

Frankfort Square Park District Footwear Policy

Introduction

There are many injuries that can happen due to inappropriate footwear such as:

- Slips, trips, and falls.
- Inability to gain a stable base with your feet due to improper footwear.
- Inadequate traction due to icy, wet, worn, or slippery surfaces and equipment.

Even the simplest of tasks can cause injury if they are performed without appropriate footwear. This policy will minimize the risk of injury by defining appropriate footwear and identifying staff required to wear the appropriate footwear.

Footwear Policy

The purpose of this policy is to identify job classifications and job tasks that require a shoe as footwear for staff.

This policy applies to all full-time, part-time, volunteer, and seasonal employees, as well as volunteers who work for the district where appropriate footwear is required.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. Any exceptions to this policy shall be in writing and approved by the executive director.

Employees are responsible for wearing footwear appropriate for the job and conditions.

Types of Footwear

Definition: A “shoe” includes, but is not limited to the following:

- A shoe is an item of footwear intended to protect the human foot and provide stability to the employee. Shoes must be “closed toe” and properly fitted. Bare feet, flip flops, clogs, sandals, and other similar open-toe footwear are not permitted. As defined by this policy, shoes are required in the course of your daily job duties as well as during training activities or drills. They should be considered part of your uniform requirement.

Required Shoes as Footwear

Areas where shoes will be required as footwear include the following job classifications and work areas:

- Administrative and Recreation Staff
- Recreation Program Instructors and Aides
- Camp Directors and Counselors*
- Concession Stand Staff
- Facility and Hall Monitors
- Golf Course Staff
- A La Cart Staff
- Parks/Maintenance Staff**

Note: Medical reasons to waive these requirements must be supported by a doctor’s certificate and presented to the Executive Director. A review of the doctor’s documentation and determination of potential alternatives will then be considered.

***Aquatic Exception** – while staff are working on the pad of the Splash Park and/or a swimming pool and wearing swimsuits or designated clothing with the intention of getting wet, alternative aquatic-appropriate footwear (e.g. sandals, aqua socks) is allowed. This exception does not extend to recreation staff while they travel to and from a swimming pool, play water games and activities, or monitor groups from the concrete area of the Splash Park.

****Parks/Maintenance Staff Foot Wear Policy**

Foot Protection

Employees are required to supply their own safe work shoe. All maintenance employees are required to wear appropriate work boots as determined by the department supervisor. Shoes other than work boots, such as sneakers/tennis shoes, will only be worn with the supervisor's written approval. Employees shall not work barefooted or wear sandals.

EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge having received and read a copy of the Frankfort Square Park District's Footwear Policy and I agree to abide by the contents of the Footwear Policy. I further agree to contact my supervisor if I do not understand or have questions about the Footwear Policy, and understand that policies and statements may change from time to time and that updates will be made available to me.

Employee (Print)

Employee (Signature)

Date

Safety Coordinator

Executive Director

President Board of Commissioners

Date

Date

Date

Frankfort Square Park District
IDOL (Illinois Department of Labor) Compliance Program Policy

IDOL Inspections

Under the requirements of the State of Illinois Safety Inspection and Education Act-1983 job safety and health, protection is provided "for public workers through the promotion of safety and healthful working conditions."

Specifically, "each public employer shall provide a work place free from recognized hazards". Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Department of Labor is charged with enforcing the Act. This is accomplished through on-site inspections which are conducted by IDOL inspectors.

The Act requires that a representative of the employer and representative authorized by the employees be given an opportunity to accompany the inspector for the purpose of aiding the inspection.

Each member agency of the Frankfort Square Park District should have designed set procedures for the possibility of such an inspection.

IDOL Inspection Dos & Don'ts

Preparation - Designate a management representative to be responsible for handling IDOL and other government investigations and inspections. Make sure that this individual is fully trained.

Know Your Rights - Know the rights employers have during an inspection. Decide as a matter of company policy how you wish to exercise those rights.

Credentials - Before permitting any inspection to proceed, always check the credentials of the government representative.

Purpose of Inspection - Before the inspection begins, ask the inspector to state the reason or basis for the inspection. Look for this reason on the inspection priorities form. The reason for the inspection will have an impact on how you choose to exercise your legal rights.

Professionalism - The event of an inspection can be stressful. While it is important to remember that you are representing management during the inspection, conduct yourselves in a completely professional manner. There is nothing to be gained from hostile or contentious behavior.

Accompaniment - Fully exercise your right to accompany the inspector. If there is more than one inspector, assign a like number of management representatives. Never permit an inspector to go through your facility unaccompanied by a management representative.

Notes - Take careful and complete notes of everything that happens during the inspection. Take the same measurements and photographs that the IDOL inspector is taking.

Don't Volunteer - Answer only the question put to you by the inspector. Provide only those documents specifically requested by the inspector. Don't volunteer information that is not

requested or make statements about issues, matters, or conditions that are not covered by the question.

Documents - Provide documents that must be kept under OSHA regulations. Should other documents be requested, ask the inspector for the reason for the request, and consult with other management officials before agreeing to turn over the documents.

Listen - Particularly at the closing conference, listen to what the inspector has to say. Be careful about making commitments or promises to the inspector during such a conference.

IDOL Inspection Procedure

1. The Illinois Department of Labor inspector(s) may or may not call to schedule an appointment. He/she may likely arrive unannounced.
 - The Agency Safety Coordinator or a trained designee is the person designated to meet with the IDOL inspector(s). The Executive Director or other designated staff may also be directly involved.
2. In all probability the inspector(s) will not reschedule the visit and has the complete authority to conduct the inspection regardless if District staff is available or not.
 - A chain of personnel designated to meet the inspector(s) shall be as follows: Agency Safety Coordinator, Executive Director, Frankfort Square Park District Risk Manager (if available), and Park Department Supervisor.
3. Upon entering the workplace the IDOL inspector will present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection.
 - Front desk and office personnel shall be instructed as to who the inspector(s) is to meet with. Credentials should be checked immediately verifying the authenticity of the inspector(s). If the inspector(s) refuses to show his/her credentials, take the necessary security precautions dictated by agency policy. The inspector(s) should abide by the same policies and procedures as any visitor.
4. The opening conference will most likely include a reason for the visit, a check-list and the inspector(s) will outline what records will be reviewed. A copy of the complaint is given if one is involved. Handouts of OSHA pamphlets are usually made available by the inspector(s).

A listing of where the records listed below will be kept because these documents must be made available to the inspector(s). Records may include:

- a) Safety training program/hazard communication program (Employee Right-to-Know)
- b) Current OSHA 300 log, Form 301 and Form 45's (PDRMA Form #4)
- c) Any prior IDOL inspection reports
- d) The Lock out/Tag out written program will be reviewed.
- e) Safety Programs will be checked to see if they are being observed.
- f) Equipment safety inspections

- g) Employee safety training records
- h) Emergency and fire evacuation procedures
- i) Other OSHA Compliance Programs may be reviewed.

It is advisable that staff create a cooperative environment and not one that is adversarial.

5. The inspection will then begin.
 - The District's designated staff person(s) shall accompany the inspector(s) and be present at all times. The route and duration of the inspection will usually be determined by the inspector(s) providing it does not interfere with programs or processes. Stay in control, coordinate and facilitate the actual inspection. The inspector(s) may take photographs/material samples and the District's designated staff person(s) should do the same for District records.
 - The following OSHA standards may apply to the inspection: machine guarding, walking and working surfaces, housekeeping, aisles and passageways, means of egress, electrical safe work practices, flammable and combustible liquids/gases, hazardous waste operations, noise exposure, air contaminants, fire extinguishers and inspections, powered industrial vehicles, compressed air, hand and power tools, and welding and cutting operations.
6. The inspector(s) may solicit employee input at any time during the inspection and this may be done in private.
 - Employees are encouraged to participate when requested and should not "volunteer" information. Never give estimates if you do not have accurate information. You may be providing false information which is a criminal offense. What you say can and will be held against you.
7. Minor violations shall be corrected if possible during the course of the inspection (housekeeping) etc.
8. A closing conference will then be held to review any violations or conditions noted by the inspector. This is an opportunity for the designated staff person(s) to obtain further information and to bring those minor violations corrected during the inspection to the inspector's attention and reduce the list of violations.
 - The District's view of the situation and an abatement period should be thoroughly discussed.
9. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days. A procedure and timeline to correct noted violations will be established. Violations may be classified as an Other Than Serious Citation, Serious Violation, Willful Violation and a Repeat Violation.
 - An "Other than Serious Citation" is for violations that are not a threat to cause death or serious harm.

- A "Serious Violation" is when death or a serious physical harm could result, and the District knew or should have known about the hazard.
- A "Willful Violation" is when the agency intentionally or knowingly commits a violation.
- A "Repeat Violation" is where a previous violation citation has not been corrected.

Safety Coordinator

Date

Executive Director

Date

President Board of Commissioners

Date

Section 1.2

Safety Program/Committee Responsibilities

The Safety Committee is intended to assist park district employees in providing safe and efficient operations and services for employees and patrons. The Safety Committee is comprised of one or more employees from each department, representing all facilities. Meetings are held monthly, and visitors are encouraged to attend. Please speak with your immediate supervisor if you would like to attend a meeting.

Responsibilities:

1. Recommend short-term and long-term safety and loss control program goals and objectives.
2. Review all agency injuries, accidents, and incidents (near misses) to determine the root cause and develop countermeasures for prevention.
3. Identify workplace hazardous conditions and work practices via discussions with staff, facility inspections, and job site visits.
4. Develop solutions and make recommendations to improve job tasks, correct safety problems, improve systems, and to modify, implement, or utilize workplace policy or procedures.
5. Develop recommendations and target dates (timelines) for loss control program improvement.
6. Recommend training topics, materials, and programs to address safety concerns.
7. Prepare for, and participate in, the PDRMA Loss Control Program Evaluation meeting.
8. Monitor the progress of recommendations and quality of the safety program activities.
9. Serve as a role model and mentor to staff in the implementation and marketing of safety programs by demonstrating proper safety practices, techniques, and by attending safety training programs.
10. Serve as a liaison between agency staff and the committee.

Section 1.3**Park Board of Commissioners Responsibilities**

The Park Board of Commissioners has the following responsibilities:

1. Has full responsibility for safety.
2. Authorize necessary expenditures to provide safe work conditions.
3. With legal counsel, review, provide comment, and approve safety policies.

Section 1.4

Administrative Management Responsibilities

The Executive Director has the following responsibilities:

1. Establish and administer the loss control program.
2. Maintain a working knowledge of all general and department-specific safety rules.
3. Appoint a Safety Coordinator to implement the loss control program for the agency.
4. Instill in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
5. Participate in Safety Committee functions.
6. Evaluate the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
7. Present safety information to the Park Board and request approval.

Section 1.5 Safety Coordinator/Risk Manager Responsibilities

The Safety Coordinator and/or Risk Manager has the following responsibilities:

1. Formulate, implement, and monitor procedural policies as they related to loss prevention, insurance issues, safety, accident investigation, and claims.
2. Formulate risk management programs, activities, policy, and philosophy.
3. Serve on the Safety Committee in a leadership role.
4. Analyze loss data from accident reports, PDRMA Loss Control Department, and by other means.
5. Participate in the orientation and safety training of supervisors and staff.
6. Provide Executive Director and Department Heads with regular information on safety, loss control, PDRMA newsletters, etc.
7. Schedule and participate in safety inspections and assessments of sites and facilities to identify unsafe conditions or practices.
8. Maintain files on loss control and safety program components.
9. Provide coordination in preparing for the PDRMA Loss Control Program Evaluation meeting and participates in the meeting.
10. Act as district liaison to PDRMA.

Section 1.6

Department Head, Supervisor, and Employee Responsibilities

Department Heads shall:

1. Work in harmony with the Safety Coordinator to organize Loss Control program aspects which are particular to his/her department.
2. Maintain a working knowledge of all general and departmental-specific safety rules.
3. Enforce safety rules and improve employee and public knowledge of the same by observing, confronting, and correcting unsafe behavior and conditions.
4. Make specific budget allocations for the purchase of safety equipment, safety services and safety training (i.e., material handling, fire prevention, etc.).
5. Review and update inspection and assessment criteria. Present a departmental inspection report (or have alternate deliver) at Safety Committee Meetings.
6. Provide proper orientation, job instruction training and in-service training to employees and supervisors.
7. Prepare needed support information for the PDRMA Loss Control Program Review meetings.
8. Become thoroughly familiar with the Safety Manual contents.
9. Maintain a working knowledge of all general and departmental-specific safety rules.
10. Inspect and assess work areas (use checklists) for compliance with safe work practices and rules.

Supervisory Personnel shall:

1. Become thoroughly familiar with the Safety Manual contents.
2. Maintain a working knowledge of all general and departmental-specific safety rules.
3. Inspect work areas (use checklists) for compliance with safe work practices and rules.
4. Properly orient new employees. Provide good job instruction training and in-service training to current employees.
5. Enforce safety rules and improve employee and public knowledge of the same by observing, confronting, and correcting unsafe behavior and conditions.
6. Report and investigate accidents. Provide medical authorization for injured employees to obtain medical care.

7. Make sure necessary safety equipment and protective devices for each job or program are available, used and properly maintained.
8. Cooperate with the Safety Coordinator in making sure all memos, training records, safety data sheets, and correspondence are sent for his/her review.
9. Enforce disciplinary policies.
10. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.

Employees shall:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Immediately report all accidents and unsafe conditions to the supervisor.
3. Cooperate and assist in the investigation of accidents.
4. Attend all required safety program and in-service education and training meetings.
5. Treat public complaints and concerns with the utmost attention. Be courteous in all cases.
6. Pay strict attention to housekeeping of work area(s) and general facility.

Section 1.7

Volunteer Responsibilities

The Frankfort Square Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designated to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Park District carries only limited medical accident coverage for volunteers, therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way, or recently suffered an illness, injury, or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning, and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slips, trips, and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Frankfort Square Park District to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, you must recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that may be sustained as a result of volunteer services. You further agree to waive and relinquish all claims you may have or accrue as a result of volunteer services against the Frankfort Square Park District including its officers, officials, agents, volunteers, and employees.

Please see the waiver in the volunteer packet.

Section 1.8

Safety Incentive Program

1. Each year, the Frankfort Square Park District will host a luncheon or program. During this luncheon or program, the Park District will be honoring staff whom have maintained high safety records throughout the previous year. High safety standards make the environment safer for staff members as well as program participants and residents. In addition, these high safety standards have saved the Park District and residents money which would have been spent on higher premiums, medical costs, litigation costs, liability costs, and property damage costs. The Park District is committed in showing its appreciation to those staff members responsible for the high safety records through its hosting of an Annual Safety Recognition Program.
2. The Park District Safety Committee will consider award nominations for employees who submit or make recommendations to improve the Park District's safety program and record. These award nominations will be provided to the Safety Committee and presented at the monthly Board Meeting.

Employee Recognition

1. In keeping with the Park District's commitment to recruit, retain, and develop exceptional employees, an employee recognition program enables the District to recognize and reward District employees for their commitment and contributions, both to the District, fellow staff, the community, and our stakeholders.
2. "Safety Excellence" focuses on achieving safety goals by empowering the District to target the most important factors contributing to a safe and healthy working environment including employee involvement, safety awareness, accident/incident prevention, and employee morale.

Section 1.9

Safety Violation Procedures

All employees are expected to meet the Park District's standards of work performance, engage in acceptable conduct, and to satisfactorily perform their duties under the policies, guidelines, and rules contained in this Safety Manual. In addition, you are expected to follow any other Park District policies, rules and guidelines, performance standards, the directions of your supervisors, and to act in accordance with federal, state, and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with the Park District's policies and procedures.

While we hope and expect the need for disciplinary action will be rare, when your job performance, attitude, or conduct falls short of our established standards, we will not hesitate to take appropriate action. Such actions will range from oral warnings to termination. This means that, as a general rule, you will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that termination may be imposed for the first offense.

You may be warned, suspended, and/or dismissed whenever it is determined, in the Park District's sole discretion, to be in its best interest. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject you to disciplinary action including discharge and does not change the employment-at-will relationship between the employee and the Park District. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include, but are not limited to:

1. Failure to adhere to Park District policies and/or procedures including without limitation safety policies, ordinances, and procedures.
2. Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave.
3. Stopping or leaving job during working hours without permission.
4. Failure to provide adequate and acceptable verification of illness or injury, or substantiating documentation for absences due to other reasons, or failing to submit to examination by Park District-designated doctors, when required by the Park District.
5. Misrepresentation regarding a leave of absence or obtaining other employment during a leave of absence.
6. Engaging in unlawful discrimination, sexual harassment, or other conduct inconsistent with the Park District's equal employment opportunity policy.
7. Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by your supervisor(s).
8. Inability or unwillingness to take orders from supervisor(s).
9. Insubordination, including failure or refusal to promptly carry out the orders or instructions of a supervisor or department head. (Note: This includes the failure or refusal to work overtime required by the Park District.)
10. Uncooperative, hostile, or discourteous attitude or conduct toward your supervisor(s), the Park Board, co-workers, or members of the public, or threatening or striking any person who is in or on Park District property or participating in Park District activities.

11. Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
12. Failure to follow any federal, state, local, or Park District law, rules, or regulation or engaging in criminal activity while on duty or while in or on Park District property.
13. Being under the influence or possession of alcohol, intoxicants, or illegal drugs while on duty or on Park District property; or use of alcohol, legal, or illegal drugs in any manner which may impair one's ability to safely and effectively perform assigned job duties.
14. Failing to submit to or cooperate fully in searches for contraband (including, but not limited to, drugs or alcohol, drug paraphernalia, and stolen goods or materials) or related investigations.
15. Harassment of other employees or members of the public.
16. Creating disharmony among employees or interfering with other employees on the job.
17. Violation of employee policies, rules, or guidelines, or engaging in any conduct determined by the Park District in its sole discretion not to be in its best interest.
18. Extending breaks or lunches and/or not taking breaks or lunches at scheduled times, without proper authorization.
19. Using work time for personal matters.
20. Damaging or improperly using, caring for, or maintaining Park District property, including tools, supplies, materials, vehicles, equipment, machinery, data bases, hardware, software, or other Park District property.
21. Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles, ear protection, and/or face shield) as required by this Manual and/or department manuals, rules, and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual, department manual, rules, and/or procedures.
22. Failing to observe any of the Park District's safety policies or rules or engaging in other unsafe or unhealthy conduct. (Note: This includes removing, bypassing, or otherwise altering safety guards or devices.)
23. Failing to report an accident or known hazardous conditions to your immediate supervisor.
24. Gambling or fighting while on duty or on Park District property.
25. Theft or misappropriation or the careless, negligent, unauthorized, or improper use of funds or property belonging to the Park District, fellow employees, or the public.
26. Unauthorized use of the Park District's telephones, equipment, or supplies.
27. Using or possessing firearms, explosives, or other dangerous weapons while on duty or on Park District property.
28. Committing any criminal offense while on duty or on Park District property, or which otherwise may adversely affect the employee's work or work relationships or the park District's business or reputation.
29. Felony conviction.
30. Poor workmanship, substandard productivity, or unsatisfactory work performance.
31. Incompetent, inefficient, or negligent performance of duties; inability or failure to perform duties properly.
32. Failure to maintain a valid driver's license or other license or certification which may be required for your position or as provided in this Manual.
33. Violating the Park District's smoking/tobacco policy.
34. Dishonesty; lying to Park District personnel or falsifying or providing misleading

information on forms, records, or reports provided to or on behalf of the Park District including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports, and departmental reports.

35. Unauthorized possession, use, copying, sharing, or redistribution of any records, keys, equipment, or supplies that are the property of the Park District.
36. Unauthorized examination, use, or disclosure of Park District records, or confidential proprietary information.
37. Violating the Park District's policy regarding business ethics/conflicts of interest.
38. Sleeping, loafing, or wasting time during a scheduled work period.
39. Violating the Park District's rules regarding solicitation and distribution of literature.
40. Posting materials on Park District bulletin boards without proper authorization, or defacing, marking, damaging, destroying, or removing materials posted by the Park District.
41. Park District employees are not permitted to use or carry personal cell phones during hours of Park District employment. Exemptions are provided for individuals that have pre-approved specific exceptions that require them to carry cell phones.
42. Violating the Park District's vehicle usage policy.
43. Violating any Park District policy not specifically mentioned above.

REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with this determination, you may seek review by submitting a written request with a copy of the initial determination to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Executive Director. Any decision of the Executive Director shall be final.

If you are a department head who has received disciplinary action, you may make a request to the Risk Management/Personnel Liaison to have your disciplinary action reviewed by the Board. The Executive Director's decision to discipline you shall be final unless you submit a written request for review of disciplinary action to the Risk Management/Personnel Liaison within five (5) working days from the date the action was taken. The Risk Management/Personnel Liaison and the Board may meet with you and investigate the circumstances surrounding your disciplinary action. The Risk Management/Personnel Liaison on behalf of the Board should issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

Nothing in this policy shall limit or restrict the Park District's right to dismiss an employee at any time, with or without cause.

The Park District's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure will be followed to the extent that it is, in the Park District's sole discretion, practicable.

REVIEW OF DISMISSAL

The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Executive Director or a designee within five (5) working days from the date the action was taken. The Executive Director or a designee may meet with you and investigate the circumstances surrounding your dismissal. The Executive Director or the designee should issue a written determination within ten (10) working days of receipt of your written request. The Executive Director's or designee's decision shall be final.

If you are a department head who has been dismissed, you may make a request to the Risk Management/Personnel Liaison to have your dismissal reviewed by the Board. The Executive Director or designee's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the Risk Management/Personnel Liaison within five (5) working days from the date the action was taken. The Risk Management/Personnel Liaison and the Board may meet with you and investigate the circumstances surrounding your dismissal. The Risk Management/Personnel Liaison on behalf of the Board should issue a written determination within ten (10) working days of receipt of your written request. The Board's decision shall be final.

Nothing in this policy shall limit the Park District's right to dismiss an employee at any time, with or without cause.

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

EMPLOYEE'S RESPONSE

You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the disciplinary action and tendering it to your immediate supervisor and the Executive Director. Nothing in this policy shall limit or restrict the Park District's right to dismiss you at any time, with or without cause or notice. As an at-will employee of the Park District, you may terminate your employment at any time, with or without cause or notice, and the Park District retains a similar right.

GRIEVANCE PROCESS AND PROCEDURE

Any employee who has a grievance arising from his employment with the Park District is encouraged to attempt to resolve problems with the person(s) involved. This section is not

applicable to situations involving discrimination or sexual harassment. Please see Section 3 of the Personnel Policy Manual. If that is unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

Step 1: You may present a grievance to your immediate supervisor. Your immediate supervisor will meet with you and give you a response within three (3) working days of discussing the grievance with you. In most cases, the problem can and should be resolved with a frank and open discussion between you and your immediate supervisor. However, if a satisfactory resolution is not reached at this level, you may proceed to Step 2.

Step 2: You may present a written grievance to the supervisor at the succeeding level of authority in your department. The supervisor will investigate the matter with you and your immediate supervisor, and should give you an oral or written response within three (3) working days of discussing the grievance with you. If you are not satisfied with the resolution at this stage, you may continue this process through each succeeding level of authority in your department up to the Executive Director. In the event it is necessary for you to process your grievance up to the Executive Director, the Executive Director should issue a written decision within ten (10) working days of discussing the grievance with you unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If you feel uncomfortable discussing your grievance with your immediate supervisor, you may immediately proceed to Step 2. In all cases, the Executive Director's decision shall be final.

The Park District's failure to strictly adhere to the time frames or procedure suggested above will not affect the resolution of the grievance.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals, or other disciplinary actions, which may be reviewed in accordance with Section 1.9 of this Manual (Review of Disciplinary Action Other Than Dismissal and Review of Dismissal).

The Park District will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists, or participated in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee's personnel file.

Safety Coordinator

Date

Executive Director

Date

President Board of Commissioners

Date