



CHICAGO PARK DISTRICT EMPLOYEE HANDBOOK

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ABOUT THE EMPLOYEE HANDBOOK

The Employee Handbook was prepared to share the policies, practices, and expectations of the Chicago Park District. It is designed as a general reference guide for employees; it does not replace or supersede any collective bargaining unit agreement, executive order, region, and/or department directive. This summary is not intended to provide a comprehensive review of every Chicago Park District Policy. For a copy of the Chicago Park District policies, ask a supervisor or a Human Resource Manager.

Policies can also be found at the following locations:

- Chicago Park District SharePoint [Chicago Park District Home -Home \(sharepoint.com\)](#)
- Chicago Park District Code [Chicago Park District Code |Chicago Park District](#)
- Chicago Park District - Human Resources SharePoint [Human Resources - Home \(sharepoint.com\)](#)
- Chicago Park District SharePoint - [Policy Resources](#)

In addition, this information piece does not create or define any legal rights of Chicago Park District employees, nor does it impose a legal duty upon the Chicago Park District or the Board of Commissioners. The Board of Commissioners and the Administration of the Chicago Park District reserve the right to amend, change, or eliminate the information in this piece whenever necessary. Please read over this information carefully and discuss any questions you may have with your supervisor or Human Resource Manager.

OUR MISSION: To give people of all ages, identities, and abilities access to quality recreation, wellness opportunities, and sustainable green spaces in every neighborhood.

OUR VISION: To build a healthier city through an inclusive Park District that connects communities with recreation and their fellow Chicagoans.

VALUES

- **Community Anchor:** Connecting Chicagoans by maintaining thriving public spaces and affordable and accessible programs and services that strengthen our communities.
- **Foster Belonging:** Providing safe and inclusive spaces where our diverse community is embraced, valued, and treated with respect.
- **Promote Innovation:** Building a culture that welcomes change and embraces new ideas that prioritize the experiences of community members and employees.
- **Thoughtful Stewardship:** Managing resources responsibly and transparently to ensure the long-term sustainability of parks.
- **Health & Wellness:** Providing opportunities for leisure, fitness, and recreation activities that enrich community wellbeing, support active living, and promote a healthy food environment.

GOALS

- **Exceptional Experiences:** Enhance local engagement and expand park user base through tailored neighborhood programming
- **Community Wellbeing:** Promote a thriving community by advancing wellbeing, offering opportunities to improve health outcomes, and enhancing quality of life
- **Parks for All:** Foster and cultivate belonging to ensure inclusivity for people of all identities and abilities
- **A Greener City:** Responsibly manage resources for long-term environmental resiliency
- **Effective Operations:** Enhance and strengthen operational effectiveness
- **Leading Employer:** Support a healthy work environment that promotes teamwork, wellness, and professional growth.

COVID-19 POLICY

As COVID-19 is no longer considered a local, state or federal Public Health Emergency the COVID-19 Employee Vaccination Policy that went into effect on December 15, 2021 has been rescinded. A COVID-19 vaccine is no longer a condition of employment at the Chicago Park District.

TELECOMMUTE POLICY

The Chicago Park District telecommute policy permits employees, with job duties that are subject to the provisions of the telecommute policy, to work remotely up to two (2) days per week. Management oversight and consent is required. A copy of the policy can be found on SharePoint. If you have any questions regarding the policy, please contact the Human Resources Department.

NEWHIRE TERMS

Applicability of Collective Bargaining Agreement(s)

If, as an employee, you are represented by a union, reference your current collective bargaining unit agreement for specific definitions and terms regarding employment with the Chicago Park District where material within this Employee Handbook may differ from the terms of your Collective Bargaining Agreement.

Monthly and Hourly Employees

The Chicago Park District employs hourly and monthly employees. Full-time, or “monthly” employees work a minimum of 40 hours per week. Part-time, or “hourly” employees work under 30 hours per week (based on the operational needs of the district).

Probationary Employees

New employees of the Chicago Park District serve a probationary period of six months. Failure to meet work expectations during this period will result in termination. With the exception of “sick pay,” probationary employees may not use benefit time during the six-month probationary period.

Revenue Requirement

Prior to becoming an employee of the Chicago Park District, and as a condition of continued employment, employees must pay all outstanding debt with the City of Chicago. This includes but is not limited to water bills, parking tickets, and vehicle taxes.

Deadline to Enroll for Benefits

An employee’s eligibility to receive full benefits is contingent upon employment status (salaried/monthly) and/or hours worked. The deadline to enroll for benefits is 30 days from the date of hire or promotion to a monthly employee. Failure to meet the 30-day deadline will result in waiting for the open enrollment period in November. Employees who are not entitled to full benefits with the Chicago Park District can visit www.HealthCare.gov for more information regarding other health coverage options.

Secondary Employment (Dual Employment)

Secondary employment may be allowed as an employee of the Chicago Park District but such employment must not interfere with employee workdays and hours of work. This includes not violating the Chicago Park District Ethics Code. Secondary employment must be approved by your department supervisor and a completed “Dual Employment Form” must be submitted to the Chicago Park District through the Human Resource Department.

Residency Requirement

At the time of employment and through the life of employment with the Chicago Park District, all employees must be actual residents of the City of Chicago. Failure to comply with this requirement will result in termination of employment. An employee must keep the Chicago Park District informed of their current address, telephone number, and emergency contact information. Changes can be made by contacting the Human Resources Department. Changes of address to post office boxes will not be accepted. Proof of residency may be required at any time.

STANDARD PRACTICES

Code of Conduct

Compliance with the Code of Conduct is required from all employees. Violation of the Code shall result in disciplinary action which could result in termination of employment. The Code of Conduct does not limit the grounds for suspension or termination of employment. Any failure to carry out one's job in a competent, efficient, and courteous manner or any misconduct toward the public, fellow employees, subordinates, or superiors may be disciplined by suspension or discharge. The Code of Conduct, in its entirety, can be viewed on page 47 of this Employee Handbook.

Violence in the Workplace

The Chicago Park District does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on Chicago Park District's premises will be reported to the proper authorities and may be prosecuted.

If you have been a victim, or witness, or have knowledge of violence in the workplace, contact the Office of Prevention and Accountability at 312-742-5OPA (312-742-5672). If an emergency, call 911 immediately.

If you have any questions regarding the policy, please contact the Office of Prevention and Accountability, your Human Resources Manager or review the complete policy on SharePoint.

Sexual Harassment

The Chicago Park District works to provide a work environment that is free from harassment of any kind and does not tolerate any form of sexual harassment. A detailed policy statement along with an acknowledgment receipt is presented to each employee upon the start of employment. If you did not receive the detailed Sexual Harassment policy, contact your Human Resource Manager. **If you have been a victim, witness, or have knowledge of sexual harassment in the workplace, contact the Office of Prevention and Accountability at 312-742-5OPA (312-742-5672).** All complaints of sexual harassment will be handled quickly and with the strictest confidence. Retaliatory action against any complainant will not be tolerated.

Alcohol and Drug Policy (Fitness for Duty)

Employees are prohibited from using, possessing, selling, transferring, or being under the influence of alcohol, illegal drugs, or marijuana while on duty or otherwise representing the Chicago Park District. Using drugs or drinking alcohol on the job will not be tolerated and will result in disciplinary action. If you are represented by a union, reference your current collective bargaining unit agreement. If you are not represented by a union, reference the Rules of the Personnel Board of the Chicago Park District, Code of Conduct.

Smoking Policy

Smoking is prohibited in all Chicago Park District facilities and vehicles. This policy applies to all individuals, including employees, vendors, and visitors.

Identification Cards

All employees are issued picture identification cards. If you do not have an ID card, the form, along with steps to obtain a card is provided on page 31 of this handbook. There is a \$10.00 replacement cost for a lost card.

Parking

Parking availability, requirements, and cost vary at parks and work locations. See your supervisor to determine if you need a parking place card or if you are eligible to use pre-tax dollars if you pay to park.

Access to Personnel Files

Any current employee of the Chicago Park District may review their own personnel file maintained by the Human Resources Department, located at 4830 S. Western Ave. The employee must submit a written request and present proper identification. Upon verification, the Human Resources Department will forward a copy of the personnel file to the request or within 5 to 7 business days. Employees may also review their files in person. Removal of any document from a personnel file is prohibited.

WORK HOURS AND YOUR PAYCHECK

Work Hours

Your supervisor will explain your work schedule, break and lunch policies. If, as an employee, you are represented by a union, reference your current collective bargaining unit agreement for specific definitions regarding work hours and schedules.

Time Sheets

Completion of time sheets is required in order to receive pay. Your supervisor will explain how to complete time sheets and advise you of any additional timekeeping procedures. Any attempt to falsify a time sheet will result in disciplinary action.

Overtime Policy

From time-to-time employees may be requested to work overtime. Prior to working any overtime, you must have approval. If you are represented by a union, reference your current collective bargaining unit agreement for specific definitions regarding overtime rules.

Payroll Deductions

Many payroll deductions are mandatory such as Federal and State taxes, Medicare, percentage payment of employer-provided health insurance, pension, death benefit, union dues (if you are a member of a union), and court-ordered child support or garnishments. Any other benefits offered by the Chicago Park District are elective. If you have questions about these or any other deductions or inaccuracies (such as benefit time used or work hours), please contact the Human Resources Department at (312) 742-5220.

Paperless Employee and ADP

Employees can access electronic copies of paychecks and end of year tax forms on the Chicago Park District self-service portal, <https://www.paperlessemployee.com/cpd/Login.aspx>. or <http://my.adp.com/>

Paycheck Guidance

Employees should verify the following on their paychecks: 1) name and address, 2) number of hours worked and benefit time taken and accrued, and 3) federal and state exemptions. Any questions regarding your paycheck should be directed to your supervisor.

Direct Deposit Payroll Service

The Chicago Park District offers employees direct deposit. With direct deposit, your paycheck is sent electronically to one or more checking and /or savings accounts at the bank or banks of your choice. Direct deposit ensures the timely deposit of your paycheck whether or not you are at work. You may arrange for direct deposit by completing an authorization form available from the Human Resources Department.

BENEFIT TIME & LEAVES

Unless otherwise governed by a collective bargaining agreement, the Chicago Park District's policy regarding benefit time and leaves is found in Chapter 5 of the Park District Code.

Benefit Time (Time Off)

Although employees accrue benefit time during their six-month probationary period, employees may not use benefit time until the completion of this period. New employees are allowed to use sick pay (SP) during the six-month probationary period at the time it is earned at the rate of one workday for each month of employment.

See Chicago Park District Code - Chapter 5, Section B.2.(b).

Vacation Time (V)

Vacation time accrual is based on eligibility and years of service. For purposes of this section, "years of service" shall include the years an Employee served at another governmental entity for purposes of calculating vacation time earned by an Employee so long as the other governmental entity is specified in 40 ILCS 5/12-127(e) or covered by 40 ILCS 5/20 with respect to the calculation of pension credit. If you would like to merge your years of service from another organization, a job verification with your years of service must be requested and submitted to Human Resources. If you are represented by a union, reference your current collective bargaining unit agreement for specific definitions and terms regarding vacation time. Monthly/non-represented employees earn vacation as follows:

YEARS OF SERVICE	HOURS EARNED PER MONTH
0-5	8.67
Over 5-10	10.00
Over 10+	13.33

Vacation days may be used in whole or half-day increments. You must work 75% of the calendar days each month to earn vacation. Vacation accrual is capped at 200 hours on December 31 of each year. Any vacation in excess of this limit, which is not taken, is lost. Earned, unused vacation is paid upon termination of service.

Vacation must be scheduled in advance with your supervisor. You are encouraged to request your vacation as early as possible each year so that your request can be accommodated. However, vacation requests are subject to programming and operating requirements.

Holidays (H)

There are twelve (12) paid holidays each year, including one floating holiday. The schedule is published at the end of each year. In order to be paid for a holiday, you must be on pay status for the full scheduled workday before and after the holiday. Hourly employees are not eligible for holiday pay. If you are represented by a union, reference your current collective bargaining unit agreement. If you are not represented by a union, reference the Code of the Chicago Park District.

Personal Days (PD)

Employees shall earn four workdays per calendar year of personal leave with full pay. At the end of the calendar year, personal leave credited to an Employee in excess of four days shall be added to the Employee's sick leave. Employees on any form of unpaid leave of absence shall not earn personal leave. Employees shall earn one workday of personal leave at the commencement of every quarter. If you are represented by a union, reference your current collective bargaining agreement. If you are not represented by a union, reference the Code of the Chicago Park District.

Sick Pay (SP)

Monthly employees earn eight (8) hours of sick time per month. You may use sick pay when you, your spouse (civil union) or dependent child, stepchild, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent are ill, disabled, injured or require appointments with doctors, dentists and other medical practitioners. In order to earn sick pay for a given month, you must work 75% of the calendar days of that month. Unused sick pay is NOT paid upon termination. Effective January 1, 2023, new employees are allowed to use sick time during their probationary period at the rate of one workday for each month of employment. If you are represented by a union, reference your current collective bargaining unit agreement for more information regarding sick pay accrual. *See Chicago Park District Code - Chapter 5, Section B.2.(b).*

Family and Medical Leave Act (FMLA)

Employees are eligible for a Family and Medical Leave when they have worked for the Chicago Park District for at least twelve (12) months (need not be consecutive) and worked at least 1,250 hours in the prior twelve (12) months. Eligible employees must meet one of the following reasons: a. the birth of the employee's child and care for the newborn (expires twelve (12) months after delivery); b. the placement of a child with the employee for adoption or foster care (expires twelve (12) months after placement) (see "Paid Parental Leave" below); c. the care of the employee's spouse, son, daughter, or parent who has a serious health condition; d. or a serious health condition that the employee is continuing treatment with a licensed healthcare provider for which makes the employee is unable to perform their job on a continuous or intermittent basis. The Chicago Park District requires that employees use all of their accrued sick (SP), personal (PD), vacation (V) time, Flex time (FT) and floating holiday concurrent with leave under FMLA. Your health coverage continues during a leave of absence. Health deductions will be taken from your paycheck if you receive a paycheck during your leave. If you have exhausted all PTO and no longer receive a paycheck during your leave, you will be responsible for paying the cost of health coverage directly to the Chicago Park District. Failure to pay for the health coverage during a leave may result in loss of coverage. The employee shall be restored to their original position or an equivalent position with equivalent pay, benefits, and other employment terms when returning from a family medical leave. If you require a Family and Medical Leave of Absence, submit a leave request form to Leaves@chicagoparkdistrict.com

Paid Parental Leave

Employees are eligible for Paid Parental Leave when they meet the eligibility requirements for FMLA. Eligible employees must meet one of the following reasons: a. have given birth to a child; b. be the spouse or civil union partner of the individual who has given birth to a child; c. or have adopted a child or been placed with a foster child (under this section, the child must be age 17 or younger). The adoption of a new spouse's child or the adoption of a child previously placed with the employee for foster care is excluded from this policy. Eligible employees will receive a maximum of twelve (12) consecutive weeks of paid paternal leave per birth, adoption, or placement of a child/children. Paid Parental leave shall run concurrently with and pursuant to the qualification criteria under FMLA. *See Chicago Park District Code – Chapter 5, Section B.9 for more information.* If you require Parental Leave, submit a leave request form to Leaves@chicagoparkdistrict.com

Victims' Economic Security and Safety Act (VESSA)

All employees of the Chicago Park District are eligible to take VESSA leave or request accommodation. The Chicago Park District will grant employees who are victims of domestic or sexual violence or other crimes of violence or who have a family or household member who is a victim of domestic or sexual violence or other crimes of violence unpaid leave under VESSA, for up to twelve (12) weeks during any rolling twelve (12) month period to address issues arising from domestic or sexual violence. If you require a VESSA Leave of Absence, submit a completed leave request form to Human Resources. For a specific question, contact the Human Resource Department.

Absence Reporting

Region Managers & Department Directors determine the procedures for reporting absences. Employees must report all absences to their supervisor within one (1) hour of the scheduled starting time. Late arrivals also must be reported within the same period.

Leave Requests

In order to take vacation, personal days or compensatory time off, employees must obtain approval from their supervisor by submitting a completed leave request form. Employees are encouraged to request leave as far in advance as is reasonably possible. Leave requests may be denied if they interfere with the programming and operating needs of the district. Specific approval procedures may be applicable to employees covered by a collective bargaining agreement or may be imposed by the supervisor. Employees should consult with their supervisor or the Human Resources Department.

EMPLOYMENT & EMPLOYEE DEVELOPMENT

Job Opportunities

Potential new employees are required to undergo a fingerprint, background, and a City of Chicago Debt Check. New employees must also pass a drug screening, background, and City of Chicago Debt Check as a condition of employment.

Job Descriptions

Job descriptions can be obtained by:

- 1) calling the Human Resources Department at 312.742.5220 and requesting a copy of the job description,
- 2) visiting [Jobs | Chicago Park District](#) and clicking on the subject job description or
- 3) visiting the Chicago Park District SharePoint page and clicking on the FAQ Public Page.

Reasonable Accommodation

It is the policy of the Chicago Park District to provide reasonable accommodations for qualified disabled individuals who are employees or applicants for employment. The Chicago Park District will abide by all applicable federal and state laws, regulations, rules, and guidelines regarding the provision of reasonable accommodations required to afford equal employment opportunities to qualified disabled individuals. Such accommodation will be provided in a timely and cost-effective manner. Employment opportunities shall not be denied because of the need to provide reasonable accommodations to an individual's disability. For more information, please contact the Disability Policy Office at accessibility@chicagoparkdistrict.com or 312.742.4298 or 312.747.2001 (TTY).

Employee Assistance Program (EAP)

EAP provides confidential help with a variety of personal problems, issues, and concerns. This service is provided free of charge to all employees of the Chicago Park District.

Professional counselors offer crisis intervention, assessment, and referral to community resources. Any personal problem that troubles an employee is a legitimate reason for using EAP. These issues include marriage and family conflict, alcohol and/or drug dependency, financial worries, physical abuse, bereavement, and other personal

problems. The EAP staff also makes referrals and provides information for dependent family members of employees. EAP files are confidential and are not accessible to anyone without your consent. A copy of the EAP brochure is included in your orientation materials. Please read it over carefully and retain it for future reference. The fact that you have been a client of EAP will not affect your employment.

However, the use of the EAP service does not excuse you from complying with Chicago Park District policies and procedures or from achieving job requirements or expectations during or after receiving EAP assistance, nor will participation in EAP prevent the district from taking disciplinary action when warranted. For more information, please contact the Employee Assistance Program at 1(877)-215-6614.

Benefits

All monthly employees are eligible for medical, dental, and vision benefits. Coverage is effective on the first day of the month following the date of hire. Employees can also enroll their spouse or civil union partner, and children under the age of 26. Enrollment must be completed within 30 days of hire. Employees who do not enroll within 30 days of their hire date must wait until open enrollment in October to sign up for coverage effective January 1st the following year. Employees automatically receive \$35,000 life insurance. There are also coverage amounts offered for a spouse or civil union partner and children. Please make an appointment with the Health Benefits Coordinator, Human Resources Department at 312-742-4565 to enroll. Annual re-enrollment is in October. Hourly employees represented by a union should reference their current collective bargaining unit agreement regarding benefits.

Training and Professional Development

The Chicago Park District firmly believes that professionalism, communication, and teamwork serve as the foundation for great customer service and a productive workplace. To that end, the Park District's Workforce Development Department coordinates our employee development program. Workforce Development offers various workshops, conferences, and professional development training throughout the year to employees. Additionally, Workforce Development maintains the district's online learning management system, The Success Center, which offers numerous courses in a variety of subjects including Accounting & Finance; HR, Ethics, & Compliance; Management & Leadership; Marketing Personal Development; Programming; Project Effectiveness; and Technical & Computer Skills.

SAFETY RULES AND GUIDELINES

General Requirements

It is the responsibility of all Chicago Park District employees to:

- Comply with all safety and health rules that apply to their work; support the district in providing a safe place to work; and protect themselves, co-workers and patrons against injuries and illnesses.
- Report all safety and health hazards to supervisory staff; and take all necessary actions to control hazards temporarily until permanent action can be taken.
- Report to supervisory staff, all accidents or incidents occurring on the job that involve injury, no matter how slight.
- Cooperate and assist in the investigations of all accidents and incidents.
- Use and properly care for all personal protective equipment entrusted to them.

Driver Safety

Driving any vehicle on Chicago Park District business is an important responsibility. In addition to following the specific requirements of union contracts, every employee should:

- A valid driver's license is required to drive and operate any vehicle.
- Perform a walk-around inspection of the vehicle.
- Always wear a seat belt and insist that passengers do the same.
- Be sure you have adjusted the seat and mirrors before you start to drive. When in an unfamiliar vehicle, learn the operation and positioning of all accessories
- Always pay attention when driving. Do not read maps or instructions while driving.
- Report to their immediate supervisor any problems with the vehicle or any accidents, no matter how slight.
- Obey all rules of the road.

How You Can Help

Safety is a shared responsibility, and the Chicago Park District depends on you to take an active role in helping maintain a safe and healthy workplace. Identifying and reporting unsafe conditions or acts can prevent accidents and injuries.

You can help by taking the following steps:

- Report any safety concerns to your immediate supervisor.
- Learn about safety and emergency procedures at your location.
- Do not create situations that can injure you, other workers, or patrons.



CHICAGO PARK DISTRICT SUCCESS CENTER

How to Access Online Training:

On behalf of everyone here at the Chicago Park District, we would like to welcome you to the team! We know there is a lot to learn about our great organization, and one of the best ways to get up to speed is to log into the [CPD Success Center](#). The Success Center will be your connection to all CPD training, including the CPD New Employee Orientation.

How to Enroll for CPD Success Center:

1. Go to [CPD Success Center](#) or via SharePoint (<http://intranet.chicagoparkdistrict.com/Pages/default.aspx>) on a CPD computer
2. Use your CPD User Name and Password (last name and first initial and the password you used to log into the CPD network).
3. Click on “My Trainings” or look through the vast offering under “Browse for Trainings.”

You will notice that you already have one item on your transcripts, which is *mandatory* for all new employees. Please take these right away and feel free to register for any other courses that pique your interest (note that you must have your supervisor's approval for all in person trainings).

Workforce Development is always here to answer any questions you may have. Feel free to email us at workforcedevelopment@chicagoparkdistrict.com

Thank you and welcome to the Chicago Park District!



CHICAGO PARK DISTRICT PAPERLESS EMPLOYEE AND ADP

How to Access Paperless Employee:

There are various benefits to enrolling with Paperless Employee:

1. Upon issuance of a paycheck, an e-mail notification will be sent to you.
2. An e-mail notification will be sent when the end-of-year tax form is available for download.
3. Electronic original tax forms are available through October 15th.
4. Check stubs and year-of-end tax forms are available to view or print as printable PDFs.

** If you elect to receive your tax forms electronically, you will not receive a hard copy through the mail

How to Enroll for Paperless Employee:

1. Log on to: <https://www.PaperlessEmployee.com/cpd>
2. Create a personal user ID and password.
3. Follow the steps on the screen to register for electronic delivery.

How to Access ADP:

The Chicago Park District has contracted with ADP for the processing and distribution of W-2 tax forms. If you would like an additional electronic copy of your W-2, you can use the steps below to create an account with ADP to grant you access to your electronic W-2 forms. Your 1095-C forms can be accessed as in prior years using your account with Paperless Employee, where you get your pay slips.

How to Enroll for ADP:

1. Go to <http://my.adp.com> and at the bottom of the "Sign into ADP" window
2. Click on "Create an Account" and then click on "I have a registration code"
3. Enter the registration code as follows, "**ChicagoPrk-W2s**", then click continue.
4. You should now be prompted to add your personal information.
 - a. First Name and Last Name
 - b. Control Number – Employee ID (**this can be found Box D of your W-2, do not include the "731" at the end. NOTE: this is not your CPD Employee ID**)
 - c. Control Number – Company Code (**Enter the number, "731"**)
 - d. Zip Code and Social Security Number
5. Click on continue, you will then be prompted to add contact information and complete the registration process, during which you will be assigned a user identification and you will be asked to create a password (8-20 characters; of which, at least one needs to be alpha and one numeric)

Once that process is complete, you can log in at the link above with your User ID and password and retrieve an electronic copy of your W-2. Please save your User ID and password as they will be used in future years. If you do not receive your W-2s by January 31st, please contact Payroll at payroll@chicagoparkdistrict.com.

CHICAGO PARK DISTRICT PAYROLL SCHEUDLE FOR 2025

PERIOD	PAY PERIOD BEGINNING THURSDAY	PAY PERIOD ENDING WEDNESDAY	CHECK DATE	Direct Deposit Due Date
1	12/19/2024	1/1/2025	1/10/2025	12/27/2024
2	1/2/2025	1/15/2025	1/24/2025	1/10/2025
3	1/16/2025	1/29/2025	2/7/2025	1/24/2025
4	1/30/2025	2/12/2025	2/21/2025	2/7/2025
5	2/13/2025	2/26/2025	3/7/2025	2/21/2025
6	2/27/2025	3/12/2025	3/21/2025	3/7/2025
7	3/13/2025	3/26/2025	4/4/2025	3/21/2025
8	3/27/2025	4/9/2025	4/18/2025	4/4/2025
9	4/10/2025	4/23/2025	5/2/2025	4/18/2025
10	4/24/2025	5/7/2025	5/16/2025	5/2/2025
11	5/8/2025	5/21/2025	5/30/2025	5/16/2025
12	5/22/2025	6/4/2025	6/13/2025	5/30/2025
13	6/5/2025	6/18/2025	6/27/2025	6/13/2025
14	6/19/2025	7/2/2025	7/11/2025	6/27/2025
15	7/3/2025	7/16/2025	7/25/2025	7/11/2025
16	7/17/2025	7/30/2025	8/8/2025	7/25/2025
17	7/31/2025	8/13/2025	8/22/2025	8/8/2025
18	8/14/2025	8/27/2025	9/5/2025	8/22/2025
19	8/28/2025	9/10/2025	9/19/2025	9/5/2025
20	9/11/2025	9/24/2025	10/3/2025	9/19/2025
21	9/25/2025	10/8/2025	10/17/2025	10/3/2025
22	10/9/2025	10/22/2025	10/31/2025	10/17/2025
23	10/23/2025	11/5/2025	11/14/2025	10/31/2025
24	11/6/2025	11/19/2025	11/28/2025	11/14/2025
25	11/20/2025	12/3/2025	12/12/2025	11/28/2025
26	12/4/2025	12/17/2025	12/26/2025	12/12/2025

If you have any questions regarding your paycheck, please contact Payroll at:
Payroll@ChicagoParkDistrict.com

CHICAGO PARK DISTRICT BENEFIT TIME SCHEDULE FOR 2025

Benefits are accrued on the last day of the month/quarter and **are available on the 1st of the following month/quarter.**

BENEFIT TIME	RATE OF ACCURAL	DATE OF ACCRUAL	AVAILABLE FOR USE
Sick (SP)	8 hours per month	Last day of the month.	First day of the month, day after accrual.
Personal (PD)	8 hours per quarter	Last day of the quarter.	First day of the month, day after accrual.
Vacation (VC) *Depending on years of service	0 - 5 years = 8.67 hours Over 5 -10 years = 10.00 hours Over 10 years = 13.33 hours	Last day of the month.	First day of the month, day after accrual.

PERIOD	BENEFIT TIME	RATE OF ACCRUAL	DATE OF ACCRUAL	AVAILABLE FOR USE
JAN	Sick (SP)	8 hours per month	1/31/2025	2/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	1/31/2025	2/1/2025
FEB	Sick (SP)	8 hours per month	2/28/2025	3/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	2/28/2025	3/1/2025
MAR	Sick (SP)	8 hours per month	3/31/2025	4/1/2025
	Personal (PD)	8 hours per quarter	3/31/2025	4/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	3/31/2025	4/1/2025
APR	Sick (SP)	8 hours per month	4/30/2025	5/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	4/30/2025	5/1/2025
MAY	Sick (SP)	8 hours per month	5/31/2025	6/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	5/31/2025	6/1/2025
JUN	Sick (SP)	8 hours per month	6/30/2025	7/1/2025
	Personal (PD)	8 hours per quarter	6/30/2025	7/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	6/30/2025	7/1/2025
JUL	Sick (SP)	8 hours per month	7/31/2025	8/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	7/31/2025	8/1/2025
AUG	Sick (SP)	8 hours per quarter	8/31/2025	9/1/2025
	Vacation	8.67 hours / 10.00 hours / 13.33 hours	8/31/2025	9/1/2025
SEPT	Sick (SP)	8 hours per month	9/30/2025	10/1/2025
	Personal (PD)	8 hours per quarter	9/30/2025	10/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	9/30/2025	10/1/2025
OCT	Sick (SP)	8 hours per month	10/31/2025	11/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	10/31/2025	11/1/2025
NOV	Sick (SP)	8 hours per month	11/30/2025	12/1/2025
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	11/30/2025	12/1/2025
DEC	Sick (SP)	8 hours per month	12/31/2025	1/1/2026
	Personal (PD)	8 hours per quarter	12/31/2025	1/1/2026
	Vacation (VC)	8.67 hours / 10.00 hours / 13.33 hours	12/31/2025	1/1/2026



CHICAGO PARK DISTRICT DESIGNATION OF 2025 HOLIDAYS

For those employees whose terms of leave are not otherwise governed by a collective bargaining agreement, and pursuant to Chapter 5 of the Chicago Park District Code, the following are the designated 2025 holidays and dates of observation:

Holiday	Day of Week	Date
New Year's Day	Wednesday	January 1, 2025
Dr. Martin Luther King Jr.'s Birthday	Monday	January 20, 2025
Lincoln's Birthday	Wednesday	February 12, 2025
Washington's Birthday	Monday	February 17, 2025
Memorial Day	Monday	May 26, 2025
Juneteenth Day	Thursday	June 19, 2025
Independence Day	Friday	July 4, 2025
Labor Day	Monday	September 1, 2025
Columbus Day	Monday	October 13, 2025
Veteran's Day	Tuesday	November 11, 2025
Thanksgiving Day	Thursday	November 27, 2025
Christmas Day	Thursday	December 25, 2025



CHICAGO PARK DISTRICT EMPLOYEE BENEFITS FACT SHEET

The Chicago Park District offers free or discounted services and products for Chicago Park District Employees. This detailed fact sheet provides information on all that we offer:

1. We offer complimentary museum entry for all employees and their guests (friends or family). The Chicago Park District Employee must show employee ID or a recent paystub.

Museum	Additional Guest	Admissions to Theater Show	Admissions to Special Exhibit
Alder Planetarium	1	None	None
Art Institute of Chicago	1		None
Chicago History Museum	4		None
DuSable Museum	2		N/A
The Field Museum	1	None	None
Museum of Contemporary Art	3		None
Museum of Science and Industry	2	None	None
Peggy Notebaert Nature Museum	2		Open to all Guests - No Fee
Shedd Aquarium	2	Reservation Required www.sheddaquarium.org/community	None

2. **Phone Providers:** We offer discounts on Sprint, AT&T and Verizon Wireless Products and Services. State and local government workers can take advantage of these discounted services.
 - **Sprint:** Click the link to complete the form to receive your offer code and be pre-registered for savings. <https://businesssolutions.sprint.com/BizIL-Vertical-Discout-Government.html>
 - **Verizon Wireless:** Click the link and provide your Chicago Park District Email. <https://www.verizonwireless.com/discount-program/>
 - **AT&T:** Click the link and complete the required information. <https://www.att.com/shop/wireless/iru-check-for-discount.html>
3. **Fitness Center and Wellness Activities:** We offer employee discounts of Chicago Park District Fitness Centers and Wellness Activities. Chicago Park District Employees, there is a 100% discount for:
 - Gold Card–Fitness –Year Membership Package
 - Gold Card–Fitness –Three Month Membership Package
 - Lap Swim –Three Month Package
 - Activities with the categories of: Aquatic –Fitness, Wellness – Aerobics, Wellness –Fitness, Wellness – Nutrition, Wellness – Walking and Wellness – Yoga.
4. This discount Program is for Chicago Park District Employees only;it is not available to any family members. Employees must register in-person with a valid Chicago Park District ID.

4. **Workplace Solutions (Employee Assistance Program):** Workplace Solutions offers Confidential Counseling Services at no cost to you or your eligible family members. A team of caring professionals will help you clarify the nature of your concern and present the best option to meet your needs, including consultation, short-term counseling and/or referrals. Simple and easy to use by phone or internet, you set the criteria and they will assist with the search to help you make the best choice.

- Adult ADD
- Anxiety
- Anger
- Alcohol Use
- Depression
- Drug Use
- Gambling Resilience
- Legal and Financial Support
- Relationships
- Stress
- Trauma Response Services

Webinars@Work provides timely access to a broad range of personal and professional topics. Join us from the convenience of your own workspace or enjoy our educational sessions as a group. For confidential guidance, support and resources, contact Workplace Solutions at (877) 215-6614 or visit the website: <http://www.wseap.com>

5. **College Resources:** Explore the list of resources provided by Workforce Development. Click the link: <http://intranet.chicagoparkdistrict.com/sites/workdev/HomePageDocs/Academic%20and%20Career%20information.pdf>
6. **Supplementary Voluntary Vision Coverage (VSP):** for additional family discounts for a nominal fee, call 800 -877-7195 or visit the website: <http://www.vsp.com/>
7. **Pension Membership:** Visit <http://www.chicagoparkpension.org/> for Pension Request, Pension Estimates, Refund Repayment information.

Single Sum Death Benefit: A lump sum death benefit is payable upon the death of an employee in service.

The amount payable is as follows:

- \$3,000 benefit during the first year of membership
- \$4,000 benefit during the second year of membership
- \$5,000 benefit during the third year of membership
- \$6,000 benefit during the four the through ninth year of membership
- \$10,000 maximum benefit after 10 or more years of membership

Illinois Municipal Retirement Fund & Retirement Systems Reciprocal Act: In 1955, IMRF was included in the Retirement Systems Reciprocal Act, a provision of the statutes which allows total service with any of several public pension systems in Illinois to be considered when determining an annuity. This includes Illinois's suburban park districts. For more information go to: <http://intranet.chicagoparkdistrict.com/sites/workdev/CPD%20Resources/Reciprocal%20Act%20Brochure.pdf>

Pension credit for other retirement systems, Military Service or Federal Government Service:

An employee who has accumulated pension credit with another retirement system covered by the State of Illinois' Reciprocal Act may make use of this credit for pension purposes. Also, an employee may purchase additional pension credit for military service and/or periods of employment by the United States Federal Government. Contact the Fund Office for additional information regarding these credits. <http://www.chicagoparkpension.org/>

8. **Deferred Compensation Program:** All employees will automatically be enrolled in deferred compensation program called Empower Retirement at a 2% deferral rate, and your contributions will be deducted from your paycheck on a before-tax basis. You may elect to change your contribution rate to any rate between 0 and 100%. For more information, contact Moises Flores, Retirement Plan Counselor, at 312-415-4742 or moises.flores@empower-retirement.com
9. **Flexible Spending Accounts:** PayFlex FSA-Health and Dependent Care at 1(800) 284-4885 or visit [Flexible Spending Accounts \(FSAs\) for Individuals | PayFlex](#) A Flexible Spending Account (FSA) is a tax-favored program offered by employers that allows the employees to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives you an immediate discount on these expenses that equals the taxes you would otherwise pay on that money.
10. **Pre-tax transit cards:** Realize the savings that can be had by utilizing Transit Benefits. Section 132(f) of the federal tax law allows for employees to have money deducted pre-tax (up to the monthly limit) from their paycheck to pay for their transit fares. By deducting these pre-tax, employees can save up to 40% through reduced taxes paid. This includes Ventra (which is the old CTA Chicago Card) and Metra (RTA) <http://mytransitbenefit.com/index.php/employees/benefits.html> For additional information, please call the Payroll Department at 312-742-5401
11. **Death Benefit:** All **monthly employees** are automatically enrolled for a \$35,000 life insurance policy and a \$35,000 accidental death and dismemberment policy the first of the month following full-time employment with the Chicago Park District. The district pays the entire cost for the policies. In addition, the district offers life insurance coverage in the amount of \$5,000 for your legal spouse, and \$2,000 for each unmarried dependent child under the age of 19 (25 if a full-time student). Infants between fourteen days and six months are only eligible for \$500 in life insurance benefits. **Dependent coverage is not in effect unless the employee provides the benefits area in Human Resources with dependent information within 30 days of the effective date of coverage.** The information is reported via an enrollment card, which also contains beneficiary information.
 *Employees represented by a union should reference their current collective bargaining agreement regarding benefits.
12. **Longevity Pay for SEIU–Local 73 Union Employees**
- 15 years of service receive an additional \$16 per pay period.
 - 25 years of service receive an additional \$20.50 per pay period.
- See union contract book in Section 22.2*
 *Please note: Other unions have different amounts.
13. **Health Insurance, Prescription Drug Coverage, Dental Insurance, Life Insurance:** All monthly employees are eligible to enroll in Medical, Dental and Vision plans offered by the Chicago Park District. Your coverage is effective on the first of the month following your hire date. In addition, the Chicago Park District agrees to provide health benefits for the Civil Union spouses of Chicago Park District employees participating in an eligible health benefits program. For additional information on Benefits for Full-Time Employees, call the Benefits Department at 312-742-4565.
 *Hourly employees represented by a union should reference their current collective bargaining unit agreement regarding benefits.

14. **Union Plus Benefits for Union members:**

<http://www.unionplus.org> or call 1-800-452-9425 or 202-293-5330. Through member-only programs offered by SEIU in partnership with Union Privilege--a program founded by the AFL-CIO to provide consumer benefits--they're able to provide you and your family with special discounts, rates, and savings. **SEIU's over 2 million members**, along with other members of the AFL-CIO, give the more than 13 million union members and their families' substantial purchasing power. SEIU members are automatically eligible for the following Union Plus benefits and discounts. Start using them today!**Credit Union 1: <http://creditunion1.org>**

A credit union is a not-for-profit financial cooperative, owned by members. Since it's not in business to make a profit, you benefit with lower loan rates and a higher return on savings.

Chicago Municipal Employees Credit Union: <http://cmecuonline.org>

Chicago Municipal Employees Credit Union (CMECU) is a not-for-profit, federally insured financial institution chartered in 1926 to provide members with a safe place to save and borrow at favorable rates. The credit union is owned by its members, and operated by a professional staff that is overseen by a volunteer board of directors. CMECU has approx. 18,000 members.

15. The Chicago Park District offers certain discounts on **chain hotel groups** and **car rental companies**.

*Notify them that you are a government employee.

CHICAGO PARK DISTRICT

DIRECT DEPOSIT AUTHORIZATION FORM

BEFORE YOU ENROLL IN DIRECT DEPOSIT:

- You must already have an account set up at your Bank or Credit Union.
- Find out if they accept direct deposits, then notify them of your intentions.
- Complete this form and return to the Finance Department of your region or directly to the Payroll Department at the Administration Building.

PLEASE PRINT

NAME

REGION

EMPLOYEE NUMBER

LAST 4 OF S.S. #

FILLING OUT THIS FORM:

1. You must complete this form to add, change, or delete direct deposit information, NO verbal changes will be accepted.
2. ALL accounts are pre-noted before direct deposit goes into effect.
3. You must attach a voided check (not a deposit slip) for each account to eliminate errors and delays in processing.
4. Forms without voided checks will not be accepted.
5. If you need to close your bank account, you first must cancel direct deposit at CPD prior to closing your bank account.
6. You may have up to three direct deposit accounts.
7. Once you select your direct deposit options below, you cannot be paid by check for any portion of your pay.

<u>Institution Name</u>	<u>Routing #</u>	<u>Account #</u>	<u>Account Type</u>	<u>Deposit Type</u>	<u>Reason</u>
1. <input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Net Deposit	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change
2. <input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Partial Deposit: \$ <input style="width: 80px; height: 20px;" type="text"/>	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change
3. <input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100px; height: 20px;" type="text"/>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Partial Deposit: \$ <input style="width: 80px; height: 20px;" type="text"/>	<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Change

I hereby authorize the Chicago Park District to initiate automatic deposits/and or credit entries and if necessary, debit entries and adjustments for any credit entries in error to my bank.

Signature _____ **Work Phone** _____ **Date** _____

This authorization bears my signature above and is to remain in effect until CPD has received written notification from me of its termination in such time (a period not less than five days) to afford CPD and depository a reasonable opportunity to act on it. Under penalty of perjury, I state that I understand and agree to the terms and conditions of this Direct Deposit Authorization.

Revised 5/16



**CHICAGO PARK DISTRICT
EMERGENCY NOTIFICATION FORM**

Name _____

Address _____

Home Telephone (incl. area code) _____

FIRST CONTACT:

Name _____

Relationship _____

Home Telephone (incl. area code) _____

2nd Telephone (incl. area code) _____

SECOND CONTACT:

Name _____

Relationship _____

Home Telephone (incl. area code) _____

2nd Telephone (incl. area code) _____

OPTIONAL

Doctor's Name _____ Telephone (incl. area code) _____

Existing medical conditions/illnesses _____

ALL INFORMATION WILL BE KEPT CONFIDENTIAL

Employee Signature _____

Date _____

In case there is a change of information, please complete a new form,
and submit it to the Human Resources Department



**CHICAGO PARK DISTRICT
PHOTO IDENTIFICATION REQUEST FORM**

DATE: _____

EMPLOYEES MUST HAVE THIS FORM COMPLETED AND ACCOMPANIED WITH A VALID GOVERNMENT ISSUED PHOTO ID TO RECEIVE A CHICAGO PARK DISTRICT PHOTO IDENTIFICATION CARD.

Human Resources Representative: _____

A Chicago Park District Identification Card should be issued to:

Print Employee's Name

Department/Region

Employee Number

Location (Park)

Issued Card Number

For the following reason (check one):

- New Employee Identification Card / Defective - No Charge
- Chicago Park District ID has been lost stolen or destroyed - \$10.00 - Replacement Fee
- Changed Region - No Charge
- Above named employee has changed their name - No Charge
(Supporting Document Required)

Please Print - Supervisor

Phone Number/Ext

EMPLOYEE PLEASE NOTE:

- AS10.00 REPLACEMENT FEE, IF REQUIRED, MUST BE PAID UPON RECEIPT OF YOUR CHICAGO PARK DISTRICT REPLACEMENT ID
(NOTE: CASH ONLY)

HOURS OF OPERATION/LOCATION FOR PHOTO IDENTIFICATION CARDS ARE:

- MONDAY- FRIDAY 8:00AM- 1:00PM AND 2:00PM- 4:00PM
 - LOCATION: 4830 S. WESTERN AVE. CHICAGO, IL 60609
- *PLEASE CALL THE DAY OF APPOINTMENT TO CONFIRM: 312-742-5220**

CHICAGO PARK DISTRICT

NOTICE OF CHANGE OF NAME, ADDRESS OR CONTACT INFORMATION

INSTRUCTIONS:

Any employee who has changed their name, address or contact information should complete this form and submit it the Human Resource Department (by email or in person at the Administration Building) within ten (10) days of the change.

PLEASE PRINT

Name: _____ Employee ID #: _____

Today's Date: _____ Change Effective Date: _____

Dept./Region: _____ Park/Location: _____

Title: _____ Email Address: _____

I REQUEST TO MAKE THE CHANGES INDICATED BELOW. (PLACE "X" NEXT TO ALL THAT PERTAIN)

- Change Name
- Change Address
- Change Phone
- Change Email

CHANGE OF NAME: (DOCUMENTATION MUST BE ATTACHED – EX: COPY OF CERTIFICATE OF MARRIAGE)

From: _____
(Last) (First) (Middle Initial)

To: _____
(Last) (First) (Middle Initial)

CHANGE OF ADDRESS: (*I UNDERSTAND THAT AS A CONDITION OF EMPLOYMENT WITH THE CHICAGO PARK DISTRICT THAT I MUST BE AN ACTUAL RESIDENT OF THE CITY OF CHICAGO. ANY FALSE STATEMENTS TO THE CHICAGO PARK DISTRICT ABOUT MY RESIDENCY SHALL CONSTITUTE GROUNDS FOR DISCHARGE.)

From: _____
(# & Street) (Unit/Apt) (City) (State) (Zip)

To: _____
(# & Street) (Unit/Apt) (City) (State) (Zip)

I UNDERSTAND AND ACKNOWLEDGE THAT I MUST REPORT ANY CHANGE OF ADDRESS WITHIN 10 DAYS TO THE DEPARTMENT OF HUMAN RESOURCES AND MUST SHOW PROOF OF THE NEW ADDRESS BY PROVIDING ONE OF THE FOLLOWING: DRIVER'S LICENSE, ILLINOIS IDENTIFICATION CARD, MORTGAGE STATEMENT, LEASE, BANK STATEMENT OR UTILITY BILL IN MY NAME.

CHANGE OF TELEPHONE NUMBER and/or EMAIL ADDRESS:

From: _____ Phone Number Type: Home Mobile

To: _____ Phone Number Type: Home Mobile

CERTIFICATION: By signing this NOTICE OF CHANGE OF NAME, ADDRESS OR CONTACT INFORMATION, I certify and affirm that the information contained herein is true and accurate and that I fully understand and acknowledge that I am an actual resident of the City of Chicago.

Signature of Employee: _____



Chicago Park District

ADA REASONABLE ACCOMMODATION REQUEST FORM

In accordance with the Americans with Disabilities Act (ADA), Chicago Park District provides reasonable accommodation to qualified individuals with disabilities to enable them to perform the essential functions of their positions. Any employee with a disability is welcome to request reasonable accommodation(s).

TO BE COMPLETED BY EMPLOYEE

EMPLOYEE INFORMATION:

Employee Status: Full-Time Part-Time

Name: _____	Employee ID: _____
Work Location: _____	Department: _____
Position Title: _____	Home Telephone No: _____
Supervisor: _____	Work Telephone No: _____

REASON FOR ACCOMMODATION(S)

Please describe the condition for which you are requesting an accommodation:

Please describe any limitations resulting from your condition that interfere with your ability to perform the functions of your position:

Please describe the accommodations you believe are needed to enable you to perform the essential functions of your position:

***NOTE: EMPLOYEE/APPLICANT MUST INCLUDE APPLICABLE MEDICAL DOCUMENTATION WITH THIS FORM.**

I give the Chicago Park District permission to explore coverage and reasonable accommodations under the Americans with Disabilities Act, and all applicable State and Federal laws. I understand that all information obtained during this process will be maintained and used in accordance with the ADA, including its confidentiality requirements.

Signature of Employee

Date

Return to:

Chicago Park District
Disability Policy Office

4830 S. Western Ave., 1st Floor, Chicago, IL 60609

Accessibility@chicagoparkdistrict.com

TO BE COMPLETED BY DISABILITY POLICY OFFICE

Employee Name: _____ Employee ID#: _____

Received by Disability Policy Office: _____
Date

Date(s) DP Office met with employee: _____

Essential Job Duties:

Requested Accommodation(s):

Action Take:

Date employee informed of action and method of notification:

Accommodation Request is: Approved: Denied: Modified:

Reviewed by: _____ Date: _____

CHICAGO PARK DISTRICT

LEAVE REQUEST FORM

Date: _____ Employee Number: _____

Employee's Name: _____ Dept./Region: _____

Job Title: _____ Work Location: _____

REASON FOR LEAVE

- | | | |
|---|---|--|
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Funeral Leave | <input type="checkbox"/> FMLA ** (HR Dept. Approval Required) |
| <input type="checkbox"/> Compensatory Leave | <input type="checkbox"/> Court Leave | <input type="checkbox"/> Leave Without Pay** (HR Dept. Approval Required) |
| <input type="checkbox"/> Personal Day | <input type="checkbox"/> Military Leave | <input type="checkbox"/> Administrative Leave** (HR Dept. Approval Required) |
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Floating Holiday | <input type="checkbox"/> Other** (HR Dept. Approval Required) |

Explanation, if necessary: _____

EMPLOYEE SIGNATURE _____

LEAVE REQUESTED:

From: Date _____ Time _____ A.M./P.M. Number of Hours on Leave _____

To: Date _____ Time _____ A.M./P.M. Number of Days on Leave _____

I recommend that this leave be approved: with pay; I have verified that the above benefit time is available
 without pay.

Time Balance Confirmed by _____ Date _____

Supervisor's Signature _____ Date _____

Department/ Manager Signature _____ Date _____

LEAVE REQUEST DENIED _____ Date _____
Signature

*FOR ADMINISTRATIVE LEAVE REQUESTS

General Superintendent and CEO Date
Only the General Superintendent is authorized to grant Administrative Leave Requests.

****SOME LEAVES ARE SUBJECT TO APPROVAL PENDING THE RETURN OF UNIFORMS, KEYS, PHONES, AND OTHER PARK DISTRICT PROPERTY ISSUED TO YOU.**



CHICAGO PARK DISTRICT
HUMAN RESOURCES DEPARTMENT

PERSONNEL RECORD REVIEW REQUEST

First Name:		Last Name:	
Other Name(s) Used While Employed by the Chicago Park District:			
Please Select One – I am a: <input type="checkbox"/> Current Employee <input type="checkbox"/> Former Employee		Employee Number:	
Employment Dates:		Last Position Held:	
Please Select One – I wish to: <input type="checkbox"/> Inspect <input type="checkbox"/> Copy <input type="checkbox"/> Receive Electronic Copies <input type="checkbox"/> Receive Hardcopies			
Street Address:			
City:	State:		Zip Code:
Phone Number:		Email Address:	
Please specify whether inspection, copying, or receipt of copies will be performed by: <input type="checkbox"/> Family Member <input type="checkbox"/> Lawyer <input type="checkbox"/> Union Steward/Official <input type="checkbox"/> Translator <input type="checkbox"/> Self			
Name of Representative:			
I wish to inspect, copy, or receive the following record(s): <input type="checkbox"/> Employee Handbooks (820 ILCS 40/2(a)(3)) <input type="checkbox"/> Personnel Documents (820 ILCS 40/2(a)(1)) <input type="checkbox"/> Written Employer Policies or Procedures (820 ILCS 40/2(a)(4)) <input type="checkbox"/> Disciplinary Records <input type="checkbox"/> Employment-related Contract or Agreements (820 ILCS 40/2(a)(2)) <input type="checkbox"/> Medical Records*			
* A signed waiver must be included with this request to release medical information and medical records to your specific representative.			



CHICAGO PARK DISTRICT
HUMAN RESOURCES DEPARTMENT

PERSONNEL RECORD REVIEW REQUEST

Acknowledgement: I understand that the Chicago Park District must comply with a request within seven (7) working days after the receipt of the request, or, an additional seven (7) days after receipt if the Chicago Park District reasonably demonstrates that the original deadline cannot be met. A request sent received after 5:00 PM, on weekends, or holidays will be marked as “received” on the following business day. If a request is sent by email, it is considered “received” if sent to humanresources@chicagoparkdistrict.com before 5:00 PM on non-holiday, weekdays.

Requestor's Printed Name: _____

Date: _____

Requestor's Signature: _____

FOR HUMAN RESOURCES ONLY:

Date Request Received: _____

Received By: _____

Date Records Produced: _____

Date of Previous Records Request (If Applicable): _____

Chicago Park District Employee COVID-19 Policies & Procedures

Updated November 2023

As COVID-19 is no longer considered a local, state or federal Public Health Emergency the COVID-19 Employee Vaccination Policy that went into effect on December 15, 2021 has been rescinded. A COVID-19 vaccine is no longer a condition of employment at the Chicago Park District.

Self-Reporting COVID Cases

- A) Chicago Park District employees should continue to self-report a positive COVID-19 test result immediately to the designated individual for their Department/Region.
- B) Employees may also self-report a positive COVID-19 case electronically via the following secure link: [Employee Covid Intake Form Link \(https://forms.office.com/g/k1fgVeQUhT\)](https://forms.office.com/g/k1fgVeQUhT)
- C) When self-reporting COVID cases, the following information is required:
 - a. Full name, job title and work location
 - b. The most recent day at the worksite
 - c. The date of the positive test
 - d. Whether or not you are experiencing symptoms and date symptoms began
 - e. Names of all coworkers with whom you had close contact at work (defined as those who have been within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) starting 2 days prior to your first day exhibiting symptoms (or for asymptomatic individuals, your test date) through your last day of work.

Isolating Following a Positive Test

- A) Employees that test positive will be directed to isolate for at least five days from the onset of symptoms (or the day of the positive test if they are asymptomatic).
 - a. If employees are required to isolate due to testing positive for COVID-19, they must immediately notify their supervisor of the isolation period.
 - b. The first day of symptoms, or the date of the test if no symptoms, is Day Zero. The following day would be Day 1 – see example chart below. Note that if there are no symptoms initially, but symptoms develop within 10 days of when you were tested, the clock restarts at Day 0 on the day of symptom onset.

Day	Symptoms	No Symptoms
0	First date of symptoms, 10/1/23 (Isolation begins)	Date Covid test was taken 10/1/23 (Isolation begins)
1	10/2/23	10/2/23
2	10/3/23	10/3/23
3	10/4/23	10/4/23
4	10/5/23	10/5/23
5	10/6/23	10/6/23
Return to Work (if symptom free)	10/7/23	10/7/23

- c. Employees can return after 5 days provided their symptoms are resolving and they have not had a fever for at least 24 hours, without fever-reducing drugs. A negative test result is not needed.
- d. If employees continue experiencing symptoms after the 5-day isolation period is completed they must continue to isolate and notify their supervisor each day to indicate that they are still isolating and unable to return to work.
- e. Employees must wear a tightly fitted face covering at all times during work hours for the first 5 days upon return from isolation. Please note that this includes both indoor and outdoor settings as well as non-public common areas.
- f. Employees are required to use their own benefit time for absences due to COVID-19. If an employee does not have any available benefit time, they may code their time sheet as EA for Excused Absence or speak to their HR Manager about a medical related leave.

Notifications, Masking Requirements and Testing Recommendations for Close Contacts

- A) In accordance with CDC and CHPH guidelines a quarantine period for close contacts is not required regardless of vaccination status. All employees identified as a close contact may continue coming to work, but must wear a face covering as required below.
- B) Individuals that are identified as close contacts of the employee that tested positive will be notified and directed to wear a mask for 10 days following the date of last exposure. Close contacts must wear a tightly fitted face covering at all times during work hours for those 10 days. Please note that this includes both indoor and outdoor settings as well as non-public common areas.
- C) A close contact is defined as someone who was less than 6 feet away for a cumulative total of 15 minutes or more over a 24-hour period from a person who tests positive for COVID-19 starting 2 days before the infected person developed symptom, or the date they tested positive if they do not have symptoms.
- D) It is recommended, but not required, that all individuals identified as close contacts monitor their health closely and get tested for COVID-19 on Day 5 following exposure.

**CODE OF CONDUCT
APPENDIX B**

**Personnel Board
Chicago Park District**

Compliance with the Code of Conduct is required from all employees. Violation of the Code shall result in disciplinary action which could result in termination of employment. The Code of Conduct does not limit the grounds for suspension or termination of employment. Any failure to carry out one's job in a competent, efficient, and courteous manner or any misconduct toward the public, fellow employees, subordinates, or superiors may be disciplined by suspension or discharge.

I. GENERAL

- A. An employee shall be present for duty at assigned times and places, except with proper authorization to be absent. Employees shall comply with their departmental policy on the length of time any leave or excused absence is to be requested in advance, but, in no event, shall the request be made less than one business day before the leave or absence begins. If the absence is due to illness, injury, or other disclosed emergency, notification may occur on the day of the absence, provided the absence is communicated to the employees' immediate supervisor, the employee in charge of the work site, or other designated employee or office before or within one hour of their starting time. If the employee's circumstances or physical condition makes such reporting impossible or if employee is on duty at the work site at that time and there is no designated alternative reporting arrangement, the communication must be made as soon as reasonably possible.

- . An employee shall not commit a criminal offense, as evidenced by a conviction by a court of record which offense would have a negative impact on the employee's qualification to serve in the employee's current job title.

- C. An employee shall obey the orders of their supervisor or other employee in the line of supervision properly given in the course of employment.

- D. An employee shall not engage in sexual conduct while on duty or on park property.
 - . An employee shall be respectful and polite in conduct while on duty or on park property.

- F. An employee shall comply with the requirements of the residency ordinance.
 - . An employee shall refrain from committing, attempting, or threatening physical violence against another employee or a member of the public while on the work site or while on duty, except in self-defense.

- H. An employee shall comply with the policies and procedures of the Chicago Park District and the written policies of their department or unit. Policies and procedures of the Chicago Park District include, but are not limited to, any Park District ordinance, any directive of the Board of Commissioners, any Personnel Board Rule, and any directive, bulletin or memorandum issued by the General Superintendent.

- I. An employee shall not induce or attempt to induce any other employee to violate this Code of Conduct or to induce any other person to violate a Park District ordinance or resolution of the Board of Commissioners.

- J. An employee shall refrain from seeking payments or contributions of money or distributing non-work-related materials or literature during working hours.
 - . An employee shall refrain from seeking payments or contributions of money from other employees and from distributing non-work-related materials or literature to other employees during non-working hours in a manner that disturbs other employees performing work or is otherwise disruptive of the performance of work.

- L. An employee shall not induce or attempt to induce any other employee to commit an illegal act while on duty, on Park District property, or in connection with Park District employment.
 - . An employee shall comply with any safety directive, order, memorandum, regulation, statute, or ordinance issued by
 1. their supervisor or employee within the line of supervision;
 2. the Safety, Medical, Law, or Personnel and Civil Service Departments;
 3. the persons with supervisory responsibility for the park, beach, pool, or facility in question;
 4. the General Superintendent; or
 5. the Board of Commissioners. An employee shall also comply with all applicable federal, state or local safety laws.

 - . An employee shall not keep firearms or ammunition on Park District property, except where directly required as a part of their duties with the Park District. Possession of firearms and ammunition while on duty is prohibited, except where directly required by those duties. Storage of firearms or ammunition in Park district facilities is prohibited.

II. ALCOHOL & DRUGS

- A. An employee shall not consume alcohol or illegal drugs while on duty. And employee shall not become or remain intoxicated from drugs or alcohol while on duty.
 - . An employee, on a direct order of their supervisor or other employee in the line of supervision, shall submit to testing for drugs and/or alcohol and shall accompany personnel escorting them

to a site for such testing, provided that their behavior, demeanor, or speech provides reasonable basis for suspecting that they have been drinking or using drugs on duty or that they are intoxicated while on duty from use of drugs or alcohol. The supervisor shall record in writing his/her specific reasons for believing that the employee was intoxicated while on duty or had ingested drugs or alcohol while on duty.

- C. An employee shall not be intoxicated while off duty and wearing Park District uniform.
- D. An employee shall not fail to report for duty as a result of becoming or remaining intoxicated from alcohol or illegal drugs.
 - . An employee shall not manufacture, dispense, or sell or attempt to manufacture, dispense or sell alcohol or illegal drugs to another person while on duty or on Park District property or while wearing a Park District uniform.
- F. An employee shall not possess or store alcohol or illegal drugs while on duty.
 - . An employee shall comply with the non-smoking Ordinance and shall restrict smoking in a Park District facility to designated smoking areas.
- H. An employee shall notify their supervisor or employee within the line of supervision if the employee has been convicted of any criminal drug statute for a violation occurring in the work site no later than five days after such conviction.

III. PROPERTY

- A. An employee shall properly secure, handle and account for Park District equipment, tools, supplies, furnishings, facilities, and other property assigned to or under the employee's care or responsibility.
 - . An employee shall not abandon or leave unattended any Park District property, except as otherwise directed by supervisory personnel.
- C. An employee shall not use, remove, or transport, steal, attempt to steal, or appropriate for his/her personal use any property of the Chicago Park District.
- D. An employee shall not steal, remove, or appropriate for their personal use any item of property belonging to another employee of the Park District or a member of the public using park facilities.
 - . An employee shall only use a Park District motor vehicle while in the course of performing assigned work duties and responsibilities, or for authorized Park District property.

- F. An employee shall not willfully or maliciously misuse, abuse, destroy or damage Park District property.
- . An employee shall not be careless or negligent in operation, handling or use of Park District property, not use Park District property for any improper or unauthorized purpose.
- H. An employee shall replace or reimburse the Park District for the damage, loss or destruction of property that occurs through gross negligence of the employee.
- I. An employee handling cash receipts for the Park District shall take sufficient care to avoid any shortages in the case turned over to the Park District.
- J. An employee shall reimburse the Park District for any cash shortages of Park District funds that occur while they were responsible for said funds.
- . An employee shall not use, remove or duplicate without authorization any Park District records, documents, or other confidential or privileged information.
- L. An employee shall obtain the permission of their department head (which permission shall not be unreasonably withheld) and shall complete the prescribed Park District form for reporting additional employment before engaging in a business, profession, trade, or occupation while employed by the Chicago Park District or before changing their schedule or the number of hours worked at the other business, profession, trade, or occupation. As a condition precedent to any employee of the Park District engaging in a business, profession, trade or occupation while employed by the Chicago Park District, every such employee shall accurately report the nature and extent of such business, profession, trade or occupation upon these prescribed forms. Similarly, an employee shall accurately report at that business, profession, trade, or occupation as a condition precedent to changing the schedule or the number of hours worked.

IV. SECONDARY EMPLOYMENT

- A. An employee shall only engage in a business, profession, trade, or occupation while employed by the Chicago Park District if such engagement will not:
 - 1) impair their efficiency,
 - 2) interfere with their ability to satisfactorily perform their duties,
 - 3) impair or negatively reflect upon the reputation of the Chicago Park District
- . An employee shall obtain the permission of their department head (which permission shall not be unreasonably withheld) and shall complete the prescribed Park District form for reporting additional employment before engaging in a business, profession, trade, or occupation while employed by the Chicago Park District or before changing their schedule or the number of hours worked at the other business, profession, trade, or occupation. As a condition precedent to

any employee of the Park District engaging in a business, profession, trade or occupation while employed by the Chicago Park District, every such employee shall accurately report the nature and extent of such business, profession, trade or occupation upon these prescribed forms. Similarly, an employee shall accurately report at that business, profession, trade, or occupation as a condition precedent to changing the schedule or the number of hours worked.

V. DISCRIMINATION

- A. An employee shall not directly or indirectly sexually harass any other employee. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual is used as a basis for employment decisions affecting such individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. It shall be presumed that any sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature by a supervisor to a subordinate does have the purpose and effect of creating an intimidating, hostile, or offensive working environment.
- B. An employee shall not discriminate with regard to employment decision or access to or use of Park District facilities on the basis of race, color, religion, sex, national, origin, ancestry, age, marital status, physical or mental handicap, unfavorable discharge from military service, parental status, or sexual orientation or otherwise violating the Human Rights Ordinance.
- C. An employee shall not retaliate against another employee for making a good-faith complaint of discrimination or sexual harassment.

VI. DISCIPLINE

- A. An employee shall be truthful in any disciplinary charges they allege or bring against any other employee and shall avoid bringing or threatening to bring false disciplinary charges.
 - . A supervisory employee shall take sufficient disciplinary action against an employee who has violated this Code of Conduct or otherwise committed misconduct requiring discipline. Failure to do so will result in disciplinary action against the supervisory employee.
- C. An employee shall be truthful in any testimony or other statements made during a disciplinary hearing, a pre-suspension meeting, or any other proceeding at any point in the disciplinary process.
- D. An employee shall cooperate in any disciplinary investigation or proceeding involving job-related misconduct or alleged violation of a Chicago Park District ordinance, directive, regulation, or law. Cooperation includes but is not limited to, responding to questions and producing documents for an investigation, appearing at and testifying at a disciplinary hearing

or court proceeding, and preparing for a hearing or a court proceeding.

VII. HONESTY

- A. An employee shall be truthful in all statements made in an application for employment, an application for a civil service or career service examination, or any other document signed by them in connection with Park District employment.
- . An employee shall refrain from cheating on or otherwise committing a fraudulent or dishonest act in the course of a civil service or career service examination.
- C. An employee shall not, either by themselves or in cooperation with other persons, defeat, deceive, or obstruct any person in respect to their right or examination and employment hereunder, or falsely mark, grade, estimate, or report upon the examination or proper standing of any person examined hereunder or aiding in so doing; or making any false representation concerning the examination or concerning the person examined; or furnishing to any person any special or secret information for this purpose of either improving or injuring the prospects or chances of any person so examined , or to be examined, being appointed, employed, or promoted.
- D. An employee shall comply with the provisions of the Ethics Ordinance.
- . An employee shall not obtain or attempt to obtain money or benefits from the Park District through the knowing use of false identification documents or through the knowing misrepresentation of their physical condition or any other material fact upon which their eligibility for or degree of participation in any benefit program, including but not limited to, benefits pursuant to the Illinois Worker's Compensation and Occupational Diseases Act, might be based.

VIII. PERFORMANCE OF JOB DUTIES

- A. An employee shall refrain from causing or directing the performance of unauthorized services by Park District employees for the benefit of persons or entities other than the Park District or its patrons.
- . An on-duty Park District employee shall refrain from performing unauthorized services for the benefit of persons or entities other than the Park District or its patrons and shall refuse directions from superiors to perform such unauthorized services.
- C. An employee shall not seek any compensation and shall refuse any compensation offered from a permittee or any person or group of persons or any legal entity using the facilities of the Park District for services rendered or to be rendered as an employee pursuant of their duties in the service of the Park District.

- D. An employee is required and expected to satisfactorily perform the duties of their job under penalty of disciplinary action.
 - . An employee shall perform their work satisfactorily according to the performance evaluation system in effect.
- F. An employee shall cooperate with the law department in any lawsuit or claim involving the Park District. Cooperation includes, but is not limited to, preparing for hearings, dispositions, testimony in court, producing documents and otherwise attesting to information of which the employee has personal knowledge. Nothing in this section shall compel an employee to relinquish their constitutional right against self-incrimination in any criminal proceeding.

X. POLITICAL ACTIVITIES

- A. An employee who has charge or control of any building, office, or room on Park District property shall not allow any person to solicit or receive political contributions from Park District employees.
 - . An employee shall refrain from offering, asking for, receiving a recommendation or assistance for employment or promotion with the Park District from any person in consideration of any political service to be rendered.
- C. An employee shall refrain from using or threatening to use political influence in an effort to secure preferential treatment for himself/herself or any other employee on any employment decision in the Park District.
- D. An employee shall report to the Shakman Monitoring Official or other appropriate official of the Park District any attempt by a political party official or elected public official to influence a hiring or other personnel decision.

IX. HIRING & PROMOTION

- A. An employee shall not pay or promise to pay, either directly or indirectly, nor accept payment of any money or other valuable thing, to any person for a hiring, promotion or proposed promotion.
 - . An employee, except for the purpose of setting or resolving a disciplinary proceeding, shall refrain from seeking to induce any employee in the classified service to resign their position, or take a leave of absence, or any one at the head of an eligible list to waive their right to certification or appointment.
- C. An employee shall refrain from inducing or compelling any employee in the classified service to sign an undated resignation in advance for the purpose of creating a vacancy at will in the classified service. This is not intended to preclude bona fide settlements of disciplinary proceedings.



CHICAGO PARK DISTRICT DRUG AND ALCOHOL POLICY

Section 1: Policy Statement

The Chicago Park District's essential mission is to provide services to its citizens in a safe and economic manner. The parties to this Agreement recognize that drug and alcohol abuse in the workplace has a deleterious effect on the health and safety of employees, as well as their morale and productivity, all of which creates an undue burden on the persons which the Chicago Park District and the employees under this Agreement serve. Furthermore, the economic cost of providing health care services to employees who abuse drugs and alcohol has put an increasing burden on the Chicago Park District's finances.

The Employer and the Union maintain a strong commitment to protect people and property, and to provide a safe working environment. To this end, the Employer has also established its confidential Employee Assistance Program for employees with personal problems, including alcohol and substance abuse, and the parties to this Agreement urge employees who have such problems to utilize the Program's services.

To maintain a workplace which provides a safe and healthy work environment for all employees, the following drug and alcohol program is also established.

Section 2: Definitions

- (a) Alcohol: Ethyl alcohol.
- (b) Prohibited Items & Substances: All illegal drugs and controlled substances, alcoholic beverages, and drug paraphernalia in the possession of, being used by, an employee on the job or the premises of the Employer.
- (c) Employer Premises: All property, facilities, land, buildings, structures,

automobiles, trucks and other vehicles owned, leased or used by the Employer as job sites or work locations and over which the Employer has authority as employer.

(d) Employee: All persons covered by this Agreement.

(e) Accident: An event resulting in injury to a person requiring medical attention or causing significant property damage to which an employee contributed as a direct or indirect cause.

(f) Reasonable Suspicion: Erratic or unusual behavior by an employee, including but not limited to noticeable imbalance, incoherence and disorientation, which would lead a person of ordinary sensibilities to conclude that the employee is under the influence of drugs and/or alcohol.

(g) Under the Influence: Any mental, emotional, sensory, or physical impairment due to the use of drugs or alcohol.

(h) Test: The taking and analysis of any bodily component sample, whether by blood, breath, urine, or in any other scientifically reliable manner, for the purpose of identifying, measuring or quantifying the presence or absence of drugs, alcohol, or any metabolite thereof.

Section 3: Disciplinary Action

(a) All employees must report to work in a physical condition that will enable them to perform their jobs in a safe manner. Further, employees shall not use, possess, dispense, or receive prohibited items or substances on or at the Employer's premises, nor shall they report to work under the influence of drugs and/or alcohol.

(b) When the Employer has reasonable suspicion to believe that an employee is under the influence of a prohibited substance, the Employer shall have the right to subject that employee to a drug and alcohol test. At the Employer's discretion, the employee may be placed on an emergency suspension with pay until test results are available. If the test results prove negative, the employee shall be reinstated. In all other cases, the Employer will terminate all employees who:

(i) test positive for drug and/or alcohol use;

- (ii) refuse to cooperate with testing procedures (who will be subject to an emergency suspension until they are terminated);
- (ii) are found to be under the influence of alcohol, drugs or drug paraphernalia, or are found selling or distributing drugs or drug paraphernalia, on the Employer's premises.

Section 4: Drug and Alcohol Testing

(a) The Employer may require drug and/or alcohol testing under the following conditions:

- (i) where there is a reasonable suspicion that the employee has reported to work under the influence of or is at work under the influence of drugs or alcohol;
- (ii) a test may be required if an employee is involved in a workplace accident or fighting;
- (ii) a test may be required as part of a follow-up to counseling or rehabilitation for substance abuse for up to a one-year period;
- (iv) where testing is required by state or federal government regulations or otherwise required by law.

(b) Employees to be tested will be required to sign a consent form and chain of custody form, assuring proper documentation and accuracy. If an employee refuses to sign a consent form authorizing the test, they will be subject to termination.

(c) Drug and alcohol testing will be conducted by an accredited independent laboratory and may consist of either blood or urine tests, or both. The Employer reserves the right to utilize a breathalyzer to test for the presence of alcohol, in lieu of other clinical testing.

(d) Initial and confirmatory test results which meet or exceed the cutoff levels for drugs set forth in the NIDA guidelines (and as they may be amended) shall be regarded as "positive" and shall presumptively establish that the tested employee was under the influence of drugs.

(e) Initial and confirmatory (or breathalyzer) test results which meet or exceed the level of blood alcohol established in the Illinois Motor Vehicle Act as legal intoxication shall establish that the tested employee was under the influence of alcohol.

(f) The cost of initial and confirmatory testing will be borne by the Employer.

(g) Drug and alcohol test results shall be reported to the Superintendent of Employment or his designee in the manner to be prescribed by the Superintendent of Employment. The Employee shall be notified of the test results in writing. The Superintendent of Employment will inform the applicable department head of any employee who tests positive for alcohol or drugs, who in turn will initiate disciplinary proceedings under Section 3 above.

(h) All urine or blood samples shall be taken in sufficient quantity as to allow for retesting. Any employee whose test result is positive may elect, at their expense, to be retested by the same or other laboratory satisfactory to the Superintendent of Employment, provided that the Employer's testing laboratory shall arrange for transmitting said sample to the second laboratory. Employees electing to be retested shall not be paid for the time between the initial positive test and the time of the retest. Positive results of said retesting shall be conclusive as to the presence of alcohol or drugs. The failure to take a sufficient sample, or to preserve such sample, to allow for retesting, shall not affect the removal from eligibility of an applicant or personnel action, including discharge, of any employee.

(i) No laboratory report or test results shall appear in the Employee's personnel file unless they are part of a personnel action under this program but shall be placed in a special file maintained by the Superintendent of Employment, except as such disclosure may be required by this policy, law or ordinance.

Section 5: Employee Assistance Program

Employees are encouraged to seek help for a drug or alcohol problem before it deteriorates into a disciplinary matter and may participate if they wish in a voluntary Employee Assistance Program. This article will not diminish any language to the contrary in any other Coalition Union Agreement.

CHICAGO PARK DISTRICT
EQUAL EMPLOYMENT OPPORTUNITY POLICY

I. Purpose and Overview

The Chicago Park District (“Park District”) is an equal opportunity employer and is committed to providing equal opportunity in its recruitment, hiring, promotions, and other employment actions. The Park District prohibits discriminatory employment actions based on actual or perceived race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, age, marital status, military status, disability, or any other category protected by state or federal law or local ordinance.

The Office of Prevention and Accountability (“OPA”) is tasked with the implementing and enforcing the Park District’s Equal Employment Opportunity Policy (“Policy”). Any violation of this Policy or any concerns regarding the implementation of this Policy should be reported to OPA. Retaliation against any person who makes a report concerning potential violations of this Policy, or assists OPA in enforcing this Policy, is forbidden pursuant to the terms of this and other Park District policies.

All employees are expected to comply with this Policy, and department heads and supervisors are expected to cooperate fully in meeting the Park District’s equal employment goals.

II. Prohibited Conduct

A. Discrimination. The Park District prohibits employment decisions and practices based on an individual’s race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, age, marital status, military status, disability, or any other category protected by state or federal law or local ordinance.

B. Harassment. The Park District prohibits sexual harassment and harassment based on race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, age, marital status, military status, disability, or any other category protected by state or federal law or local ordinance.

Harassment includes any unwelcomed conduct that is based on race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, age, marital status, military status, disability, or any other category protected by state or federal law, or local ordinance. Additional forms of harassment may include, but are not limited to, the use of vulgar language, abusive acts or language, hostility, physical aggression, intimidation, or unequal treatment. *See also*, Chicago Park District Sexual Harassment Prevention Policy, Section D, Conduct Prohibited.

C. Retaliation. This Policy prohibits retaliation against any employee who: (1) makes a good

faith complaint or report of discrimination, harassment, or any conduct prohibited by this Policy; (2) opposes discriminatory practices within the workplace; and/or (3) cooperates with or assists the District in resolving or investigating a complaint of discrimination, harassment, or any conduct.

III. Applicability

This Policy is applicable to current and former employees of the Park District and applicants for Park District employment. Nothing in this Policy is intended to nor shall be construed to create a private right of action against the Park District or any of its employees. Furthermore, no part of this Policy shall be construed to create contractual or other rights or expectations. Furthermore, nothing herein is intended to affect the right of any person to make a charge of discrimination at the Chicago Commission on Human Relations or to any state or federal agency with jurisdiction over such claims, raise a grievance under a collective bargaining agreement, or consult a private attorney.

IV. Responsibilities of Regional Managers/Department Heads

Each department head must take necessary steps to implement this Policy within their department.

V. Responsibilities of Supervisors

Reporting Potential Violations. Any supervisor who becomes aware of conduct that may be considered discriminatory, harassing, or retaliatory as stated in this Policy must report such conduct to OPA. A supervisor who is aware of, or reasonably should be aware of discriminatory, harassing, or retaliatory conduct—whether or not a complaint has been made by an employee—must report it to OPA as soon as possible, but no later than five (5) business days after being made aware. Failure to timely report may result in discipline, up to and including termination.

VI. Reporting Prohibited Conduct

Any employee or applicant for employment who believes that they have been discriminated against, or harassed on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity, religion, age, marital status, military status, disability, or any other category protected by state or federal law, or local ordinance, or who claims to have suffered retaliation as described in Section II of this Policy, should submit a complaint to OPA.¹

A. Employees should bring their complaints as soon as possible to help ensure an effective investigation. This allows for preservation of relevant information to ascertain the best remedial measures. Filing a complaint with OPA does not bar the right of a person to file

¹ In cases of allegations of sexual harassment, please follow the procedure set out in the Chicago Park District's Sexual Harassment Prevention Policy.

a similar charge with the Chicago Commission on Human Relations or any local, state, or federal agency with the authority to hear matters of discrimination.

VII. Investigation of Complaints

- A. Initiating the Investigation.** OPA shall, in collaboration with other Park District departments as appropriate, conduct thorough, fair, impartial, and independent investigations regarding any alleged violation of this Policy.
- B. Duty to Cooperate.** All employees shall cooperate in the course of an investigation under this Policy. Failure to cooperate may subject an employee to discipline. Any employee who knowingly makes a false discrimination, harassment, or retaliation accusation or knowingly provides false information in the course of an investigation may be subject to discipline, up to and including termination. A complaint made in good faith will not be considered a false accusation, even if it is found to be unsubstantiated.
- C. Investigation Reports.** At the conclusion of the investigation, OPA shall prepare a written report of its findings and any recommendations, which shall be submitted to the General Superintendent and Chief Executive Officer. The report shall not mention the name of any informant, complainant, witness, or person investigated, except as necessary to communicate and/or recommended penalties for violations or unless otherwise authorized by the General Superintendent and Chief Executive Officer.
- D. Notification of Parties.** OPA shall provide written notification to the complaining party and the accused party, informing them of the outcome of the investigation.
- E. Departmental/Human Resources/General Counsel/Superintendent Response.** If a report issued by OPA recommends an action, the responsible party will be given a reasonable time frame to respond. The response shall be in writing and shall indicate the actions taken, including whether the recommendation in the report was followed, whether an alternative action was taken, or whether no action was taken.
- F. Confidentiality.** All complaints and investigations will be confidential to the extent possible and allowed by law. To aid in preserving confidentiality, the distribution of the investigative report and investigation file may be limited.

VIII. Complaints Against District Vendors

Where there are allegations of inappropriate conduct by individuals employed by Park District vendors, partners or contractors, complaints should be submitted to OPA. The Park District's authority over non-Park District employees may be limited.

IX. Withdrawing Complaints

A complaint under this Policy may be withdrawn at any time by the person who filed the complaint. Withdrawal of a complaint must be made or confirmed in writing.

Before making a decision to end an investigation, OPA shall determine whether corrective action is needed to address inappropriate conduct. In some instances, OPA will find it appropriate to end the investigation when the complaint is withdrawn. In other instances, OPA may determine that it needs to continue the investigation or recommend action to remedy inappropriate behavior.

X. Penalties

Employees found to be in violation of this Policy will be subject to discipline, up to and including termination.

XI. Contacting the Office of Prevention and Accountability

The Office of Prevention and Accountability may be contacted at:

Confidential Hotline: 312-742-5OPA (312-742-5672)

Email: OPA@ChicagoParkDistrict.com

Website: <https://www.ChicagoParkDistrict.com/OPA>

CHICAGO PARK DISTRICT
SEXUAL HARASSMENT PREVENTION POLICY

I. STATEMENT OF POLICY

- A** The Chicago Park District (“Park District”) is committed to providing a safe and positive workplace, where all individuals are treated with respect and dignity. Each individual employed by the Park District (“Employee”) has the right to work in an environment free of sexual harassment. No person should be required to endure sexual harassment by supervisors, coworkers, or other individuals in the workplace or work in a hostile environment as a condition of employment. Furthermore, this Park District Policy on Sexual Harassment Prevention (“Policy”) applies to all phases of employment, including recruitment, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, and selection for training. The Park District also strictly prohibits sexual harassment of Park District patrons, volunteers, vendors, partners, contractors or visitors by Park District employees.
- B** The Park District prohibits sexual harassment in the workplace. Sexual harassment is illegal pursuant to several laws, including the laws of the State of Illinois and the City of Chicago, and a violation of those laws will not be tolerated. Employees found to be in violation of this Policy will be subject to discipline, up to and including termination.
- C** This Policy is intended to create guidelines and procedures for responding to complaints of sexual harassment and for disciplining those employees found to have violated this Policy. Nothing in this Policy is intended to nor shall be construed to create a private right of action against the Park District or any of its employees. No part of this Policy shall be construed to create contractual or other rights or expectations. Nothing herein is intended to affect the right of any person to make a charge of discrimination at any state or federal agency with jurisdiction over such claims, raise a grievance under a collective bargaining agreement, or consult a private attorney.
- D** The purposes and goals of this policy are to: 1) Provide notice to all Employees that sexual harassment will not be tolerated and that violators will be held accountable; 2) Create and enforce policies and procedures to assist Employees who are impacted by sexual harassment, including providing training on this policy for Employees and management; 3) Support a thorough workplace education and training program to prevent sexual harassment and promote a safe workplace for all Employees; and 4) Provide immediate assistance and support to victims of sexual harassment – such as reporting information and referrals to community resources.
- E** A determination that sexual harassment or retaliation has occurred in violation of this Policy is not a determination of sexual harassment or retaliation under federal, state, or local law. Conduct that may not constitute unlawful sexual harassment under federal, state, or local law may nevertheless violate this Policy and result in disciplinary action, up to and including termination

II. PROHIBITED CONDUCT

A As used in this Policy, sexual harassment means any:

1. unwelcome sexual advances or unwelcome conduct of a sexual nature;
2. requests for sexual favors or conduct of a sexual nature when:
 - a. submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or receipt of Park District services; or
 - b. submission to or rejection of such conduct by an individual is used as the basis of any employment or service decision affecting the individual; or
 - c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. **An employee's work environment is not limited to the physical location where the employee performs their duties.**
3. sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

B Examples of prohibited conduct under Section II.A. include but are not limited to the following:

- sexually suggestive or offensive remarks, jokes, or rumors;
- suggestive behavior such as "elevator eyes" (looking a person up and down), leering, staring, sexual gestures, whistling, catcalls, winking, throwing kisses, making kissing sounds, howling, groaning, or smacking/licking lips;
- sexual comments or innuendo about clothing, anatomy, appearance, or sexual jokes or stories, or playing or singing sexually suggestive songs;
- discussions or inquiries about sexual fantasy, preferences, history, or sex life about self or others;
- sexually suggestive pictures or graffiti;
- verbal harassment or abuse of a sexual nature;
- display of or reference to sexual objects;
- subtle or direct requests for sexual favors;
- repeated invitations and/or pressuring/coercion or dates or sexual favors;
- harassing phone calls, emails, texts, social media posts, or other communication;
- stalking, following, or blocking an individual's path;
- giving personal gifts that imply an intimate relationship;
- sexual assault;
- touching, patting, or pinching;
- touching an individual by massaging their back, neck or shoulders, hugging, kissing, fondling, or touching/pulling an individual's clothing or hair;
- physical gestures that imply a sexual act or sexual anatomy, touching oneself in a sexual manner;
- intentionally brushing up against another person, standing too close, or lingering;
- sending sexually suggestive e-mail or text messages; and
- accessing or sharing sexually suggestive sites, pictures, or reading materials on the

internet, including sexual material on personal devices including smart phones or tablets, or company-owned computers or devices shared in the workplace.

- C** Such conduct is a violation of this policy, even in instances where the offending Employee believed they were acting jokingly. Such communications, comments, actions of a sexual nature, or unwelcome advances are prohibited by the Park District whether or not other employees were offended.
- D** Anyone can be a victim of sexual harassment regardless of their gender, gender identity, sexual orientation, race, age, or other factors. Sexual harassment can occur between members of the same sex or gender.
- E** Sexual harassment can occur inside or outside the workplace, between supervisors and their staff, coworkers, patrons, volunteers, vendors, contractors and others.

III. COVERED PERSONS:

- A** Any Employees, including seasonal, part-time, full-time and former Employees, along with volunteers and interns are covered by this Policy. As noted above, this Policy covers individuals participating in all phases of employment with the Park District, including recruitment, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, and selection for training. This Policy also protects Employees from harassment by third parties, including patrons, volunteers, vendors, contractors, partners and visitors.
- B** Any Park patron, volunteer, vendor, contractor, partner or visitor on Park District property who is subjected to sexual harassment by Park District Employee(s) is also covered by this Policy.

IV. REPORTING PROCEDURES:

- C.** A good faith verbal or written complaint of sexual harassment (“Complaint”) may be made at any time. However, Employees are encouraged to bring their Complaints as soon as possible to help ensure an effective investigation and prompt correction of the conduct.
- D.** Employees shall submit Complaints regarding a violation of this Policy directly to the Office of Prevention and Accountability (“OPA”) by calling 312-742-5OPA (312-742-5672) or by emailing OPA@ChicagoParkDistrict.com. Employees are not required to submit Complaints to their supervisor before reporting violations of this Policy to OPA. Chapter 4 of the Chicago Park District Code specifies that OPA is authorized to investigate Complaints of any violation of the Human Rights Ordinance and this Policy.

Note: If a Park patron wishes to complain about sexual harassment by an Employee, those Complaints may also be submitted to OPA.

- E.** Complaints should identify as much information as possible, including a full narrative of the

facts to identify: 1) the date(s) of incident(s), 2) approximate time of the incident(s), 3) the place(s) of incident(s), 4) the Employee(s) involved, 5) any witness(es) to the incident, 6) the precise nature of harassment, and 7) any additional information that could assist in the investigation. All good faith Complaints will be investigated.

- F. **Confidentiality:** The District recognizes and respects an Employee's right to privacy and the need for confidentiality. To the extent possible and allowed by law, the reporting and investigation of all Complaints will be kept confidential. OPA may disclose the contents of a Complaint to the extent required by lawful subpoena, court order, or law or in order to investigate the allegations or where confidentiality would result in physical harm to any person, and/or jeopardize safety within the workplace.

V. INVESTIGATION AND RESOLUTION OF THE COMPLAINT

- G. **Communication with Complainant:** Upon receipt of a Complaint, OPA may contact the person who made the complaint ("Complainant") and obtain additional information, if necessary, including a full narrative of the facts in order to identify: 1) the date(s) of incident(s); 2) approximate time of the incident(s); 3) the place(s) of incident(s); 4) the individual(s) involved; 5) any witness(es) to the incident; 6) the precise nature of the harassment; and 7) any additional information that could assist in the investigation.

- H. **Investigation/Fact-Finding:** After communicating with the Complainant, OPA shall, in collaboration with other Park District departments as appropriate, conduct a thorough, fair, impartial, and independent investigation into any alleged violation of this Policy.

1. This investigation may include, but is not limited to, collecting relevant documents and interviewing third-party witnesses and the alleged harasser(s).
2. Employees are expected to cooperate in any investigation. Failure to cooperate with the investigation may result in disciplinary action. Every Employee has the duty to be truthful and must disclose all information known to the Employee when requested to do so. Any Employee who fails to be completely truthful or who withholds information shall be subject to disciplinary action.

- I. **Intermediate Measures:** Intermediate measures may be taken before the completion of the investigation to ensure further harassment does not occur. Examples of such measures include but are not limited to: separating the parties, making scheduling changes to avoid contact between the parties, or placing the alleged harasser on non-disciplinary leave. Depending on the circumstances, the victim of sexual harassment may need to take time off, which may be permitted pursuant to the Park District policy on Victims Economic Security and Safety Act ("VESSA").

- J. **Final Determination and Resulting Action:** After the completion of an investigation, OPA shall prepare a written report of its findings and any recommendations, which shall be submitted to the General Superintendent and Chief Executive Officer. The report shall not mention the

name of any informant, Complainant, witness, or person investigated, except as necessary to communicate and/or recommended penalties for violations or unless otherwise authorized by the General Superintendent and Chief Executive Officer. If the Complaint is sustained, the alleged harasser(s) and any other involved individuals (if applicable) will be subject to discipline under the Park District's Employee Code of Conduct. OPA will communicate the results of the investigation to the Complainant.

- K. Inconclusive Results:** In some instances, the evidence gathered may be inconclusive, wherein the Park District may undertake further preventative measures including training and monitoring.

VI. EDUCATION, TRAINING, AND PREVENTION

The Park District will provide sexual harassment prevention and bystander training annually in compliance with applicable state and local laws, including 5 ILCS 430/5-10.5 and Chicago Municipal Code §6-10-040, to educate board members, officers, department heads, supervisory personnel, and Employees about the Park District's Sexual Harassment Prevention Policy and the creation of a harassment-free workplace. The Park District will also make efforts to publicize its Sexual Harassment Prevention Policy to Park patrons.

VII. SUPERVISOR RESPONSIBILITIES

As soon as a supervisor or manager becomes aware of a Complaint or should reasonably be aware of sexually harassing conduct, the supervisor or manager is responsible for reporting the matter to OPA as soon as possible, but no later than **within five (5) business days** after being made aware. Even if the individual making the allegations ("Complainant") requests that the conduct not be investigated or be kept confidential, the supervisor or manager must still report the Complaint to OPA as the Park District is under an obligation to investigate. Failure to timely report may result in disciplinary action, up to and including termination.

The supervisor or manager's written report shall include the following:

1. the name, region (if applicable), location, and phone number of the Complainant;
2. the name, region, and phone number of the person referring the matter;
3. the date the Complaint was made; and
4. any additional information voluntarily provided by Complainant, but no additional information need be solicited.

Supervisors and managers should keep information in Complaints reported to OPA confidential, except where disclosure to a superior or Human Resources is required to allow the Park District to address the concern or where confidentiality would result in physical harm to any person, and/or jeopardize safety within the workplace. Supervisors and managers also are responsible for ensuring the Complainant is not subject to any retaliation for making a Complaint.

VIII. FALSE AND FRIVOLOUS COMPLAINTS PROHIBITED

- L. This Policy relies on bona fide or good faith complaints. False and frivolous charges refer to instances where the Complainant is using a sexual harassment Complaint to accomplish some end other than stopping sexual harassment.
- M. Given the seriousness of the potential consequences for the accused and the waste of time and resources in investigating frivolous complaints, a false or frivolous charge is a serious offense that violates the Code of Conduct and which can result in disciplinary action, up to and including termination.

IX. RETALIATION PROHIBITED; WHISTLEBLOWER PROTECTIONS AVAILABLE

- N. Retaliation against any person for having made a good faith Complaint or report of sexual harassment, or against any person participating in or aiding an investigation of sexual harassment, is strictly prohibited and illegal pursuant to state and local laws. Any person who believes that they have been subjected to retaliation should report the retaliatory conduct in the same manner as outlined in Section IV.A.1 (Reporting Procedures). Retaliation will be considered a serious act of misconduct that is subject to discipline, up to and including termination.
- O. Employees are also protected from retaliatory actions under Illinois law, including but not limited to: the Illinois State Officials and Employees Ethics Act, the Illinois Human Rights Act, the City of Chicago Human Rights Ordinance, and the Illinois Whistleblower Act.

X. RESOURCES FOR FILING COMPLAINTS

In addition to the complaint procedures set forth above, any employee who believes they have been harassed or discriminated against may file a complaint with the government agencies listed below.

Chicago Commission on Human Relations (CCHR)

740 N. Sedgwick, 4th Floor

Chicago, IL 60654

312-744-4111

Website: <https://www.chicago.gov/city/en/depts/cchr.html>

Email: cchr@cityofchicago.org

Illinois Department of Human Rights (IDHR)

555 W. Monroe Street, Suite 700

Chicago, IL 60601

312-814-6200

312-740-3953 (TTY)

Website: www.illinois.gov/dhr

Email: IDHR.Intake@illinois.gov

U.S. Equal Employment Opportunity Commission (EEOC)

Chicago District Office
230 South Dearborn St., Suite 1866
Chicago, Illinois 60604

312-872-9744

866-740-3953 (TTY)

Website: <https://publicportal.eeoc.gov/Portal/Login.aspx>

XI. ADDITIONAL RESOURCES FOR VICTIMS OF SEXUAL HARASSMENT

Other resources are available to victims of sexual harassment, including:

- IDHR's Illinois Sexual Harassment and Discrimination Helpline at 877-236-7703.
- The National Sexual Assault Hotline at 800-656-HOPE(4673) or via chat online at <https://hotline.rainn.org/online>.
- Chicago Rape Crisis Hotline at 888-293-2080. More information is available at www.ywcachicago.org.
- Resilience: 312-443-9603. More information is available at www.OurResilience.org.
- Chicago Park District Employee Assistance Program (EAP) at 877-215-6614.

TO CONTACT:

The Office of Prevention and Accountability:

Email: OPA@ChicagoParkDistrict.com

Hotline: 312-742-5OPA (312-742-5672)

Website: www.ChicagoParkDistrict.com/OPA

CHICAGO PARK DISTRICT
VIOLENCE IN THE WORKPLACE POLICY

Statement of Policy

The Chicago Park District (“Park District”) is committed to providing a safe workplace for the benefit of its employees and the public. To ensure a safe work environment and to reduce the risk of violence, all employees should review and understand all provisions of this Violence in the Workplace Policy (“Policy”).

Prohibited Conduct

The Park District does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

Examples of prohibited conduct include:

- Using physical force against another person;
- Making direct or implied threats either verbally, electronically, or in writing that create a reasonable fear of harm to a person or the person’s property;
- Exhibiting aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging Park District property or the property of another employee;
- Possessing a weapon while on Park District property or while conducting Park District business;
- Sexual harassment, domestic violence, or gender violence.

Reporting Procedures

If a violent incident is currently taking place or if someone is experiencing an imminent threat to their safety or well-being, employees should:

1. Call 911 immediately, and
2. Notify Park District Security at 312-747-2193.

If an employee is injured and/or requires medical treatment or evaluation, the employee’s supervisor should:

1. Report the matter to Risk Management immediately by calling 312-735-8888, and
2. Submit an Incident Report to Risk Management as soon as possible but no later than 24 hours following the occurrence of any violent incident.

If an individual has concerns about potentially dangerous situations, workplace violence complaints that do not involve an imminent threat, or questions related to this Policy, the individual should contact the Office of Prevention and Accountability (“OPA”):

- By emailing OPA@ChicagoParkDistrict.com or
- By calling 312-742-5OPA (312-742-5672).

Workplace violence complaints can be submitted to OPA anonymously.

Employees impacted by domestic violence should notify their immediate supervisor and Human Resources if they obtain an order of protection that might cover a Park District premises and/or place restrictions on a Park District employee, patron, volunteer, vendor, partner, contractor, or visitor.

Risk Reduction Measures

While the Park District does not expect employees to be experts at identifying potentially dangerous persons, employees are expected to exercise good judgment and report any individual who exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Displaying irrational or inappropriate behavior.

Dangerous/Emergency Situations

Employees should avoid confronting armed and/or dangerous individuals. After calling 911 and/or contacting Park District Security, employees should notify their supervisor if that notification can be made without endangering the safety of the employee or others.

Employees should assist persons injured as a result of workplace violence, including summoning Emergency Medical Services (EMS) personnel (where reasonable and where doing so would not put the employee in harm's way), staying with the injured person(s) until EMS personnel arrive, and assisting Park District officials in reaching the emergency contact(s) of any injured person(s). Employees who suffer post-incident distress as a result of workplace violence should be referred to the Employee Assistance Program for evaluation and referral.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Any employee or non-employee who engages in violent acts on Park District property will be reported to the proper authorities.

Investigations

Pursuant to [Chapter IV of the Chicago Park District Code](#), OPA is tasked with administering and enforcing the Human Rights Ordinance. OPA, in collaboration with Human Resources and other Park District departments as appropriate, will conduct thorough, impartial, and independent investigations regarding any alleged violation of this Policy. At the conclusion of its investigation, OPA will issue a report to the General Superintendent and Chief Executive Officer outlining the findings of the investigation. OPA's report may include recommendations – including recommendations for any disciplinary action or penalties for violations of this Policy.

As part of OPA's investigation, employees and other witnesses may be questioned concerning incidents of workplace violence. All Park District employees have a duty to cooperate and provide truthful information in all investigations conducted by OPA.

Additional Duties of Personnel

Managers and supervisors shall implement and maintain safe workplace practices, including practices outlined in this Policy, and communicate this Policy to subordinates.

Employees shall report incidents of violence in the workplace or any potentially dangerous situation to their supervisors, to Risk Management, to OPA and, where appropriate, to law enforcement authorities.

Confidentiality and Protection from Retaliation

Consistent with the necessity of prevention and investigation of violence in the workplace, personal information obtained in the course of an investigation under this Policy shall be considered confidential and not subject to public disclosure except as may be necessary as part of the disciplinary process or as otherwise required by law.

Retaliation against a person for having made a good faith complaint or report of violence in the workplace or for aiding in an investigation of violence in the workplace under this Policy is prohibited. Any person who believes that they have been subject to such retaliation should contact the OPA by emailing OPA@ChicagoParkDistrict.com or calling 312-742-5OPA (312-742-5672).



CHICAGO PARK DISTRICT

VICTIMS ECONOMIC SECURITY AND SAFETY ACT LEAVE POLICY

I. Victims Economic Security and Safety Act Leave Policy

This policy provides procedures for when Chicago Park District employees may need to take time off due to domestic or sexual violence. The Chicago Park District (“District”) is committed to full compliance with the Victims Economic Security and Safety Act (“VESSA”), which provides employees unpaid leave to seek service, assistance, safety or legal remedies to address domestic violence, stalking or sexual assault directed at themselves or at a family or household member.

II. Overview

All employees of the Chicago Park District are eligible to take VESSA leave. The district will grant employees who are victims of domestic or sexual violence or who have a family or household member who is a victim of domestic or sexual violence unpaid leave under VESSA, for up to twelve (12) weeks during any rolling twelve (12) month period to address issues arising from domestic or sexual violence. District employees are entitled, on return from leave, to be restored to the position held when the leave commenced or to an equivalent position with equal pay, benefits, and other conditions of employment. The district will protect the confidentiality of information provided as part of a VESSA leave.

III. Procedures

This policy is applicable to current employees of the district and applicants for District employment. Nothing in this policy is intended to nor shall be construed to create a private right of action against the district or any of its employees. Furthermore, no part of this Policy shall be construed to create contractual or other rights or expectations. Furthermore, nothing herein is intended to affect the right of any person to make a charge of discrimination at the Chicago Commission on Human Relations or to any state or federal agency with jurisdiction over such claims, raise a grievance under a collective bargaining agreement, or consult a private attorney.

A. Eligibility

All employees of the Chicago Park District are eligible to take VESSA leave beginning on the first day of employment. District employees may request VESSA leave for absences for the following reasons related to domestic or sexual violence:

1. To seek medical help and recover from physical or psychological injuries caused by domestic or sexual violence, as defined in Section 10(6) of VESSA and Section 103 of the Illinois Domestic Violence Act of 1986, to the employee or employee's family or household member.

2. To obtain victim's services, psychological or other counseling, and legal assistance or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or
3. To participate in safety planning, temporarily or permanently relocate, or take other actions to increase health and safety or to ensure economic sustainability of covered persons.

B. Notification/Request for Leave

1. Notification must be provided within forty-eight (48) hours in advance of intention to take leave unless not practicable. If an employee cannot provide advance notice, the employee must submit the request within a reasonable period after the absence.

2. To request leave, an employee must first submit a completed leave request form and related documents to their supervisor.

3. In addition to the completed leave request form, an employee must submit the following documentation to Human Resources:

(a) documentation from a victim services organization, attorney, health care provider, or other professional from whom assistance has been sought;

(b) a police report;

(c) a court order of protection; or

(d) other corroborating written evidence of the need for leave. Failure to

provide the required documentation may result in delay or denial of leave.

4. If a supervisor acquires knowledge that an employee's absence may be for a VESSA-qualifying reason, the supervisor should immediately notify the Department of Human Resources. The leave tentatively may be designated as VESSA leave pending the employee's completion of the Leave Request Form and tendering of required documentation.

C. Leave

1. An eligible employee who has complied with notification requirements will be granted upon request, an unpaid, job-protected leave for up to twelve (12) weeks in a twelve (12) month period if the employee or a member of the employee's family or household is a victim of domestic violence, stalking or sexual assault. Family and household members are defined as a spouse, parent, son, daughter, and persons jointly residing in the same household.
2. VESSA leave may be taken in a block of time, on an intermittent basis, or in the form of a reduced work schedule.

3. Employees on VESSA leave are expected to be reasonably responsive to and communicate with their supervisor and department during the leave. Employees may be required to provide documentation for absences.

4. An employee seeking additional leave time beyond the twelve (12) week period allowed under VESSA shall submit a request to the Department of Human Resources to obtain some other form of leave, such as a personal leave of absence or medical leave.

5. During VESSA leave, the Chicago Park District shall maintain benefits on the same conditions as if the employee is working. An employee shall continue to pay the employee's portion of insurance benefit premiums if the employee wishes to continue coverage during the VESSA leave. **IF YOU ARE ON VESSA LEAVE IN A NO-PAY STATUS, YOUR EMPLOYEE CONTRIBUTION MUST BE PAID TO THE CHICAGO PARK DISTRICT VIA CHECK EACH PAY PERIOD TO MAINTAIN INSURANCE COVERAGE FOR MEDICAL, DENTAL, VISION AND LIFE INSURANCE ONLY.**

You will also be held responsible for making payments each pay period for any other voluntary or involuntary payroll deductions such as AFLAC, Bear Paw, Jefferson Pilot, Credit Union payments, garnishments or any other deduction typically taken from your check to the Chicago Park District. Failure to make the payments will cause your coverage to be suspended or cancelled.

If you fail to return from leave as required, you must reimburse the Chicago Park District health insurance premiums paid on your behalf.

6. While on unpaid leave pursuant to VESSA, an employee will not accrue additional vacation or sick time. An employee may use accrued sick time during VESSA leave for their own illness. Accrued vacation and personal holidays also may be used during any VESSA leave for the employee or an employee's family or household member.

7. If the VESSA leave also qualifies for FMLA leave, the leaves may run concurrently, pending further review by the Department of Human Resources. For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA.

8. During VESSA leave, an employee shall continue to accumulate seniority in accordance with an applicable collective bargaining agreement and/or Chicago Park District Personnel Rules.

D. Return from Leave

1. Following a return from a VESSA leave, the employee will be reinstated to their former position or an equivalent position with the same pay, benefits, and conditions of employment, unless the employee is unable to perform the essential functions of their former job with or without reasonable accommodation as required by law.

2. If an employee does not return to work when the VESSA leave expires and has not been approved for an additional leave of absence or other reasonable accommodation as required by law, employment may be terminated effective on the first scheduled workday that is missed following the expiration of the VESSA leave.

E. Reasonable Accommodation

1. Within the provisions of VESSA, a reasonable accommodation will be made for an employee when there are limitations resulting from circumstances that relate to being a victim of domestic or sexual violence or a family or household member being a victim of domestic or sexual violence.

2. An employee seeking a reasonable accommodation pursuant to VESSA shall avail themselves of the interactive process by first submitting a written request using the VESSA Reasonable Accommodation Request Form detailing the specific reasons to the department's human resources liaison. Any such request for reasonable accommodation shall be made promptly. Any exigent circumstances or danger facing the employee or their family or household member shall be considered in determining whether the accommodation is reasonable.

3. An employee has an affirmative obligation to assist and work with the District in determining, if reasonable, appropriate accommodation pursuant to VESSA that does not pose an undue burden on the District.

Please contact your Human Resources Manager if you have questions regarding the requirements, or your rights and responsibilities under the Victims Economic Safety and Security Act at 312-742-5220.

Additional Contact Information

Domestic Violence Help Line

Phone: 1-877-863-6338, TTY: 1-877-863-6339

Chicago Park District Employee Assistance Program (EAP)

Phone: 1-877-215-6614

**CHICAGO PARK DISTRICT
CHILD ABUSE AND NEGLECT REPORTING
POLICY**

ALL CHICAGO PARK DISTRICT EMPLOYEES ARE MANDATED REPORTERS AS IT RELATES TO CHILD ABUSE/NEGLECT.

All Chicago Park District employees must take child abuse and neglect seriously and are required by Illinois law to report suspected child abuse and neglect to the Illinois Department of Children and Family Services (“DCFS”). Failure to report suspected instances of child abuse or neglect to DCFS constitutes a Class A misdemeanor. Simply reporting suspicions to a superior does not satisfy an employee’s legal obligations as a Mandated Reporter under Illinois’ Abused and Neglected Child Reporting Act.

Mandated reporters who report alleged child abuse and neglect to DCFS in good faith cannot be held liable for damages under criminal or civil law. In addition, their names cannot be given to the person they name as the perpetrator or to anyone else unless ordered by a hearing officer or judge.

What is Child Abuse and Neglect?

Child abuse is the mistreatment of a child under the age of 18 by a parent, caretaker, someone living in the child’s home, or someone who works with or around children. Mistreatment causes injury or puts a child at risk of physical injury. Child abuse can be physical (such as burns, broken bones, or marks on the body that do not appear to have been caused by an accident), sexual (such as fondling or incest), or emotional.

Neglect occurs when a parent or caretaker fails to provide adequate supervision, food, clothing, shelter, or for other basic needs for a child. If a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone, you should report this as child abuse.

Reporting Child Abuse.

- 1 Telephone 1-800-25-ABUSE.** As soon as you have reasonable cause to suspect child abuse or neglect, telephone 1-800-25-ABUSE.¹ This is DCFS’s Child Abuse Hotline (“Hotline”). Park District employees should not conduct their own investigation by interviewing suspected victims, witnesses or any other involved party.

When you call, a trained Hotline intake worker will listen to your report, ask questions, and determine whether to take a formal report. If a formal report is taken, you will be asked to submit a written confirmation called the CANTS 5 form. DCFS will provide direction on how to submit this form. Illinois law requires that mandated reporters submit the completed CANTS 5 form to DCFS within 48 hours of the initial call to the Hotline.

Please retain a copy of the CANTS 5 form for your records. When calling the Hotline, employees should obtain the DCFS worker’s name and the intake number assigned to the matter. Any

¹ DCFS also provides for online reporting for non-life threatening and non-emergency incidents at <https://dcfsonlinereporting.dcfis.illinois.gov/Reporting/ReportingMain>. If you believe the abuse or neglect you are reporting requires immediate action, including if the involved adult has or will have access to a child within the next 24 hours, you must call the Hotline.

questions about the CANTS 5 form or reporting to DCFS should be directed to the Office of Prevention and Accountability (“OPA”) at OPA@ChicagoParkDistrict.com or 312-742-5OPA (312-742-5672).

2 Have the following information available when you call:

- The child's name, address, and age
- The nature of the suspected abuse or neglect, including when and where it occurred
- The names of suspected perpetrators and their relationship to the child
- Any additional information you think may help

Even if this information is not readily available, the reporter should not delay in calling the Hotline.

Notify OPA and Your Supervisor or Department or Unit Head. Immediately after a report is made to DCFS, all Park District employees should notify OPA by emailing OPA@ChicagoParkDistrict.com or by calling 312-742-5OPA (312-742-5672). Employees should also notify their supervisor after a DCFS report has been made, unless the alleged abuser is the employee’s supervisor. In that case, the employee should report to OPA to receive further direction.

3 Who are mandated reporters?

All Chicago Park District employees are mandated reporters. Illinois law mandates that workers in certain professions must make reports if they have reasonable cause to suspect child abuse or neglect. A mandated reporter’s failure to report suspected instances of child abuse or neglect to DCFS constitutes a Class A misdemeanor.

Simply reporting suspicions to a supervisor does not satisfy legal requirements.

4 When should I call the Hotline?

You should call the Hotline as soon as possible whenever you believe that a person who is caring for a child, who lives with a child, or who works with or around children has caused injury or harm or has put the child at risk of physical injury. Some examples include:

- If you see someone hitting a child with an object.
- If you see marks on a child’s body that do not appear to have been caused by accident.
- If a child tells you that they have been harmed by someone.
- If a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

If you are concerned that a situation may involve abuse or neglect but are uncertain, please call the Hotline. The Hotline intake worker will ask questions to help determine if the situation does qualify as a DCFS matter.



CHICAGO PARK DISTRICT

Guidelines for Protecting Minors & Vulnerable Adults

Introduction and Purpose

All Chicago Park District (“Park District”)-affiliated individuals are responsible for maintaining the highest ethical standards while interacting with Minors and Vulnerable Adults – both in their work at the Park District and outside the Park District environment.

The interactions and relationships between Adults and Minors should be based upon mutual respect and trust; an understanding of the appropriate boundaries between Adults and Minors in a workplace setting; and consistent with the mission of the Park District. While these guidelines are largely designed to govern interactions between Adults and Minors, this guidance also applies to interactions with Vulnerable Adults.

Adults should notify their Supervisor of any Personal Relationships (as defined below). Adults with Personal Relationships must still maintain respect and professionalism but may be excluded from certain restrictions outlined in these guidelines.

Minor Employees and Minor Volunteers also are expected to follow these guidelines and refrain from engaging in any of the outlined prohibited conduct. Minor Employees and Minor Volunteers hold a position of trust and authority due to their status with the Park District and should be mindful of that when they interact with other Minors or with Vulnerable Adults. Employees are encouraged to discuss issues with their Supervisor or the Office of Prevention and Accountability (OPA) whenever they are unsure whether particular conduct may constitute a violation of these guidelines.

Definitions

For purposes of understanding these guidelines, the following terms have been defined:

Minor: Any Park District patron, participant, Volunteer, vendor, or Employee under the age of 18.

Adult: Any Park District-affiliated individual (e.g. Employee, Volunteer, contractor, or vendor) at least 18 years of age.

Employee: Individuals who are employed by the Park District, whether part-time, full-time, or seasonal.

Supervisor: Any supervisor or management-level Employee, including individuals temporarily assigned supervisory duties.

Volunteer: A person who is voluntarily donating their time or labor to the Park District in accordance with Park District procedures for volunteers.

Personal Relationship: A relationship formed outside of any Park District-affiliated event or programming. This includes familial relationships between an Employee and a Minor or Vulnerable Adult and relationships developed due to friendships between Employees' children and Minors enrolled in Park District Programming.

Protected Categories: As specified by the Park District Human Rights Ordinance, a protected category includes an individual's actual or perceived race, color, religion, sex, gender identity, national origin, ancestry, age, marital status, disability, genetic information, unfavorable discharge from military service, sexual orientation, pregnancy, parental status, source of income, or any other basis protected by federal, state or local law, ordinance, or regulation.

Vulnerable Adult: A vulnerable adult is a person who is affiliated with the Park District who is (a) an adult aged 60 or older; or (b) an adult with disabilities aged 18-59, and who is unable to independently seek or obtain protection from abuse, abandonment, neglect, or exploitation.

Disability: In this instance, a disability includes a physical or mental disability, including, but not limited to, a developmental disability, an intellectual disability, a mental illness as defined under the Mental Health and Developmental Disabilities Code, or dementia as defined under the Alzheimer's Disease Assistance Act.

Prohibited Conduct

Adults are prohibited from engaging in any of the following types of prohibited conduct with Minors or Vulnerable Adults, regardless of whether the conduct occurs on or off Park District property or whether the conduct occurs during or outside of Park District hours. Even if a Minor or Vulnerable Adult participates willingly in an activity, such prohibited interactions are a violation of these guidelines. The following list of prohibited conduct is intended to provide guidance to Adults regarding how to maintain appropriate boundaries but does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:

- a) Engaging in any romantic or sexual relationships, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments, regardless of who initiates the behavior, whether the relationship is consensual, or whether the Minor/Vulnerable Adult has permission from a parent or guardian;
- b) Fostering, encouraging, or participating in inappropriate emotional or socially intimate relationships in which the relationship could reasonably cause a Minor or Vulnerable Adult to view the Adult in any way other than a professional capacity;

- c) Initiating or continuing communications with Minors or Vulnerable Adults for reasons unrelated to Park District programming or unrelated to any other appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs. Electronic and online communications with Minors or Vulnerable Adults, including those through personal accounts during emergency situations, should be accessible to Supervisors and professional in content and tone;
- d) Socializing with Minors or Vulnerable Adults outside of Park District hours for reasons unrelated to Park District programming or any inappropriate purpose;
- e) Providing alcohol, tobacco, or marijuana (regardless of age) or other drugs – either illegal or prescription (except for those provided in accordance with Park District policy on medication administration) – to Minors or Vulnerable Adults;
- f) Using profanity, inappropriate jokes, sharing sexual content or pornography, sharing inappropriate intimate details of one’s personal life with or in the vicinity of Minors or Vulnerable Adults; or
- g) Discriminatory conduct or banter that marginalizes Minors or Vulnerable Adults. This applies to one’s actual or perceived membership in one or more of the Protected Categories.

Visibility

Having clear lines of sight throughout the building and in park areas as much as possible increases safety. Adults may not have control over the physical aspects of Chicago Park District facilities and grounds but can increase safety by knowing what physical spaces create visible barriers and then increasing monitoring of these areas. About 80 percent of sexual abuse occurs during one-on-one situations, so minimizing opportunities for these types of situations minimizes risk. The following are additional strategies:

- a) Keep a watchful eye around landscaped areas that could conceal inappropriate interactions.
- b) If offices, clubrooms, gym rooms and recreation areas have window treatments (anything covering windows that decrease visibility), they should be open to allow clear visibility into any programming area. Artwork or other décor should not significantly obstruct sightlines into the programming area.
- c) Keep doors to offices, clubrooms, gym rooms, and recreation areas open whenever possible.
- d) An Adult shall not be alone with a Minor or Vulnerable Adult in a room with the doors closed, i.e. staff offices or club rooms.
- e) An Adult who is one-on-one with a Minor or Vulnerable Adult for an approved activity should remain in sight of another Adult at all times.

Telephonic/Electronic Communication and Social Media Use

- a) Adults shall not have individual contact with Minors or Vulnerable Adults in Park District programming via telephone, written correspondence, electronic mail, instant message, social media or other means. Programming messages are to be sent to all program participants, not to individuals or smaller groups.
- b) An Employee's primary contact regarding Minors or Vulnerable Adults who are not Employees should be made from an official Park District electronic communications device; this contact should be made through the Minor's parent/guardian and through the guardian or authorized point of contact for the Vulnerable Adult, if one has been designated. Employees are to use the Park District's ActiveNet system for sending notifications and Park District email accounts for email messages. Volunteers, vendors, and any other Park District-affiliated individuals who are not Employees are prohibited from sending electronic communications to Minors, Vulnerable Adults or their guardians.
- c) An Adult shall not contact a Minor or Vulnerable Adult in Park District programming from their own personal electronic communication devices or on social media.
- d) If electronic communication is required during an emergency situation, an Employee should copy their Park Supervisor on all such electronic communications sent to Minors or Vulnerable Adults. Emergency situations may include, but are not limited to, medical emergencies; attempts to locate lost participants; or program changes due to unexpected weather conditions.
- e) If an Employee receives an unsolicited communication from a Minor or Vulnerable Adult, the Employee should immediately report the communication to their Supervisor. If the communication includes sexually explicit images or other information of a sensitive nature, the Employee should notify OPA and not forward or share the information any further until OPA provides direction on next steps.

Transportation

- a) An Adult is not allowed to transport Minors or Vulnerable Adults, other than their own children or those they have a Personal Relationship with, in their personal vehicle, regardless of parental consent.
- b) An Adult shall never be alone with a Minor or Vulnerable Adult in a vehicle.
- c) Permission slips must be obtained for any Park District-approved event and must include the specific event, location, date(s), mode of transportation and other relevant details.
- d)** Pick-up and drop-off locations should be a neutral, well-lit, public space. Adults shall not pick-up or drop-off Minors or Vulnerable Adults at a private residence. In the event that

there is a safety risk that would require a Minor or Vulnerable Adult to be transported to or from a private residence, at least two Adults must be present and at least one of those Adults must be an Employee. **Within 24 hours of using this safety exception, the Employee must email their immediate Supervisor and OPA documenting who was present, the location of the pick-up or drop-off and why the safety exception was necessary.**

Home and Off-Property Visits

- a) With the exception of Personal Relationships, Adults are prohibited from visiting the home of a Minor or Vulnerable Adult or having a Minor or Vulnerable Adult in their home under any circumstance.
- b) With the exception of Park District-approved off-site events, Adults are prohibited from visiting with, or attempting to visit with, a Minor or Vulnerable Adult outside of Park District programming. This includes interactions on and off Park District property, except in situations where an Employee has an approved Dual Employment Form on file with the Park District and interacts with the Minor or Vulnerable Adult as part of the duties of their secondary job.

Photography and Videography

- a) Any photos taken of a Minor should follow the parent or guardian selection indicated on the ActiveNet photography and videography waiver form.
- b) Adults are prohibited from obtaining or disseminating any photo of a Minor or Vulnerable Adult for personal use, regardless of whether consent was obtained from the Park District, parent or guardian. This includes posting photos or videos of a Minor or Vulnerable Adult to personal social media platforms or saving or sending photos or videos to a personal electronic device.

Physical Touch and Body Boundaries

- a) An Adult shall respect the right of a Minor or Vulnerable Adult not to be touched. An individual's right to say "No" in regard to their body and personal space is to be encouraged and respected.
- b) An Adult may use appropriate positive touch, including pats on the back or shoulders, side hugs, handshakes, and high fives. Adults must ask permission and alert the Minor or Vulnerable Adult before touching them. Adults shall not engage in full frontal hugging or touching of personal areas, including patting on the buttocks.

- c) Unless an individual's safety is in imminent danger, Adults are prohibited from pulling a Minor or Vulnerable Adult by any body part or physically lifting, shoving, or otherwise moving the individual's body.
- d) Physical touch for the purposes of rescue or assistance during activities such as swimming or gymnastics is allowed for safety and should be done in accordance with accepted best practices and standards set by the Red Cross, USA Gymnastics and other sports governing bodies.
- e) Adult and Minor Employees working in Special Recreation, particularly Inclusion Aides, must follow the Special Recreation Personal Care Policy Guidelines when physical touch is required for participants' safety and when providing physical assistance.

Gift Giving and Favoritism

- a) An Adult shall not give gifts or special favors to individual Minors or Vulnerable Adults or show preferential treatment to any individual or group to the exclusion of others.
- b) An Adult shall not accept personal gifts from Minors or Vulnerable Adults enrolled in Park District programming without the parents' or guardians' knowledge and consent.
- c) Any gifts that may be given to, or received by, a Minor or Vulnerable Adult with whom an Adult has a Personal Relationship are prohibited from being exchanged during Park District programming. Additionally, special favors or preferential treatment shown to a Minor or Vulnerable Adult with whom an Adult has a Personal Relationship is prohibited.
- d) These restrictions do not prohibit the distribution of Park District-sanctioned awards/rewards to Minors or Vulnerable Adults to recognize their performance in sports or other programming.

Administering Consequences

- a) Adults shall use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism.
- b) Adults shall not abuse Minors or Vulnerable Adults or use corporal punishment of any kind. This includes but is not limited to hitting, slapping, verbal abuse, mental abuse, neglect or other physical contact that may cause bodily or emotional harm.

Sanctions

- a) The Park District shall take appropriate disciplinary action, up to and including termination, against any Employee found to have violated these guidelines.

- b) The Park District shall take appropriate action against any Adult found to have violated these guidelines, including but not limited to: reporting an individual to law enforcement and/or state authorities; banning an individual from Park District property; or debarment from Park District contracts.

Reporting Procedures

- a) Any person, regardless of age or position title, with knowledge or suspicion of an improper relationship or interaction between an Adult and a Minor must immediately report the conduct to the Illinois Department of Children and Family Services (800-25-ABUSE) and the Office of Prevention and Accountability (312-742-5OPA). Employees must also inform their Supervisor immediately, unless the Supervisor is an involved party.
- b) Any person, regardless of age or position title, with knowledge or suspicion of an improper relationship or interaction between an Adult and a Vulnerable Adult must immediately report the conduct to Adult Protective Services (866-800-1409) and the Office of Prevention and Accountability (312-742-5OPA). Employees must also inform their Supervisor immediately, unless the Supervisor is an involved party.
- c) Individuals who make a good-faith report of a suspected guidelines violation, or who cooperate in investigations related to such a report, shall be protected from retaliation in accordance with Park District Policy.

Contacting OPA

OPA Hotline: 312-742-5OPA (312-742-5672)

OPA Email: OPA@ChicagoParkDistrict.com

OPA Website: www.ChicagoParkDistrict.com/OPA



CHICAGO PARK DISTRICT

ELECTRONIC COMMUNICATIONS POLICY

1.0 BACKGROUND

1.1 The Chicago Park District (“District”) is a unit of local government organized pursuant to 70 ILCS 1505 *et seq.* Because it is a governmental entity, certain records, reports, and other documents possessed or created by the district are open to inspection and copying by the public under the Freedom of Information Act (“FOIA”). It is important to remember that some electronic communications may also be subject to public disclosure under a FOIA request and/or disclosure during litigation.

2.0 POLICY

2.1 The district wishes to promote the responsible and cost-effective use of electronic communications, including but not limited to: electronic mail (*e.g.*, “Outlook” or other e-mail programs that may be installed), Internet, Intranet, fax, and voice mail (collectively, “electronic communications”) in the furtherance of its business operations. The district is responsible for securing its network and electronic communications system in a reasonable and economically feasible manner against unauthorized access, prohibited uses, abuse, and violation of local, state, federal, and international laws. This responsibility includes informing users of expected standards of conduct and the possible disciplinary actions which may be taken for not adhering to them.

2.2 This document establishes the policies, standards, and procedures (“Policy”) for use of District network and electronic communications systems. The district recognizes electronic communications play an increasingly significant role in its business communications. Policies, standards, and procedures must govern usage of internal and external electronic communications in order to: a) assure appropriate use of network and electronic communications systems and related information resources; b) assure effective and cost-efficient use of those systems and resources; c) protect the District from liability; d) comply with local, state, federal, and international laws; e) maintain and protect the District’s integrity as a unit of local government; f) maintain public confidence in the District; and g) comport with and advance the District’s business interests, policies and mission.

2.3 This Policy and related policies and standards shall govern all internal and external electronic communications made by, on behalf of, or within the district. This Policy applies to all users. Each user is deemed to consent to this policy. The district reserves the right to change or modify this Policy or any related policies or standards at any time, for any reason deemed appropriate by the district.

2.4 This Policy is not a contract or assurance of employment or compensation. This Policy does not create or define any legal rights of District users nor impose any legal duty upon the district.

3.0 POLICY INTENT

3.1 The intent of this Policy is to ensure that all internal and external electronic communications are consistent with the business interests, policies and mission of the district. All electronic communications must comport with the spirit and letter of the district’s business interests, policies and mission. This Policy does not attempt to articulate all required or proscribed behavior by users, but merely covers some of the most obvious.

4.0 POLICY APPLICABILITY

4.1 This Policy and related policies and standards apply to all electronic communications and services which are accessed on or from District premises; accessed using District hardware or software, or via on-line access methods paid for by the District; or used in a manner which identifies the individual with the District.

5.0 DEFINITIONS

5.1 **LAN/WAN (Local Area Network/Wide Area Network).** A network consisting of electronic devices communicating with one another and sharing hardware, software, data, and information resources. Included are all of the communication and computer hardware, operating systems, data, databases, and application software of the district and any stored electronic media and other systems that may be connected or accessed such as electronic mail, Internet, Intranet, fax, on-line services, bulletin boards, and others.

5.2 **Wireless Services.** A network consisting of electronic devices communicating with one another and sharing hardware, software, data, and information resources outside of the District's LAN/WAN. Included are all of the communication and Mobile Electronic Devices, operating systems, data, databases, and application software of the district and any stored electronic media and other systems that may be connected or accessed such as electronic mail, Internet, Intranet, on-line services, bulletin boards, and others.

5.3 **Electronic Communications.** Any information in digital electronic format, including, but not limited to electronic mail (*e.g.*, "Outlook" or other e-mail programs that may be installed), voice mail, local databases, externally accessed databases, clip art, digital images, voice and sound recordings, and any digitized information that may be made available on the District's LAN/WAN/Wireless Services. Electronic communications include both internal and external communications.

5.4 **Mobile Electronic Devices.** Any device issued by the district for work purposes that allows employees to work at varying facilities and outside District-owned facilities. Use of these devices is for the purpose of continued business operations only. Mobile Electronic Devices include, but are not limited to, cell phones, smartphones, broadband cards, pagers, laptops and tablets.

5.5 **Authorized Use.** Use of District electronic communications hardware, software, databases or on-line services is intended and provided for District business purposes. The district recognizes that an individual may occasionally need to send a personal communication while on the job. As with the telephone, incidental or occasional personal use of e-mail is permitted as long as it does not impact an individual's duties and responsibilities, and as long as the personal use is kept to a minimum. Such personal use is subject to provisions of this Policy.

5.6 **Unauthorized Use.** Use of the LAN/WAN/Wireless Services for non-District purposes, (except as defined in § 5.3 above) including, but not limited to, entertainment, personal profit, operation of a personal business, commercial or other for profit use, partisan electioneering, lobbying, any violation of local, state, federal, or international law, or any other prohibited use as set forth in this Policy, or as set forth in the future, constitutes unauthorized use and may subject the user to disciplinary action by the District. Unauthorized use may also subject the user to a civil lawsuit, fines, and/or criminal prosecution by appropriate legal or law enforcement authorities. Refer to § 11 and 12 below.

5.7 Authorized User. An authorized user is a person who has been granted LAN/WAN/Wireless Services access by the District for the District's business purposes. Authorized users may include District employees, its agents, its Board of Commissioners, consultants, vendors, and persons who have been contracted to perform certain services for or on behalf of the District under a Professional Services Agreement ("PSA"), and any other person(s) who has been granted access by the District. An authorized user shall be allowed access only to the extent authorized, subject to ongoing compliance with this Policy and any related policies or standards.

5.8 Unauthorized User. An unauthorized user is one who has not been granted LAN/WAN/Wireless Services access by the District. Only those persons who have been authorized to have LAN/WAN/Wireless Services access by the District may use or access the system(s).

6.0 ELECTRONIC COMMUNICATIONS SYSTEMS

6.1 Electronic Communications Systems. Electronic Communications Systems are defined as any service or telecommunications device purchased by the district for use by any employees in the execution of their duties for internal or external communications.

6.2 Telecommunications Devices. Any District owned, supported or issued stationary electronic device (including but not limited to desktops, landlines and printers) or mobile electronic device used by the district in furtherance of its business operations.

6.3 Telecommunications Contract. All employees issued a mobile electronic device must sign and agree to the terms of the Chicago Park District Information Technology Telecommunications Contract. Agreement to the terms of the contract allows the district to release mobile electronic devices and outlines the employee's responsibilities of use.

7.0 WEB-SITES AND HOME PAGES

7.1 The District's Communications Department is solely responsible for reviewing, approving and authorizing any district-related information which is posted on the Internet, including but not limited to each web-site, web-page, and/or home page which represents or purports to represent or is identified with the District, any District Department, any individual Park, or any District or individual Park program(s). Any Department or Park wishing to post information on the Internet must coordinate content with and secure the approval and authorization of the District's Communications Department prior to posting any information on the Internet.

7.2 No user may send a message that purports to make a statement of District policy, either expressly or implicitly, with the exception of messages that quote sections of the Code of the Chicago Park District or other codes, ordinances or policies that have been promulgated by the district.

8.0 USE IS A PRIVILEGE

8.1 Use of the LAN/WAN/Wireless Services and other electronic communication systems is a privilege, not a right. It is not intended that all District employees, consultants, vendors or PSA personnel have or will have access. The district reserves the right to discontinue use, with or without notice or warning, for any reason including, but not limited to, violations of this policy.

9.0 ABSENCE OF PRIVACY

9.1 NO USER SHOULD EXPECT THAT INFORMATION CREATED ON, TRANSFERRED TO, RETRIEVED FROM, OR STORED ON THE LAN/WAN/WIRELESS SERVICES IS PRIVATE, PERSONAL OR CONFIDENTIAL. Documents, files, electronic mail and voice mail created on, transferred to, retrieved from, or stored on District systems and equipment are District property, subject or provisions of applicable law. Electronic communications are subject to audit and review by the District or its authorized agents. In addition, under certain circumstances, electronic communications may be obtained by outside parties in the course of litigation or under a FOIA request. **USERS SHOULD COMPOSE ELECTRONIC MAIL, VOICE MAIL MESSAGES AND OTHER ELECTRONIC COMMUNICATIONS WITH THE KNOWLEDGE THAT THEY ARE BUSINESS DOCUMENTS AND NOT PERSONAL COMMUNICATIONS, THAT THEY MAY BE RETRIEVED AND/OR REVIEWED BY THE DISTRICT, AND THAT THEY MAY IN FACT BECOME PUBLIC OR OTHERWISE BE DISCLOSED UNDER CERTAIN CIRCUMSTANCES.**

10.0 BUSINESS RECORDS

10.1 Information created on, transferred to, retrieved from, or stored on the LAN/WAN/Wireless Services, including but not limited to computer files, electronic mail messages, and voice mail messages may constitute “business records,” which may result in legal ramifications similar to the treatment of hard copy documents, even though the information does not exist in hard-copy form, but only in digital form. As a result, such information may be discoverable in litigation and/or may be subject to disclosure under a FOIA request.

10.2 Users should be aware that “deleting” a computer file, electronic mail, or other form of digital document does not necessarily delete the information or document from the system on which it was stored, and that even “deleted” documents may be retrieved. Furthermore, computerized information including electronic mail messages, may be copied by the district as part of routine back-up procedures, may exist in more than one copy or format, and may be stored for certain periods of time. Accordingly, users should exercise sound judgment when transmitting or forwarding electronic communications and should not say anything that would not be said in a hard-copy business document. Users should always think before hitting the “send” key.

11.0 CONFIDENTIALITY AND SYSTEM SECURITY

11.1 No electronic communications system or network is totally secure from breach or tampering by “hackers” or other illegal code-breakers. Users should assume that their electronic communications may not be confidential even if intended to be, and should therefore consider alternate means of transmission for confidential, proprietary or other highly sensitive information or material. Such material or information should be clearly marked to indicate that it is confidential, not for third party use, and not to be forwarded. **Note: Confidential material should never be sent via electronic mail.**

12.0 USER RESPONSIBILITIES AND STANDARDS

12.1 Each user is responsible for adhering to this Policy and all related policies and standards. All users affirm that they understand this Policy and related policies and standards regarding electronic communications, including possible disciplinary action and penalties for violating this Policy or related policies and standards. **USERS AFFIRM THEIR UNDERSTANDING AND ACCEPTANCE OF THIS POLICY AND RELATED POLICIES AND STANDARDS EACH TIME THEY SIGN ON OR LOG ON TO THE DISTRICT'S LAN/WAN/WIRELESS SERVICES.**

12.2 Department Heads are responsible for determining which employees, consultants, individuals engaged under a PSA require access to the District's information network and resources. All supervisors are responsible for ensuring that subordinates and other persons under their supervision adhere to this Policy.

12.3 Users are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through use of the LAN/WAN/Wireless Services may result in litigation against the offender by the proper authorities and/or disciplinary action by the District against the offender. If such an event should occur, the District will fully comply and cooperate with authorities in any investigation and will provide authorities with any information necessary or appropriate.

12.4 Users must comply with all license agreements and policies of networks and on-line services made available on the District's LAN/WAN/Wireless Services. Users must not copy or share any software on the District's LAN/WAN/Wireless Services. **USERS MUST UNDERSTAND THAT THE DISTRICT HAS ZERO TOLERANCE FOR SOFTWARE PIRACY.**

12.5 Users shall not make unauthorized changes to or install unauthorized hardware or software on any component of the LAN/WAN/Wireless Services. Only the District's IT Department or its authorized agents or contractors, may modify or install any hardware or software.

12.6 Any communication sent by users to one or more persons via an electronic network (*e.g.*, electronic mail, Internet, bulletin board, social media or other on-line service) is identifiable and attributable to the district, and might be legally imputed to the district. Therefore, users must not send any electronic communication that exceeds the scope of their duties and authority.

12.7 Users must not make any statement – exculpatory or not – or conduct any activity that may give rise to any liability on the part of the district, and must be careful not to make any statement that may bind the district to a contract without prior authorization to do so.

12.8 Users must not disclose confidential or proprietary information to unauthorized persons or parties without express authorization by the Department Head to do so.

12.9 Authorized users must not permit unauthorized use under their passwords, authorization codes, IDs or accounts. Under no circumstances may another employee, friend, co-worker, family member, park patron, entity or organization access or use the District's LAN/WAN/Wireless Services under an authorized user's ID, password, authorization code or account.

12.10 Authorized users must keep their passwords, authorization codes and IDs private, but must provide them to the district when requested. Accounts, passwords, authorization codes or IDs are not to be shared.

12.11 All electronic communications should be handled in an efficient, business-like and cost-effective manner. Appropriate judgment and discretion should be used whenever sending electronic communications. Users must not unnecessarily tie up the District's electronic communication networks and systems and should be respectful of other users' needs to utilize the systems. Uses such as "chat rooms" are not considered appropriate uses of the District's LAN/WAN/Wireless Services.

13.0 PROHIBITED USES

13.1 In general, any use which violates this Policy or related policies and standards, breaks or attempts to break any local, state, federal or international law(s), including but not limited to trademark, copyright, license or patent infringement, or contravenes the District's Equal Employment Opportunity, Affirmative Action, Sexual Harassment, or other policies is prohibited. The following prohibitions are not all inclusive, but merely represent some of the most obvious prohibited uses of the District's electronic communications and services.

13.2 It is prohibited to use any electronic communication or communications system in any manner that would discriminate against any person on the basis of sex, race, ethnicity, national origin, age, disability, sexual orientation, religion, political beliefs, or any other characteristic prohibited by law or that is contrary to the letter or spirit of the District's Equal Employment Opportunity and Sexual Harassment policies.

13.3 It is prohibited to use electronic communications and services to knowingly transmit, retrieve, download, up-load or store any communications which are: discriminatory or harassing to any individual or group; derogatory to any individual or group; obscene, pornographic, indecent, profane, or sexually-explicit; or defamatory, libelous or threatening to any individual or group.

13.4 It is prohibited to use electronic communications and services for non-work-related uses including but not limited to: gambling, "chain letter", solicitation "junk mail", games, personal entertainment, personal financial gain, personal electronic trading, personal business operation, commercial product advertisement or endorsement, partisan political purposes, lobbying, fund-raisers, or religious activities.

13.5 It is prohibited to use electronic communications and services for any purpose which: infringes on third party copyrights, trademarks, trade secrets, license agreements, patents or other intellectual property rights; violates or attempts to violate any applicable law, regulation, license or policy, or for any other purpose which is illegal or against District policies or contrary to the District's interests. **IT IS PROHIBITED TO COPY OR PIRATE ANY SOFTWARE OR TO USE OR INSTALL ANY PIRATED OR UNAUTHORIZED SOFTWARE OR HARDWARE ON THE DISTRICT'S LAN/WAN.**

13.6 It is prohibited to create a personal web-site, web-page, or home page on the District's LAN/WAN/Wireless Services.

13.7 It is prohibited to post any information on the Internet or to create or post a District, District Department or individual Park web-site, web-page, or home page **without prior approval and express authorization of the District's Communications Department.**

13.8 It is prohibited to use encryption technology in connection with the LAN/WAN/Wireless Services unless expressly authorized by the District.

13.9 It is prohibited to forge any electronic communication or to forward any communication that attempts to hide or alter the identity of the sender/forwarder or represents the sender/forwarder as someone else.

13.10 It is prohibited to attempt to “hack” into other systems, “crack” passwords, or otherwise breach computer or network security measures.

13.11 It is prohibited to monitor electronic communications of other users or third parties except under explicit authorization of District management and only for legitimate purposes including audit and review.

13.12 It is prohibited to intentionally spread computer viruses or to create or spread programs that harass or annoy others, or that damage, tie up, or alter District software or hardware.

14.0 COMPLIANCE

14.1 Audit and Review. The District reserves the right to access, audit, review, delete, disclose or use all electronic communications, including any digitized information that may be made available on the LAN/WAN/Wireless Services, and other information stored or transferred on District systems at any time without notice and without recourse regardless of the content of the information, subject to a finding of probable cause that a violation has occurred as determined by the Inspector General or their designee.

14.2 Consent. Use of the District’s electronic communications network and related systems constitutes each user’s consent to such access, audit, review, deletion, disclosure or other use by the District. Upon request, a user shall reveal to the District all passwords, IDs or other codes necessary to access the user’s files, directory(ies), account(s), electronic mail, or voice mail.

14.3 Disciplinary Action for Violation. Violation of this Policy or any related policies or standards may be grounds for disciplinary action up to and including termination of employment of employees, or termination of the contract(s) and/or services of an outside consultant, vendor, or party under a PSA with the District, regardless of whether the user was an authorized user or not. In addition, some violations may result in restitution, civil liability and/or criminal prosecution by appropriate authorities.

14.4 Reporting Unauthorized Use. Authorized users must report any violations or suspected violations of this Policy or any related policies or standards to their supervisor, Department Head, Human Resources Department, Region Manager, or IT Department as soon as they become aware of it.

14.5 Inquiries and Questions about Electronic Communications. Any inquiries, questions or concerns relating to use of electronic communications should be directed to the District’s IT Department.

14.6 Procedure for Review. Notwithstanding the forgoing, the District may only access electronic communications subject to this Policy if there exists probable cause that a violation of this Policy has occurred. Procedurally, the District must first refer reasonable allegations of violations of this Policy to the Inspector General or their designee for the express purpose of determining whether or not probable cause exists. If probable cause is found by the Inspector General, subject to the President of the Board of Commissioners approval, the Inspector General shall notify the District Law and Human Resources Departments so that disciplinary and/or legal action may be taken pursuant to this Policy



CHICAGO PARK DISTRICT MOTOR VEHICLE OPERATIONS RULES

The following are the required rules for employees operating Chicago Park District vehicles. Additional departmental and regulatory regulations may apply to your vehicle.

- Employees operating CPD vehicles must have a valid Illinois Driver's License of the proper class for the vehicle they drive. Authorization to operate vehicles must come from your supervisor. When driving Park District vehicles, seat belts must be worn at all times by the driver and passengers.
- Obey all warning signals and traffic regulations.
- Keep a safe distance between your vehicle and the one ahead of you. You should be able to stop safely under any conditions.
- Turn signals must be used when pulling into traffic, before every turn or lane change and to show any change of direction while in traffic. Never change lanes or merge unless you are sure there is clearance.
- Avoid unnecessary backing. Backing up is a primary cause of accidents with park district vehicles. When riding with another employee you must have them get out and watch the back of the vehicle if a backing maneuver is underway. Check mirrors before backing up, objects behind your vehicle may be closer than they appear. Back as little as possible to get the job done.
- Check vehicles each day before operation and visually before each trip. Check lights, tires, brakes, and steering. An unsafe vehicle must be reported immediately.
- Drivers must report all accidents at once to their supervisor.
- Never attempt to "beat" a stale green light into the intersection.
- You are personally responsible for any traffic/parking tickets that you incur while operating a CPD vehicle. You are also personally responsible for paying CPD for any damage (interior or exterior) that you cause to a CPD vehicle, as well as for damage caused to vehicles of other parties.
- Be aware that larger vehicles take longer to stop than smaller ones.
- If you must stop your vehicle in traffic, use the Mars lights or hazard flashers.



CHICAGO PARK DISTRICT FINANCE DEPARTMENT DIRECTORY

Administrative Building
4830 S. Western Ave., 2nd Floor
Chicago, IL 60609
Office: 312.742.5401

Email: payroll@chicagoparkdistrict.com

SharePoint: <http://intranet.chicagoparkdistrict.com/Pages/default.aspx>

Payroll Manager	Forouzan Alemzadeh	312.742.4348
Payroll Accountant	Angela Jones	312.742.4347
Payroll Administrator	Nicole Blanks	312.742.4396
Senior Payroll Accountant	Roberto Alas	312.742.4361
Finance Manager, North Region	Latoya Banks	312.742.2659
Finance Manager, Central Region	Terri M. Bryant	312.742.4270
Finance Manager, South Region	Marsha Harris	312.742.4294
Finance Manager, Administration	Keith C. Wilkins	312.742.4333



CHICAGO PARK DISTRICT

HUMAN RESOURCES DEPARTMENT DIRECTORY

Administrative Building
4830 S. Western. Ave, 1st Floor
Chicago, IL 60611
Office: 312.742.5220
Fax: 312.742.6097

HREmail: humanresources@chicagoparkdistrict.com
Leaves of Absence: Leaves@chicagoparkdistrict.com
Benefits Email: benefits@chicagoparkdistrict.com
Benefits Office: 312.742.0923
Verification of Employment Email: voe@chicagoparkdistrict.com
SharePoint: <http://intranet.chicagoparkdistrict.com/Pages/default.aspx>

Director of Human Resources	Argentene G. Hrysikos	312.742.4642
Deputy Director of Human Resources	Perla M. Gonzalez	312.742.4496
Benefits Manager	Jane Hawes	312.742.4825
HR Technician III– Benefits	Constance McNeil	312.742.4565
Employment Services Manager	Gina Sehwait	312.805.6817
Recruitment Manager	Martin Drumm	312.742.4561
Labor Relations Supervisor	Kendra Moore	312.742.4349
HR Manager – Aquatics, DCNR, Safety & Security	Laura Greinke	312.742.4498
HR Manager – North Region, CAO Admin	Janet Ortiz	312.742.4469
HR Manager – Community Rec., CFO Admin, Conservatories	Lily Alemu	312.742.5038
HR Manager – South Region, CSEO	Izetta Scaife	312.742.4564
HR Manager – Central Region, CAN	Nilda Mercado	312.742.4507
HR Manager – Special Rec., Facility Mgmt., Planning & Development, Env. Services, Law, Superintendent’s Office	Susana Serrano	312.742.4915
HR Manager – Leaves of Absence	Yolanda McDonald	312.742.4468
HR Coordinator	Luwam Girmai	312.742.4288
HR Coordinator	Laura Hernandez	312.742.4782
HR Coordinator	Payten Bailey	312.742.5103
HR Coordinator	Nada Ibrahim	312.742.5104
HR Coordinator	Juan Nunez	312.742.4706
Special Projects Assistant	Victoria Arevalo	312.742.4569
HR Technician III	Heliya Askarifar	312.742.6817
HR Technician III	Andrew Betts	312.742.4440

CHICAGO PARK DISTRICT

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received and reviewed the Chicago Park District’s Employee Handbook, including the policies and forms in this handbook.

Employee Signature: _____

Printed Name: _____

Region: _____ Date Signed: _____

RETURN TO YOUR REGIONAL HUMAN RESOURCES MANAGER

Chicago Park District Handbook v1.03.2025