

Berwyn Park District
Monthly Board Meeting
Proksa Park Activity Center
3001 S. Wisconsin Ave, Berwyn, IL
August 15, 2023, at 6:00pm

Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Acceptance of Minutes (action)
 - a. July 18, 2023, Board Meeting Minutes
 - b. August 1, 2023 Committee Meeting Minutes
- V. Public Comments
- VI. Correspondence
- VII. Financial Report
- VIII. Agency Report
- IX. West Suburban Special Recreation Association (WSSRA)
- X. Unfinished Business
 - a. Master Plan Contract (action)
 - b. Policy Manual Section 1 Approval (action)
- XI. New Business
- XII. Master Plan
- XIII. Government Efficiency Committee
- XIV. Commissioners Comments
- XV. Executive Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
 - b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
 - d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- XVI. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is September 15, 2023, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is September 5, 2023, at 4:30pm at Freedom Park Administration Building.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

BOARD OF COMMISSIONERS

Brian Brock, President
Zachary Taylor, Treasurer
Gretchen Kostelny, Commissioner

Ana Espinoza, Vice President
Mario Manfredini, Secretary



Minutes of Monthly Board Meeting
Berwyn Park District
July 18th, 2023
Freedom Park Administration Building

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:06pm by President Brian Brock.

Commissioners in attendance: President Brian Brock, Ana Espinoza, Gretchen Kostelny, and Mario Manfredini.

Zachary Taylor arrived at 6:16pm

Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR).

Agenda: A motion made by Espinoza, seconded by Kostelny to approve the agenda. Motion unanimously carried.

Minutes: A motion made by Kostelny, seconded by Manfredini to approve the minutes from the June 20th, 2023, Board Meeting. Motion unanimously approved.

Public Comments: no comment

Correspondence: On social media- comments about the parks are being made by the public. Some are favorable, some are not. Many express that they see the good changes the district is making.

Financial Report: The total investments as of June 30th, 2023, are \$1,421,914.18. A motion was made by Kostelny, seconded by Manfredini to approve July's payables \$105,671.74 and June's payroll \$77,616.23 for a total of \$183,287.97. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor-absent. Motion carried.

Agency Report: All water fountains are turned on in all our parks. Liberty Cultural Center currently only has one HVAC unit working. We are holding off on repairs/replacement until the Master Plan is completed. Our recreation programs are showing growth in the number of participants. Director Fallon showed the dollar amounts for Brewfest for the last two years. The board would like to move forward with Brewfest. All employees and volunteers working Brewfest need to be Basset certified.

Commissioner Taylor arrived at 6:16pm

West Suburban Special Recreation Association (WSSRA): Minutes in packet. Marianne Birko would like to come in for the yearly update. The board is agreeable whenever her schedule allows.

Unfinished Business: The proposal for the master plan from Hitchcock is in the packet. A motion was made by Brock, seconded by Manfredini to accept the proposal and the dollar amount to not exceed \$121,000. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- aye. Motion carried. Employee Policy Manual- the board questioned the anti-nepotism policy. They want to compare the one written by attorney Mike Roth and the one presented to them in the packet.

New Business: no new business.

Government Efficiency Committee: Commissioner Kostelny gave the update-Open Meetings Act training needs to be completed by everyone on the committee. The committee is separate from the board even though all commissioners will be part of the group.

Commissioners' Comments: Commissioner Brock sees all the improvements happening in the parks. Commissioner Taylor mentioned there is a homeless person hanging out in Sunshine Park.

Meeting Dates: August 1st, 2023- Committee Meeting at the Freedom Admin Building at 4:30pm. August 15, 2023-Regular Board Meeting at Proksa Park Activity Center at 6pm.

Executive Session: no executive session.

Adjournment: A motion was made by Manfredini seconded by Taylor to adjourn at 7:20pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
August 1, 2023, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:34pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, Gretchen Kostelny, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).

Agenda: A motion made by Manfredini, seconded by Kostelny to approve the agenda as presented. Motion unanimously carried.

Public Comments: none

Correspondence: none

Financial Report: The variance budget report for Funds 10 and 20 were included in the packets. Commissioners looked over the report and asked several questions on some of the lines.

Policy and Personnel: Section 1 of the policy manual- commissioners just wanted the 1.6 Anti-nepotism policy to add- "with the exception of Board of Commissioners, ED and Superintendents" in the first sentence. Section 1.12 needs clarification of the type of employee. Section 2- there were multiply questions. Director Fallon will reach out to Attorney Mike Roth for guidance.

Recreation: Baseball is scheduled to start next week. Our numbers dropped due to the City Rec Department offering fall baseball. A new program for us is Tinkergarden- 7 participants are enrolled. Brewfest- 2 confirmed Breweries, 2 more are deciding. Sponsorship forms have been mailed out. Tickets are available on Eventbrite. The Back-to-School picnic is on August 20th. The YMCA is hoping to hand out 1000 kits and the group Break the Silence is hoping to have 250 kits.

Building and Grounds: The parks department has been busy with weeding and mulching. The pond fountain at Proksa Park needs to be further looked at. The pond will need to be partially drained to examine the pipes. Three quotes were received from companies on a lightning prediction system.

Technology Update: The marketing manager's computer has been replaced. Her current one did not have enough space or memory to run programs. The new website is currently being designed. The district is moving forward with CDS Technology to clean up each of the IT areas in each building.

Master Plan: the final contract with Hitchcock will go to Attorney Roth first then be included in the board packet. Commissioner Kostelny would like a press release of the park district starting the master plan process.

Government Efficiency Committee: nothing to report.

Other: the board is deciding on dates for a retreat.

Adjournment: A motion was made by Manfredini, seconded by Kostelny to adjourn at 6:48pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

DATE: 08/15/2023
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. August 2023 Payables / Payroll and Payroll Liabilities (Action Roll Call)
- B. Treasurer's Report
- C. General Ledger (GL) Report
- D. Schedule of Investments
- E. Scholarship Report

DATE: 08/15/2023
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

August 2023 Payables:

\$100,449.26

Payroll/Payroll Liabilities:

7/7/2023 \$50,455.60

7/21/2023 \$54,363.93

total: \$104,819.53

I motion to approve the August 2023 payables in the amount of \$100,449.26 and July 2023 Payroll in the amount of \$104,819.53 for a total of \$205,268.79

July 2023

Berwyn Park District Treasurer Report

<u>Republic Bank Operating Account</u>		
	Beginning Balance	\$258,923.92
	<u>Deposits</u>	
GL's	Corp: Taxes	
10-00-00-40-400	Corp: Replacement Taxes	
10-00-00-40-405	Corp: Cook County Voting Use	
10-00-00-43-455	Corp: Fines and Fees	
10-00-00-45-470	Corp: Picnic Permits	\$230.00
10-00-00-45-471	Corp: Donations	
10-00-00-46-480	Corp: Interest Income	
10-00-00-48-491	Corp: Miscellaneous Income	\$115.00
10-00-00-49-492	Corp: Recycling/Salvage	
10-00-00-49-493	Corp: Cell Tower Lease	\$6,491.62
10-00-00-49-647		
20-00-00-40-400	Rec: Taxes	
20-00-00-41-474	Rec: Brochure Ad Fees	
20-00-00-43-455	Rec: Cook County Voting Use	
20-00-00-45-470	Rec: Dog Park Permits	
20-00-00-46-480	Rec: Donations	
20-00-00-47-490	Rec: Transfer from Other Funds	
20-00-00-48-491	Rec: Interest Income	
20-00-00-49-492	Rec: Miscellaneous Income	
20-00-00-49-647	Rec: Cell Tower Lease	\$2,660.22
20-03-00-41-410	Rec: Program Fees	
20-04-00-41-410	Rec: ECRLP	
20-04-00-41-412	Rec: Tuition	
20-05-00-41-412	Rec: Day Camp Fees	\$205.00
20-04-00-41-413	Rec: ECRLP Mini Programs	
20-09-00-41-410	Rec: Adult Sports Fee	
20-09-00-41-421	Rec: Youth Sports Fee	\$1,287.50
20-09-00-46-489	Rec: Sponsor-Soccer	
20-10-00-41-419	Rec: Spring Events	
20-10-00-46-476	Rec: Brew Fest	
20-10-00-46-477	Rec: Community Events	
20-10-00-46-481	Rec: Safely Spooky	
20-10-00-46-482	Rec: Summer Events	
20-10-00-46-483	Rec: Concert Donations	
20-10-00-46-485	Rec: Back to School	
20-10-00-46-486	Rec: Easter Egg Hunt	
20-10-00-46-487	Rec: Fall Events	
20-12-00-41-421	Rec: Senior Activity Fees	\$125.00
20-12-00-41-609	Rec: Senior Social Events	
20-13-00-43-450	Rec: Proksa Activity Center Rentals	
20-13-00-43-451	Rec: Liberty Center Rentals	
20-13-00-43-453	Rec: Facility Deposits	\$200.00
20-13-00-43-455	Rec: Athletic Use Permits	\$100.00
20-15-00-41-410	Rec: Program Fees Adults	
20-16-00-41-410	Rec: Program Fees	
20-16-00-41-415	Rec: Program Fees Teens	
23-00-00-50-540	Unemployment refund	
	<u>Credit Card (P-Card) Bill</u>	
	BMO Harris Mastercard	-\$5,117.72
	Costco Credit Card Bill	
	<u>Bond and Interest Payment</u>	
	Bond Principal	
	Bond Interest	
	Bank Fees	-\$167.68
	Outstanding Checks Cleared/ACH	-\$102,827.24
	Deposits Credited to June GL	\$245.00
	Deposits Credited to August Statement	-\$50.00
	Transfer to other accounts payroll	\$0.00
	Ending Balance	\$162,420.62

Berwyn Park District Treasurer Report

BMO Harris Credit Card Account		
Beginning Balance	\$269,167.29	
<u>Deposits</u>		
GL's		
10-00-00-40-400	Corp: Taxes	
10-00-00-40-405	Corp: Replacement Taxes	
10-00-00-43-455	Corp: Cook County Voting Use	
10-00-00-45-470	Corp: Fines and Fees	
10-00-00-45-471	Corp: Picnic Permits	\$580.00
10-00-00-46-480	Corp: Donations	
10-00-00-48-491	Corp: Interest Income	
10-00-00-49-492	Corp: Miscellaneous Income	
10-00-00-49-493	Corp: Recycling/Salvage	
10-00-00-49-647	Corp: Cell Tower Lease	
20-00-00-40-400	Rec: Taxes	
20-00-00-41-474	Rec: Brochure Ad Fees	
20-00-00-43-455	Rec: Cook County Voting Use	
20-00-00-45-470	Rec: Dog Park Permits	\$215.00
20-00-00-46-480	Rec: Donations	
20-00-00-47-490	Rec: Transfer from Other Funds	
20-00-00-48-491	Rec: Interest Income	
20-00-00-49-492	Rec: Miscellaneous Income	
20-00-00-49-647	Rec: Cell Tower Lease	
20-03-00-41-410	Rec: Program Fees	
20-04-00-41-410	Rec: ECRLP	\$325.00
20-04-00-41-412	Rec: Tuition	
20-04-00-41-413	Rec: ECRLP Mini Programs	
20-05-00-41-412	Rec: Camp Fees	\$13,502.50
20-09-00-41-410	Rec: Adult Sports Fee	
20-09-00-41-421	Rec: Youth Sports Fee	\$13,680.00
20-09-00-46-489	Rec: Sponsor-Soccer	
20-10-00-41-419	Rec: Spring Events	
20-10-00-46-476	Rec: Brew Fest	
20-10-00-46-477	Rec: Community Events	
20-10-00-46-481	Rec: Safely Spooky	
20-10-00-46-482	Rec: Summer Events	\$50.00
20-10-00-46-483	Rec: Concert Donations	
20-10-00-46-485	Rec: Back to School	
20-10-00-46-486	Rec: Easter Egg Hunt	
20-10-00-46-487	Rec: Fall Events	
20-12-00-41-421	Rec: Senior Activity Fees	\$50.00
20-12-00-41-609	Rec: Senior Social Events	\$45.00
20-13-00-43-450	Rec: Proksa Activity Center Rentals	\$1,505.00
20-13-00-43-451	Rec: Liberty Center Rentals	\$2,850.00
20-13-00-43-453	Rec: Facility Deposits	\$700.00
20-13-00-43-455	Rec: Athletic Use Permits	\$50.00
20-15-00-41-410	Rec: Program Fees Adults	
20-16-00-41-410	Rec: Program Fees	\$1,290.00
20-16-00-41-415	Rec: Program Fees Teens	\$960.00
	Card Connect Fees (June)	-\$891.75
	Bank Fees	-\$13.80
	Refunds	-\$2,272.50
	Refunds to August statement	-\$1,835.00
	credited to July	-\$1,445.00
	credited to August	-\$1,170.00
	control account	-\$377.50
	Transfer to other accounts	
	Ending Balance	\$296,964.24

Berwyn Park District Treasurer Report

<u>Republic Bank Property Tax Money Market Account</u>		
Beginning Balance		\$318,977.05
Interest		\$804.42
Transfer in		\$0.00
Transfer to other accounts	payroll	-\$104,819.53
Ending Balance		\$214,961.94

<u>Republic Bank Payroll Account</u>		
Beginning Balance		\$1,954.18
Transfer from Money Market Account		\$104,819.53
Transfer from Operating Account		
<i>Payroll/Employee Compensation</i>		<i>-\$54,456.06</i>
<u>Payroll Liabilities</u>		
Federal, State and FICA Exp		<i>-\$29,245.48</i>
<u>IMRF Payments</u>		
Employee Volunteer Contributions		<i>-\$1,896.83</i>
Employer/Employee Contributions		<i>-\$10,215.73</i>
Bank Fees		<i>-\$4.00</i>
Ending Balance		\$10,955.61

<u>Republic Bank Petty Cash Account</u>		
Beginning Balance		\$4,701.27
Transfer from Operating Account		\$0.00
<i>Checks Cleared</i>		<i>-\$2,525.39</i>
Ending Balance		\$2,175.88

Berwyn Park District Treasurer Report

<u>Byline Unemployment Account</u>	
Beginning Balance	\$28,000.00
Interest	\$0.00
Transfer in	\$0.00
Transfer to other accounts	\$0.00
Ending Balance	\$28,000.00

<u>ABC Bank Capital Account</u>	
Beginning Balance	
Interest	
Transfer in	
Transfer to other accounts	
Ending Balance	

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACEHARD	Berwyn Ace Hardware								
	39081/1			07/20/23		24777	07/25/23	29.96	29.96
		01 spring snaps	20020052615						29.96
	39207/1			08/03/23		24799	08/08/23	15.98	15.98
		01 ant killer spray	20020053665						15.98
									VENDOR TOTAL:
									45.94
BER-WATE	City of Berwyn								
	409994-08/23			08/02/23		24800	08/08/23	4,058.43	603.75
		01 Mraz- water usage	20020052639						603.75
	413713-08/23			08/02/23		24800	08/08/23	4,058.43	195.39
		01 Sunshine - water usage	10020052639						195.39
	413740-08/23			08/02/23		24800	08/08/23	4,058.43	3,082.47
		01 Proksa - water usage	20020052639						3,082.47
	413850-08/23			08/02/23		24800	08/08/23	4,058.43	176.82
		01 Freedom pool- water usage	10020052639						176.82
									VENDOR TOTAL:
									4,058.43
Berwyn W	Berwyn Western								
	111476			07/20/23		24778	07/25/23	862.00	464.00
		01 Smirz park fountain repair	20020053660						464.00
	111580			07/20/23		24778	07/25/23	862.00	398.00
		01 Leak at Proksa	20020053665						398.00
	111585			08/03/23		24801	08/08/23	404.00	404.00
		01 Returned to repair fountain	20020053660						404.00
		02 at Smirz	** COMMENT **						0.00
									VENDOR TOTAL:
									1,266.00
BSNSPORT	BSN Sports iNC.								
	922069017			07/20/23		24779	07/25/23	224.74	224.74
		01 baseballs, whistles, and flags	20090053750						224.74
									VENDOR TOTAL:
									224.74
C.BERWYN	City of Berwyn								
	2023-00000024-GAS			07/20/23		24780	07/25/23	814.83	814.83
		01 unleaded and diesel gas	10020055765						814.83

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	814.83
CDS	CDS Office Technologies								
	INV1550168	01 Marketing Equipment/Computer	41000055750	08/03/23		24802	08/08/23	5,543.50	3,136.00 3,136.00
	INV1550461	01 IT monthly fees	10010051585	08/03/23		24802	08/08/23	5,543.50	2,407.50 1,203.75 1,203.75
		02	20010051585						
								VENDOR TOTAL:	5,543.50
COM	COMCAST CABLE								
	0434214-08/23	01 Proksa - cable and internet	20010052641	07/20/23		24781	07/25/23	635.38	210.84 210.84
	0434248-08/23	01 Liberty - cable and internet	20010052641	07/20/23		24781	07/25/23	635.38	210.84 210.84
	0434255-08/23	01 Sunshine - cable and internet	10010052641	07/20/23		24781	07/25/23	635.38	213.70 213.70
	August 23- FP	01 Freedom internet and cable	10010052641	08/03/23		24803	08/08/23	218.10	218.10 218.10
								VENDOR TOTAL:	853.48
COMCAST	COMCAST BUSINESS								
	179167216	01 admin phones	10010052641	08/03/23		24804	08/08/23	912.27	912.27 456.13 456.14
		02 rec phones	20010052641						
								VENDOR TOTAL:	912.27
COMED	Com. Ed.								
	August 23 - FP	01 Freedom - Electric	10020052638	07/20/23		24782	07/25/23	2,017.68	415.16 415.16
	August 23 - HP	01 Hessler - Electric	20020052638	07/20/23		24782	07/25/23	2,017.68	34.94 34.94
	August 23 - SZ	01 Smirz - Electric	20020052638	07/20/23		24782	07/25/23	2,017.68	67.36 67.36
	Sept 23 - LL	01 Liberty Lot - Electric	20020052638	08/03/23		24805	08/08/23	2,706.46	24.08 24.08

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Sept 23 - PP			07/25/23		24782	07/25/23	2,017.68	1,500.22
	01	Proksa - Electric	20020052638						1,500.22
	Sept 23 -LCC			08/03/23		24805	08/08/23	2,706.46	2,199.19
	01	Liberty - electric	20020052638						2,199.19
	Sept 23 -SP			08/03/23		24805	08/08/23	2,706.46	483.19
	01	Sunshine - Electric	10020052638						483.19
							VENDOR TOTAL:		4,724.14
Commeg	Commeg Systems, Inc.								
	23071101			07/20/23		24783	07/25/23	132.00	132.00
	01	Hosted PMPR for timecards	10010052610						66.00
	02	Hosted PEPM for timecards	20010052610						66.00
							VENDOR TOTAL:		132.00
COSTCO	Citi Cards								
	09/02/23			08/08/23		24806	08/08/23	294.56	294.56
	01	sunscreen	10020055757						107.94
	02	soda for liberty rental	20130055456						186.62
							VENDOR TOTAL:		294.56
DEECE	Deece Auto								
	49881			07/20/23		24784	07/25/23	875.00	875.00
	01	front brake, calipers, and	10020053650						875.00
	02	rotors on Ford F350	** COMMENT **						0.00
							VENDOR TOTAL:		875.00
exact	Exact Sports								
	1011			07/20/23		24785	07/25/23	4,368.00	4,368.00
	01	Sport Contractor	20090052643						4,368.00
							VENDOR TOTAL:		4,368.00
FSS	FSS Technologies LLC								
	517660			08/03/23		24807	08/08/23	4,947.94	602.70
	01	Freedom - service call	10020052640						602.70
	518210			08/07/23		24807	08/08/23	4,947.94	3,960.80
	01	Freedom panel replacement	10020052640						3,960.80

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	523301	01 Freedom - Service Call	10020052640	08/03/23		24807	08/08/23	4,947.94	361.97 361.97
	525511	01 Sunshine -Access Control	10020052640	08/03/23		24807	08/08/23	4,947.94	22.47 22.47
	525512	01 Liberty - Access control	20020052640	07/20/23		24786	07/25/23	29.97	29.97 29.97
VENDOR TOTAL:									4,977.91
GenFuze	Gen Fuze								
	126	01 summer concert in the parks	20100052614	08/04/23		24808	08/08/23	600.00	600.00 600.00
VENDOR TOTAL:									600.00
Good Cle	Good Clean Fun Music, Inc.								
	BF23	01 band for brewfest	20100052603	08/04/23		24809	08/08/23	1,650.00	1,650.00 1,650.00
VENDOR TOTAL:									1,650.00
Groot	GROOT INDUSTRIES, INC.								
	11064822T098	01 Sunshine - garbage	10020052630	08/02/23		24810	08/08/23	1,690.08	989.76 989.76
	11065472T098	01 Freedom - garbage	10020052630	08/03/23		24810	08/08/23	1,690.08	378.55 378.55
	11065741T098	01 Liberty - garbage	20020052630	08/03/23		24810	08/08/23	1,690.08	321.77 321.77
VENDOR TOTAL:									1,690.08
ICE Mill	ICE MILLER LLP								
	01-2218757	01 services rendered through	10010051570	08/03/23		24811	08/08/23	180.00	180.00 180.00
		02 06/30/23	** COMMENT **						0.00
VENDOR TOTAL:									180.00
Konica	Konica Minolta								
	9009476314	01 Sunshine - paper usage	10010052617	08/08/23		24812	08/08/23	8.00	8.00 8.00

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									8.00
KONICA	KONICA MINOLTA								
	42781423	01 Proksa printer lease and ins	20010052650	07/25/23		24787	07/25/23	152.28	152.28 152.28
VENDOR TOTAL:									152.28
LR	LR Landscaping LLC								
	June/July 2023			08/03/23		24813	08/08/23	13,620.00	13,620.00
		01 Grass cutting 6/26, 7/3,	10020052624						13,620.00
		02 7/10, 7/17	** COMMENT **						0.00
VENDOR TOTAL:									13,620.00
MIDW GRO	MIDWEST GROUNDCOVERS LLC								
	I753383	01 plants for Mraz	10020055775	08/03/23		24814	08/08/23	3,055.34	901.43 901.43
	I753771	01 plants for Mraz	10020055775	08/03/23		24814	08/08/23	3,055.34	982.96 982.96
	I753825	01 plants for Mraz	10020055775	08/03/23		24814	08/08/23	3,055.34	1,170.95 1,170.95
VENDOR TOTAL:									3,055.34
NCSI	NCSI								
	35881	01 background check for J.Garcia	23000052629	08/03/23		24815	08/08/23	18.50	18.50 18.50
VENDOR TOTAL:									18.50
NG	Next Generation								
	20466	01 baseball uniforms	20090055785	07/20/23		24788	07/25/23	1,842.50	1,842.50 1,842.50
VENDOR TOTAL:									1,842.50
NICOR	Nicor Gas								
	August 23 - FP			07/20/23		24789	07/25/23	637.35	167.75 167.75
		01 Freedom - Natural Gas	10020052637						
	August 23 - LCC			07/20/23		24789	07/25/23	637.35	177.05 177.05
		01 Liberty - Natural Gas	20020052637						

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	July 2023			07/25/23		24791	07/25/23	2,970.17	2,970.17
		12 for Adobe subscription	** COMMENT **						0.00
		13 Plan Source- D.Gayon COBRA HMO	20000022226						2,270.52
								VENDOR TOTAL:	2,970.17
PFM Fina	PFM Financial Services								
	Cindy - August 23			08/07/23		24818	08/08/23	3,922.75	728.46
		01 business prime membership	10010054720						499.00
		02 storage for finance	10010054720						11.99
		03 postage	10010055755						5.02
		04 badge reel	10010055799						8.80
		05 dry erase board	10010055790						34.97
		06 cork strip	10010055790						35.98
		07 supplies for rec	20010055790						22.78
		08 highlighters	20010055790						8.98
		09 banker boxes	10010055790						100.94
	John - August 23			08/04/23		24818	08/08/23	3,922.75	584.78
		01 tools	10020055800						127.57
		02 refund	10020055800						-37.79
		03 inspection on lift truck	10020053650						495.00
	Nicole - August 23			08/04/23		24818	08/08/23	3,922.75	2,372.26
		01 Rental van for summer camp	20050052625						326.83
		02 Field trip for summer camp	20050052608						239.00
		03 additional participants fee	20050052608						20.00
		04 for summer camp field trip	** COMMENT **						0.00
		05 additional participant fees	20120052609						24.00
		06 for senior trip	** COMMENT **						0.00
		07 Field trip for summer camp	20050052608						430.00
		08 deposit for airbrush tattoo	20100050485						194.06
		09 SPRA membership fee	20010054700						15.00
		10 gas for rental van	20050052625						30.43
		11 Lawn games for Back to School	20100050485						216.00
		12 supplies for summer camp AC	20050055795						5.00
		13 supplies for camp HC	20050055795						2.52
		14 supplies for camp HC	20050055795						3.75
		15 field trip additional kids fee	20050052608						30.00
		16 supplies for camp AC	20050055795						15.09
		17 van rental for summer camp	20050052625						326.83
		18 gas for rental van	20050052625						25.00
		19 Field trip for summer camp	20050052608						216.00
		20 parking ticket for rental van	20010050545						52.75
		21 Japenese garden trip	20120052643						200.00

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Taip - August 23			08/04/23		24818	08/08/23	3,922.75	237.25
	01	Field trip for summer camp	20050052608						50.00
	02	Senior lunch trip	20120055795						28.47
	03	Hand soap	20020055753						158.78
								VENDOR TOTAL:	3,922.75
plan	PlanSource								
	080123			07/20/23		24792	07/25/23	2,270.52	2,270.52
	01	Health Plan	20000022226						2,270.52
								VENDOR TOTAL:	2,270.52
PMP	Perfect Mulch Products								
	31713			07/20/23		24793	07/25/23	2,296.90	2,296.90
	02	Walnut premium mulch	10020053660						2,296.90
	31730			08/03/23		24819	08/08/23	2,656.00	2,656.00
	01	walnut premium mulch	10020053660						2,656.00
								VENDOR TOTAL:	4,952.90
R0003615	Nina Rios								
	87349			07/20/23		24794	07/25/23	200.00	200.00
	01	refund on security deposit -	20130043453						200.00
	02	event cancelled	** COMMENT **						0.00
								VENDOR TOTAL:	200.00
R0003616	Lily Ashia Moya								
	87350			07/20/23		24795	07/25/23	100.00	100.00
	01	MPR security deposit from 2022	20130043453						100.00
								VENDOR TOTAL:	100.00
R0003617	Ruth Kall								
	87477			07/25/23		24796	07/25/23	200.00	200.00
	01	security deposit for Liberty	20130043451						200.00
								VENDOR TOTAL:	200.00
R0003618	Kashe Hill								
	87428			07/25/23		24797	07/25/23	100.00	100.00
	01	security deposit for MPR	20130043453						100.00

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	100.00
R0003619	Janet Terrazas								
	87724	02 refund for baseball	20090041421	08/08/23		24820	08/08/23	100.00	100.00
								VENDOR TOTAL:	100.00
R0003620	Leeann Michelle Lawson								
	87637	01 refund for baseball	20090041421	08/08/23		24821	08/08/23	130.00	130.00
								VENDOR TOTAL:	130.00
R0003623	Mia Elena Vega								
	87643	01 refund for baseball	20090041421	08/08/23		24822	08/08/23	100.00	100.00
								VENDOR TOTAL:	100.00
R0003624	Mary Ann Rohr								
	87573	01 refund for Sawmilly	20120041421	08/08/23		24823	08/08/23	15.00	15.00
								VENDOR TOTAL:	15.00
RUSSOACE	Russo Power Equipment Inc.								
	SPI20335177	01 Orchard looper, hanf pruner,	10020055800	08/03/23		24824	08/08/23	193.97	193.97
		02 manure fork	** COMMENT **						0.00
								VENDOR TOTAL:	193.97
SPRA2	Suburban Park and Recreation								
	08042023	01 Bounce house for back to	20100050485	08/07/23		24825	08/08/23	150.00	150.00
		02 school	** COMMENT **						0.00
								VENDOR TOTAL:	150.00
SPRINT	SPRINT WIRELESS								
	215810737-122	01 ED and maint cell	10010052644	08/03/23		24826	08/08/23	131.14	131.14
		02 rec hot spot	20010052644						40.00

DATE: 08/10/2023
TIME: 10:27:40
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

FROM 07/25/2023 TO 08/10/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	131.14
TKO	TIGHE, KRESS & ORR								
	88455	01 services through 05/31/23	24000051560	08/03/23		24827	08/08/23	1,800.00	1,800.00 1,800.00
								VENDOR TOTAL:	1,800.00
WSTEMAN.	Waste Management Illinois								
	0017210-2856-9	01 waste disposal	20020052630	07/25/23		24798	07/25/23	974.36	974.36 974.36
	0017226-2856-5	01 waste disposal	20020052630	08/08/23		24828	08/08/23	627.97	627.97 627.97
								VENDOR TOTAL:	1,602.33
								TOTAL --- ALL INVOICES:	100,449.26

**Schedule of Investments Berwyn Park District
July 31, 2023**

Description	Yield	Rating	Date Invested	Maturity Date	Market Value	Maturity Value	Monthly Interest Earned
IPTIP-MM	5.311%	N/A	01/29/16	open	\$451,765.91	\$451,765.91	\$2,028.34
ISC Account	5.075%	N/A	open	open	\$103,699.88	\$103,699.88	\$205.45
BMO Harris CD	1.468%	FDIC	08/14/22	08/14/23	\$145,156.01	\$145,156.01	
High Plains Bank, OK	4.647%	FDIC	01/18/23	07/18/23	\$100,000.00	\$102,304.40	
Financial Federal Bank, TN	4.800%	FDIC	01/18/23	01/18/24	\$200,000.00	\$209,600.00	
Beverly Bank & Trust Company, National Association	5.150%	FDIC	05/26/23	11/22/23	\$125,830.57	\$129,026.32	
Cornerstone Bank	5.214%	FDIC	05/26/23	05/28/24	\$200,000.00	\$210,513.71	
The First National Bank of McGregor	4.800%	FDIC	05/26/23	05/27/25	\$200,000.00	\$219,252.60	
Total Investments:					\$1,526,452.37	\$1,571,318.83	
				Interest Earned 7/1/23 to 7/31/23			\$2,233.79
				Interest Earned 1/1/23 to 12/31/23			\$18,883.29

DATE: 08/15/2023
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Info

FINANCE

Scholarship Report

August 2023

	<u>Program</u>	<u>Amount Awarded</u>
Family E:	Fall Soccer	\$142.50
	Total:	\$142.50

2023 Scholarship Funds: \$10,000.00

2023 Scholarship Total: \$ 1742.50

Remaining Funds Available: \$ 8257.50

The above recipients were awarded scholarship money from fund 15 to participate in programs of the Berwyn Park District.

The Berwyn Park District Scholarship Assistance Guidelines. 1. Scholarships are for Berwyn residents only, proof of residency required. 2. Scholarships are for low-income families 3. Scholarships are based on need and availability of funds. 4. Must be able to show proof of income- latest 1040 tax forms as filed. The reward amount of the scholarship is 50% or less of fee of each program 6. The balance of the program must be paid in full before the end of the program.

DATE: 08/15/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

- Working to schedule a date with the contractor to continue to rectify the problem with the ponds at Proksa.
- Back to School Picnic is scheduled for August 20th from 12-2pm. The event has had successful planning and collaboration. The event will be a fun kickoff to the school year.
- Brewfest planning is underway. The bands are confirmed, the food vendors are confirmed, the activities are confirmed. The updated layout is being worked on, searching for additional breweries, and exploring cost-effective options for fencing and ice vendors, we will also be ordering fewer shirts.
- We have taken 100 registrations for fall soccer.
- We have increased the number of programs this fall from the spring/summer brochure.



WSSRA UPDATE JULY 12 – JULY 29, 2023

Program Updates

- **Programs** Summer programs are wrapping up this weekend. Our Golf athletes enjoyed an end of the year celebration with Sunshine Through, a foundation that has supported our golf program for many years. Families and athletes enjoyed pizza, awards, and a round of minigolf at Links and Tees in Addison.
Our fall program guide went to print, registration opens on Monday, August 14 at 9:00am. WSSRA is continuing to offer lottery registration for a limited number of programs that have become increasingly popular. All other fall programs will be taken on a first come, first served basis.
- **Splish Splash Summer Bash** Our annual pool party was held on Wednesday, July 19 at the Forest Park Aquatics Center from 6:30-9:00pm. It was a perfect evening for the event, with 180 participants, staff, and family members in attendance. The event featured our Wacky Quacky Duck Splash fundraiser and raised a total of \$4,422. A very special thank you to the Park District of Forest Park team of staff for hosting us! It was the perfect night for our families to enjoy this spectacular setting with the State-of-the-Art Splash Pad! All ages of persons enjoyed it!
- **North Riverside 100th Anniversary Parade** The Village of North Riverside is celebrating its 100th birthday on Sunday, July 30. WSSRA will be riding in the celebration parade. The parade kicks off at 2:00pm followed by a festival at Veteran's Park.
- **Day Camp** Today is the last day of summer day camp. We are celebrating the staff and all their hard work this summer at Striker Lanes in Berwyn after camp today from 3:00-4:30pm.
- **Special Olympics** Our three softball teams competed in the TR Softball Tournament on Sunday, July 16 at Centennial Park in Oak Lawn. Our gold team took 4th place, our blue team took 2nd place, and our white team took 3rd place in their respective divisions. Our teams will finish out the season at the Special Olympics Regional Tournament on August 6 at Inwood Sports Complex in Joliet.
We have 13 athletes competing in the Special Olympics Golf Skill competition on August 2 at Springbrook Golf Course. Gold medal winners will advance to the state competition in September.
- **Summer Overnight Trips** WSSRA is offering a variety of summer trips in August, our Outdoor Wilderness overnight trip was cancelled due to low enrollment. Our 5-day Overnight Adventures campers are headed to Bradford Woods in Martinsville, IN on July 31-August 4, and our 3-day campers are going to Timber Point in Hudson, IL on August 8-10. Participants will enjoy lake activities, ziplining, archery, horseback riding, swimming and more! WSSRA is also taking 11 participants to Pigeon Forge, TN on August 27-31. Participants will stop in Louisville for a night and visit the Slugger Museum. In Pigeon Forge they will enjoy Dollywood, sightseeing and a baseball game.
- **Hiring Updates**
 - Full Time Position** Recently a Full Time Recreation Specialist position resigned and WSSRA is currently hiring to fill the position so we can have them trained and ready to start in the Fall session of programs.
 - Part Time Positions** Our staff manager is busy recruiting staff for fall programs. We are continuing our partnership with Dominican University and their civic learning program; we have 4 students schedule to volunteer in the fall so far! Please continue to refer staff to us

by sending them to our website www.wssra.net

- **Inclusion** We are currently serving 70 participants in 226 inclusive programs and camps. Fall inclusion requests are starting to come in, please continue to send Chris Sturm inclusion notifications as you receive registrations at chriss@wssra.net. Staffing continues to be a challenge, so we need a minimum of 2 weeks' notice to get staffing in place and that is not a guarantee. Your support with this is greatly appreciated!

Take Note

- **Transportation** Staff are wrapping up day camp and preparing for the upcoming travel and overnight trips. They will also be researching the best options for minivans to prepare for the bidding process. They will have more information for you at the September 12th WSSRA Board meeting.
- **Finance** Hart met with Ben Johnson, our new accountant from Kaizen, for the first time a few weeks back. Is getting to know WSSRA as he is gearing up to reconcile our books for July. Hart is looking for some training on payroll taxing and looking for any suggested trainings that may be available. WSSRA has been able to award approximately \$12,275 in scholarship dollars to participants in our 2023 Day Camp. These dollars were raised in combination from our foundation as well as CDBG and Thumbuddy Special grants.
- **Board Orientation Presentation Planned** Birko hosted the third of four WSSRA Board orientations to continue to inform board members of agency protocols related **Board Member Roles & Responsibilities**. It was held on Tuesday, June 20th from 11:00 – noon. A Zoom invite was sent to all. There were 6 partner community board members and staff present. The last presentation will be on the 2024 shares and budget planning. The date will be announced shortly.
- **Finance and Policy Committees to meet** The **Finance Committee** headed by Jan Arnold did not meet on July 19. Their next scheduled meeting is on Tuesday, August 29th at 9:30 at the PDOP. The focus will be a review of the MOU and the 2024 shares. **The Policy Committee** headed by AnneMarie Flaherty met on July 20th to resume their work on the agency Personnel Policy review. Their work will continue on **Thursday, August 24th at Norridge Park District from 10:00 – 11:30am**.
- **WSSRF** Is continuing their work on the "**John Lannefeld Bocce Tournament**" to be held on Saturday, September 9 at the Village of Elmwood Park's CRC. Recruitment for Sponsorships and teams has begun. Ted Gruber is doing an amazing job spearheading it by recruiting teams, getting the word out about sponsorships and raffle prize donations. Find more information on the WSSRA [website www.wssra.net](http://www.wssra.net). The Foundation is also working on the "**Fallin For our Stars Casino night**" which will take place on Friday, November 10, 2023. Mark your calendars and plan to join us for a fun-filled evening.
- **WSSRA Annual Reports** Birko is touring the partner districts and giving the WSSRA 2022 Annual reports. Please let me know when it works for you. Attached is the 2022 Annual Snapshot report which will be reviewed in her presentation
- **Birko attended the Saviano Fundraiser** on July 27 and met with Senate President Harmon, Representative Lilly, Village Manager of Elmwood Park Paul Volpe, Forest Park Mayor Hoskins, Elmwood Park staff Ted Gruber and Al Schmidt, and former Forest Park Mayor Calderone. It was a great evening of catching up.

Happy to answer any questions on the above updates. Feel free to e-mail or call me at 847.455.2100. I will be gone on vacation August 3 – 9. I will be back in the office on August 10. Please reach out to Annie Hart if you need any questions answered. Enjoy your weekend all.

Regards, Marianne

Equal Employment Opportunity Policy (Section 1.1)

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Berwyn Park District, which bases employment upon personal capabilities and qualifications without discrimination because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, disability, association with a person with a disability, sexual orientation, genetic information, unfavorable discharge from military service or military status, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law.

In accordance with federal, state, and local laws, it is the Berwyn Park District's policy to provide equal employment opportunities to all qualified persons. The Berwyn Park District makes and executes all personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, dismissal and other terms and conditions of employment without regard to an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender (including gender identity and expression), national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, age, marital status, veteran status, civil union partnership, order of protection status, genetic information, disability, association with a person with a disability, unfavorable discharge from military service or military status, sexual orientation, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other category protected by law.

The Berwyn Park District makes reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job with or without the reasonable accommodations. The Berwyn Park District encourages such individuals to discuss their need for a reasonable accommodation with the Human Resources Department (see the ADA Policy).

Employment Policies and Procedures Part 1

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees should refer their questions or concerns to the Human Resources Department. If the employee is uncomfortable reporting to the Human Resources Department, the employee should report to their Department Head, Executive Director or President of the Board. (For the full complaint reporting procedure, see the Berwyn Park District's Nondiscrimination and Antiharassment Policy)

Nondiscrimination and Antiharassment Policy (Section 1.2)

The Berwyn Park District commits to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. The Berwyn Park District expects all relationships among people in the workplace to be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, official, commissioner or Board member, agent, volunteer and vendor of the Berwyn Park District, as well as anyone using the Berwyn Park District's facilities, to refrain from sexual and other harassment. The Berwyn Park District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic, from participating in business or work-related social activities or discussions to avoid allegations of harassment.

The law and policies of the Berwyn Park District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex,

Employment Policies and Procedures Part 1

sexual orientation, civil union partnership, race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The Berwyn Park District intends the prohibition against harassment, discrimination and retaliation to complement and further these policies, not to form the basis of an exception to them.

In addition to this policy and the Berwyn Park District's EEO Policy, the Berwyn Park District provides training on discrimination, harassment and retaliation to its employees at or near the time of hire and annually thereafter.

Definitions of Harassment

1. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors or any other verbal, physical or visual conduct of a sexual nature when any of the following occur:
 - Submission to the conduct is made either implicitly or explicitly as a condition of the individual's employment.
 - Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
 - The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendos; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.
2. The Berwyn Park District also strictly prohibits harassment on the basis of any other legally protected characteristic. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an

Employment Policies and Procedures Part 1

individual because of an individual's actual or perceived race (including but not limited to traits associated with race, such as hair texture and protective hairstyles such as braids, locks, and twists), color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, work authorization status (i.e., the status of being a person born outside the U.S., who is not a U.S. citizen but is authorized by the federal government to work in the United States), ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, association with a person with a disability, order of protection status, pregnancy, childbirth or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, or that of an individual's relatives, friends or associates, and results in any of the following:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through email).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the Berwyn Park District has assigned the individual to perform their job duties.

IMPORTANT: Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including dismissal from employment. The Berwyn Park District will take appropriate remedial action against any other individual (e.g., board members, independent contractors, patrons, vendors, etc.) engaging in practices or conduct constituting sexual harassment, discrimination, harassment or retaliation.

Retaliation Is Prohibited

Employment Policies and Procedures Part 1

The Berwyn Park District prohibits retaliation against any individual, because the individual reports discrimination, harassment, or retaliation; participates in an investigation of such reports; and/or files a charge of discrimination, harassment or retaliation. Retaliation against an individual for reporting harassment, discrimination or retaliation; participating in an investigation of a claim of harassment, discrimination or retaliation; or for filing a charge of discrimination, harassment or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal and/or other remedial action as warranted by the circumstances.

In addition to the Berwyn Park District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Complaint Reporting Procedure

The Berwyn Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or retaliation. While the Berwyn Park District has not established a fixed reporting period, it strongly urges the prompt reporting of complaints or concerns, so the Berwyn Park District can take rapid remedial action if warranted.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory or retaliatory behavior to inform the offender.

If an employee experiences or witnesses harassment, discrimination or retaliation of any kind, the employee should deal with the incident(s) as directly and firmly as possible by clearly communicating their position to their immediate supervisor, Department Head and/or the Executive Director. The employee should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, emails and telephone messages can strengthen documentation. Any

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employee, even when the discrimination, harassment or retaliation is not directed at them, can and should make a complaint.

- **Direct Communication with Offender:** If there is harassing, discriminatory or retaliatory behavior in the workplace, and if the employee feels comfortable doing so, they should directly and clearly express the objection to the offending person(s) regardless of whether the behavior is directed at the employee witnessing the behavior. If the employee is the harassed individual, and if the employee feels comfortable doing so, they should also clearly state the conduct is unwelcome and the offending behavior must stop. However, an employee is not required to confront the person directly who is the source of the report, question or complaint before notifying any of those individuals listed below. The Berwyn Park District does not require an employee to confront the person who is the source of the report, question or complaint directly, if they feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event the employee witnessing or experiencing the behavior feels threatened or intimidated by the offending person, the employee should promptly report the offending behavior to their immediate supervisor or Department Head. If the employee feels uncomfortable doing so, or if the immediate supervisor and/or Department Head is the source of the problem, condones the problem or ignores the problem, please report the conduct directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem or ignores the problem, the employee should immediately report the incident or incidents in writing directly to the President of the Board.
- **Report to Executive Director/President of the Board:** An individual may also report incidents of harassment, discrimination or retaliation directly to the Executive Director. If the complaint alleges harassment, discrimination or retaliation by the Executive Director, or if the Executive Director condones the problem or ignores the problem, an employee should immediately report the incident or incidents in writing to the President of the Board.
- **Complaint Against a Board Member:** If someone makes a complaint about alleged discrimination, harassment or retaliation by an elected official of the Berwyn Park District (such as a Board Commissioner), they should also report the allegations to the Human Resources Department, the President of the Board or any other board member not involved in the alleged discrimination, harassment or retaliation. If someone makes a complaint against an elected official of the Berwyn Park District under this section, the Berwyn Park District will refer the matter to its legal counsel. The Human Resources Department (or its designee) or an independent attorney or consultant will document and thoroughly investigate the

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complaint. A committee made up of other board members who are not subjects of the allegations will review the findings.

When someone reports an allegation of discrimination, harassment or retaliation, the Berwyn Park District will conduct an investigation within a prompt period of time and take appropriate remedial action when the investigation determines the allegation is a substantiated violation of policy. At no time will personnel involved in the alleged discrimination, harassment or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment or retaliation to the Illinois Department of Human Rights (IDHR), which is the state Berwyn Park District responsible for enforcing the Illinois Human Rights Act, as described in the Conclusion section below. The IDHR maintains a hotline for confidential reports of sexual harassment at 877.236.7703.

Harassment Allegations Against Nonemployees/Third Parties

If an employee makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using Berwyn Park District programs or facilities, the Executive Director (or designee) will promptly investigate the incident(s) and determine the appropriate remedial action, if any. The Berwyn Park District will take reasonable efforts to protect the reporting/impacted employee(s) from further contact with such persons when warranted or will take other reasonable steps to remediate the situation, including (but not limited to) evaluating interim steps warranted while the Berwyn Park District investigates the allegations.

IMPORTANT: Individuals who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of the complaint reporting procedure.

Harassment Allegations by Elected Officials Against Other Elected Officials

Elected officials can report alleged harassment by one elected official against another to the Berwyn Park District's President of the Board. If the President of the Board reports the harassment or the allegation implicates the President of the Board, elected officials should report the allegation to any other Berwyn Park District board member. If a complaint is made against an elected official of the Berwyn Park District by another elected official of the Berwyn Park District under this section, the Berwyn Park District will refer the matter to the Berwyn Park District's legal counsel. An independent review will thoroughly investigate the allegations of the complaint, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. If warranted (as determined, where possible, by a committee of the other

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commissioners who are not the reporting official or the official who is the subject of the complaint), the Berwyn Park District will take reasonable remedial measures.

Harassment of Nonemployees

The Berwyn Park District strictly forbids harassment of non-employees by employees and will discipline employees, up to and including dismissal for engaging in harassment. If a non-employee has a complaint of harassment, they should notify the Berwyn Park District's Human Resources Department. If the complaint implicates the Human Resources Department, non-employees can report the allegation to the Executive Director of the Berwyn Park District. If the allegation implicates both the Human Resources Department and the Executive Director, the nonemployee can make the report to the President of the Board. The Human Resources Department, Executive Director or President of the Board (or designee) as appropriate will thoroughly investigate the allegations of the complaint and, if warranted, take reasonable remedial measures. For the purposes of this section, "nonemployee" means a person who is not otherwise an employee of the Berwyn Park District and is directly performing services for the employer pursuant to a contract with the employer; it includes independent contractors and consultants.

Responsibility of Supervisors and Witnesses

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any individual should immediately advise the Executive Director, and the Executive Director (or designee) will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations. In the event the allegations implicate the Executive Director, the supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination and/or retaliation of or by any individual should immediately advise the President of the Board, and the Berwyn Park District will investigate the conduct promptly and take prompt remedial action, if the investigation substantiates the allegations.

The Berwyn Park District encourages all individuals to report incidents of harassment, discrimination and retaliation regardless of who the offender may be or whether the reporting employee is the intended victim.

The Investigation

The Berwyn Park District will investigate any reported allegations of harassment, discrimination or retaliation promptly. The Berwyn Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the Berwyn Park District must be able to investigate fully and take prompt remedial action when

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necessary. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The Berwyn Park District reserves the right and hereby provides notice that it may use third parties to investigate claims of harassment, discrimination or retaliation. Employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including dismissal from employment.

Responsive Action

After investigation, the Berwyn Park District will determine whether the investigation substantiates a complaint of harassment, discrimination or retaliation after reviewing the facts and circumstances of each situation. The Berwyn Park District will deal with misconduct constituting a violation of this policy (such as engaging in harassment, discrimination or retaliation) appropriately. Appropriate remedial action for a substantiated complaint may include, by way of example only: training, referral to counseling and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or dismissal from employment), as the Berwyn Park District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination or retaliation, the Berwyn Park District considers complaints made in bad faith or otherwise false and frivolous charges severe misconduct and may result in disciplinary action, up to and including dismissal.

Conclusion

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this policy and the Berwyn Park District's EEO Policy); file a charge of discrimination, harassment or retaliation (see this policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth or medical conditions related to pregnancy or childbirth (see the Berwyn Park District's ADA Policy and Pregnancy Discrimination Policy).

While the Berwyn Park District hopes to be able to resolve any complaints of discrimination, harassment or retaliation within the Berwyn Park District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. The IDHR also has a reporting hotline that includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment: 877.236.7703. If the

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IDHR determines there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

Americans with Disabilities Act Policy (Section 1.3)

The Berwyn Park District commits to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the Berwyn Park District's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's actual or perceived disability (or association with a person with a disability) so long as the employee can perform the essential functions of the job with or without reasonable accommodations. Consistent with this policy of nondiscrimination, the Berwyn Park District will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Berwyn Park District aware of their disability, provided such accommodation does not constitute an undue hardship on the Berwyn Park District or create a direct threat to the safety of the employee or the safety of others.

The Berwyn Park District will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, dismissal or other terms, conditions or privileges of employment based on job-related qualifications and abilities.

Requests for Reasonable Accommodations – Interactive Process

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The Berwyn Park District encourages individuals with disabilities to come forward and request reasonable accommodation when needed. If employees feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the Berwyn Park District (usually the Human Resources Department or designee) will meet with the requesting employee as part of an interactive process. During this interactive process, the employee and the Berwyn Park District will discuss and identify the precise limitations or restrictions resulting from the disability and the potential accommodation(s) the Berwyn Park District might make to help overcome those limitations/restrictions and allow the employee to perform the essential job functions of the employee's position. The Berwyn Park District may request employees obtain medical documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The Berwyn Park District will determine the feasibility and reasonableness of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the Berwyn Park District's overall financial and

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other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, and the Berwyn Park District's ability to provide its services to the public.

The Berwyn Park District determines what is a reasonable accommodation on a case-by-case analysis. The ADA does not require the Berwyn Park District to make the best possible accommodation, reallocate essential job functions, create new positions or provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). However, when the Berwyn Park District denies a particular request, it will endeavor to find and offer a reasonable alternative.

Decision on Accommodations and Appeal Process

The Berwyn Park District will inform the employee of its decision on the accommodation request. If the Berwyn Park District denies accommodation requests, it will advise the employee of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Human Resources Department or (if the denial came from the Human Resources Department) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on an actual or perceived disability (or based on an association with a person with a disability) should immediately follow the Complaint Reporting Procedure outlined in the Berwyn Park District's Nondiscrimination and Antiharassment Policy. The Berwyn Park District will treat all such inquiries or complaints as confidentially as possible. However, the Berwyn Park District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the Berwyn Park District's Nondiscrimination and Antiharassment Policy apply to this ADA Policy in equal force.

Summary

In summary, employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for disabilities.

While the Berwyn Park District hopes to resolve any complaints of discrimination within the Berwyn Park District, it acknowledges each employee's right to contact the IDHR at

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the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the IHRC between the 365th and the 395th day.

Pregnancy Discrimination Policy (Section 1.4)

The Berwyn Park District prohibits and does not tolerate discrimination against anyone on the basis of pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. The Berwyn Park District commits to making reasonable accommodations related to pregnancy, childbirth and medical or common conditions related to pregnancy or childbirth. It treats all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits and opportunities. No person or employee, no matter their title or position, has the authority, whether express, actual, apparent or implied, to discriminate against a pregnant employee or applicant.

The Berwyn Park District will not deny or remove an applicant or employee from a position, because the applicant or employee is pregnant, considering pregnancy or experiencing any pregnancy-related problems. It will base all decisions regarding a pregnant applicant's or employee's placement in, or continuation in, a job on the same considerations that govern all employment decisions – the applicant's or employee's ability to perform the essential functions of the job in question satisfactorily, with or without reasonable accommodation.

Requests for Reasonable Accommodations – Interactive Process

Employees or applicants who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department or their Department Head. The Berwyn Park District encourages employees or applicants to come forward and request reasonable accommodation when needed for pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth. If employees or applicants feel uncomfortable making an accommodation request to the Human Resources Department or their Department Head, or they believe the accommodation request was not properly managed when made, they should report the matter to the Executive Director.

On receipt of an accommodation request, the Berwyn Park District (usually the Human Resources Department or designee) will meet with the requesting employee or applicant to begin an interactive process. During this interactive process, the employee/applicant and the Berwyn Park District will discuss and identify the precise limitations or restrictions resulting from the pregnancy, childbirth or a related medical or common condition, and the potential accommodation(s) the Berwyn Park District might make to help overcome those limitations/ restrictions and allow the employee to perform the essential job functions of the position without creating an undue hardship to the Berwyn Park District. The Berwyn Park District may request employees obtain medical

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documentation supporting their reported need for reasonable accommodations in compliance with applicable laws.

The Berwyn Park District will determine the feasibility and reasonableness of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the Berwyn Park District's overall financial and other resources, the accommodation's impact on the operation of the department, including the ability of other employees to perform their duties, the Berwyn Park District's ability to provide its services to the public and any undue hardships.

The Berwyn Park District will determine what it considers a reasonable accommodation on a case-by-case analysis. When it denies a particular request, the Berwyn Park District will endeavor to find and offer a reasonable alternative. The Berwyn Park District will not require an employee/applicant to accept an accommodation other than a reasonable accommodation arrived at through the interactive process, nor will the Berwyn Park District require an employee to take leave, whether paid or unpaid, if it can provide another reasonable accommodation.

Decision on Accommodations and Appeal Process

The Berwyn Park District will inform the employee or applicant of its decision on the accommodation request. If the Berwyn Park District denies accommodation requests, it will advise the employee or applicant of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the Human Resources Department or (if the denial came from the Human Resources Department) to the Executive Director. If the Executive Director denies the appeal request, that decision is final.

Questions on Policy – Reporting Disability Discrimination/Harassment

An employee or job applicant who has questions regarding this policy or believes they have been discriminated against or harassed based on their pregnancy, childbirth or medical or common conditions related to pregnancy or childbirth or believes they have been retaliated against for their request for accommodation or opposition to discrimination/harassment, should immediately follow the Complaint Reporting Procedure outlined in the Berwyn Park District's Nondiscrimination and Antiharassment Policy. The Berwyn Park District will treat all such inquiries or complaints as confidentially as possible. However, the Berwyn Park District cannot guarantee absolute confidentiality, as it must share information as needed to investigate complaints promptly and take remedial action when warranted.

No Retaliation

The antiretaliation provisions in the Berwyn Park District's Nondiscrimination and Antiharassment Policy apply to this Pregnancy Discrimination Policy in equal force.

Summary

Employees have a right to: be free from unlawful discrimination or harassment in the workplace; file a charge of discrimination or harassment; and obtain reasonable accommodations for pregnancy, childbirth and/or related medical or common conditions.

While the Berwyn Park District hopes to resolve any complaints of discrimination within the Berwyn Park District, it acknowledges each employee's right to contact the IDHR at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois, 60601, about filing a formal complaint. If the IDHR determines there is sufficient evidence of discrimination to proceed further, it will file a complaint with the IHRC, located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an employee may file a complaint directly with the HRC between the 365th and the 395th day.

Rev.: June 6, 2023 (per Pregnancy Workers Fairness Act eff. June 27, 2023)

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Open Door Policy (Section 1.5)

The Berwyn Park District promotes an atmosphere whereby employees can talk freely with members of management. It encourages employees to discuss openly with their immediate supervisor any problems, so the Berwyn Park District may take appropriate action. If the immediate supervisor cannot help, the Department Head and Executive Director are available for consultation and guidance. The Berwyn Park District is interested in all of its employees' success and happiness with their employment and welcomes the opportunity to help employees whenever feasible.

Anti-Nepotism Policy (Section 1.6)

The Berwyn Park District will consider members of an employee's immediate family, with the exception of Board of Commissioners, Executive Director, and Superintendents for employment on the basis of their qualifications only but may not hire immediate family if employment would create any of the following circumstances:

1. Supervisor/subordinate relationship with a family member.
2. Potential for an adverse impact on work performance.
3. Actual conflict of interest or the appearance of a conflict of interest.

This Berwyn Park District also considers this policy when assigning, transferring or promoting employees. For the purpose of this policy, immediate family includes: spouse; civil union or domestic partner; parent; child; sibling; in-law; aunt; uncle; niece; nephew; grandparent; grandchild; and members of household. This policy also applies to romantic relationships (Please review the Berwyn Park District's policy on Romantic or Sexual Relationships).

Employees who later become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, the Berwyn Park District will try to find a suitable position to which one of the employees can transfer and will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If changes of this nature are not feasible or reasonable, the Berwyn Park District will ordinarily allow employees to determine which of them will resign. If the employees cannot make a decision, the Berwyn Park District will decide, in its sole discretion, who will remain employed.

Introductory Employment Period (Section 1.7)

New employees go through an initial period of adjustment to learn about the Berwyn Park District and their jobs. During this time, employees have an opportunity to find out if they are suited to, and like, their new position(s).

The initial employment period also gives employees' supervisors a reasonable period of time to evaluate performance, including determining if the employee appears to possess the aptitude and attitude necessary to meet the required standards and expectations of the position. The introductory employment period is six months for full-time and part-time employees and three months for seasonal employees.

Employees' immediate supervisors will use the introductory period to help employees adjust to their new positions and for orientation and training, if any. The Berwyn Park District may dismiss from employment employees at any time during this period, if the supervisor concludes employees are not progressing or performing satisfactorily. Under appropriate circumstances, the introductory period may be extended. **Additionally, as is true at all times during employment with the Berwyn Park District, employees' employment is not for any specific time, and the Berwyn Park District may terminate it at will, with or without cause and without prior notice.**

At the end of the introductory employment period, the employee and immediate supervisor may discuss the employee's performance and/or the immediate supervisor may provide a written evaluation for the employee. Provided the employee's job performance meets the expectations of the Berwyn Park District at the end of the introductory employment period, the employee will continue in 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 Berwyn Park District, and employees remain at-will at all times.**

Classification, Definitions, and Status of Employees (Section 1.8)

Introductory Employees

The Berwyn Park District classifies all full-time and part-time employees as Introductory Employees during the first six months of employment with the Berwyn Park District (also known as the Introductory Period) for purposes of orientation, evaluation and training, if any. The Introductory Period for seasonal employees is three months. Introductory Employees also include employees who have previously served with the Berwyn Park District and are beginning a new position.

During their Introductory Period, the Berwyn Park District will pay newly hired employees for holidays recognized by the Berwyn Park District that are applicable to their employment classification. However, the Berwyn Park District does not allow them other time off such as vacation, personal, illness or floating holidays. Other employee benefits (such as insurance) will be applicable as required or mandated by the Berwyn Park District's agreement with the group insurance providers or by Berwyn Park District policy and depends upon the employee's classification. Transferred or promoted employees will continue the same benefits, if any, they had previously, unless the employee's new position provides for different or no benefits.

Full-time Employees

The Berwyn Park District considers employees designated as full-time by the Executive Director or the board and who have completed their introductory period as full-time employees. The Berwyn Park District classifies full-time employees as exempt or nonexempt (depending on their job duties and salaries). The Berwyn Park District generally schedules full-time employees to work at least 40 hours per workweek for four consecutive calendar quarters during a calendar year. The Berwyn Park District may require full-time employees to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. The Berwyn Park District excludes short-term and part-time employees from the full-time employee classification regardless of the number of hours worked.

Part-time Employees

The Berwyn Park District classifies employees designated as part-time by the Executive Director or the board under one of the following three categories depending on work schedule:

- **Classification I:** Part-time employees generally scheduled to work at least 1,000 hours during three quarters of a calendar year.
- **Classification II:** Part-time employees generally scheduled to work at least 600 hours but less than 1,000 hours during three quarters of a calendar year.

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- **Classification III:** Part-time employees generally scheduled to work less than 600 hours during three quarters of a calendar year.

The Berwyn Park District classifies part-time employees as exempt or nonexempt (depending on their job duties and salaries) and may require them to work more than their generally scheduled hours during busy periods. The number of hours that a part-time employee actually works will not change the employee's status or classification as a part-time employee. Unless specifically stated otherwise in writing by the Executive Director or the board, part-time employees are not eligible to receive benefits, except as required by law (e.g., some part-time classification I employees will be eligible to participate in the Illinois Municipal Retirement Fund (IMRF), healthcare insurance and other benefits provided by the Berwyn Park District, as described in the relevant summary plan descriptions and this handbook). The Berwyn Park District excludes short-term (or seasonal) employees from the part-time employees classification regardless of the number of hours worked.

Short-term (or Seasonal) Employees

Regardless of hours worked in a workweek or period, the Berwyn Park District considers employees designated short-term (or seasonal) by the Executive Director or the board and who work in a specific function or project for a temporary and limited period of time (generally less than three quarters during a calendar year) as short-term employees. The Berwyn Park District pays a short-term employee in a nonexempt position by the hour but a short-term employee in an exempt position according to the terms of hire for that individual. The Berwyn Park District will not consider any short-term employee working during three quarters or more of a calendar year a full-time or part-time employee unless designated in writing by the Executive Director or the board. The Berwyn Park District does not guarantee it will rehire short-term employees in a subsequent season or, if rehired, that it will rehire them for the same position. Short-term employees are ineligible to receive benefits.

Exempt and Nonexempt Employees

Exempt employees are those employees classified by the Berwyn Park District as exempt, who are paid on a salary basis, and whose job duties are exempt from the overtime and compensatory provisions of the federal and state wage and hour laws. Exempt employees are not eligible for overtime pay. The Berwyn Park District calculates their salaries on a weekly basis, but exempt employees must still track and submit documentation of hours worked per workweek for record-keeping purposes.

Nonexempt employees receive overtime pay or compensatory time in accordance with our overtime and compensatory time policies and applicable laws. The Berwyn Park

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District typically calculates their pay rates on an hourly basis, and nonexempt employees must use a time clock and/or time sheets to track and document hours worked per workweek.

Definitions/Employment Status

Executive Director – Executive Director for the Berwyn Park District.

Department Heads – Employees who direct and are in charge of a particular department within the Berwyn Park District’s organization structure. Department Heads may include without limitation Superintendent of Parks, Superintendent of Recreation and Superintendent of Finance and Human Resources.

Managers – Employees who manage and/or have supervisory responsibility over employees employed at various Berwyn Park District facilities, buildings or grounds.

Supervisor – An employee’s immediate supervisor and each supervisor at succeeding levels of authority within the department, up to and including the Executive Director.

Employee Classification Review

Employees may at any time submit a written request to the Human Resources Department for a review of the classification or status of their position. The request must state the employee’s reasons justifying a review. The Human Resources Department will investigate the position with a view toward determining its classification and will discuss its findings and recommendations with the appropriate Department Head and/or the Executive Director. The Executive Director has final approval over any change in the classification or status of a position pursuant to this policy, and their decision is final. The Human Resources Department will notify the requesting employee of the decision and the reasons for the decision.

Hiring Procedures (Section 1.9)

The Berwyn Park District attempts to hire and retain the best available, suitable and qualified individuals for all staff positions determined at its sole discretion. The Berwyn Park District may need to reorganize departments or reassign responsibilities within a department or position from time to time to best serve the public and better utilize its limited resources.

Position Vacancies

The Berwyn Park District will attempt to post full-time position vacancies on Berwyn Park District bulletin boards, its intranet and/or external websites, though it usually will not post part-time and short-term openings. If available, employees can obtain a list of these positions from the Human Resources Department or external websites. The Berwyn Park District may also recruit applicants for position vacancies from outside of the organization.

Transfer and Promotion

Employees interested in a particular opening should apply, in writing, to the position's hiring supervisor or notify their immediate supervisor. The Berwyn Park District will make all transfers and advancements on the basis of past performance, ability, attitude, aptitude and other relevant job-related criteria as determined by the Berwyn Park District in its sole discretion. Please note that employees requesting a transfer or promotion are subject to the same selection process and employment test requirements as outside applicants.

Application and Selection Process

1. Individuals interested in a particular position opening must complete an application for employment. The initial application may consist of an Berwyn Park District application form or a letter and/or resume. The Berwyn Park District requires applicants, including current employees, to furnish information and complete any and all forms deemed necessary, in the Berwyn Park District's sole discretion, to inform the Berwyn Park District satisfactorily of an applicant's qualifications and suitability for the position. Providing false, incomplete or misleading information in the employment application or other materials submitted on an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment or dismissal of an employee.
2. The selection process involves an evaluation of the applicant's apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of

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references, testing (when applicable for a position) and/or any other means required to evaluate adequately an applicant's qualifications and suitability to perform properly the necessary and essential functions of the particular position. The Berwyn Park District attempts to base employment, advancement and promotion decisions on a person's apparent suitability for the position including, without limitation, past performance, future potential and aptitude and attitude.

3. The Berwyn Park District may give the selected applicant a formal, written offer of employment that will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position. The Berwyn Park District will send a copy of the offer letter, signed by the applicant's hiring supervisor, to the Human Resources Department for inclusion in the employee's personnel file. This employment offer does not constitute an actual or implied employment contract and will not change or modify the at-will employment relationship between employees and the Berwyn Park District.

Proof of Right to Work

Within three business days of the date employment begins, Berwyn Park District employees must provide adequate documentation of their eligibility to work in the United States. The Berwyn Park District requires all new employees to furnish proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three days of employment.

Proof of Birth Date

The Berwyn Park District requires all employees to furnish certified proof of date of birth at the time of hire.

Preemployment Tests (Section 1.10)

The Berwyn Park District may require one or more tests of employees hired for certain positions, including without limitation, transferred and promoted employees.

The Berwyn Park District requires certain job positions (e.g., maintenance staff, trades, security staff, drivers of Berwyn Park District vehicles and other safety-sensitive positions deemed appropriate), to complete a medical examination successfully after offering a position to the employee but prior to starting employment. This medical examination is necessary to determine if the employee can perform the essential functions of the job offered with or without reasonable accommodations. The Berwyn Park District will also require preemployment drug testing, in accordance with the Berwyn Park District's Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the Berwyn Park District and for all other applicants based upon the position offered.

A healthcare provider of the Berwyn Park District's choice and at the Berwyn Park District's expense will perform the examination. Employees must consent to the disclosure of the findings, conclusions and opinions to the Berwyn Park District. The Berwyn Park District will maintain employee medical records, including pre-employment medical examinations and drug tests, in a separate confidential file and will not release or disclose information in an employee's medical file without the impacted employee's written consent, pursuant to court order, or except to persons with a lawful right or need to know.

The Berwyn Park District may require employees to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. The Berwyn Park District will conduct such examinations under the same procedures and guidelines outlined above for pre-employment medical examinations.

State Criminal Conviction Background Check

Park Districts

State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the Berwyn Park District will initiate a criminal background check for applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Berwyn Park District, and any conviction of offenses enumerated in subsection (d) of said statute where the conviction sentence ended within the seven years prior to employment will automatically disqualify the applicant from consideration for working for the Berwyn Park District. Any other

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conviction(s) will not automatically disqualify the applicant from consideration, but rather, the Berwyn Park District will consider such conviction(s) pursuant to its Criminal Convictions Policy. The Berwyn Park District does not require applicants to disclose sealed or expunged records of corrections. The Berwyn Park District may require applicants to submit fingerprints and/or other identification information to facilitate such an investigation. All information concerning the record of convictions will be confidential and only transmitted to those persons who are necessary to the decision process.

Preemployment Drug Test

The Berwyn Park District will require drug testing, in accordance with the its Alcohol and Drug Abuse Policy, for all applicants offered a full-time position with the Berwyn Park District and other applicants based upon the position offered.

The Berwyn Park District will test employees required to have a commercial drivers license (CDL) for their position in accordance with the Berwyn Park District's CDL Controlled Substance and Alcohol Testing Policy.

Driver's License Abstract

Although the Berwyn Park District does not generally require all employees to have a valid driver's license as a condition of their employment, any employee expected to drive either their personal vehicle or an Berwyn Park District vehicle in the course of their job duties must have a valid driver's license with the proper classification for the vehicle(s) the employee will operate. Before such an employee has started work, and generally on an annual basis thereafter, the Berwyn Park District will request a driver's license abstract review from the Illinois Secretary of State's office.

A history of severe and/or excessive driving violations may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. Similarly, a driver's license being placed on suspended or restricted status may result in an applicant/employee being unable to drive as part of their work duties, and if driving is an essential function of their position, may result in rescission of an offer or discipline up to and including dismissal from employment. However, if a restriction or suspension is a result of an applicant's/employee's disability or pregnancy, the applicant/employee will have all rights available under the Berwyn Park District's ADA and Pregnancy Discrimination Policies, and the Berwyn Park District will engage in the interactive process to determine what reasonable accommodations, if any, are available to the employee pursuant to the relevant policy.

Orientation (Section 1.11)

Newly hired employees or employees who, because of a transfer, promotion or reclassification, are in a different employment classification or qualify for different benefits must report to the Human Resources Department on or before the first day in that position to complete the necessary paperwork.

The Berwyn Park District may require each new employee, including transferred or promoted employees, to complete a job training and orientation session within the first two weeks of their employment in their new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Berwyn Park District. The Berwyn Park District requires employees to sign an Employee Orientation Checklist or Acknowledgement to confirm they received and understand the necessary material.

Employment in More Than One Department (Section 1.12)

The Berwyn Park District usually hires employees for a specific position in a department. Full-time exempt and non-exempt employees are only allowed to work in one department. Provided it does not compromise in any manner the employee's primary job with the Berwyn Park District, and the employee receives written, advance permission from the employee's Department Head (which may be withheld for any lawful reason in the Berwyn Park District's sole discretion), an employee may work an additional part-time or short-term job with the Berwyn Park District. (Employees may not have more than one full-time job with the Berwyn Park District.) The Berwyn Park District may subsequently revoke permission, however, if it determines in its sole discretion that such an additional job adversely interferes with an employee's primary job or for any other lawful business reason.

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Outside Employment (Section 1.13)

If full-time employees secure employment outside of their job with the Berwyn Park District, they must inform their Department Head and the Executive Director. If it appears, in the sole discretion of a Department Head or Executive Director, that the outside employment presents a possible conflict of interest or interferes with fulfilling job responsibilities at the Berwyn Park District, the Department Head and/or Executive Director can require employees to quit their outside employment to resign from the Berwyn Park District if unwilling to quit their outside employment.

To avoid potential conflicts of interest, full-time, part-time and short-term (or seasonal) employees may not accept work from or work for persons or companies with whom the Berwyn Park District conducts any form of business.

No employee may work for another employer when they are scheduled or requested to work for the Berwyn Park District.

Failure to terminate outside employment when so directed by a Department Head and/or Executive Director may be cause for disciplinary action, up to and including dismissal from employment.

Performance Evaluations (Section 1.14)

The Berwyn Park District has a formal performance evaluation system for employees to provide a means of attempting to evaluate an employee's performance and progress. The performance evaluation process assists the Berwyn Park District in making personnel decisions related to promotions, transfers, demotions, dismissals from employment and salary adjustments. Performance evaluations are an essential part of an employee's personnel records.

Frequency

Under usual and appropriate circumstances, full-time and part-time employees should receive a performance review annually. If an employee's job responsibilities change substantially at any time after the annual review, however, the Berwyn Park District may perform another before the next annual review, after the new assignment has begun. Immediate supervisors generally will conduct formal evaluations on a predetermined schedule as set forth by the Executive Director.

Under usual and appropriate circumstances, short-term (or seasonal) employees should receive a performance review at the end of the season or their project. Immediate supervisors generally will conduct these evaluations on a predetermined schedule as set forth by the department in consultation with the Executive Director. While the Berwyn Park District endeavors to provide short-term (or seasonal) employees notification of such evaluations, given the short/seasonal nature of the work, notification may or may not occur at the end of the season/project. In addition, immediate supervisors may give, or employees may request, an informal review at any time.

Informal Review of Employee Performance

Immediate supervisors, Department Heads and/or the Executive Director generally observe and informally evaluate employees' performance on a daily basis. They will attempt to notify employees of observed deficiencies in work performance or inappropriate conduct.

Unsatisfactory Review

If an employee receives an unsatisfactory formal performance evaluation, they are ineligible for a merit pay increase and may be subject to disciplinary action up to and including dismissal from employment. In the case of a short-term (or seasonal) employee, an unsatisfactory performance evaluation may render the employee ineligible to return for a subsequent season and/or project.

Appeal

If an employee disagrees with a formal performance evaluation, they may request another interview with their immediate supervisor to discuss the evaluation. If they do not reach an agreement as to the evaluation, an employee may:

1. Request in writing, within five (5) working days of receipt of the performance evaluation, a meeting with the supervisor at the succeeding level of authority in the department. The request must include an explanation as to why the employee believes a change to the formal performance evaluation is necessary. The employee must attach to the request any supporting documentation. If the employee does not timely request a meeting, the evaluation of the immediate supervisor will be final, and the supervisor will place a copy of the evaluation in the employee's personnel file. If the employee timely requests a meeting, the supervisor will meet with the employee and investigate the circumstances surrounding the evaluation. The supervisor will generally issue a written determination within ten (10) working days of receipt of the written request. If the determination does not satisfy the employee, they may continue this process through each succeeding supervisory level up to the Executive Director. Any decision of the Executive Director is final.
2. In addition, or in the alternative, an employee may also prepare a written response stating their position or objection to the evaluation and request to include the written response in the employee's personnel file.

Personnel Files (Section 1.15)

The Berwyn Park District will create a personnel file for each employee that contains all pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions and other employment records. The Berwyn Park District will maintain a separate, confidential file for employees' medical and benefit records, as well as any other confidential personnel records.

The Berwyn Park District will not release or disclose any information contained in personnel (and confidential medical or benefit) files without an employee's written consent, except to persons with a lawful right or need to know, including without limitation, pursuant to a court order.

The Berwyn Park District will not disclose an employee's disciplinary report, letter of reprimand or other disciplinary action to a third party or to a party outside of the Berwyn Park District's organization (except in the event of union representation) without first providing written notice to the employee mailed first-class mail to the employee's last known address on or before the day the information is divulged. (When the request for such a record is made pursuant to IL FOIA, the Berwyn Park District may send the written notice to the employee via first-class mail or through electronic mail). This paragraph is inapplicable, however, if (1) the employee specifically waived written notice as part of a written, signed employment application with another employer; (2) the disclosure is ordered in a legal action or arbitration; or (3) a government Berwyn Park District requested the information as a result of a claim or complaint by the employee or as a result of a criminal investigation by such Berwyn Park District.

Employees may review their personnel files in accordance with applicable law and established Berwyn Park District procedures. If employees wish to review their personnel files, they should contact the Human Resources Department to complete the appropriate forms.

It is to an employee's advantage to ensure all personnel records are accurate and up to date. Employees are responsible for and must promptly advise the Berwyn Park District of any changes in their:

- Name and/or marital status.
- Address and/or telephone number
- Number of eligible dependents.
- W-4 deductions.
- Person(s) to contact in case of emergency.

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- Other personal information the Berwyn Park District needs to know to contact an employee or properly administer Berwyn Park District benefits programs or general operational concerns.
- An employee's immigration status (if eligibility for employment in the United States is affected).

IMPORTANT: Employees should immediately notify the Human Resources Department of any changes in pertinent information.

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Child Labor Laws: Employment of Minors (Section 1.16)

The Berwyn Park District complies with all applicable federal, state and local child labor laws regarding employment of minors. This policy does not seek to list all of those laws but to highlight key provisions generally.

All minors under age 16 must have an employment certificate before the Berwyn Park District will allow them to work. The Regional or District Superintendent of Schools or a duly authorized agent issues employment certificates and must give the certificate to the Berwyn Park District for employment purposes, so the Berwyn Park District can produce the certificate upon request to the Illinois Department of Labor.

For purposes of this policy, "School Day" means any day when school is in session and "School Week" means any week where one or more days are school days.

Federal and Illinois child labor laws mandate a minor under the age of 16 cannot work the following hours:

- During school hours when school is in session.
- More than six consecutive days in a calendar week.
- More than 40 hours in a calendar week and more than eight hours a day when school is out.
- Earlier than 7 a.m. and later than 7 p.m., except from June 1 to Labor Day, when the minor may work up to 9 p.m.
- Over three hours a day when school is in session.
- Over eight hours a day combining school and work hours when school is in session.
- Over 18 hours in a calendar week when school is in session.

The Berwyn Park District will provide an unpaid meal period of at least 30 minutes to minors under the age of 16 no later than the fifth consecutive hour of work.

Employees under age 16 cannot supervise any part of the transportation of camp, field trips or other Berwyn Park District-sponsored program participants to or from Berwyn Park District-sponsored activities, including loading participants or materials onto a bus prior to departure, supervising the participants (or performing any other work) during the ride to and from the activity and unloading participants or materials upon arrival at the activity or back at the point of departure. Employees under age of 16 are relieved of all duties during this time and are not to resume their duties until all participants and materials have been unloaded from the bus.

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Under applicable federal, state and local laws, certain duties or positions may be prohibited for certain age groups, such as those under the age of 16 or under the age of 18. The Berwyn Park District complies with all such limitations and may put relevant age restrictions in applicable job descriptions and/or postings for clarity.

Search of Lockers, Desks, and Other Park District Property (Section 1.17)

Employees should understand that while certain Berwyn Park District property (such as desks, lockers and vehicles) are available for their use, they remain the property of the Berwyn Park District and are subject to inspection, with or without notice, at any time. Employees cannot store any wrongfully obtained, illegal or prohibited items or substances in or on Berwyn Park District property or otherwise misuse Berwyn Park District property.

IMPORTANT: Whenever necessary, and at the Berwyn Park District's sole discretion, Berwyn Park District property and employees' work areas (i.e., desks, file cabinets, lockers, vehicles, etc.) may be subject to a search without notice. Employees are required to cooperate.

The Berwyn Park District will generally try to obtain an employee's consent before conducting a search of Berwyn Park District property or work areas, but this is not required.

Workplace Inspections

To safeguard the property and personal safety of its employees and the Berwyn Park District, the Berwyn Park 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 Berwyn Park District property by employees and all other persons on the Berwyn Park District's premises.

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

The Berwyn Park District may conduct inspections at any time at its sole discretion and is not responsible for the loss of personal property.

Employees who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized Berwyn Park District property, confidential material, stolen property, weapons, alcohol or cannabis, or illicit drugs, will be subject to disciplinary action, up to and including dismissal.

Alcohol and Drug Abuse (Section 1.18)

Purpose

The Berwyn Park District has implemented an Alcohol and Drug Abuse Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety and efficiency. Since Berwyn Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Berwyn Park District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the Berwyn Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the Berwyn Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Berwyn Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all Berwyn Park District employees will abide by its terms. As with all policies in this handbook, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Berwyn Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Drivers License (CDL). (See the Berwyn Park District's Alcohol and Drug Procedures for CDL Employees Policy.)

Berwyn Park District employees who operate Berwyn Park District commercial motor vehicles and possess a CDL have special responsibilities because of operating vehicles that require additional skill and attentiveness. As part of its continuing commitment to safety and to comply with federal law, the Berwyn Park District has established a controlled substance and alcohol testing policy for Berwyn Park District positions that require a CDL. (See the Berwyn Park District's Alcohol and Drug Procedures For CDL Employees.) Both the Berwyn Park District and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees is in addition to, and supplements and complements rather than supersedes, all other Berwyn Park District policies, rules, procedures, and practices including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for

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CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other Berwyn Park District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

Acts Prohibited

The Berwyn Park District prohibits unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana and alcohol, on its property or while acting on behalf of the Berwyn Park District.

Definitions

For purposes of this policy, the following definitions apply:

- "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
- "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, et seq.) which provisions are specifically incorporated in this policy by reference.
- "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this policy by reference.
- "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
- "Berwyn Park District Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Berwyn Park District. Berwyn Park District Property also includes property used by Berwyn Park District patrons while on Berwyn Park District sponsored events or field trips or property of others when presence thereon by the Berwyn Park District employee is related to employment with the Berwyn Park District.
- "Drugs" mean Legal Drugs and controlled substances, including cannabis and medical marijuana.
- "Legal Drugs" mean prescription drugs, including medical marijuana and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.
- "Policy" means this Alcohol and Drug Abuse Policy of the Berwyn Park District.
- "Possess" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

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- "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time or judgment may place the employee, a member or members of the public or other employees at risk of serious bodily harm, or is responsible for the administration or enforcement of alcohol/drug policies. Sworn peace or law enforcement officers have Public Safety Responsibility regardless of their duties.
- "Under the Influence" means that the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

Voluntary Treatment

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action. The Berwyn Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the Berwyn Park District's drug and alcohol policies or other policies, rules of conduct and employment standards. Seeking such assistance will not be a defense for violating the Berwyn Park District's drug and alcohol policies, nor will it excuse or limit the employee's obligation to meet the Berwyn Park District's policies, rules of conduct, and employment standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from alcohol or drug abuse are encouraged to consult voluntarily with Berwyn Park District management and/or the Employee Assistance Program (EAP) and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although an employee's benefits may cover some of these expenses, as determined by the plan documents. Please see the Human Resources Department for details. Berwyn Park District management will keep such voluntary discussions and medical treatment confidential in accordance with this policy.

Screening and Testing

The Berwyn Park District may require employees to complete an alcohol and/or drug screen: (1) on a preemployment basis for positions whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have a Public Safety Responsibility; (2) on a random basis for positions whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or have a Public Safety Responsibility; (3) for all employees following a work place accident or injury (particularly those involving injury to a third party, damage to property and/or a possible violation of safety rules); (4) during and after an employee's participation in an alcohol or drug counseling or rehabilitation program; or (5) upon reasonable suspicion that the employee

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is under the influence of alcohol or drugs while working. The screening or testing will be conducted by a medical facility selected by the Berwyn Park District at the Berwyn Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of legal drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including dismissal.

The Berwyn Park District requires each employee and prospective employee who must screen/test to sign a consent form, a copy of which is included at **Appendix B**, at the time it is distributed to the employee. Employees in positions that require a CDL (or who are otherwise covered by the DOT) will be required to sign a separate consent form prior to testing/screening.

The Berwyn Park District may also require each employee and prospective employee to sign a separate consent form requested specifically by the medical facility conducting the screening/testing. Refusal to sign any requested consent form will result in non hire or disciplinary action up to and including dismissal from employment, as deemed appropriate by the Berwyn Park District, in its sole discretion, under the circumstances.

Treatment

If the medical facility recommends treatment, the Berwyn Park District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Berwyn Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Berwyn Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the Berwyn Park District, which may include, but is not limited to, future alcohol and/or drug testing.

Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has a Public Safety Responsibility and who has taken a legal drug (including medical marijuana) must report the use of such legal drug to their immediate supervisor if the legal drug may cause drowsiness or if it may alter judgment, perception or reaction time.

While the Berwyn Park District will not penalize an employee solely for their status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act, any employee who is a registered qualifying patient is nevertheless required to comply with this policy. Similarly, while the Berwyn Park District will not penalize an employee for off-duty use of a lawful product, employees must comply with this policy. (The Berwyn Park District prohibits sworn peace/law enforcement officers employed by the Berwyn Park District from using cannabis while on-duty and off-duty.)

The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by the Berwyn Park District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the Department Head or Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including dismissal from employment.

Notice of Convictions

Any employee convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including dismissal from employment.

Discipline/Penalties for Violation

The Berwyn Park District will discipline in accordance with the Disciplinary Action section of this handbook any employee who: reports to work or is found to be or to have been under the influence of alcohol, controlled substances, or cannabis during working hours; manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on Berwyn Park District property or while acting on behalf of the Berwyn Park District; is convicted of a drug related crime that precludes employment under the

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Berwyn Park District's Criminal Convictions Policy; causes financial or physical damage to the Berwyn Park District property, its employees or patrons as the result of alcohol or drug abuse; or fails to report the use of legal drugs in accordance with this policy. The Berwyn Park District prohibits sworn peace/law enforcement officers employed by the Berwyn Park District from using cannabis while on-duty and off-duty.

In addition to or in the alternative, depending on the circumstances as determined by the Berwyn Park District in its sole discretion, the Berwyn Park District may require an employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the Berwyn Park District and by a federal, state or local health law enforcement or other appropriate Berwyn Park District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Berwyn Park District. Participation in a treatment program will not, in itself, protect the employee from disciplinary actions should job performance remain unsatisfactory.

In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and the handbook, the Berwyn Park District will discipline an employee up to and including dismissal for the following: (1) the employee refuses to submit to testing or screening upon request of the Berwyn Park District; (2) the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this policy; or, (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Inspections

To assure employees comply with the prohibition on being under the influence of, manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana), employees may be subject to inspection as follows:

- Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Berwyn Park District and which an employee is permitted to use during employment with the Berwyn Park District, are and remain the property of the Berwyn Park District. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on

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such property. Any such property reasonably suspected of having or holding such substances is subject to search by the Berwyn Park District.

- Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including dismissal.

Records

The Berwyn Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The Berwyn Park District will not disclose these records to persons outside the Berwyn Park District without the employee's written consent unless disclosure of the records is necessary for legal or insurance purposes or is otherwise required by law.

Modified Duty Program (Section 1.19)

The Berwyn Park District commits to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize the Berwyn Park District's ability to provide its services to the public. It has a Modified Duty Program for employees who have sustained injuries or illnesses arising out of and in the course of their employment with the Berwyn Park District (i.e., a work-related injury or illness).

The purpose of the Modified Duty Program is to provide a temporary modified work assignment when feasible, available and applicable. The Berwyn Park District will determine feasibility of modified duty on a case-by-case basis, considering several factors, at the sole discretion of the Berwyn Park District. These factors include, but are not limited to, the aptitude of the employee, the specific physical or mental limitations, the essential functions of the temporary job assignment, the work environment and the ability of the Berwyn Park District to provide an accommodation. Modified duty may not be available for certain positions and/or at certain times, depending on the business needs of the Berwyn Park District. Noncompliance or failure to cooperate with the Modified Duty Program may affect workers' compensation benefits, and the Berwyn Park District may consider it job abandonment.

Definitions

For purposes of this policy, the following definitions apply:

- Employee – Any individual employed by the Berwyn Park District in a valid, authorized position.
- Modified Duty Program – Temporary assignment of duties to an employee with an occupational injury or illness whose treating healthcare provider indicates the employee may return to work subject to specified restrictions and who has not yet reached a level of maximum recovery enabling the employee to return to regularly assigned duties. Modified duty may only be applicable to those employees eligible for temporary total disability benefits under the Illinois Workers' Compensation or Occupational Disease Acts (hereafter acts) or whose injury or illness is compensable under the acts. However, nothing in this policy shall prohibit or limit employees from requesting, or the Berwyn Park District from granting, reasonable accommodations to individuals with non-work-related injuries or illnesses, such as those under the ADA and/or because of pregnancy, childbirth or conditions related to pregnancy or childbirth.
- Occupational injury or illness – Injury or illness arising out of, and in the course of, the employee's employment and compensable under the Illinois Workers'

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Compensation Act or Occupational Disease Act. All claims for workers' compensation benefits are subject to initial and continuing investigation.

Objectives

- To return occupationally injured or ill employees to work as soon as possible provided there is not a probability of reinjury or aggravation of an injury/illness, and the return to work does not directly or indirectly adversely jeopardize the safety of others or is potentially detrimental to the Berwyn Park District.
- To minimize financial hardship and emotional stress to the employee who sustained an occupational injury.
- To assist employees in returning to work at a level close to their preinjury earnings and productivity.
- To retain qualified and experienced employees.
- To further the Berwyn Park District's commitment and obligation to provide recreational programs, services and facilities to the public.

Basic Program Requirements

- The Berwyn Park District may provide employees a modified duty assignment when employees are temporarily unable to perform the essential functions of their regular position due to occupational injury or illness, provided the modified duty assignment fulfills a job function(s) useful to the Berwyn Park District and is within limitations set by treating and/or evaluating healthcare providers. Modified duty assignments will not create a new job but rather incorporate or modify an existing position on a temporary basis. The assignment may include duties anywhere within the Berwyn Park District.
- The Berwyn Park District will establish a time limit on a case-by-case basis for the length of time it offers modified duty. The time limit is subject to review and revision at the sole discretion of the Berwyn Park District.
- The Berwyn Park District will compensate an employee on modified duty at the employee's regular pay rate if possible. If this is not possible, and if the injury/illness is compensable under the relevant occupational injury/illness laws, the employee will receive no less than 2/3 of what their average weekly regular wage (excluding overtime) was prior to the accident, injury or illness. The Berwyn Park District or the Berwyn Park District's workers' compensation provider (PDRMA) may compensate the employee.
- There should be regular communication among the Risk Manager, Human Resources Department, Facility Manager, the employee's immediate supervisor, the treating healthcare provider and PDRMA throughout the course of treatment and recovery.

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- Employee responsibilities: Participate in the Modified Duty Program as assigned; report any problems with modified duty assignment to immediate supervisor or Human Resources Department/Risk Manager; notify the immediate supervisor or Human Resources/Risk Manager promptly of any and all changes or modifications to the work restrictions; provide all medical releases and reports and all medical records and forms to the Human Resources Department/Risk Manager promptly when received; notify the person who assigned the task immediately, if an employee cannot complete a task or if it in any way adversely affects the injury/illness. In addition, if an employee's injury/illness requires them to see a healthcare provider for subsequent visits, they must inform their immediate supervisor prior to any and all appointments (except in emergencies), so their immediate supervisor can complete the necessary forms and arrangements for the absence, if the employee must visit a medical provider during working hours. If the immediate supervisor is unavailable, employees must contact the supervisor at the succeeding level of authority in the department. To avoid disruption of Berwyn Park District operations, employees should schedule appointments during nonwork hours when at all possible.
- Please note, under the Illinois Workers' Compensation Act (820 ILCS 305/12), the Berwyn Park 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 Berwyn Park District at any time and place reasonably convenient to the employee to determine the nature, extent and probable duration of the injury received by the employee and to ascertain the amount of compensation due to the employee from time to time for disability according to the provisions of the act.
- The Berwyn Park District may consider an employee who declines modified duty work within the limitations as determined by the treating or evaluating healthcare provider (and provided there is no conflicting medical opinion), to have abandoned their job. The employee may also lose eligibility for workers' compensation benefits.
- The Berwyn Park District may conduct a review at any time while an employee is on modified duty status to determine the appropriateness and reasonableness of continuing the assignment.

Procedure

- The immediate supervisor and Risk Manager/Human Resources Department are typically responsible for the management of employees on modified duty status. They may also coordinate modified duty assignments with other departments and/or PDRMA. Each department is responsible for maintaining an updated list of

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modified duty assignments and advising the Risk Manager/Human Resources Department of any changes to modified duty lists.

- When an employee is injured, the attending healthcare provider must complete a Modified Duties Physician Form. This form, sent to the treating healthcare provider by the Human Resources Department or Risk Manager, requests a list of the duties the employee can perform and any physical limitations they may have.
- The employee must return the Modified Duties Physician Form to the Human Resources Department or Risk Manager, who will contact the employee's immediate supervisor. The immediate supervisor will work with the Department Head or Facility Manager to assign modified duty to the employee, if possible or applicable.
- If a department does not have any available modified duty tasks, the Risk Manager/Human Resources Department will work with other departments to explore such assignments.
- All modified duty assignments are subject to continuing review of the employee's existing medical restrictions, and departments will continue to develop and coordinate appropriate duty assignments with the Risk Manager, Human Resources Department and PDRMA, and monitor ongoing medical status and work adjustment.
- The Berwyn Park District will compensate employees at the predetermined rate of pay while performing modified duty assignments, including time necessary to report to a medical office for further review. The Berwyn Park District will charge time above and beyond what is necessary for medical visits, including reasonable transportation time,

against the employee's available paid sick, personal or other time off. If the employee does not have any available time, they will receive compensation only to the extent required by law.

Children in the Workplace (Section 1.20)

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate, and the Berwyn Park District requires employees to avoid this situation except in extraordinary emergency situations. This policy exists to avoid disruptions and distractions in job duties of the employee and coworkers, reduce property and general liability, increase safety and help maintain the Berwyn Park District's professional work environment.

Childcare is the personal responsibility of the employee, and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work is only an option when the employee has exhausted all other emergency alternatives.

If bringing a child to work is unavoidable, employees must contact their immediate supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany them while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area and any possible disruption to the employee's and coworkers' work. The Berwyn Park District will not allow a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent, and the employee must accompany and supervise the child at all times. Excessive need to bring a child to the workplace and/or unauthorized bringing of a child to the workplace may result in discipline, up to and including dismissal from employment.

Telecommuting Policy (Section 1.21)

To accommodate our employees' needs, the Berwyn Park District will permit some employees in specific positions to telecommute and work at home for temporary periods of time as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation or business needs of the Berwyn Park District. Some positions within the Berwyn Park District, by their very nature, do not lend themselves to telecommuting. For example, positions that require frequent supervision of other employees do not lend themselves to telecommuting, since it is an integral part of those positions for the supervisors to be available on-site to answer questions and coach employees in their growth and development. Similarly, positions that require manual work (such as maintenance or parks labor) also do not lend themselves to telecommuting, since it is an integral part of those positions to be on-site to complete the work. The Berwyn Park District will determine whether employees can perform a specific job effectively off site and whether an individual is effective working without direct supervision at home. Employees should understand the ability to telecommute may vary based on business needs that change over time depending on the circumstances.

If an employee wishes the Berwyn Park District to consider telecommuting, they must submit their request in writing to their immediate supervisor, including the proposed dates/times for the arrangement and all the reasons for the arrangement. The immediate supervisor may then meet with the employee to discuss the request prior to the Berwyn Park District making a decision.

When considering a telecommuting request, the immediate supervisor and employee are responsible for ensuring they meet the following conditions:

- Telecommuting does not adversely affect the Berwyn Park District, departmental assignments/projects, customer relations or other departments.
- There is adequate and suitable work available for the employee to perform at home with no direct supervision.
- The position is appropriate for a telecommuting arrangement.
- Adequate equipment is in place, or reasonably could be put into place, to facilitate the telecommuting arrangement.
- The employee has maintained a good work record prior to making their request to telecommute (for example, no excessive or unexcused absences and no corrective action within the last six months of employment).

Employees interested in telecommuting should discuss with their immediate supervisor whether telecommuting is an option in their current position. If the immediate supervisor agrees, the employee and immediate supervisor should meet with the Human Resources

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Department to draft any relevant paperwork that permits the employee to telecommute. The employee must sign the paperwork. The terms of the arrangement can include the following, among any other relevant information:

- Hours and days the employee must be present in the workplace.
- Acknowledgement that the employee has a suitable home office environment with the necessary equipment to perform the duties of the position.
- Performance criteria used to determine whether the telecommuting arrangement is effective.
- Reporting and/or responsiveness requirements for the telecommuting employee, such as frequency of check-ins, availability for phone calls, etc.
- Acknowledgement that the Berwyn Park District does not intend the telecommuting arrangement to be permanent, will review it on an as-needed basis and may revise or discontinue it at any time, with or without advance notice.
- Acknowledgement that the employee remains employed at-will and the telecommuting agreement does not constitute a contract of employment.
- Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including dismissal from employment (for example, engaging in personal activities when scheduled to work from home, lack of responsiveness during work hours, etc.).
- Employee fully understands the Berwyn Park District may revise or rescind the arrangement at any time for any reason or no reason at all. When telecommuting, an employee must adhere to all other policies and procedures.
- To be eligible for telecommuting, the employee must have been employed by the Berwyn Park District for at least 6 months (after the introductory period).

Criminal Convictions (Section 1.22)

Park Districts

State statute (70 ILCS 1205/8-23) requires park districts to obtain criminal conviction information concerning all applicants, and the Berwyn Park District will initiate a criminal background check on applicants for all positions prior to the applicant starting work. Pursuant to the statute, any conviction of offenses enumerated in subsection (c) of said statute (regardless of when the conviction sentenced ended) will automatically disqualify the applicant from consideration for working for the Berwyn Park District, and any conviction of offenses enumerated in subsection (d) of said statute, where the conviction sentence ended within the seven years prior to employment, will automatically disqualify the applicant from consideration for working for the Berwyn Park District. Any other conviction(s) will not automatically disqualify the applicant from consideration (or employee from continued employment), but the Berwyn Park District will consider whether the convictions are substantially related to the employment sought or held or whether granting or continuing employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public, as discussed below.

Sealed or Expunged Records

The Berwyn Park District does not require applicants to disclose sealed or expunged records of corrections, nor will the Berwyn Park District take adverse employment action based on same.

Consent

The Berwyn Park District may require applicants to submit fingerprints and/or other identification information to facilitate a criminal conviction background check. All information concerning the record of convictions will be confidential and only transmitted to those persons necessary to the decision process, or as required by law.

Disqualifying Convictions

In some circumstances, the law may require the Berwyn Park District to disqualify an applicant (or dismiss an employee) with certain criminal convictions automatically. In all other instances, the Berwyn Park District will not consider conviction records in making adverse employment decisions regarding applicants and employees unless: (1) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (2) the granting or continuation of the employment would involve an unreasonable risk to property or to the safety and welfare of specific individuals or the general public.

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- “Substantial relationship” means a consideration of whether the employment position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the employment position.
- Showing that a conviction record poses an “unreasonable risk” means that before making a decision to bar employment, the Berwyn Park District will assess the risk the employee poses to the workplace in the particular position and determine whether the risk is unreasonable under the circumstances.
- The Berwyn Park District will consider the following factors in determining whether a substantial relationship or unreasonable risk exists: (1) length of time since the conviction(s); (2) number of convictions; (3) nature and severity of the conviction(s) and its relationship to the safety and security of others; (4) facts or circumstances surrounding the conviction; (5) age of the applicant/employee at the time of conviction; and (6) evidence of rehabilitation efforts.

Notice of Pending Adverse Action and Interactive Process

The Berwyn Park District gives notice to, and has an interactive process with, applicants/employees prior to making a final adverse employment decision based on any conviction record. In particular:

- If, after considering the listed factors, the Berwyn Park District makes a preliminary decision the applicant’s/ employee’s conviction record may result in an adverse employment action, the Berwyn Park District will notify the employee of the preliminary decision in writing that contains: (1) the potentially disqualifying conviction(s); (2) a copy of the conviction history report; and (3) an explanation of the employee’s right to respond to the notice before that decision becomes final, including (but not limited to) submission of evidence challenging the accuracy of the conviction record or evidence of mitigation.
- The employee/applicant then receives at least five business days to respond before the Berwyn Park District will make a final decision.
- The Berwyn Park District will consider any documentation or information submitted by the applicant/employee.

Notice of Adverse Action or Hiring/Continued Employment

After engaging in this interactive process, the Berwyn Park District will either notify the applicant/employee they can continue with hiring/employment or will give written notice to applicant/employee of a final adverse employment decision based on any conviction record. Any written notice of a final adverse employment decision based on a conviction record will contain: (1) notice of the disqualifying conviction(s) that is the basis for the final decision and the Berwyn Park District’s reasoning for the disqualification; (2) any existing procedure the Berwyn Park District has for the applicant/employee to challenge

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the decision or request reconsideration (if any); and (3) the right to file a Charge of Discrimination with the IDHR.

