>
<td>11</td>
<td>$9,253.57</td>
</tr>
<tr>
<td>ACUSHNET COMPANY</td>
<td>1</td>
<td>$5,424.36</td>
</tr>
<tr>
<td>ADOLPH KIEFER AND ASSO</td>
<td>1</td>
<td>$133.95</td>
</tr>
<tr>
<td>AGRECOL LLC</td>
<td>3</td>
<td>$4,627.25</td>
</tr>
<tr>
<td>ALL STATE BANNERS &amp; SI</td>
<td>1</td>
<td>$136.09</td>
</tr>
<tr>
<td>AMAZON.COM MZ1LP80Y0 A</td>
<td>1</td>
<td>$107.81</td>
</tr>
<tr>
<td>AMAZON.COM MZ36T82S0 A</td>
<td>1</td>
<td>$181.91</td>
</tr>
<tr>
<td>AMAZON.COM MZ3G01LU2 A</td>
<td>1</td>
<td>$8.95</td>
</tr>
<tr>
<td>AMAZON.COM MZ5GF5EB2 A</td>
<td>1</td>
<td>$54.60</td>
</tr>
<tr>
<td>AMAZON.COM MZ7PS10V2 A</td>
<td>1</td>
<td>$51.99</td>
</tr>
<tr>
<td>AMAZON.COM MZ7W51881 A</td>
<td>1</td>
<td>$47.45</td>
</tr>
<tr>
<td>AMERICANBLINDS.COM #21</td>
<td>1</td>
<td>($8.25)</td>
</tr>
<tr>
<td>AMZN DIGITAL MZ3CY1Z42</td>
<td>1</td>
<td>$8.42</td>
</tr>
<tr>
<td>AMZN DIGITAL MZ91A7AP0</td>
<td>1</td>
<td>$3.87</td>
</tr>
<tr>
<td>AMZN MKTP US AMZN.COM/</td>
<td>1</td>
<td>($1.60)</td>
</tr>
<tr>
<td>AMZN MKTP US MW3V089F2</td>
<td>1</td>
<td>$26.65</td>
</tr>
<tr>
<td>AMZN Mktp US MW89G5KL2</td>
<td>1</td>
<td>$86.35</td>
</tr>
<tr>
<td>AMZN MKTP US MZ08D02S2</td>
<td>1</td>
<td>$22.17</td>
</tr>
<tr>
<td>AMZN MKTP US MZ16X4WA2</td>
<td>1</td>
<td>$33.96</td>
</tr>
<tr>
<td>AMZN Mktp US MZ174OJW2</td>
<td>1</td>
<td>$45.90</td>
</tr>
<tr>
<td>AMZN Mktp US MZ22Y8ZC2</td>
<td>1</td>
<td>$25.63</td>
</tr>
<tr>
<td>AMZN MKTP US MZZ2AH2U51</td>
<td>1</td>
<td>$29.96</td>
</tr>
<tr>
<td>AMZN MKTP US MZZ2A10Z1</td>
<td>1</td>
<td>$88.06</td>
</tr>
<tr>
<td>AMZN MKTP US MZ2EE3EE2</td>
<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>AMZN Mktp US MZ2MQG56P1</td>
<td>1</td>
<td>$81.99</td>
</tr>
<tr>
<td>AMZN Mktp US MZ35C1TY1</td>
<td>1</td>
<td>$280.62</td>
</tr>
<tr>
<td>AMZN MKTP US MZ3XT81T0</td>
<td>1</td>
<td>$24.46</td>
</tr>
<tr>
<td>AMZN Mktp US MZ4D783Z2</td>
<td>1</td>
<td>$3.72</td>
</tr>
<tr>
<td>AMZN MKTP US MZ4H05JN2</td>
<td>1</td>
<td>$19.95</td>
</tr>
<tr>
<td>AMZN Mktp US MZ4VO7BO0</td>
<td>1</td>
<td>$31.96</td>
</tr>
<tr>
<td>AMZN Mktp US MZ4WC8T22</td>
<td>1</td>
<td>$19.83</td>
</tr>
<tr>
<td>AMZN Mktp US MZ55E2020</td>
<td>1</td>
<td>$62.37</td>
</tr>
<tr>
<td>AMZN MKTP US MZ5AB2G91</td>
<td>1</td>
<td>$8.92</td>
</tr>
<tr>
<td>AMZN Mktp US MZ5B96092</td>
<td>1</td>
<td>$38.43</td>
</tr>
<tr>
<td>AMZN MKTP US MZ5Y95H50</td>
<td>1</td>
<td>$135.43</td>
</tr>
<tr>
<td>AMZN MKTP US MZ6LG7531</td>
<td>1</td>
<td>$20.42</td>
</tr>
<tr>
<td>AMZN MKTP US MZ7223IF1</td>
<td>1</td>
<td>$461.60</td>
</tr>
<tr>
<td>AMZN MKTP US MZ74B6UV0</td>
<td>1</td>
<td>$54.72</td>
</tr>
<tr>
<td>AMZN Mktp US MZ7JY1DT4</td>
<td>1</td>
<td>$61.00</td>
</tr>
<tr>
<td>AMZN Mktp US MZ7O2W2C2</td>
<td>1</td>
<td>$24.98</td>
</tr>
<tr>
<td>AMZN MKTP US MZ7PC6N22</td>
<td>1</td>
<td>$67.40</td>
</tr>
<tr>
<td>AMZN Mktp US MZ7WH0140</td>
<td>1</td>
<td>$79.52</td>
</tr>
<tr>
<td>AMZN MKTP US MZ86I82Z2</td>
<td>1</td>
<td>$25.94</td>
</tr>
<tr>
<td>AMZN MKTP US MZ9QG1412</td>
<td>1</td>
<td>$28.92</td>
</tr>
<tr>
<td>ANTIGUA CREDIT DEPARTM</td>
<td>1</td>
<td>$494.24</td>
</tr>
<tr>
<td>Description</td>
<td>Quantity</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>APPLIED ECOLOGICAL SVC</td>
<td>1</td>
<td>$817.74</td>
</tr>
<tr>
<td>ARC SERVICES/TRAINING</td>
<td>3</td>
<td>$112.00</td>
</tr>
<tr>
<td>ARTHUR CLESEN- LINCOLN</td>
<td>1</td>
<td>$212.00</td>
</tr>
<tr>
<td>AT&amp;T PREMIER EBIL</td>
<td>1</td>
<td>$1,072.62</td>
</tr>
<tr>
<td>ATT BUS PHONE PMT</td>
<td>2</td>
<td>$187.04</td>
</tr>
<tr>
<td>AVALON PETROLEUM</td>
<td>1</td>
<td>$3,413.53</td>
</tr>
<tr>
<td>BABOLAT VS NORTH AMERI</td>
<td>1</td>
<td>$284.08</td>
</tr>
<tr>
<td>BAG BOY COMPANY LLC</td>
<td>1</td>
<td>$737.55</td>
</tr>
<tr>
<td>BALLOONS UNLIMITED COR</td>
<td>1</td>
<td>$350.00</td>
</tr>
<tr>
<td>BANNER PLUMBING SUPPLY</td>
<td>2</td>
<td>$107.01</td>
</tr>
<tr>
<td>BARNABYS OF NORTHBROOK</td>
<td>1</td>
<td>$68.80</td>
</tr>
<tr>
<td>BATTERIES PLUS #0576</td>
<td>3</td>
<td>$13.96</td>
</tr>
<tr>
<td>BHFX #10</td>
<td>2</td>
<td>$95.00</td>
</tr>
<tr>
<td>BIG TOP TENT AND PARTY</td>
<td>2</td>
<td>$1,197.50</td>
</tr>
<tr>
<td>BLN MAGISTO</td>
<td>1</td>
<td>$15.00</td>
</tr>
<tr>
<td>BLS SPAMTITAN</td>
<td>1</td>
<td>$180.00</td>
</tr>
<tr>
<td>BODY BAR, INC.</td>
<td>1</td>
<td>$22.14</td>
</tr>
<tr>
<td>BOUNDLESS ADVENTURES</td>
<td>2</td>
<td>$0.00</td>
</tr>
<tr>
<td>BTSI</td>
<td>2</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>BURRIS EQUIPMENT CO</td>
<td>3</td>
<td>$442.22</td>
</tr>
<tr>
<td>CANTEEN COFFEE78052560</td>
<td>1</td>
<td>$247.23</td>
</tr>
<tr>
<td>CAROLINA BIOLOGIC SUPP</td>
<td>1</td>
<td>$46.05</td>
</tr>
<tr>
<td>CERAMIC SUPPLY CHICAGO</td>
<td>2</td>
<td>$1,256.13</td>
</tr>
<tr>
<td>CITY OF HIGHLAND PARK</td>
<td>2</td>
<td>$8,001.25</td>
</tr>
<tr>
<td>CKO <a href="http://WWW.ISTOCKPHOTO.C">WWW.ISTOCKPHOTO.C</a></td>
<td>3</td>
<td>$317.90</td>
</tr>
<tr>
<td>CLEANIT_SUPPLY.COM</td>
<td>1</td>
<td>$107.40</td>
</tr>
<tr>
<td>CLIFFORD WALD AND COMP</td>
<td>1</td>
<td>$180.00</td>
</tr>
<tr>
<td>CLUCKERS CHARCOAL CHIC</td>
<td>1</td>
<td>$124.08</td>
</tr>
<tr>
<td>COBRA-PUMA GOLF INC</td>
<td>1</td>
<td>$572.85</td>
</tr>
<tr>
<td>COMCAST</td>
<td>1</td>
<td>$11,876.09</td>
</tr>
<tr>
<td>COMCAST CHICAGO</td>
<td>1</td>
<td>$146.85</td>
</tr>
<tr>
<td>COMCAST CHICAGO CS 1X</td>
<td>8</td>
<td>$1,686.78</td>
</tr>
<tr>
<td>COMMERCIAL RECREATION</td>
<td>1</td>
<td>$1,685.00</td>
</tr>
<tr>
<td>CONCEPT2 INC</td>
<td>1</td>
<td>$43.99</td>
</tr>
<tr>
<td>CONFERENCE TECHNOLOGIE</td>
<td>1</td>
<td>$375.00</td>
</tr>
<tr>
<td>COSTUME GALLERY</td>
<td>1</td>
<td>$53.00</td>
</tr>
<tr>
<td>CRACKER BARREL #391 LI</td>
<td>1</td>
<td>$26.17</td>
</tr>
<tr>
<td>GRAFTWOOD LUMBER &amp; HAR</td>
<td>43</td>
<td>$1,297.66</td>
</tr>
<tr>
<td>CVS/PHARMACY #04787</td>
<td>1</td>
<td>$13.16</td>
</tr>
<tr>
<td>CYGANY INC</td>
<td>1</td>
<td>$570.00</td>
</tr>
<tr>
<td>DEERFIELD AUTO AND TIR</td>
<td>1</td>
<td>$344.00</td>
</tr>
<tr>
<td>DEERFIELD GOLF CLUB</td>
<td>1</td>
<td>$395.00</td>
</tr>
<tr>
<td>DICK'SSPORTINGGOODS.C</td>
<td>3</td>
<td>$261.19</td>
</tr>
<tr>
<td>DIRECT FITNESS SOLUTIO</td>
<td>2</td>
<td>$419.57</td>
</tr>
<tr>
<td>DISCOUNTMUGS.COM</td>
<td>1</td>
<td>$521.31</td>
</tr>
<tr>
<td>DISCOUNT-TIRE-CO ILC-1</td>
<td>1</td>
<td>$2,058.00</td>
</tr>
<tr>
<td>DME ACCESS LLC</td>
<td>1</td>
<td>$375.00</td>
</tr>
<tr>
<td>DOG WASTE DEPOT</td>
<td>1</td>
<td>$398.97</td>
</tr>
<tr>
<td>DOLLAR TREE</td>
<td>3</td>
<td>$163.00</td>
</tr>
<tr>
<td>DOMESTIC UNIFORM IL</td>
<td>1</td>
<td>$196.15</td>
</tr>
<tr>
<td>DOMINO'S 9163</td>
<td>1</td>
<td>$51.42</td>
</tr>
<tr>
<td>DOORDASH MICHAELS CHIC</td>
<td>1</td>
<td>$61.89</td>
</tr>
<tr>
<td>Company</td>
<td>Quantity</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>DRIVEN FENCE</td>
<td>1</td>
<td>$450.00</td>
</tr>
<tr>
<td>DROPBOX 3KPTXLFYTF5Y</td>
<td>1</td>
<td>$9.99</td>
</tr>
<tr>
<td>DTV DIRECTV SERVICE</td>
<td>2</td>
<td>$426.95</td>
</tr>
<tr>
<td>DUNBAR ARMORED</td>
<td>1</td>
<td>$1,239.53</td>
</tr>
<tr>
<td>ECOLAB INC MF</td>
<td>3</td>
<td>$2,028.39</td>
</tr>
<tr>
<td>EMPIRE COOLER SERVICE</td>
<td>2</td>
<td>$300.00</td>
</tr>
<tr>
<td>ENTERCOM COMMUNICATION</td>
<td>1</td>
<td>$900.00</td>
</tr>
<tr>
<td>EREPLACEMENTPARTS.COM</td>
<td>2</td>
<td>$95.04</td>
</tr>
<tr>
<td>FACEBK 4K2ARK2XU2</td>
<td>1</td>
<td>$100.00</td>
</tr>
<tr>
<td>FASTSIGNS</td>
<td>1</td>
<td>$160.00</td>
</tr>
<tr>
<td>FCC FRANKLINC V SEMINAR</td>
<td>1</td>
<td>$4,827.38</td>
</tr>
<tr>
<td>FEDEX 474521254</td>
<td>1</td>
<td>$37.12</td>
</tr>
<tr>
<td>FEDEX 476599018</td>
<td>1</td>
<td>$26.04</td>
</tr>
<tr>
<td>FISH TECH</td>
<td>4</td>
<td>$39.37</td>
</tr>
<tr>
<td>FS DIGITALWAVE</td>
<td>1</td>
<td>$65.93</td>
</tr>
<tr>
<td>FUNTOPIA</td>
<td>2</td>
<td>$200.00</td>
</tr>
<tr>
<td>G&amp;O THERMAL SUPPLY CO</td>
<td>5</td>
<td>$164.24</td>
</tr>
<tr>
<td>GOLF ASSOCIATES ADVERT</td>
<td>1</td>
<td>$1,495.60</td>
</tr>
<tr>
<td>GOOGLE GSUITE pdhp.or</td>
<td>1</td>
<td>$4.16</td>
</tr>
<tr>
<td>GRAINGER</td>
<td>2</td>
<td>$561.14</td>
</tr>
<tr>
<td>GROOT INDUSTRIES INCOR</td>
<td>1</td>
<td>$59.08</td>
</tr>
<tr>
<td>GROUPON INC</td>
<td>4</td>
<td>$0.00</td>
</tr>
<tr>
<td>GROWER EQUIPMENT &amp; SUP</td>
<td>1</td>
<td>$330.00</td>
</tr>
<tr>
<td>HALOGEN SUPPLY COMPANY</td>
<td>2</td>
<td>$583.66</td>
</tr>
<tr>
<td>HARRELLS LLC</td>
<td>6</td>
<td>$12,270.25</td>
</tr>
<tr>
<td>HEY AND ASSOCIATES INC</td>
<td>1</td>
<td>$14,140.00</td>
</tr>
<tr>
<td>HFT HARBOR FRIGHT TOOLS</td>
<td>1</td>
<td>$14.32</td>
</tr>
<tr>
<td>HOLIDAY INN EXPRESS SP</td>
<td>2</td>
<td>$226.00</td>
</tr>
<tr>
<td>HOMEDEPOT.COM</td>
<td>1</td>
<td>$78.71</td>
</tr>
<tr>
<td>ID WHOLESALER</td>
<td>1</td>
<td>$165.58</td>
</tr>
<tr>
<td>IDLEWOOD ELECTRIC SUPP</td>
<td>13</td>
<td>$1,743.09</td>
</tr>
<tr>
<td>ILLINOIS ASSOC OF PARK</td>
<td>1</td>
<td>$355.00</td>
</tr>
<tr>
<td>INDUSTRIALZONE.COM</td>
<td>1</td>
<td>$190.45</td>
</tr>
<tr>
<td>INT IN AQUATIC ECOSYS</td>
<td>1</td>
<td>$2,367.00</td>
</tr>
<tr>
<td>INT IN IRELAND HEATIN</td>
<td>1</td>
<td>$150.00</td>
</tr>
<tr>
<td>INT IN NATIONAL DRUG</td>
<td>1</td>
<td>$300.00</td>
</tr>
<tr>
<td>INT IN ROCKSOLID LLC</td>
<td>1</td>
<td>$946.21</td>
</tr>
<tr>
<td>INT IN SOUND OF MUSIC</td>
<td>1</td>
<td>$38.00</td>
</tr>
<tr>
<td>INT IN THE MULCH CENT</td>
<td>1</td>
<td>$300.00</td>
</tr>
<tr>
<td>INTEGRITY FITNESS</td>
<td>1</td>
<td>$343.71</td>
</tr>
<tr>
<td>INTERNATIONAL TRANSACTION</td>
<td>1</td>
<td>$1.44</td>
</tr>
<tr>
<td>IPRA</td>
<td>1</td>
<td>$80.00</td>
</tr>
<tr>
<td>JENSENS PLUMBING &amp; HEA</td>
<td>1</td>
<td>$597.00</td>
</tr>
<tr>
<td>JEWEL-OSCO</td>
<td>15</td>
<td>$470.83</td>
</tr>
<tr>
<td>JOANN STORES #2057</td>
<td>2</td>
<td>$146.00</td>
</tr>
<tr>
<td>JOHN M. ELLSWORTH CO.</td>
<td>1</td>
<td>$69.39</td>
</tr>
<tr>
<td>JOHNSTONE SUPPLY OF VH</td>
<td>1</td>
<td>$4.55</td>
</tr>
<tr>
<td>JORSON AND CARLSON COM</td>
<td>2</td>
<td>$315.09</td>
</tr>
<tr>
<td>K &amp; M PRINTING</td>
<td>3</td>
<td>$1,060.00</td>
</tr>
<tr>
<td>KEYTH TECHNOLOGIES</td>
<td>3</td>
<td>$43.20</td>
</tr>
<tr>
<td>LAKESHORE LEARNING #33</td>
<td>2</td>
<td>$96.73</td>
</tr>
<tr>
<td>LAKESHORE RECYCLING SY</td>
<td>13</td>
<td>$4,106.08</td>
</tr>
<tr>
<td>Store Name</td>
<td>Quantity</td>
<td>Amount</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>LAMBS FARM - FARM YARD</td>
<td>1</td>
<td>$33.75</td>
</tr>
<tr>
<td>LCHD FINANCE</td>
<td>1</td>
<td>$383.00</td>
</tr>
<tr>
<td>LIFEGUARD STORE - ONLI</td>
<td>3</td>
<td>$6,712.74</td>
</tr>
<tr>
<td>LIFT-TEX, INC. DBA BOA</td>
<td>1</td>
<td>$730.18</td>
</tr>
<tr>
<td>LINKSOUL</td>
<td>3</td>
<td>$810.01</td>
</tr>
<tr>
<td>LOVE S COUNTRY00002493</td>
<td>1</td>
<td>$53.18</td>
</tr>
<tr>
<td>MAHONEY ENVIRONMENTAL</td>
<td>1</td>
<td>$153.00</td>
</tr>
<tr>
<td>MAILCHIMP MONTHLY</td>
<td>1</td>
<td>$265.63</td>
</tr>
<tr>
<td>MARIANOS #533</td>
<td>3</td>
<td>$135.95</td>
</tr>
<tr>
<td>MARIANOS #542</td>
<td>2</td>
<td>$17.16</td>
</tr>
<tr>
<td>MARK VEND CO.</td>
<td>2</td>
<td>$647.99</td>
</tr>
<tr>
<td>MENARDS GURNEE IL</td>
<td>2</td>
<td>$43.82</td>
</tr>
<tr>
<td>MENONI &amp; MOCOGNI, INC.</td>
<td>9</td>
<td>$970.28</td>
</tr>
<tr>
<td>MICHAELS STORES 9961</td>
<td>1</td>
<td>$41.29</td>
</tr>
<tr>
<td>MID TOWN PETROLEUM ACQ</td>
<td>1</td>
<td>$(482.95)</td>
</tr>
<tr>
<td>MUTUAL ACE HARDWARE &amp;</td>
<td>37</td>
<td>$1,814.39</td>
</tr>
<tr>
<td>NAPA AUTO PRTS HIGHLAND</td>
<td>48</td>
<td>$3,720.39</td>
</tr>
<tr>
<td>NIKEGOLF</td>
<td>1</td>
<td>$413.50</td>
</tr>
<tr>
<td>NORTHERN SUBURBAN SPEC</td>
<td>1</td>
<td>$180.00</td>
</tr>
<tr>
<td>NORTHSHORE PHYSICIAN</td>
<td>3</td>
<td>$1,554.00</td>
</tr>
<tr>
<td>OFFICESUPPLY.COM</td>
<td>8</td>
<td>$1,509.56</td>
</tr>
<tr>
<td>P &amp; W GOLF SUPPLY LLC</td>
<td>1</td>
<td>$39.96</td>
</tr>
<tr>
<td>PALOS SPORTS</td>
<td>1</td>
<td>$345.50</td>
</tr>
<tr>
<td>PANERA BREAD #203281</td>
<td>2</td>
<td>$187.80</td>
</tr>
<tr>
<td>PARTY CITY 168</td>
<td>3</td>
<td>$183.70</td>
</tr>
<tr>
<td>PAYPAL FUNTOPIA</td>
<td>1</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>PAYPAL FUNTOPIA</td>
<td>1</td>
<td>$(1,800.00)</td>
</tr>
<tr>
<td>PETRA 1</td>
<td>2</td>
<td>$925.65</td>
</tr>
<tr>
<td>PICKLEBALLCENTRAL</td>
<td>1</td>
<td>$499.98</td>
</tr>
<tr>
<td>PIEROS PIZZA - MOTO</td>
<td>2</td>
<td>$231.06</td>
</tr>
<tr>
<td>PITNEY BOWES PI</td>
<td>2</td>
<td>$2,028.90</td>
</tr>
<tr>
<td>POTBELLY #42</td>
<td>1</td>
<td>$125.61</td>
</tr>
<tr>
<td>Power Systems</td>
<td>1</td>
<td>$172.49</td>
</tr>
<tr>
<td>PRAIRIE LAKES COMMUNIT</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>PRO-AM TEAM SPORTS MOK</td>
<td>2</td>
<td>$2,220.00</td>
</tr>
<tr>
<td>PROMO DIRECT</td>
<td>1</td>
<td>$443.50</td>
</tr>
<tr>
<td>R&amp;R SPECIALTIES OF WIS</td>
<td>1</td>
<td>$487.95</td>
</tr>
<tr>
<td>READYREFRESH BY NESTLE</td>
<td>1</td>
<td>$189.76</td>
</tr>
<tr>
<td>RED RIDGE RANCH</td>
<td>1</td>
<td>$330.00</td>
</tr>
<tr>
<td>REINDEERS - SUSSEX CS</td>
<td>2</td>
<td>$598.33</td>
</tr>
<tr>
<td>ROGUE FITNESS</td>
<td>1</td>
<td>$318.53</td>
</tr>
<tr>
<td>RONDOUT SERVICE CENTER</td>
<td>1</td>
<td>$23.50</td>
</tr>
<tr>
<td>RYDIN DECAL- MOTO</td>
<td>1</td>
<td>$921.19</td>
</tr>
<tr>
<td>SANTO SPORT STORE</td>
<td>7</td>
<td>$2,971.70</td>
</tr>
<tr>
<td>SITEONE LANDSCAPE SUPP</td>
<td>14</td>
<td>$15,128.56</td>
</tr>
<tr>
<td>SMARTSHEET</td>
<td>1</td>
<td>$741.00</td>
</tr>
<tr>
<td>SMARTSIGN</td>
<td>1</td>
<td>$37.07</td>
</tr>
<tr>
<td>SMITHEREEN PEST MANAGE</td>
<td>3</td>
<td>$164.00</td>
</tr>
<tr>
<td>SPORTS &amp; FITNESS INDUS</td>
<td>1</td>
<td>$1,015.00</td>
</tr>
<tr>
<td>STAPLES 00116129</td>
<td>1</td>
<td>$42.96</td>
</tr>
<tr>
<td>STAPLES 00116178</td>
<td>1</td>
<td>$80.98</td>
</tr>
<tr>
<td>STAPLES 00116616</td>
<td>4</td>
<td>$109.21</td>
</tr>
<tr>
<td>STOREYOURBOARD.COM</td>
<td>1</td>
<td>$599.88</td>
</tr>
<tr>
<td>----------------------</td>
<td>----</td>
<td>---------</td>
</tr>
<tr>
<td>SUNSHINE ARTS AND CRAFTS</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>SUPPLYHOUSE.COM</td>
<td>2</td>
<td>$444.95</td>
</tr>
<tr>
<td>TARGET 00011676</td>
<td>1</td>
<td>$9.99</td>
</tr>
<tr>
<td>TARGET 00011684</td>
<td>6</td>
<td>$347.98</td>
</tr>
<tr>
<td>THE HOME DEPOT #1926</td>
<td>14</td>
<td>$489.16</td>
</tr>
<tr>
<td>THE HOME DEPOT #1980</td>
<td>1</td>
<td>$49.07</td>
</tr>
<tr>
<td>THE HOME DEPOT 1926</td>
<td>1</td>
<td>$80.94</td>
</tr>
<tr>
<td>THERM FLO INC</td>
<td>1</td>
<td>$747.00</td>
</tr>
<tr>
<td>TITLE BOXING</td>
<td>2</td>
<td>$393.95</td>
</tr>
<tr>
<td>TRADER JOE'S #682 QPS</td>
<td>2</td>
<td>$123.79</td>
</tr>
<tr>
<td>TST REAL URBAN BBQ HP</td>
<td>1</td>
<td>$80.82</td>
</tr>
<tr>
<td>TURF VENTURES</td>
<td>2</td>
<td>$2,545.05</td>
</tr>
<tr>
<td>TYCOINTEGRATEDSECURITY</td>
<td>1</td>
<td>$1,326.68</td>
</tr>
<tr>
<td>U.S. KIDS GOLF - OUTLET</td>
<td>1</td>
<td>$260.45</td>
</tr>
<tr>
<td>UIC CONTINUING ED</td>
<td>1</td>
<td>$330.00</td>
</tr>
<tr>
<td>ULTIMATE NINJAS LIBERT</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>UNDERWATER SAFARIS ON</td>
<td>1</td>
<td>$250.00</td>
</tr>
<tr>
<td>UPS 12N7WY71016469039</td>
<td>2</td>
<td>$20.48</td>
</tr>
<tr>
<td>UPS ADJ0024312741791</td>
<td>1</td>
<td>$2.70</td>
</tr>
<tr>
<td>USPS PO 1638060355</td>
<td>1</td>
<td>$11.35</td>
</tr>
<tr>
<td>VERIZON ONETIMEPAYMENT</td>
<td>1</td>
<td>$281.26</td>
</tr>
<tr>
<td>VERTICAL ILLUSIONS</td>
<td>1</td>
<td>$253.00</td>
</tr>
<tr>
<td>VHPD SULLIVAN</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>WAL-MART #3893</td>
<td>2</td>
<td>$62.38</td>
</tr>
<tr>
<td>WAREHOUSE DIRECT</td>
<td>31</td>
<td>$3,920.24</td>
</tr>
<tr>
<td>WASHBURN MACHINERY INC</td>
<td>1</td>
<td>$315.46</td>
</tr>
<tr>
<td>WM SUPERCENTER #3893</td>
<td>4</td>
<td>$148.05</td>
</tr>
<tr>
<td><a href="http://WWW.NORTHERNSAFETY.COM">WWW.NORTHERNSAFETY.COM</a></td>
<td>1</td>
<td>$120.32</td>
</tr>
<tr>
<td>YOUR ADVANTAGE II LT</td>
<td>1</td>
<td>$315.00</td>
</tr>
</tbody>
</table>

**TOTAL**  $190,267.35