



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: June 28, 2018

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: Approve amendments to Procedures sections of Personnel Policies and Procedures.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: No immediate financial impact.

BACKGROUND: From time to time, the District amends its Personnel Policies & Procedures. While the Board of Commissioners has authority to amend the Policies, the Finance Committee has authority to amend individual Procedures. Staff recommends that the Finance Committee approve the changes summarized below and attached to this Recommendation.

The following changes to Procedures would be made:

- 3.6 Educational Assistance – Adds reference to the Policy for Reimbursement of Travel, Meal and Lodging Expenses.
- 4.2 Vacation Leave – Adjusts to reflect the payroll system accrual practice as well as procedure clean-up.
- 4.3 Military Training & Leave of Absence – Edits to reduce repetitive statements.
- 4.7 Personal Day Leave – Adds an additional day as a way to recognize years of service.
- 4.8 Leave of Absence Without Pay - Revises procedure to clarify medical leave of absences and the District's obligation to grant these leaves.
- 5.1 Position Classification Plan – Title changes
- 5.2 The Pay Plan – Clarifies when the Executive Director can grant salary increases. Increases the proficiency incentive at the second and third intervals.
- 6.2 Demotions – Title changes and grammatical edits.
- 6.3 Performance Appraisals – Amends to reflect current practice.
- 7.3 Worker's Compensation – Adjustments to reflect current reporting procedure.
- 8.1 Disciplinary Action – Title changes.
- 8.8 Vehicle Accident Review – Adjustments to reflect investigation practice in place.
- 8.9 Information Technology Security – Adds compliance to PCI standards.
- 8.10 End User Account – Amends user name requirements. Deletes references to additional IT Policy and Manual as the manual is not in place.

- 8.11 Wireless Networking – Title changes and grammatical edits.
- 8.13 Workplace Violence – Changes the lead from Human Resources to Public Safety.
- 9.1 Retirement – Adds the floating holiday benefit type as a paid out benefit type.
- 9.2 Resignation – Deletes notification to IMRF as part of exit interview.
- 9.3 Dismissal – Edits to make procedure consistent throughout Section 9.
- 9.4 Reduction in Work Force – Edits to make procedure consistent throughout Section 9.
- 10.2 Grievance Procedures for Department Directors – Deletes references to steps and clarifies the procedure followed.
- 11.1 Safety Standards – Amends procedures to incorporate established guidelines on stop work and PPE. Deletes First Aid Guidelines.
- 11.2 Safety Inspections - Deletes references to outside standards. Title changes.
- 11.4 Physical Fitness Test – Title changes.
- 11.5 Modified Duty Policy – Title changes.
- 11.7 Commercial Driver’s License – Title changes and grammatical edits.
- 11.8 Hazard Communications Procedures – Deletes repetitive statements. Title changes.
- 11.9 Vehicle Operations Use – Title changes.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

MOTION: Motion to approve amendments to the Personnel Procedures, in the form attached to the June 28, 2018 memorandum from Mary E. Kann to the Finance Committee.

APPROVED:

Date: _____ **Roll Call Vote: Ayes:** ____ **Nays:** ____
 Voice Vote Majority Ayes; Nays: ____



3.6 Educational Assistance

Effective Date: August 15, 1980

Revision Date: October 16, 1981, October 8, 1983, June 14, 1984, August 14, 1998, January 9, 1981, April 14, 2000, June 5, 2000, November 10, 2000, June 21, 2002, November 12, 2013, June 28, 2018

Procedure

1. When establishing Employee Performance Appraisals, the ~~Department Director~~Supervisor will assess individual training needs.
2. To apply for educational assistance, the Educational Assistance ~~or Tuition Reimbursement~~ Form and other required forms must be completed by the employee and submitted to his Department Director.
3. The Department Director must review the request to determine whether the tasks of the individual are such that additional expense is necessary to satisfy the goals and objectives of the Department. The Department Director must also determine if funding is available to cover the expenses involved. The Department Director must also review the Policy for Reimbursement of Travel, Meal and Lodging Expenses to ensure the estimated expenses do not exceed the maximums established by that policy.
4. The Department Director will submit the requests exceeding \$100 to the Executive Director for approval. The Executive Director may authorize, based on the direct benefit to the District and availability of funds, up to 100% reimbursement for course tuition for work-related education at an approved and accredited educational institution, seminar, clinic, conference, etc. Reimbursement for certain travel, meal or lodging expenses, including any that exceed the maximums outlined by the Policy for Reimbursement of Travel, Meal and Lodging Expenses can only be approved by a roll call vote at an open meeting of the Board.
- ~~5.~~ Educational Assistance for college or degree related course work will be reimbursed once an employee has completed one year of service. Reimbursement for college level courses is to encourage growth and development of staff for the long term and benefit of the District. Therefore, if an employee leaves the District within two years of completing a college level course(s), the employee must repay the District for that course(s).
- ~~5.~~ Course work and study hours will be conducted on the employee's time. However, limited work schedule adjustments may be allowed by the Department Director if they are clearly necessary in his judgment.
- ~~6.~~ An employee must earn a grade of "C" to receive reimbursement, once approval has been given by the Executive Director.



76. The Human Resources Division is to be notified of any education or training received by an employee. Training logs will be maintained ~~in the employee's personnel files~~ part of the employee's record.



4.2 Vacation Leave

Effective Date: August 15, 1980

Revision Date: June 19, 1987, May 27, 1994, August 21, 1998, April 14, 2000, June 21, 2002, October 14, 2005, November 7, 2013, June 28, 2018

Procedure

1. a. Regular part-time employees working less than 1000 hours per year and introductory employees are not eligible for vacation leave.
b. An employee who has completed the introductory period may take vacation leave as it is accrued, under conditions established by the Department Director, in accordance with this section.
2. Vacation is accrued twice per month as a regular full-time employee. ~~or~~ Regular part-time benefit eligible employees accrue vacation time each pay period of work. A regular part-time employee may earn no more vacation than the number of hours a regular full-time employee of the same service level earns (i.e. ~~10~~-5 years of service equals 10 days or 80 hours).
3. Employees ~~must~~ should submit their Paid Leave Request for vacation leave to their Department Director or designated manager at least two (2) weeks in advance of the intended absence. Department Directors may waive this notification ~~in emergency situations when advance approval cannot be obtained.~~ A Department Director may deny a leave request if it interferes with the efficient and effective operation of the department or the District. Leave time should be scheduled so that temporary help or overtime is not required. Requests for more than 10 consecutive working days off must be approved by the Executive Director. Requests by the Executive Director for more than 10 consecutive working days off must be approved by the Board President.
4. At any time, an employee's accrued vacation balance may not exceed two times their eligible earnings rate. For example, an employee earning two weeks of vacation would have a maximum vacation bank of four weeks.
5. ~~One (1) year of continuous service is defined as twelve (12) months on paid status as a benefit eligible full or part-time employee.~~ Any employee on unpaid approved leave does not accrue vacation leave for the months he is on an unpaid leave.
6. An employee who transfers from one Department to another Department shall retain vacation leave accrued and remain in continuous service for purposes of earning future vacation leave. When a current County of Lake employee is hired, credit for prior years of service with the County will be granted to establish the rate at which the employee accrues vacation. Vacation leave will not be carried over from the County. When an employee is hired, the Executive Director may grant credit for prior years of service to establish the rate at which the employee accrues vacation.



7. Upon termination of an employee, all unused and accumulated vacation leave will be paid as of the date of termination on his final paycheck.



4.3 Military Training & Leave of Absence

Effective Date: August 15, 1980

Revision Date: May 27, 1994, April 9, 2013, July 15, 2015, July 11, 2018

Procedure

1. To notify the District of annual training leave, the employee should submit his Official Orders to his Department Director and the Human Resource division. The employee receives regular compensation during the period of annual training leave. The employee shall enter his timecard as regularly scheduled work days.
2. To receive differential pay for monthly weekend training, basic training leaves, annual training, or for any other special or advanced training leaves besides annual training, the employee must supply proof of government payment to the Administration Department within fifteen (15) days of receiving military payment. The District will calculate the differential and make the pay adjustment on the next regular payroll.
3. ~~An employee called to active duty is eligible for differential pay. The employee must supply proof of government payment to the Administration Department within fifteen (15) days of receiving military payment. The District will calculate the differential and make the pay adjustment on the next regular payroll.~~ An IMRF eligible employee called to active duty will have their full wages reported to IMRF and will be required to pay the full employee portion each pay-period while they receive the differential.
4. An employee returning from an active duty assignment lasting longer than 60 (sixty) days must notify the District of his intent to return to work within ninety (90) days after he is relieved of military service, or not later than two (2) years if hospitalized when discharged. He shall be reinstated at the current rate of pay for the position.
5. The District will reinstate service members returning from a period of service in the uniformed services if those service members meet five criteria:
 - The person must have been absent from a civilian job on account of service in the uniformed services;
 - The person must have given advance notice to the District that he or she was leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
 - The cumulative period of military service with the District must not have exceeded five years;
 - The person must not have been released from service under dishonorable or other punitive conditions; and



- The person must have reported back to the District job in a timely manner unless timely reporting back or application was impossible or unreasonable.
6. USERRA provides that returning service members are to be reemployed in the job that they would have attained had they not been absent for military service (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. The District will make reasonable efforts (such as training or retraining) to enable returning service members to qualify for re-instatement. If the service member cannot qualify for the "escalator" position, the District will make every effort to reemploy the individual, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. While an individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights, if any, accorded other similarly-situated individuals on non-military leaves of absence. The time limits for returning to work are as follows:
- **Fewer than 31 days service:** By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight hour rest period. If this is impossible or unreasonable, then as soon as possible.
 - **31 to 180 days:** The employee must apply for re-instatement no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
 - **181 days or more:** The employee must apply for re-instatement no later than 90 days after completion of military service.
 - **Service-connected injury or illness:** Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.



4.7 Personal Day Leave

Effective Date: August 15, 1980

Revision Date: August 14, 1998, June 28, 2018

Procedure

1. On January 1st of each year, regular full-time employees are credited with ~~3~~ three personal days. These days may be used for personal business and unexpected need. New employees earn personal days as follows:

Date of Employment or of <u>Return From Leave of Absence</u>	Number of Personal Leave Days Allowed for Remainder <u>of Calendar Year</u>
January 1 through March 31	3
April 1 through June 30	2
July 1 through September 30 th	1
October 1, through December 31	0

2. In the calendar year following an employee's twenty-fifth (25) anniversary and the year following each succeeding five year incremental anniversary (30, 35, etc.), an employee will be awarded one additional Personal Day.
3. Unless the reason for personal leave is an emergency situation, it is to be scheduled in advance.
- ~~3~~.4. Unused personal leave is not carried over from one calendar year to the next.
- ~~4~~.5. An employee is not compensated for unused personal leave upon termination of employment.



4.8 Leave of Absence Without Pay

Effective Date: August 15, 1980

Revision Date: June 14, 1984, December 5, 1985, June 19, 1987, October 8, 1993, May 27, 1994, August 14, 1998, December 14, 2001, June 21, 2002, October 14, 2005, February 7, 2008, April 9, 2013, July 11, 2018

Procedure

Extended Medical Leave

1. To be eligible for an extended medical leave of absence related to an employee's own illness/injury without pay, an employee must have used all of his accrued sick leave or have applied for and be receiving disability payments under the Illinois Municipal Retirement Fund (IMRF) ~~and/or~~ exhausted all FMLA time (if applicable). ~~At the employee's option, vacation, sick, and compensatory time may be used in lieu of IMRF disability payments.~~

The employee must request an extended medical leave on an Unpaid Leave Request form. The employee must attach to this request a statement from a physician certifying the nature, extent and probable period of illness or disability ~~to the request~~. The District may require, at its expense, its own examining physician conduct a physical examination to determine the nature and extent of illness or disability. No extended medical leave will be granted on an open-ended basis. A physician's formal indication of a probable return to work date is a condition to the granting of this leave.

2. ~~An Extended medical leave or extensions thereof~~ must be approved by the Department Director, Director of Administration, and the Executive Director.
3. ~~Where an extension of extended medical leave is requested, the Director of Administration may require additional statements from the employee's physician confirming the need for additional time off. No accumulative extended medical leaves may total six months, including FMLA leave, unless extraordinary circumstances arise.~~
4. Law Enforcement Officers. A law enforcement officer who suffers any injury in the line of duty which causes him to be unable to perform his duties shall continue to be paid by the District on the same basis as before the injury without deduction from sick leave, compensatory time or vacation leave for as long as the injury lasts, but no longer than one (1) year. The employee may not receive any compensation from any other employer or he forfeits his rights to disability payments. The employee receives service credits for this period under the SLEP program and he must remit any compensation for loss of time to the Administration Department within fifteen (15) calendar days after receipt of the payment. The request for disability payments under this part must be approved by the Department Director and the Director of Administration. The Director of Administration ~~shall~~ may order an examination by a District designated physician, at District expense, before approving such a disability payment. The physician shall determine the nature and extent of the disability. The Director of Administration ~~shall~~ may also order periodic medical examinations by a District designated physician to determine eligibility for continuing payments.



- 8.5. The Director of Administration shall require a statement from the employee's physician upon his request to return to work to insure that he is able to perform the duties required.
- 9.6. An employee on extended medical leave of absence does not accrue vacation leave or sick leave for the period of the unpaid leave of absence. An employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he made to the plan before taking leave within thirty (30) days of invoice. Failure to pay the health insurance premiums may result in loss of coverage.

If an employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the extended medical leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his job or to circumstances beyond the employee's control.

Family and Medical Leave.

1. Employees who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave as regulations permit. An employee must first use all of his accrued paid vacation, sick, or personal leave and the remainder of the leave period will consist of unpaid leave. If the employee qualifies for IMRF disability payments, the employee will not be required to use his paid benefit time once he satisfies IMRF's waiting period. If the employee stops receiving IMRF disability payments while still on Family Medical Leave, the employee will then be required to use any available benefit time for the remainder of the leave. If the employee does not have benefit time available, the leave will be unpaid.

~~Husband and wife~~ Spouses who are both employed by the District and eligible for FMLA leave will be limited to a combined total of 12 weeks of FMLA leave during any 12-month period if the leave is taken for birth of the employee's child or the care for a child after birth or placement with the employee for adoption or foster care or to care for the employee's parent with a serious health condition.

12-Month Period Defined.

A Family and Medical (FMLA) leave of up to twelve (12) weeks (twenty-six (26) weeks to care for a designated family member undergoing treatment for or recovering from a serious injury or illness that occurred while on active duty in the Armed Forces) may occur in the twelve (12) month period measured backward from the date the employee used FMLA previously. This is a "rolling" twelve (12)-month period. Each time an employee takes FMLA, the amount of FMLA still available to him is the leave time not taken during the past twelve (12) months.

2. Reasons for Leave. During any twelve (12) month period eligible employees may be granted a total of twelve (12) weeks of combined unpaid family leave and paid vacation, sick, and personal leave for the following reasons:
 1. the birth of the employee's child and in order to care for the child;



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2. the placement of a child with the employee for adoption or foster care; (The entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the date of the birth or placement.)
3. to care for a spouse, child or parent who has a serious health condition; or
4. an employee's own serious health condition.
5. due to a spouse, son, daughter or parent being on active duty or having been notified of an impending call or order to active duty in the US Armed forces.

During any twelve (12) month period eligible employees may be granted a total of twenty-six (26) weeks of combined unpaid family leave and paid vacation, sick, and personal leave to care for a spouse, son, daughter, parent or nearest blood relative undergoing medical treatment for, or recovering from, a serious injury or illness that occurred while on active duty in the US Armed Forces.

3. Application for Leave. An employee must submit a Family/Medical Leave Request to the Human Resources Division. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. The application for leave must be submitted at least thirty (30) calendar days before the leave is to begin.

If leave is to begin in less than thirty (30) calendar days, an employee must give notice to his immediate supervisor and to the Human Resources Division as soon as the necessity for the leave arises.

4. Medical Certification of Leave. An application for leave based on the serious health condition of the employee, employee's spouse, child or parent must also be accompanied by a Medical Certification Statement completed by the applicable health care provider. With respect to family military leave, this certification is also required for care of a nearest blood relative.

5. Benefits Coverage During Leave. An employee will be retained on the health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he made to the plan before taking leave. Failure to pay the health insurance premiums within 30 days of invoice may result in loss of coverage.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his job or to circumstances beyond the employee's control.

6. Return To Employment. Upon return from leave an employee will return to his former position or be placed in an equivalent position with equivalent pay, benefits, and other terms and conditions of employment.

7. Extension-Modification of Leave. An employee who requests ~~an extension of family leave to~~ modify his original FMLA request due to the continuation, recurrence or onset of his own



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serious health condition or of the serious health condition of the employee's spouse, child or parent, must submit a request for ~~an extension~~ the modification, in writing, to the Human Resources Division. This written request should be made as soon as the employee realizes that he will not be able to return at the expiration of the leave period.

8. An employee on family and medical leave does not accrue vacation leave or sick leave for the portion of the leave that is an unpaid leave.

Personal Leave.

1. At the employee's option, vacation leave, and compensatory time may be used for personal obligations requiring leave of absence for a longer duration than the personal leave provided in Section 4.7.
2. The employee must request personal leave without pay under provisions of this section on a Unpaid Leave Request for leave in excess of accrued paid time off.
3. Personal leave under this section or extensions thereof must be approved by the Department Director, Director of Administration, and the Executive Director.
4. An employee on personal leave does not accrue vacation leave or sick leave for the period of the unpaid leave of absence. Such employees may continue medical and dental group insurance coverage and life insurance coverage, but only where the employee pays the total cost of such participation while on unpaid leave of absence. Such employees continue IMRF participation according to rules and requirements established by IMRF.
4- This leave is never granted with a return date left open. If manpower requirements demand it the employee's position is subject to permanent replacement should the agreed upon duration of the leave be extended without District approval.

School Visits.

Employees are allowed up to eight hours leave to visit their children's schools during the school year. An employee may take up to four hours of school visitation leave in one day. The leave may be taken if the employee has exhausted all accrued vacation, compensatory, or personal leave. A written request for leave must be submitted at least seven calendar days in advance to the Human Resources Division.

Victims' Economic Security and Safety Act (VESSA) Leave

1. An employee who is a victim of domestic violence or sexual assault, or who has a family or household member who is a victim of domestic violence or sexual assault, may receive up to twelve (12) weeks of unpaid leave per twelve (12) month rolling time period for the following reasons:
 1. To seek medical attention for, or recovery from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
 2. To obtain victim services for the employee or employee's family or household member;



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3. To obtain psychological or other counseling for the employee or the employee's family or household member;
4. To participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim from future domestic or sexual violence; or
5. To seek legal assistance to ensure the health and safety of the victim, including participating in court proceedings related to the violence.

The 12-month "rolling" time period is determined by measuring backwards from the date the employee is placed on leave. In determining eligibility and how much VESSA leave an employee may be entitled to, the District will subtract any VESSA time that the employee used during the preceding twelve months from the 12-week entitlement.

The definition of "family or household member" means a persons related by blood or by present or prior marriage or a person who shares a relationship through a son or daughter.

Time off under VESSA is unpaid unless the employee has benefit time available, and chooses to use that benefit time during his leave. Employees on unpaid VESSA leave accrue no benefit time. If the employee qualifies for IMRF disability payments, the employee may use these benefits once he satisfies IMRF's waiting period. If the employee stops receiving IMRF disability payments while still on VESSA leave, the leave will be unpaid.

2. Eligibility Requirements. The employee must provide Human Resources with certification that (1) the employee or the employee's family or household member is a victim of domestic or sexual violence and (2) the leave is for one of the reasons permitted under VESSA (see preceding paragraph). The employee must provide a sworn statement and one of the following:
 - a) Documentation from a victim services organization, attorney, member of the clergy, or medical or other professional from whom the employee or the employee's family or household member has sought assistance or;
 - b) police or court record or;
 - c) other corroborating evidence.

All employees are eligible to apply for VESSA leave, including part-time and introductory employees.

3. Applying for VESSA Leave. Unless it is impractical to do so, the employee must provide Human Resources with at least 48 hours advance notice, of the intent to take VESSA leave. To apply for VESSA leave, the employee should bring the sworn statement and certifying documents (see above) to Human Resources and request ~~an application for leave~~ and complete a time off request form.

If advance notice is not possible, the employee must provide his sworn statement and application for VESSA leave within five (5) calendar days after leave is requested or the employee is tentatively placed on VESSA leave. The remaining certifying documents must be provided within fifteen (15) calendar days after leave is requested, or the employee is tentatively placed on VESSA leave, whichever occurs first. Once on leave, the employee is expected to remain in regular contact with Human Resources and give periodic updates.



An employee who is eligible or who appears to be eligible for VESSA leave may be placed on VESSA leave by the District even if the employee has not applied for such leave.

4. Intermittent VESSA Leave. Employees may take VESSA leave on an intermittent basis or on a reduced work schedule. Employees needing intermittent leave must attempt to schedule their leave so as to not disrupt the District's operations. The employee's Director may temporarily assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent schedule. The employee's intermittent VESSA leave will be unpaid unless they choose to use accrued benefit time.
5. Reasonable Accommodation. Accommodations will be made in a timely fashion and exigent circumstances will be considered in determining if the accommodation is reasonable. An example of a workplace accommodation is "assistance in documenting domestic or sexual violence that occurs at the workplace or in work-related settings".
5. Benefits Coverage During Leave. While on VESSA leave, employees who are participants in the District's health plan will remain covered, under the same conditions that applied before the leave began. During the leave, the employee must continue to make the same contributions that he made to the plan before the leave began, and failure of the employee to pay his share of the health insurance premiums may result in loss of coverage.
6. Reinstatement. Unless there is a basis for denying reinstatement the District reserves the right to place an employee in a different position with equivalent pay, benefits, and other terms and conditions of employment.



5.1 Position Classification Plan

Effective Date: August 15, 1980

Revision Date: May 27, 1994, November 7, 2013, June 28, 2018

Procedure

Job descriptions shall be maintained for each position in the classification plan. Each position will be assigned a salary grade based on skills, knowledge and abilities required to perform the job duties. When a new position is created, ~~the Director~~ Human Resources and the Department Director will establish a job description and incorporate it into this plan. The addition of a position to the classification plan or a change in a position salary grade must be approved by the Finance Committee.

The Director of Administration may periodically review any or all positions and report his recommendations to the Executive Director for approval. To facilitate review, he may require an employee to submit an updated job description if there has been a significant change in the duties or responsibilities of the position.

An employee may request in writing through his Department Director a review of his position classification. The Director of Administration shall review the position and make his recommendation to the Executive Director for approval.

It is the responsibility of the Department Director to notify the Human Resource Division of changes that occur within a position in order to maintain current job descriptions on all established positions. Department Directors shall also insure that each staff member has a copy of his current job description.



5.2 The Pay Plan

Effective Date: August 15, 1980

Revision Date: June 14, 1984, May 27, 1994, June 21, 2002, November 7, 2013, April 30, 2015, June 28, 2018

Procedure

Employees shall be paid on a bi-weekly basis. A salary range shall be established for each position in the position classification plan and shall be based on position qualifications, difficulty and responsibility of work, comparing other relative District positions, ~~prevailing rates of pay in other jurisdictions~~ market rates, the financial policies of the District and other economic considerations. Adjustments in salary ranges must be approved by the Finance Committee.

New hires may be brought in at a level within the salary range recommended by the Director of Administration with the approval of the Executive Director. The Executive Director must approve new hires brought in above the midpoint of the salary range.

Each new employee shall serve an introductory period as defined in Policy 2.3. Unsatisfactory employees should be terminated on or before completion of this period. After completing the introductory period, an employee may receive up to a 5% increase in salary.

When an employee is promoted he shall be paid the minimum rate for the new position or up to 10% above his current rate of pay, whichever is greater. However, if the employee's current base salary exceeds the new pay grade midpoint by more than 5%, then the employee will receive a 5% increase. A demoted employee shall be paid at a rate within the salary range for the lower position as approved by the Executive Director.

~~Salary-Merit~~ increases within the salary range are made annually as funded in the annual budget and based upon an employee's performance in the position. Merit increases will be allowed up to the maximum of that salary range. If the proposed salary increase raises the compensation for the employee above the maximum, the salary increase will be combined with a one-time cash payment so that the employee's compensation is raised to the maximum for the range and the balance of the performance increase is paid as a one-time cash payment. In those years where an annual increase is not approved or budgeted, employees at the maximum of the pay grade shall not receive an annual lump sum increase.

If position responsibilities have increased the Executive Director may grant an increase within the salary range or recommend a grade change. The Executive Director may grant an increase within the salary range in order to maintain equity or to respond to labor market shifts. When a base salary increase is approved, the entire salary schedule shall be increased in the same manner.

Proficiency incentives are used to reward a high performing non-bargaining unit employee who has demonstrated or increased proficiency in his current position. A proficiency incentive is a "slide over" advancement within a pay range. Based on meeting specific established standards, an employee



may be eligible for a proficiency increase every three (3) years and no more than three (3) times in an eligible position. The incentive for demonstrated proficiency is 1.5% in addition to the annual merit increase at level one and 2.0% in addition to the annual merit for levels two and three.

~~This 1.5% incentive is given in addition to the annual merit increase. Based on meeting specific established standards, an employee may be eligible for a proficiency increase every three (3) years and no more than three (3) times in an eligible position.~~

For a period of up to eight months, a temporary increase to the entry level of a higher salary range or up to a ~~ten-10 %percent~~ salary increase may be granted by the Executive Director, when an employee is assigned special duties or receives a temporary promotion to fill a vacancy.



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6.2 Demotions

Effective Date: August 15, 1980

Revision Date: February 20, 1981, September 16, 1994, November 18, 1994, November 12, 2013, June 28, 2018

Procedure

A Department Director, with approval of the Executive Director, may ~~reduce~~ recommend the reduction an employee's salary grade or otherwise demote an employee ~~or may demote an employee~~ consistent with manpower needs such as with reorganization, reduction in force, job elimination, or other administrative changes ordered by the ~~Forest Preserve~~ District Board. An employee may request a demotion.

A demoted employee will be paid as stipulated in Section 5.2.



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6.3 Performance Appraisals

Effective Date: August 15, 1980.

Revision Date: June 19, 1987, September 16, 1994, December 14, 2001, November 12, 2013.

June 28, 2018

Procedure

1. The Director of Administration will be responsible for establishing a standardized performance appraisal system.
2. An employee will be evaluated on his performance upon completion of ~~their~~his introductory period and on an annual basis thereafter. However, managers must provide informal appraisals on an ongoing basis, where appropriate, so as not to delay feedback about performance until the annual appraisal.
3. Department Directors will be responsible for coordinating performance appraisal implementation in their departments as well as evaluating employees reporting directly to them.
- ~~4. The Executive Director shall complete performance appraisals for Department Directors and the Executive Assistant and review them with the President.~~
- ~~5. The President shall complete and the Finance Committee shall review the performance appraisal for the Executive Director.~~
- ~~6~~4. A copy of all completed appraisals must be forwarded to the Administration Department for inclusion in the employee's personnel file. The employee may request a completed copy of his appraisal.
- ~~7~~5. Performance appraisals may be reviewed for use in promotions, transfers and other reassignments.



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7.3 Worker's Compensation

Effective Date: August 15, 1980

Revision Date: September 16, 1994, November 12, 2013, June 28, 2018

Procedure

1. Employer's First Report of Injury or Illness. There must be an "Employer's First Report of Injury or Illness" (~~Form 45~~) completed by the department in which the employee works. ~~The original report must be signed by the person completing the report.~~ The report is to be filed with the Park District Risk Management Agency (PDRMA) for forwarding to the Workers Compensation Commission when a death, injury or illness is associated with employment.
2. Open Case File. Record of all active Workmen's Compensation claims are maintained by ~~Risk Management~~Administration Department.
3. Accident Files. The Administration Department is to maintain an accident file which is to be kept on a yearly basis. ~~Files are to be retained for five (5) years.~~
4. Not all injuries that occur at work are compensable. The compensability of each claim is determined by applying the law to the facts of the incident. ~~The Park District Risk Management Agency (PDRMA)~~ administers the workers' compensation claims on behalf of the ~~Lake County Forest Preserve~~ District. The PDRMA claims staff will review the facts of the claim and determine compensability.



8.1 Disciplinary Action

Effective Date: August 15, 1980

Revision Date: May 21, 1993, August 14, 1998, June 21, 2002, November 12, 2013, June 28, 2018

Procedure

When problems occur, generally, managers will counsel employees first, then if the problem recurs resort to more substantial corrective action such as written warnings, suspension, and dismissal.

The following list is intended to provide only general guidance for conduct that is generally considered unacceptable while in the employ of the ~~Lake County Forest Preserve~~ District, and a basis for suspension without pay or dismissal. Such conduct includes, but is not limited to:

1. Conviction of a criminal felony offense;
2. Insubordination;
3. Disrespectful or discourteous conduct to a member of the public or a District official;
4. Absence from the job without authorized leave or notification;
5. Willful damage to public property;
6. Fighting with or assault upon fellow employees or supervisors;
7. Gambling while on duty;
8. Being under the influence of alcohol or controlled substance while on duty;
9. Unsatisfactory job performance, including sleeping, loafing, and generally not performing assigned duties as required;
10. Theft of District property; or removal of District property without proper authorization;
11. Willful misrepresentations or concealment of any fact requested during hire procedures;
12. Habitual tardiness;
13. Failure to report occupational injuries in an accurate and timely manner;
14. Violation of established work rules;
15. Actions that impair the effectiveness, efficiency or reputation of the District.
16. Engaging in a second employment or business while on District time;
17. Use of a District vehicle or facility for personal purposes;
18. Disobeying safety rules and regulations;
19. Submitting expense reports with no basis in fact, or for expenses of a personal nature;
20. Use of District electronic devices, including computers, telephones, or other technology, for profit or excessive personal use, and excessive use of personal devices on District time for personal purposes.

Step 1. Oral Warning.

When an employee's performance or conduct is unacceptable, it is the responsibility of the supervisor to orally notify the employee and discuss corrective action. This is an integral part of the supervisory process since the employee may be unaware that he



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is not meeting expectations or is unaware of violating policies or procedures. A written record of the oral warning to the employee should be placed in their personnel file stating; (a) the violation, (b) suggested action plan, (c) time frame for improvement and (d) possible consequences for lack of improvement.

Step 2.

Written Warning.

It may be necessary to state to the employee in writing; (a) the violation, (b) suggested action plan, (c) time frame for improvement and (d) possible consequences for lack of improvement. Depending on the seriousness and nature of the violation, this step may occur simultaneously with the oral warning, or as a consequence of insufficient improvement after an oral warning.

Step 3.

Suspension.

A Department Director, with approval of the Director Administration, may suspend an employee without pay, for a serious violation or for repeated failure to correct his actions following a written warning. A written notice stating the reasons for the action and the duration of the suspension shall be given to the employee ~~and Executive Director.~~

Step 4.

Dismissal.

For a severe violation, repeated violations, or a series of separate violations, an employee may be discharged for just cause with approval from the Executive Director. A regular full-time or regular part-time employee is entitled to a pre-termination hearing. A supervisor shall present the employee with a written statement of the grounds for the recommended dismissal and set forth the reasons for the recommendation. The employee shall have an opportunity to present information related to the recommended dismissal.

An employee may request removal of an oral or written warning in their personnel file if for the two (2) year period following the action no oral or written warning is received and the employee receives performance appraisals of “meets expectations” or better.



8.8 Vehicle Accident Review

Effective Date: April 19, 1990

Revision Date: September 16, 1994, June 21, 2002, November 12, 2013, June 28, 2018

Procedure

~~Risk Management~~The Manager of Human Resources and Risk is responsible for drafting collision prevention policies, providing a safe driving training program to promote defensive driving practices and prevent accidents, recognizing employees who operate a vehicle safely by obeying all safety rules and following operating instructions, investigating vehicle accidents and taking all steps necessary to prevent a reoccurrence.

In its review of vehicle accidents the Risk Management division shall:

1. ~~Conduct a post-incident investigation which will include interviewing the driver as well as any District witnesses. Determine the cause of the collision and whether it was preventable or non-preventable. A preventable accident is one in which the driver failed to make a reasonable effort to prevent the accident.~~
2. Review the employee's past driving history.
3. Report in writing to the Department Director the findings and recommendations based on the investigation for corrective action. A copy of the report shall be placed in the accident file.
4. ~~Review each preventable vehicle collision and unsafe driving report with the employee to emphasize the District's high regard for good driving practices and to prevent reoccurrence.~~
5. ~~Require any driver involved in a preventable collision or demonstrating questionable driving capabilities to be retrained in the driving course.~~

Corrective Action.

~~An employee who is involved in a preventable collision, operates a vehicle unsafely or receives a traffic violation shall be subject to the District's Disciplinary Action Policy.~~ Risk Management may recommend corrective action to the Department Director ~~corrective action~~. The Department Director shall have latitude in determining the extent of disciplinary action to be taken under the District's Disciplinary Action Policy with the review and approval of the ~~Director of Administration~~Manager of Human Resources and Risk and Executive Director. The extent of personal injury, vehicle damage, violation of vehicle operating procedures, traffic citations issued, accident history, condition of the vehicle, or any unsafe actions shall be considered when determining appropriate disciplinary action.



8.9 Information Technology Security

Effective Date: November 12, 2013

Revision Date: June 28, 2018

Procedure

The term “information” shall refer to all electronic information, including but not limited to information that is electronically created, received, processed, or stored by the District in the course of its operations. This information is managed by the Information Technology (“IT”) Division.

All employees are required to take reasonable steps to protect the confidentiality, integrity, and availability of information that they handle. All information is the property of the District or is being held by the District in trust for the public’s benefit and no employee has any right of privacy or ownership as to information contained ~~on District computers or within the District’s network. in the District’s IT system.~~

~~Access to information should be granted on a ‘need to know’ basis by the Department Director and communicated to IT. Only individuals who require the information to perform their job responsibilities should be granted access to that information.~~

Access to information systems and networks should follow the doctrine of least privilege. Individuals should be granted only the privileges and access rights that are required for their work. When an individual’s responsibilities change, his privileges and access rights must be reviewed by the Department Director and adjusted accordingly.

Access to information should be granted on a ‘need to know’ basis by the Department Director and communicated to IT. Only individuals who require the information to perform their job responsibilities should be granted access to that information. Elevated permissions can be provided to staff at the request of the Department Director.

Systems or devices that are to be connected to District networks must be approved by IT. They will review new systems to assure that they meet current security standards, including but not limited to patch level and anti-virus protection. Information security standards and controls are implemented to protect sensitive information and comply with privacy regulations and PCI standards. These standards will be updated as needed to keep pace with evolving security threats, changing technology, and changes in the District’s technology environment. Periodic assessments will be conducted to assure that computer systems and networks continue to meet security standards.

IT will implement technical solutions that minimize any potential security threats, provide appropriate protection for any related information, and comply with applicable regulations. IT will work with employees to implement security controls appropriate to the sensitivity of the information that must be protected and will balance security requirements with the professional needs of the District.



8.10 End User Account

Effective Date: November 12, 2013

Revision Date: June 28, 2018

Procedure

A. General

An "account" consists of the user's ID required for the user to do business. Each user account will be created using the employee's preferred name ~~on file with the Human Resources division.~~

B. Termination of Accounts

A user's access to his account(s) must be terminated as soon as practical but no later than 3 days after separation from employment. An email account may be forwarded to an alternate District employee as recipient of this email. All requests for a temporary extension of this deadline, or any other exception to this policy, must be made in writing to IT and be approved by the Information Technology Officer (ITO) or designee. The District in any case will not forward email to accounts outside the District Local Area Network.

C. Change Notice

Accounts are issued because authorized access to resources is required. If the user's needs or responsibilities change, IT must be notified by the supervisor. It is the supervisor's responsibility to report changes in responsibilities and authorization requirements to the IT two weeks prior to the change. Changes should be requested via the Electronic HelpDesk System. Account termination or reactivation requests will only be accepted from a supervisor.

D. Account Inactivity

IT maintains log files of access to most resources. If an account shows no activity for three months it may be disabled. The user must contact the IT Help Desk to reactivate it. An account that has been idle for six months may be removed without notice.

E. Network Password

Passwords are an important aspect of information security. They are the front line of protection for user accounts and other forms of access. A poorly chosen password can result in the compromise of the District's network. As such, all users are responsible for taking the appropriate steps, ~~as outlined in the IT Policy and Procedure Manual,~~ to select and secure their passwords.

F. Account Abuse



Log files may ~~also~~ be scanned by IT for indications of inappropriate use and/or resource abuse, for which an account can be terminated without notice. Examples of Account Abuse include, but are not limited to:

- **Theft and Vandalism**

Theft and vandalism of network resources/computer systems and peripherals will be handled by the appropriate authorities (Ranger Police and/or appropriate law enforcement agencies). The District will pursue and support criminal prosecution of individuals suspected of theft and/or vandalism.

- **Unauthorized Use of Network Services**

Any individual -for whom an active account does not exist, and is determined to be using any network services, will be referred to the appropriate authorities including the ITO, Director of Administration and the appropriate Department Director. Incidents of unauthorized use that involve individuals not directly associated with the District will be handled by the appropriate law enforcement agency. If direct expenses are incurred by the District during unauthorized use (i.e., paper, printer supplies, etc.), the District reserves the right to pursue full reimbursement of those costs from the individual.

Use of restricted network services without authorization is considered an abuse of privilege and may result in restriction, denial of network access, and where appropriate disciplinary action. Current restricted-use network resources include printers reserved for use by an individual, department or group, and workstations and servers that have restricted login access.

- **Unauthorized access to accounts**

Any attempt to gain access or to use an account other than by the owner will be considered a severe violation of network policy and will be grounds-cause for discipline, up to and including discharge. Such attempts include, but are not limited to, gaining access to a user's account while the user is away from a workstation or efforts to determine another user's password by closely watching a login. Possession of tools that can be used to subvert security is grounds for account suspension.

- **Cracking passwords**

Any attempt to crack or otherwise obtain passwords is prohibited, and will be grounds cause for dischargediscipline, up to and including discharge. Storing or transferring unencrypted password information is prohibited. Writing, transferring, compiling or running programs designed to guess passwords or otherwise gain unauthorized access to user or system accounts or passwords are prohibited. This includes programs or techniques designed to trick users into divulging their passwords.

- **Sharing accounts**



An account is assigned to an individual. This individual is solely responsible for all actions traced to the account. Sharing accounts or account passwords is prohibited. If some users need to work together in a group, they must follow the proper guidelines for work group access to files ~~(See IT Policy & Procedure Manual)~~. Persons who may be liable for damage done on a shared account include the owner and any other individual who has access to the account.

- **Access to Information**

Unauthorized access to information contained in a user's home directory is prohibited, even if the files are readable and/or writable. When in doubt, don't read, copy, or change other users' files.

- **Modifying files**

Modifying files anywhere on the system without consent of the file's creator is prohibited and will be grounds for discipline. This includes writing or modifying files which have file permissions set to allow modification or writing. This also includes creating new files, renaming, or deleting existing files in directories which may have directory permissions set to allow creation or modification of files.

- **Receipt and distribution of copyrighted material**

Use of network services for the unlawful receipt, distribution, or use of copyrighted software or material is prohibited.

- **Personal and Pecuniary Use of Resources**

Excessive use of District network resources for personal purposes is prohibited.

- **Licensing and Copyright Infringement**

Most software packages and applications are licensed and/or copyrighted. Most licenses and copyright agreements specifically prohibit copying or unauthorized use of the software or data.

- **Electronic Mail and Communications**

Electronic mail (e-mail) is the primary communications tool used by network users. E-mail should not be used to transfer confidential information, unless the circumstances indicate the transmission is secure and the sender and recipient are observing the standard of care required for the communication of confidential information by email.

- **Electronic mail privacy**

The e-mail system is intended for official District business. E-mail messages sent or received using District communications equipment are the property of the District. Do NOT attempt to read, copy, or otherwise disturb another user's e-mail. The District reserves the right to inspect an individual's mail and/or account ~~should that user be suspected of a crime, account abuse, or other violations of District policy.~~



- **Controversial electronic mail/postings**
Electronic mail is usually delivered directly from the sender to the receiver without extensive filtering. Care should be taken to keep all e-mail communications professional in nature and devoid of inappropriate language or content. Sending electronic mail messages that are determined to be obscene, abusive, hostile or otherwise offensive is considered an abuse of network privileges.
- **Forging**
Any attempt to forge an e-mail message will be considered an abuse of network privileges and will be cause for discipline, up to and including discharge. If a user receives mail that could have been forged, it is in the best interests of all parties involved to confirm the e-mail with the supposed sender via personal contact. If it is determined that the e-mail is a forgery, contact the IT Help Desk. A complete copy of the message should be saved for further investigation.
- **Violation of Remote Site Policy**
Users of remote sites or remote site services are bound by the rules, and policies ~~of the remote site. If you do not know the remote site's rules and policies, adhere to those~~ outlined in this document.
- **Malware**
Anyone knowingly attempting to proliferate, create, modify, or transmit worms, viruses, or other malware of any size, shape, or form will be terminated immediately and remanded for criminal prosecution.
- **File Transfer Protocol (FTP)**
Using FTP to transfer files to or from remote sites that violate the policies of the remote site is prohibited and will be ~~grounds-cause~~ for discipline, up to and including discharge. In particular, transferring files which contain material offensive to either site, contain information to be used for personal financial interests of any party, or contain monetary or sexual solicitations is prohibited.



8.11 Wireless Networking

Effective Date: November 12, 2013

Revision Date: June 28, 2018

Procedure

The deployment and use of District owned or operated wireless devices and other unlicensed devices connected to District infrastructure is subject to the following:

- All use of wireless access points and devices must comply with applicable laws, regulations, and District policies including Federal regulations.
- Only devices compatible with operation of the District's wireless network may be operated by departmental units at any District location.
- Deployment and use of wireless network devices connected to District infrastructure services must be approved by IT.
- All wireless network access points connected to District infrastructure must be registered with Information Technology.
- As with wired access, access through wireless access points must be automatically logged. These logs will be maintained in accordance with the District's Records Retention Schedule and should include at least the identity of the user or equivalent information, the date and time of access, and the IP address assigned for the session.

IT staff will notify a department operating a wireless access point that does not appear to be compliant with this policy so that it may be brought into compliance.

Wireless access points not brought into compliance ~~may~~will be denied network access.

IT staff may report noncompliant wireless network access points not connected to the District's network infrastructure ~~through to~~ the Information Technology Officer (ITO) or ~~designee to~~ the Department Director ~~with recommendations for corrective measures~~.

In addition, IT staff may report otherwise legitimate non-data unlicensed wireless devices operated in a manner not compatible with the District's wireless data network to the ITO and the Department Director ~~with recommendations for corrective measures~~.

In an emergency situation, IT staff may take immediate steps, including denial of network access, to ensure the integrity of the District's data network and systems, safeguard the safety of District property, or protect the District from liability.



All decisions, notifications, or measures taken under this policy may be appealed to the ~~IHO, or~~
designee, Director of Administration.



8.13 Workplace Violence

Effective Date: June 21, 2002

Revision Date: November 12, 2013, June 28, 2018

Procedure

If a violent act occurs and constitutes an emergency, immediately call 911. When 911 is contacted, also contact your immediate supervisor. In those instances that are not emergency situations, contact your immediate supervisor.

If at all possible, ensure that the parties involved in a violent altercation, are separated. However, never attempt to physically restrain or physically remove a threatening or violent person yourself. ~~Human Resources~~Public Safety is responsible for responding to incidents of workplace violence, and in the event of a violent act, ~~Human Resources~~Public Safety coordinates all responses to the incident. Incidents that involve criminal situations require ~~Human Resources~~Public Safety to work in cooperation with the ~~appropriate law enforcement agency if necessary, and the~~ Lake County State's Attorney's office. ~~Human Resources~~Public Safety is responsible for evaluating an incident and ~~making recommendations~~will consult with Human Resources regarding the need to conduct an investigation.

The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or ~~Human Resources~~the Manager of Human Resources and Risk before the situation escalates into potential violence. The District is willing to assist in the resolution of employee disputes.



9.1 Retirement

Effective Date: August 15, 1980

Revision Date: February 20, 1981, June 19, 1987, April 21, 1995, August 21, 1998, June 21, 2002, December 19, 2003, November 12, 2013, June 28, 2018

Procedure

1. Retiring employees should be directed to the Human Resources division at least six (6) months prior to the expected date of retirement. The Human Resources division shall brief retiring employees about the benefits to be received, make available pertinent information regarding retirement, and complete the necessary forms.
2. Eligible retiring employees wishing to continue participation in the District's group health and dental insurance programs are required to:
 - a. Submit a retiree benefit enrollment form to the Human Resources division in advance of retirement.
 - b. Ensure that timely premium payments are made after the request is processed and the benefits are continued thereafter.
3. Retiring employee will be paid, in the last paycheck, for any earned and accumulated vacation, compensatory time, floating holiday and sick leave due, in accordance with District policies. Eligible employees may be granted up to a maximum of one year pension service credit upon retirement for unpaid, unused, accumulated sick leave as provided in the Retirement Plan.
4. An employee retiring shall be paid compensation due at the time of retirement at the employee's current rate of pay, and this shall be included on their last paycheck.



9.2 Resignation

Effective Date: August 15, 1980

Revision Date: April 21, 1995, June 21, 2002, November 7, 2013, June 28, 2018

Procedure

1. When an employee submits a resignation the Department Director should notify the Human Resources Division.
2. The Human Resources Division will conduct an exit interview to obtain the employee's thoughts about the employment experience that might be useful in identifying strengths and weaknesses in the District's employee relations program. During the interview, the Human Resources division will determine the reason the employee is leaving and what compensation is due to the employee, ~~notify the Illinois Municipal Retirement Fund,~~ and explain conversion of insurance benefits. The Human Resources Division will also inquire as to the return of District equipment and property by the resigning employee.
3. Employees resigning who give at least 14 days of notice will be paid for any earned and accumulated vacation leave, compensatory time, floating holiday, and sick leave compensation due in accordance with this manual.
4. A resigning employee shall be paid compensation due at the time of resignation, at the employee's current rate of pay, and ~~shall be paid~~ in the same pay period in which the employee's last day of actual work is paid out.
5. Any employee who fails to report to work for three (3) consecutive work days, without notifying his ~~Department Director~~Supervisor and receiving permission to be absent, shall be deemed to have abandoned his position and will be considered a voluntary resignation, not in good standing. Notification of extenuating circumstances within five (5) calendar days after an absence may be cause to waive such a determination. Waiver shall be entirely within the discretion of the Department Director.



9.3 Dismissal

Effective Date: August 15, 1980

Revision Date: June 19, 1987, May 21, 1993, June 21, 2002, November 12, 2013, June 28, 2018

Procedure

1. An employee dismissed shall be paid compensation due at the time of termination, ~~shall be paid~~ at the employee's current rate of pay, and ~~shall be paid~~ in the same pay period in which the employee's last day of actual work ~~occurred~~ is paid out.
2. An employee may wish to grieve a dismissal in accordance with Section 10.
3. If the Executive Director determines that it is necessary to terminate the employment, or seek the resignation of a Department Director, the Executive Director shall submit a written recommendation to the Finance Committee. The Finance Committee shall consider the recommendation and render a decision.



9.4 Reduction in Work Force

Effective Date: August 15, 1980

*Revision Date: February 20, 1981, June 19, 1987, April 21, 1995, June 21, 2002,
November 12, 2013, June 28, 2018*

Procedure

1. Department Directors intending to reduce their work force should prepare a list of positions and employees that are affected and submit their recommendation to the Executive Director for approval. In preparing such a recommendation a Department Director will take into account work performance, adaptability, team effort, flexibility, length of service, and other criteria. The Director of Administration shall coordinate giving the required notice to each affected employee.
2. Employees laid off have the same rights and privileges to re-employment and insurance coverage as employees on a granted leave of absence without pay as provided in Section 4.8.
3. Employees laid off are eligible to receive Unemployment Compensation and will be informed of that fact by the Director of Administration.
4. A laid off employee shall be paid compensation due at the time of separation, at the employee's current rate of pay, and ~~shall be paid~~ in the same pay period in which the employee's last day of actual work is paid. The Human Resources Division will explain conversion of insurance benefits to the employee.

Laid off employees will be paid for any earned and accumulated vacation leave, compensatory time, floating holiday, and accrued sick leave benefits due in accordance with this manual.



10.2 Grievance Procedure for Department Directors

Effective Date: June 21, 2002

Revision Date: November 7, 2013, July 11, 2018

Procedure

“Grievance” defined. The word “grievance” shall be defined as a claim or dispute concerning working conditions or personnel practices that directly affect the employee in the performance of his/her duties, and a claim or dispute involving suspension, demotion or discharge of the employee. This procedure is inapplicable to dispute regarding compensation, performance evaluations, insurance benefits, the size of a department budget or financial allocations, the general working conditions of department employees, or the salary and/or classification of an employee in a department.

The processing of a grievance filed by a Department Director involves fewer steps than those covered in Policy 10.1.

~~Furthermore, g~~Grievances involving a suspension without pay, a demotion or discharge shall proceed directly to a ~~Step Two~~ hearing before a special Grievance Review Panel of the District Board.

~~Step One. A Department Director shall first raise his grievance in writing with the Executive Director. The grievance shall state: 1) the nature of the dispute and all relevant supporting facts; 2) the action the Department Director is requesting; 3) the date of the grievance. The grievance must be presented no later than ten (10) working days from the date the Department Director becomes aware of the occurrence giving rise to the grievance. Upon receipt, the Executive Director shall give a copy of the grievance to the President of the District Board. The Executive Director shall discuss the matter with the Department Director and shall provide a written response within ten (10) working days after the grievance is received. If the grievance is resolved, the Executive Director shall provide a brief, written acknowledgement of the resolution to the Department Director for his signature, and the dispute shall be considered adjusted when the terms of the resolution are met.~~

~~Step Two. If the Department Director’s grievance involves a suspension without pay, a demotion, or discharge, the Department Director may request a hearing before a five member Grievance Review Panel of the District Board.~~

A. Pre-Hearing Steps

1. The written grievance must be submitted to the President of the District Board. The grievance shall state: 1) the issue being grieved; 2) all relevant supporting facts; 3) the action the Department Director is requesting; ~~4) the basis for appeal;~~ and ~~5) the date of the grievance.~~ The grievance must be presented no later than ten (10) working days from the date the Department Director becomes aware of the occurrence giving rise to the grievance. The President of the District Board may reject the hearing request if the request is not timely.



2. Once a request for a hearing is submitted, the President of the District Board will draw, by lottery, the names of four (4) District Board members who will serve as members of the Grievance Review Panel. Once those names are drawn, the President of the District Board will notify the members that their names have been drawn and that a hearing is going to be scheduled. The President of the District Board shall serve as the Grievance Review Panel's Chair and will be a voting member of the Panel. The Director of Administration will serve as an ex-officio non-voting member of the Grievance Review Panel unless he or she is the Grievant.
3. A Panel member may voluntarily disqualify himself from serving on the Panel if he cannot be impartial, or is unavailable for service. In the event of a disqualification, the President of the District Board will draw another Board member's name to ~~serve~~appoint as a replacement.
4. The Chair of the Grievance Review Panel will schedule a hearing to be held within twenty (20) working days from the receipt of the hearing request. Once the hearing is scheduled, the Chair will notify the Department Director and the Executive Director in writing at least seven (7) working days prior to the hearing. The notice of hearing will state:
 - a. the date, time and place of the hearing.
 - b. the purpose of the hearing and a statement of the issues involved.
 - c. that both sides will be given the opportunity to present evidence, to call witnesses, to cross-examine the other side's witnesses and argue their case before the Grievance Review Panel.
 - d. that the Department Director may withdraw the request for a hearing in writing at any time prior to the start of the hearing.
 - e. that a written request to reschedule the hearing for good cause must be submitted to the Chair of the Grievance Review Panel no later than two (2) full working days before the scheduled hearing date. (For example, if the hearing is scheduled for Friday, the request for an extension must be made by Tuesday at 5 pm.). Extensions will only be granted if the Chair determines there is good cause for granting that request and that the request is timely.
 - f. that the Department Director's presence at the hearing is required. If the Department Director fails to appear at the scheduled time for the hearing or if the Department Director appears at the scheduled time but states that he or she is unable to present his grievance at that time, the grievance will be considered to have been withdrawn and the matter will be dismissed.
 - g. that both the Department Director and Executive Director are required to bring to the hearing a short summary of the facts (maximum length two pages).

A.B. HEARING PROCEDURES

1. The Chair will be responsible for the conduct of the hearing. The quantity and quality of evidence required to support a decision on an issue should be sufficiently credible that a court,



- upon reviewing the decision, would conclude that it is supported by a preponderance of the evidence.
2. The Chair will begin the hearing by summarizing the record and issues and explaining the manner in which the hearing will be conducted, making sure that everyone involved understands the proceedings.
 3. The Chair determines the order of presentation at the hearing.
 4. The Panel may continue the hearing, on its own motion or on motion of any party.
 5. The Panel or a representative thereof may attempt to negotiate a resolution of the issue at any time prior to the conclusion of the hearing.
 6. There will be an opportunity for the Panel, as well as the parties, to question any witness or parties.
 7. On the date set for the hearing, all parties involved will be expected to be ready to proceed at the hour set and any failure to be prepared to proceed at the time may be deemed by the Panel to be an admission by the unprepared party that the party's case is not meritorious and that a decision should be rendered against that party.
 8. The decision of the Grievance Review Panel shall be based on the majority vote of the five (5) voting members, and shall be sent in writing to the Department Director and Executive Director within ten (10) working days after the hearing. The decision of the Grievance Review Panel shall be final.

Withdrawal of Grievance: ~~Waiver of Separate Disputer after Step One.~~—A grievance may be withdrawn or compromised at either Step of any point during the Grievance Procedure. ~~A grievance not appealed within the designated time limits will be treated as a withdrawn grievance.~~—The Grievance shall be processed only as to the subject of the dispute presented by the Grievant at Step One. ~~The Grievant shall not be permitted to raise any new issue at Step Two, unless the matter involves a continuation or repetition of the situation presented initially.~~

OTHER GRIEVANCES

For all other grievances a Department Director shall first raise his grievance in writing with the Executive Director. The grievance shall state: 1) the nature of the dispute and all relevant supporting facts; 2) the action the Department Director is requesting; 3) the date of the grievance. The grievance must be presented no later than ten (10) working days from the date the Department Director becomes aware of the occurrence giving rise to the grievance. Upon receipt, the Executive Director shall give a copy of the grievance to the President of the District Board. The Executive Director shall discuss the matter with the Department Director and shall provide a written response within ten (10) working days after the grievance is received. If the grievance is resolved, the Executive Director shall provide a brief, written acknowledgement of the resolution to the Department Director for his



signature, and the dispute shall be considered adjusted when the terms of the resolution are met. If the grievance remains unresolved, the disputed issue remains unchanged.



Lake County Forest Preserves

11.1 Safety Standards

Effective Date: August 15, 1980

Revision Date: June 21, 2002, November 12, 2013, June 28, 2018

Procedure

1. Line of Accountability.

a. Risk Management. Risk Management has the overall responsibility for formulating, directing and coordinating safety activities throughout the District.

b. Department Director - Managers.

1. Responsible for a safe and healthy work environment for employees.
2. Ensure that all safety policies are fully implemented.
3. Take the initiative in recommending correction of deficiencies noted in facilities and work procedures that affect District loss control efforts.
4. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt in giving recognition to those who perform well.
5. Ensure that each employee is fully trained for the job assigned and that the employee is familiar with department work rules.
6. Fully cooperate with Risk Management in shutting down operations considered to be an imminent danger to employees or in removing personnel from hazardous jobs when they are not wearing or using prescribed protective equipment.

c. Employee.

Each District employee shall be fully responsible for implementing the provisions of the safety program as it pertains to his job. The responsibilities listed are MINIMUM, and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to eliminate hazards.

1. Immediately report all accidents and unsafe conditions to the supervisor.
2. Keep work areas clean and orderly at all times.
3. Avoid engaging in any horseplay and avoid distracting others.
4. Learn to lift and handle materials properly.
5. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, STOP and GET INSTRUCTIONS from the supervisor before continuing work.
6. Only operate equipment that has been authorized by the supervisor and for which you have been properly trained.
7. Use only the prescribed equipment for the job and handle it properly.



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8. Wear required protective equipment when working in hazardous areas. Dress safely and sensibly.

2. Unsafe Condition and Injury Reporting

- a. ~~Anyone observing an unsafe condition must report the condition to the appropriate staff person and Risk Management. When an employee perceives a condition(s) or behavior(s) that poses an imminent danger to person(s), equipment or environment, or does not possess the proper training for a task, he must immediately stop work. The employee will contact his Superintendent/Division Manager and his immediate supervisor.~~

- b. Reporting of job-related injuries by employees and supervisors is addressed in Section 7 of these Policies and Procedures.

3. Hazard Control. The effectiveness of hazard control is directly related to the quality of supervision, a thorough understanding of potential risk exposures, and daily operations that reinforce safe work practices.

- a. Job Safety Analysis for Hazardous Work.

To eliminate accidents in high hazard areas, it is mandatory that each supervisor thoroughly instruct employees on the hazards that exist and ensure that they understand the methods of doing each job safely when such hazards cannot be eliminated.

Relying on memory alone during the instruction of an employee is assurance that some important items will be overlooked. Therefore, it is essential that the supervisor use work rules which define each hazardous task and the correct procedures for its safe accomplishment. This enables the supervisor to attain a consistent quality of instruction that instills employee confidence in his own capabilities and those of management. A copy of the work rules will be provided to all employees.

- b. Procedures for job safety analysis are as follows:

1. The job is broken down into basic steps. These steps describe what is to be done in sequence. Details which have no bearing on the objective are omitted.
2. After the steps are listed, each step is analyzed for hazards that could cause an accident. The purpose is to identify as many hazards as possible, whether produced by the environment or connected mechanics of the job procedure, so that each step of the entire job can be done safely and efficiently.
3. When the hazards and potential accidents associated with each step are identified and their causes understood, ways of eliminating them shall be developed. There are four (4) ways in which this can be handled.



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- eliminate the process or operation or provide a substitute action which can be done without the hazard;
- isolate the process or operation so as to eliminate or minimize the hazard;
- provide guards or automatic devices to eliminate or minimize the hazard;
- provide personal protective equipment and enforce its use to eliminate the possibility of injury.

c. Job Safety Training.

No supervisor shall assume that a newly-hired, newly-assigned, or reassigned employee thoroughly knows all the safe job procedures. They must be trained. The four-point method of job instruction has been found best for all hazardous operations: Preparation, Presentation, Performance and Follow-up.

1. Preparation.

- —Put employee at ease.
- —Define the job and find out what the employee already knows about it.
- —Instill interest in learning the job.

2. Presentation.

- —Tell, show and illustrate one important step at a time.
- —Stress each key point.
- —Instruct clearly, completely and patiently, but cover no more than can be mastered at one time.

3. Performance.

- —Have the employee do the job with coaching during performance.
- —Have the employee explain each key point to you as the job performance is repeated.
- —Make sure the employee understands.
- —Continue until you know the employee understands.

4. Follow-up.

- —Allow employee to work independently.
- —Designate to whom the employee goes for help.
- —Check frequently; encourage questions.
- —Taper off extra coaching and close follow-up.

d. Personal Protective Equipment (PPE).

The designation and use of PPE for all jobs which have an inherent injury potential shall be specified by the supervisors involved. Detailed specifications for the design, purchase and use of all PPE shall be coordinated between the Director, Risk Management, and



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Supervisors. ~~Specialized PPE as identified within this procedure specified shall be considered as mandatory on hazardous jobs shall be provided by the District and employees shall be fully accountable for its use and condition. Directors will be accountable for employees allowed to work without compliance.~~ Equipment needed for employees in each department will be provided by the District, ~~with the exception of steel toe safety boots and prescription safety glasses. The District will pick up partial payment for safety boots, prescription safety glasses, and Ranger body armor.~~

1. Equipment Designation by Hazard:

Equipment listed shall be worn when hazards as described exist:

- a. Chain saw work:
 - i. Hearing protection
 - ii. Eye protection
 - iii. Hand protection
 - iv. Chaps
 - v. Head protection
- b. Chippers/grinders:
 - i. Hearing protection
 - ii. Eye protection
 - iii. Hand protection
 - iv. Head protection
- c. Push Mower/blower:
 - i. Hearing protection
 - ii. Eye protection
 - iii. Safety vest (if working near a road)
- d. Bucket/Z lift/ lift truck†
 - i. Safety harness
 - ii. Head protection with chin strap
- e. Weed Whip:
 - i. Hearing protection
 - ii. Eye protection
 - iii. Safety vest (if working near a road)
- f. Power tools:
 - i. Eye protection
 - ii. Possible mask
 - iii. Possible hearing protection
- g. Woodworking, buffing, general dusty conditions:
 - i. Eye protection
 - ii. Possible mask
 - iii. Possible ear protection
- h. Welding:
 - i. Welding apron
 - ii. Eye protection with face shield



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iii. Hand protection

i. Electrical Work:

Safety glasses

j. Chemical Work:

Follow PPE recommendations on Safety Data Sheet.

k. Work done on or near any road or highway including the right-of-way:

Safety vest

l. Prescribed Burns:

i. Leather boots

ii. Leather gloves

iii. Eye protection

iv. Hearing protection

v. Nomex fire suit

vi. Burn helmet

vii. Communications radio

viii. Map of burn unit

m. Working on or over rivers, lakes, or reservoirs

Life jackets

~~—Hard hats to protect the head against falling objects, head bumping situations or electrical conductors.~~

~~b. Goggles, face shield or safety glasses to guard against airborne debris, dust, flying particles, chips, chemicals, heat or injurious rays.~~

~~e. Ear plugs or ear muffs to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.~~

~~d. Respirators, gas masks, airline respirators, and hose masks to protect employees against toxic or abnormal atmospheric conditions.~~

~~e. Safety shoes to protect feet against possible injury from articles that can be dropped, vehicle wheels, machine and nail punctures.~~

~~f. Life jackets when working over water, i.e. reservoirs, rivers, lakes and tanks.~~

~~g. Reflective vests or bright articles to increase worker visibility while working in or around traffic lanes.~~

~~h. Protective clothing such as Tyvek, Nomex, gloves, sleeves, aprons, leggings and full suits to protect against chemicals, fire, wounds, abrasions, bumps, heat or melted metals.~~

e. ~~Mandatory Use of Personal Protective Equipment.~~

~~When the use of PPE has been specified for hazardous work, its use shall be mandatory as a condition of employment. Directors shall be held accountable for employees allowed to work without compliance.~~

~~**NOTE:**—District employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with the safety regulations established by those employers, if they exceed District requirements.~~



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First-Aid kits shall be placed and maintained in readily accessible locations on every job site and be of appropriate size for the crew at the site

fe. Proper Dress for Work.

Each employee shall wear clothing suitable to the job he is performing at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, etc. Individuals with long hair shall wear a cap or net while working around machines. ~~Individuals required to wear breathing devices in toxic atmospheres shall be clean shaven where the mask contacts the face.~~

gf. Enforcement.

When an employee refuses to comply with safety standards set forth by the District he shall be ~~given an oral warning by his supervisor~~subject to the disciplinary procedures outlined in Section 8.1 of these Policies and Procedures. Repeated violation of the ~~s~~Standard could result in the recommendation of termination of employment.

~~h. First Aid Training for Supervisors.~~

~~All supervisors and other selected employees responsible for hazardous operations shall be trained in First Aid.~~

~~1. First Aid Guidelines. First Aid guidelines are to provide immediate and temporary care for employees who are victims of an accident or sudden illness until the services of a physician can be obtained. First aid does not eliminate the need for medical attention.~~

~~2. Training. The most important principle of first aid is to know how to apply it immediately when the need arises. For detailed instructions on first aid, all supervisors and selected personnel shall know and practice the standard first aid theory and skills.~~

~~3. Equipment Available for First Aid. First Aid kits shall be placed and maintained in readily accessible locations on every job site and be of appropriate size for the crew at the site.~~



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11.2 Safety Inspection

Effective Date: August 15, 1980

Revision Date: June 21, 2002, November 12, 2013, June 28, 2018

Procedure

1. Formal Inspections
 - a. Safety inspections shall be performed on a schedule as determined by Risk Management.
 - b. Individuals within the departments shall fully cooperate in the inspection to ensure that all areas are covered and all hazards are itemized.
 - c. Risk Management shall utilize checklists appropriate for each area being inspected and emphasis shall be placed upon standards promulgated under the Illinois Health and Safety Act regulations and the Illinois OSHA State Plan.
 - d. The inspection will emphasize the condition of facilities, equipment, and machines, as well as the implementation of the District's overall program, and take into account:
 1. good housekeeping
 2. use of prescribed protective equipment
 3. compliance with Department work rules
 4. visual inspection of vehicles and equipment
 5. condition of ladders
 6. proper maintenance of electrical equipment
 7. proper guarding of open pits, ditches, tanks, etc.
 8. proper storage of flammable-combustible liquids
 9. portable firefighting equipment, first-aid kits and emergency lighting
 10. condition of power and hand tools
 11. proper guarding of powered equipment and machines
 12. excessive noise levels
 13. excessive dust levels
 14. administrative compliance with these policies and practices and other pertinent directives
 - e. The Administration Department shall keep written reports of inspections on file, and the reports shall show the following:
 1. date of inspection
 2. inspectors' names
 3. written list of deficiencies
 4. recommendations for correction of deficiencies
 5. action date for correction of deficiencies
 - f. Risk Management shall furnish a copy of all inspection reports to the following:
 1. Executive Director
 2. Department Director
 3. Safety Committee



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- g. Facilities and equipment noted to be unsafe for use shall be tagged on the spot by the inspector. Personnel who continue to use any item that has been so tagged or who willfully remove the tag before the unsafe condition is corrected shall be subject to disciplinary action.
 - h. Deficiencies shall be corrected as quickly as feasible. In the case of imminent danger hazards, satisfactory correction shall be completed before work is resumed in the hazard area. Corrections requiring special monetary funds or those beyond control of the department shall be presented to the Finance Committee.
 - i. Supervisors shall inform all employees of any unsafe conditions that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent accidents.
2. Informal Inspections.

Informal inspections shall be conducted whenever the need arises. Department Directors or any other employee may request inspections when an unsafe condition or practice is noticed. Risk Management shall make recommendations for corrective action or consult with the insurance pool's risk management consultant for guidance. A record of the visit and discrepancies shall be filed and follow-up action shall be taken to ensure that corrective measures are taken.

3. Risk Pool and Insurance Inspections.

Additional inspections by the insurance coverage provider.

- a. In order to ensure employer compliance with safety standards, the insurance coverage provider will periodically conduct independent safety inspections. ~~These inspections will be made to determine conformance with the American National Standards Institute and National Fire Protection Association as they pertain to conditions of buildings and other facilities, equipment, operational practices, and record keeping procedures.~~
- b. A copy of the inspection reports shall be furnished by the insurance coverage provider to the following:
 - 1. Executive Director
 - 2. Department Director concerned
 - 3. ~~Risk Management~~Director of Administration



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11.4 Physical Fitness Test

Effective Date: April 15, 1983

Revision Date: August 13, 1983, November 10, 2000, March 9, 2001, June 21, 2002, April 9, 2013, June 28, 2018

Procedure

1. Physical fitness tests shall be conducted by the Public Safety Division with the assistance of ~~Risk Management~~Human Resources.
2. Sworn law enforcement officers are required to take a physical fitness test every two years to continue employment. Prior to taking the test the employee shall be examined by a physician who will determine the employee's medical fitness and the employee's medical ability to take the physical fitness test. The District shall pay the cost of the required medical exam.
3. Employees unable to participate in the physical fitness test due to medical reasons shall notify the Human Resource Division in writing as soon as possible and shall undertake measures to solve their medical issues. An employee unable to take the test for medical reasons shall be removed from active duty until the medical issue is resolved and the employee is able to return to work without limitations. A physical fitness test will be given as soon as the employee is medically able to take the test.
4. Employees unable to participate in the physical fitness test due to illness or non-medical reasons will be given a test after they are cleared to participate in the test.
5. Physical fitness testing will consist of four test components: a cardio-respiratory component, two dynamic strength components, and a flexibility component. Participants will be provided with an overall fitness rating stated as a percentile based on the approved criteria of the test. The criteria are based on norms established for each component by gender and age.
6. The physical fitness officer will submit a proposed test that includes these four components for review and approval by the Chief of the Ranger Police and ~~Risk Management~~Human Resources prior to the start of the two year testing cycle. The proposed test will define the components and include a scoring mechanism based on industry standards. The physical fitness test will be included as a position factor in the sworn law enforcement officer's performance appraisal every other year.
7. Any sworn officer that receives a rating of "does not meet expectations" will work with a certified physical fitness officer to design a plan to improve the officer's physical condition. The officer will be retested after 90 days to gauge improvement. Failure to participate in the improvement plan or failure to improve to "meets expectations" after three retests will be



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considered basis for discipline, subject to any additional terms or conditions as may be provided in any applicable collective bargaining agreement.



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11.5 Modified Duty Policy

Effective Date: April 19, 1990

Revision Date: June 21, 2002, April 9, 2013, November 11, 2014, June 28, 2018

Procedure

1. The employee will provide ~~Risk Management~~Human Resources with a letter from his doctor setting forth the specific limitations that prevent the employee from performing the essential functions of his job and an approximate duration of disability.
2. ~~Risk Management~~Human Resources may require the employee to be seen by another physician in order to determine specific limitations.
3. Modified duty tasks, the wage for these tasks, and the duration of these tasks which meet the physician's restrictions must be presented to the Director of Administration for approval.
4. Should any modified duty assignment involving a work-related injury or disease be completed prior to the employee returning to unrestricted duty status, the employee will return to total temporary disability.



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11.7 Commercial Driver's License

Effective Date: June 21, 2002

Revision Date: November 12, 2013, June 28, 2018

Procedure

The District owns and operates a fleet of commercial motor vehicles with a gross vehicle weight rating (GWVRGVWR) of over 26,001 pounds. All employees who operate such vehicles as part of their regular job responsibilities, or who drive such vehicles from time to time as part of their primary work assignment, shall obtain and hold a Commercial Driver's License (CDL). The activity of operating a commercial motor vehicle while holding a CDL is considered a safety sensitive function. The District has job classifications in which the possession of a CDL is a condition of continuing employment. All employees in job classifications requiring a CDL shall maintain a valid CDL while employed in any of these classifications.

1. In the event that any such employee's CDL is revoked, suspended or cancelled, the employee will have up to 60 days in which to regain the CDL. During this period of loss of CDL driving privileges, an employee may be placed on an administrative leave of absence with time charged, as available, to accrued vacation and personal leave, and any remaining time being leave without pay. An employee may also be assigned to a non-driving position or a position not requiring a CDL during this 60-day period. Any reassignment is solely at the discretion of the Department Director. Any approved reassignment with a reduction in pay must receive the concurrence of the Director of Administration.
2. In the event that any such employee is unable to regain his CDL at the end of the 60-day period, the employee shall be subject to dismissal. Each separation is reviewed on a case-by-case basis by the Department Director. An employee dismissed from employment with the District for the loss of CDL privileges may apply for re-employment after regaining his CDL. Re-employment of a former employee shall be at the sole discretion of the District.
3. Should any such employee be subject to a lifetime disqualification from holding a CDL, the employee will be dismissed.

CDL Employee Responsibilities:

1. It is the employee's responsibility to maintain and renew his CDL when due. The employee shall provide a copy of his current CDL upon request of the District department to which he is assigned. If an employee allows his CDL to expire, he will have 60 days from the date of expiration to regain his CDL. The employee is subject to the applicable provisions of the Illinois CDL Law.
2. Illinois law requires proof of insurance when operating a vehicle. Based on this law the District provides insurance for all District vehicles. A driver not having insurance while operating a personal vehicle is in violation of state law. If an employee loses his CDL for not having personal insurance, he must report such loss to his immediate supervisor within one day of the notification of the loss. The employee will have 60 days from the date of the loss to regain his CDL. He shall be subject to the applicable provisions of the CDL Law.



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3. An employee holding a CDL as a condition of continuing employment must notify his supervisor of any suspension, revocation, or cancellation of his driving privileges and any disqualification or out of service action, within one working day of the notification of such action. If an employee fails to notify his supervisor of such loss of driving privileges he will be subject to immediate disciplinary action up to and including dismissal.
4. The employee must report any in-state or out-of-state traffic convictions to the District within 30 days of the date of conviction. Under the District's CDL policy an employee convicted of any traffic violation shall report such conviction to his supervisor within 30 working days of the conviction. Failure to notify a supervisor of a traffic conviction within 30 days shall subject the employee to disciplinary action.

It is the employee's responsibility to understand and adhere to the standards governing CDL qualification and disqualification under Illinois state law.

The operation of any District commercial motor vehicle by a District employee without a valid CDL is **STRICTLY PROHIBITED**. The operation of a District commercial motor vehicle by an employee without a valid CDL will be subject to immediate disciplinary action up to and including termination. This includes the operation of a District commercial motor vehicle during any temporary period of invalidation of a CDL due to circumstances described in the CDL Law.

Alcohol and Drug Prohibitions for CDL Drivers who are District Employees:

1. An employee required to maintain a CDL as a condition of continuing employment is prohibited from the operation of a commercial vehicle for alcohol related conduct including:
 - a) while using alcohol,
 - b) while having a blood alcohol concentration of .04 or greater,
 - c) within four hours of using alcohol,
 - d) refusing to submit to an alcohol test, and
 - e) using alcohol within eight hours after an accident or until after a required post-accident test.
2. An employee holding a CDL as a condition of continuing employment is prohibited from any unauthorized use of a controlled substance on or off duty.
3. Testing for alcohol/drug use is required under five situations including:
 - a. Post-offer. Conducted after an applicant has accepted a contingent offer of employment but before a final offer has been extended.
 - b. Post-Accident. Conducted after accidents resulting in the damage to a third-party another vehicle, equipment or property.
 - c. Reasonable Suspicion. Conducted when a supervisor observes behavior or appearance that is characteristic of an alcohol/drug misuser. A supervisor's determination that reasonable suspicion exists shall be based on specific, concurrent, observations concerning the appearance, behavior, speech or odors of the driver.



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- d. Random. Conducted throughout the year on a random unannounced basis just before, during, or after the employee's performance of CDL activities. The procedure used to determine which employees are subject to random testing in a given year shall ensure that each CDL employee has an equal chance of being selected.
 - e. Return to Work and Follow-up. Conducted when an employee who has violated any prohibited alcohol/drug conduct standards returns to work in a capacity requiring a CDL. Also, the employee is subject to unannounced follow-up tests during the first 24 months after he returns to duty in a CDL position.
4. Random Alcohol Testing. The District shall conduct random alcohol testing on unannounced dates and times, with unpredictable frequency, throughout the year. The number of random tests conducted by the District must equal at least 50% of the number of the District's employees required to have a CDL. There are three categories of test results:
- BAC (blood alcohol content) below .02 equals a negative result.
 - BAC between .02 and .04 requires the driver to stand down for 24 hours.
 - BAC equal to or greater than .04 equals a positive result.
- a. The rules require breath testing to be done on Evidential Breath Testing (EBT) devices approved by the National Highway Traffic Safety Administration (NHTSA). A screening test is conducted first. Any result less than .02 blood alcohol concentration is considered negative. If the blood alcohol concentration is .02 or greater, a second confirmation test must be conducted.
 - b. A CDL employee who has a confirmed blood alcohol concentration when tested of .02 or greater must be removed from District driving related duties for 24 hours. An employee who is found to engage in prohibited alcohol conduct, as referred to in this policy, will be immediately removed from District related driving duties for 24 hours.
 - c. When the results of either a Random Alcohol Test or a Reasonable Suspicion Alcohol Test lead the employer to find that a CDL employee has engaged in prohibited alcohol conduct, as referred to in this policy, that employee will be immediately removed from driving a District motor vehicle. Such an individual cannot assume-resume the operation of a commercial motor vehicle for the District until he:
 1. is evaluated by a substance abuse professional,
 2. complies with any treatment recommendations, and
 3. tests negative in a follow-up test.

A finding that a CDL employee has engaged in prohibited conduct as defined in this policy may result in the District imposing discipline, up to and including dismissal.

5. Random Drug Testing. The District shall conduct Random Drug Testing on an unannounced basis and the number tested must initially equal or exceed 50% of all of the District's employees required to have a CDL.



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- a. Drug testing is conducted by analyzing a CDL employee's urine specimen. The analysis is performed at laboratories certified and monitored by the Department of Health and Human Services for the following drugs:
 1. Marijuana (THC metabolite)
 2. Cocaine
 3. Amphetamines
 4. Opiates (including heroin)
 5. Phencyclidine (PCP)

The testing is a two-stage process. First a screening test is conducted. If it is positive for one or more of the drugs listed above, then a confirmation test is conducted for each identified drug. The confirmation test is a gas chromatography/mass spectrometry (GC/MS) analysis.

- b. Any CDL employee who has a positive result on the confirmation drug test is interviewed by a medical review officer (MRO) selected by the District. A finding by the MRO that the employee has engaged in prohibited conduct as defined in this policy will constitute cause for dismissal.
 - c. If an employee is taking a prescription medication in conformity with the lawful direction of the prescribing physician or a non-prescription medication in conformity with the manufacturer's specified dosage and the employee has notified the District (on a form to be provided by the testing contractor and signed by the employee at the time of testing) of the use of the prescription or non-prescription medication before any laboratory test is performed on the requested urine specimen, a positive test result consistent with the ingredients of such medication shall not constitute cause for discipline. The District may require an employee to provide evidence that any prescription medication has been lawfully prescribed by a physician for the employee.
6. Education and Training.
- a. Upon hire, the District will provide information concerning drug and alcohol abuse to all CDL employees. Supervisory staff will be trained annually on the recognition and probable cause situations.
 - b. Only trained supervisors may make a determination of reasonable suspicion for drug or alcohol testing of any CDL employee.
 - c. ~~Human Risk Management or its designee will~~ Resources will be available to answer employee questions about this policy or its application.
7. Confidentiality. All alcohol/drug testing results and records are maintained under strict confidentiality by the District, drug testing laboratory, medical review officer, and where applicable, the substance abuse professional. Such materials will not be released to others without written consent of the employee. Exceptions prescribed by law to the confidential provisions include a



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decision-maker in a grievance, arbitration, litigation, or another agency's administrative proceedings arising from a positive test result or employee initiated action.

8. Additional Disciplinary Penalties. Discipline may be imposed by the District for any of the following behaviors.
 - a. Refusal to Provide a Urine Specimen. An employee's refusal to provide a urine specimen for laboratory testing, when required by the District will constitute cause for dismissal.
 - b. Refusal to Submit to Evidential Breath Testing. An employee's refusal to submit to an Evidential Breath Testing will constitute cause for dismissal.
 - c. Tampering with or Substitution of a Specimen. Intentionally tampering with, causing another person to tamper with, substituting for, or causing another person to substitute for a urine specimen, whether the employee's own urine or another employee's specimen, shall constitute cause for dismissal of the employee who engages in such activity.

Voluntary Requests for Assistance and Discipline.

The District will take no adverse employment action against any employee required to maintain a CDL as a condition of employment who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the District may require reasonable reassignment of the employee with pay.

- a. The District provides an Employee Assistance Program (EAP) as means by which the employee may obtain short-term counseling and/or referral to treatment. All such requests for EAP assistance and/or referral to treatment shall remain confidential and any information received by the District concerning counseling, referral, and/or treatment shall not be used in any manner adverse to the employee's interest except as described in this section of the Personnel Policies and Procedures Manual.
- b. The foregoing is contingent upon:
 1. the employee agreeing to the appropriate treatment as determined by the physician(s) involved, including the employer's physician; and
 2. the employee discontinues his use of drugs or abuse of alcohol; and
 3. the employee completes the course of treatment prescribed, including an "after care" group for a period of up to 24 months; and
 4. the employee agrees to submit to random testing during hours of work during the period of "after care."
- c. Employees who do not comply with or do not act in accordance with this section shall be subject to dismissal.



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- d. The foregoing shall not be construed as an obligation on the part of the District to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing his duties in a safe manner. Such employees shall use accumulated paid leave or take unpaid leave of absence, pending treatment.

Record Keeping. In order to provide certain information to the U.S. Department of Transportation (when requested) and to protect driver confidentiality, the District is required to maintain certain records of its alcohol and drug use prevention program. ~~Risk Management~~Human Resources will maintain the records in a secure location with controlled access.

The types of records to be maintained include:

1. Documents related to the random selection process for drug and alcohol testing.
2. Records related to a driver's test results.
3. Records related to Education and Training.
4. Records related to Driver's Licensure.



11.8 Hazard Communications Procedures

Effective Date: June 21, 2002

Revision Date: April 9, 2013, June 28, 2018

Procedure

Procedures implementing the requirements of the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

1. Compliance Procedures.

Submission of Chemicals and Lists. Risk Management will conduct a yearly survey of chemicals in use within District departments. User departments are to submit an updated list to Risk Management. Risk Management will:

- a. Maintain a central training record by employee, chemical, date, trainer and department for all District operations.
- b. Shall assure that all departments inspect the labeling materials covered by this procedure for proper identification and the appropriate hazard warnings.

Format of List Submitted to Risk Management. Risk Manager will submit to each department a previous list of chemicals reported in use. Upon receipt a review is to be made for changes, additions, and deletions. The responsibility to complete the yearly chemical survey and update the chemical list is that of the Department Director. This list must be received by Risk Management by December 1 of each year.

~~Pursuant to the GHS, the District shall adopt this labeling format:~~

- ~~_____ Product name or identifier~~
- ~~_____ Pictogram~~
- ~~_____ Signal word~~
- ~~_____ Hazard statement~~
- ~~_____ Precautionary statement~~
- ~~_____ First aid statement~~
- ~~_____ Name, address and telephone number of company~~

District departments are subject to the rules and guidelines of the Toxic Substances Disclosure to Employees Act. Each department is required to post the Illinois Department of Labor “Right to Know” poster.



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2. Safety Data Sheet Requirements

- a. Central Supply will be responsible for obtaining Safety Data Sheets on all chemicals they purchase. Departments purchasing their own chemicals shall be responsible for obtaining those particular ~~Material~~ Safety Data Sheets.
- b. Central Supply will be responsible for distributing the Safety Data Sheets as follows:
 - One copy to the Risk Management
 - One copy to the user DepartmentDepartments procuring their own Safety Data Sheets shall distribute one copy to each Risk Management and Central Supply.
- c. Central Supply will be responsible for maintaining a District master inventory of Safety Data Sheets for hazardous chemicals.
- d. Each Department will maintain copies of the Safety Data Sheet for hazardous chemicals at each work site in a manner readily accessible to employees in the area during every work shift. In addition, upon arrival of the chemical the Department will:
 1. Check each Safety Data Sheet to verify that it contains the required information.
 2. Contact the vendor, in conjunction with Risk Management, immediately if the information is inadequate.
 3. Maintain a master list of all Safety Data Sheets for hazardous chemicals used in the department.
 4. Direct copies of the Safety Data Sheets to each supervisor using that particular hazardous chemical.
 5. Be responsible for disbursing copies of Safety Data Sheets to employees.
- e. Safety Data Sheets. It is the responsibility jointly of Risk Management, Central Supply, and the user department to ensure that the following minimum data is available on the Safety Data Sheets.
 1. Identification of Preparation and the Supplies
 2. Composition
 3. Hazard Identification
 4. First Aid Measures
 5. Fire Fighting Measures
 6. Accidental Release Measures
 7. Handling and Storage
 8. Exposure Controls and Personnel Protective Protection
 9. Physical and Chemical Properties
 10. Stability and Reactivity
 11. Toxicological Information
 12. Ecological Information
 13. Disposal Considerations



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14. Transport Information
15. Regulatory Information
16. Other Relevant Information

3. Training Procedures

- a. Each employee who is or may be exposed to a hazardous chemical shall be provided with information regarding the requirements of the SDS and any operations which use hazardous chemicals and the location(s) of this written procedure. Annually, each employee shall be trained as to detection methods, physical and health hazards, protection methods, as well as labeling and ~~Safety Data Sheets~~ provisions for hazardous chemicals in use.
- b. When a new employee is hired or transferred, that employee will receive information and training at the time they are assigned to work in an area which may expose them to a hazardous chemical.
- c. Whenever a new chemical or toxic substance is introduced into the work place, all affected employees shall be trained as to the hazard(s) involved.
- d. All employee information and training shall be conducted by, and be the responsibility of, the department ~~and Risk Management~~. A written record shall be kept which identifies the names of persons trained, the date of training, the trainer, and training outline. Information and training shall include as a minimum the following elements:
 1. Information on the requirements of the Safety Data Sheet (SDS), which includes availability of information, exemptions from the standard, interpretation of key definitions and how a chemical is deemed hazardous.
 2. The employees shall be informed of the hazardous chemicals within their work areas and where they are located.
 3. The employees shall be informed of the location of the SDS Manual. They shall also be informed that this manual contains a list of all hazardous chemicals on site as well as a copy of each pertinent ~~Safety Data Sheet~~SDS.
 4. ~~Appropriate E~~employees shall be trained to understand how a self-monitoring systems works, how an alarm system works, and how the labels on containers identify the location of and hazardous nature of chemicals.
 5. ~~The e~~Employees shall be trained as to the details of this Hazard Communication program. This shall include a review of each section of this program. Particular attention shall be given to explaining how a ~~Safety Data Sheet~~SDS is constructed and what the various sections contain. Attention is to be given to the GHS labeling requirements and how names on labels



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key to the specific ~~Safety Data Sheet~~ SDS. Coding stationary containers is to be explained. ~~At this time e~~ Employees ~~must~~ will be told exactly how they can obtain copies of a ~~Material Safety Data Sheet~~ SDS.

6. Employees shall be informed of the hazards of specific chemicals to which they are exposed. This may be done either by individual chemical or by class of chemical hazard. Information on such hazards, both health and physical, shall be taken from the ~~Safety Data Sheet~~ SDS for that chemical or class of chemicals.
7. Utilizing information from the ~~Safety Data Sheets~~ SDS, every employee shall be trained as to how they may protect themselves from exposure. This must include all safety supplies and equipment to be used. Specific items to be covered include, but are not limited to:
 - cleaning of tanks
 - changing hoses and pipes which may contain hazardous chemicals
 - other activities as required
8. Information for Contractors. It shall be a condition of any contract issued for services by another employer that the contractor's employees be properly trained. The contractor will be informed of the specific chemicals to which their employee will be exposed, will be given copies of pertinent ~~Safety Data Sheets~~ SDS, and will be advised of safety procedures. The contractor must supply like information and training for District employees when chemicals are used in their process and/or work.

At the conclusion of any information and training session an opportunity for questions must be answered. If an answer is not known, the instructor will obtain the answer. Once the answer is obtained it will immediately be conveyed to the employee in writing.

4. Procedure to Ensure Proper Labels.

All containers which contain hazardous chemicals shall be labeled in accordance with the Globally Harmonized System of Classification and Labeling of Chemicals (~~GHS~~ GHS). In order to ensure that this is accomplished, the following steps will be taken:

- a. The departments receiving chemicals are instructed as follows:
 1. Determine whether incoming orders contain hazardous chemicals.
 2. Inspect those containers to determine if labels are affixed.
 3. Make sure that labels follow the GHS standard.
 4. If you are unsure as to whether the hazard warning is appropriate, contact ~~the~~ Risk Management or Central Supply.

In the event that labels are not affixed it shall be the responsibility of the department receiving the chemicals to see that the proper labels are affixed to the containers.



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5. Procedure to Ensure that Labels Contain Required Information

~~a.~~ All containers of hazardous chemicals must be labeled in accordance with the GHS. Specifically, each required label must contain the following information:

1. Product name or identifier
2. Pictogram
3. Signal Word
4. Hazard Statement
5. Precautionary statement
6. First Aid statement
7. Name, address and telephone number of company

6. Procedures to Ensure that Labels are Properly Displayed.

All containers of hazardous substances shall be labeled and such labels shall remain on the container for the life of the container.

- a. All employees are to be instructed that labels are not to be removed.
- b. If labels are destroyed or removed, containers contents are to be identified and marked with required information which may be copied from another identical container.

7. Procedures for Labeling Stationary Containers.

Stationary containers will be labeled by ~~the~~ using standard labels supplied by Central Supply.

8. Identification of Transfer Containers

- a. Transfer containers need not be labeled if hazardous materials transferred in them are immediately and completely used by the employee conducting the transfer. The transfer shall not be made until all necessary information regarding possible hazards of transfer have been explained to the employee.
- b. ~~Operations personnel are to be instructed about this option.~~ Questions as to whether a container qualifies for this exemption shall be referred to Risk Management. If a question arises, the container will be labeled.

Respiratory Protection Program

1. Overview. When it is not feasible to render the environment completely safe, it may be necessary to protect the worker from contact with airborne contaminants. Personal protective equipment should be provided and used; where it is not possible to enclose or isolate the process or equipment, provide ventilation or use other control measures, or where there are short exposures to hazardous airborne concentrations of contaminant.



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Design of respiratory protective devices vary in application and protective capability. The Department Director or his designee and Risk Management are to assess the inhalation hazard to assure proper selection.

2. Responsibility – Program Administration

a. Formulation and coordination of the Respiratory Protection Program is the responsibility of the Department Director or his designee and Risk Management. These responsibilities include:

1. Formulating and making necessary changes in the respiratory protection program to adapt it to department use.
2. Risk Management and the Department Director will make certain the program complies with federal, state, and local regulations and ordinances.
3. Risk Management will periodically monitor and advise appropriate departments/divisions of potential hazards arising out of any current or proposed process or operation.
4. The Department Director and Risk Management will specify engineering and management controls necessary to minimize employee exposure to potentially harmful air contaminants, and specify the design and quality of the respiratory protective equipment.
5. Risk Management and Department Director will periodically measure the program's effectiveness by conducting random inspections to assure that respirators are properly selected, used, cleaned and maintained.

b. Each District Supervisor will:

1. Maintain a work environment that assures the maximum safety and health of employees, and;
2. Furnish employees with the proper personal respiratory protective equipment, ensure proper use, and enforce the wearing of such equipment.

c. The employee should notify his Supervisor or Department Director immediately when certain conditions or practices may cause personal injury or illness as it relates to respirator use.

d. The employee shall make use of all prescribed respiratory protective equipment, and follow established practices and procedures.

3. Medical Evaluation.

Employees should not be assigned to tasks requiring use of respirators unless it has been determined that they are physically able to perform the assigned tasks requiring respirators.

- a. Risk Management, through its ~~agreement with Advocate Condell Health Care~~ Occupational Health Care contract, will arrange for Pulmonary Function Screening for respirator users under the supervision of a physician.
- b. The respirator user's medical status will be reviewed periodically by a District designated physician.
- c. The results will be reported to the department, the employee, and Risk Management.



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4. Minimal Acceptable Respirator Program. Any department finding it necessary to supply respiratory protective equipment will have written procedures governing the selection, use, and care of respirators with the assistance of the Risk Management. This procedure shall be issued to every respiratory user. Risk Management will approve the written procedure.
5. Training. Minimum training for both respirator user and supervisor will include, but not be limited to, the following:
 - a. Instruction in the nature of the hazard, whether acute, chronic or both, with an honest appraisal of what may happen if the respirator is not used properly.
 - b. A discussion of the selection of the type of respirator for the particular purpose.
 - c. A discussion of the respirator's capabilities and limitation.
 - d. Instruction and training in actual use of the respirator, especially a respirator for emergency use. This is to include having the respirator fitted properly, testing the face piece to face seal, and cleaning. The testing is the responsibility of the supervisor.
 - e. Special training such as field training to recognize and cope with emergency situations is the responsibility of Risk Management.
 - f. Responsibility for training remains with the department with the assistance of Risk Management.
6. Maintenance and Care of Respirators
 - a. Inspection
 1. All respirators shall be inspected routinely by the user before and after each use.
 2. A respirator that is not routinely used but is kept ready for emergency use shall be inspected after each use and at least monthly.
 3. Respirator inspection shall include a check for the tightness of connections and the condition of the face piece, headbands, valves, connecting tube, and canisters. Rubber or elastomer parts shall be inspected for pliability and signs of deterioration.
 4. Random inspections shall be conducted by Risk Management to assure that respirators are properly selected, used, cleaned, and maintained.
 - b. Cleaning and Disinfection

The following procedure is recommended for cleaning and disinfecting respirators unless the manufacturing representative recommends another procedure.

 1. Remove any filters, cartridges, or canisters.
 2. Wash face piece and breathing tube in cleaner-disinfectant or detergent solution. (The bactericidal agent is generally quaternary ammonium compound and may be available from the manufacturer of the respirator.) Use a hand brush to facilitate removal of dirt.
 3. Rinse completely in clean, warm water.
 4. Air dry in a clean area.
 5. Clean other respirator parts as recommended by a manufacturer.
 6. Inspect valves, headstraps, and other parts; replace with new parts if defective.
 7. Insert new filters, cartridges, or canisters; make sure seal is tight.
 8. Place in plastic bag or container for storage.



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- c. Repair. Replacement or repairs shall be done only by experienced persons with parts designated for the respirator. No attempt shall be made to replace components or to make adjustment or repairs beyond the manufacturer's recommendations.
- d. Storage.
 - 1. After inspection, cleaning and necessary repair, respirators shall be stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.
 - 2. Respirators should be packaged or stored so that the face piece and exhalation valve will rest in a normal position and function will not be impaired by the elastomer setting in an abnormal position.



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11.9 Vehicle Operations Use

Effective Date: *April 19, 1990*

Revision Date: *June 21, 2002, November 7, 2013, January 7, 2016, June 28, 2018*

Procedure

Responsibilities of the Department Director.

1. Insure that only authorized personnel be allowed to operate equipment, vehicles, and special purpose vehicles.
2. Be alert in observing unsafe driving practices of District employees and insure that action is taken immediately to correct the driver.
3. Periodically ride with special purpose vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.
4. Insure that unsafe vehicles are not driven until safety discrepancies have been corrected by the Operations and Infrastructure Department. Directors are responsible to insure vehicles are properly maintained at all times.
5. Insure that an accident report is submitted to ~~Risk Management~~the Manager of Human Resources and Risk within 24 hours of occurrence. The report should contain a narrative and sketch of the accident. The report may be prepared by the Employee, their Supervisor or Public Safety. ~~Risk Management~~The Manager of Human Resources and Risk is to be called as soon as possible.
6. Insure that all employees are briefed and understand that the use of seat belts while driving or riding in a District vehicle is mandatory, and that failure to do so is a violation of State Law.

Responsibilities of the Employee.

1. Employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees, and the citizens of Lake County. Each employee driving a District vehicle shall inspect the vehicle he is about to drive, in accordance with following established work rules:
 - a. If there is evidence of damage to the vehicle, the employee shall report it to his supervisor before leaving. If this report is not made, the employee could be charged for an accident he didn't have.
 - b. If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle.



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- c. Vehicles with steering or braking defects shall not be driven. They shall be towed to Mechanical Services and repaired before being returned to service.
 - d. Submit, in writing, to the Director all defects noted during the trip.
 - e. Wear seat belts at all times while driving.
2. Call the police department with jurisdiction over the location and a Ranger Police Officer to investigate all accidents involving District vehicles. The Department Director and the Manager of Human Resources and Risk ~~Risk-Management~~ are to be notified as soon as possible.
3. If the vehicle cannot be driven, insure that it is towed to Mechanical Services.
4. Removal of any equipment from a vehicle without written approval of the Director of Operations and Infrastructure or Department Director is prohibited.
5. Operating a District vehicle while under the influence of alcoholic beverages, non-prescription narcotics, or prescription drugs causing impairment is prohibited.
6. No alcoholic beverages (whether opened or unopened), narcotics, fire-arms, or explosive material may be transported in a District vehicle unless designated as part of the driver's responsibility.
7. District vehicles shall not be parked in front of or in parking areas associated with taverns or liquor stores unless employee is on official District business. (Restaurants serving liquor are not included in this prohibition.)
8. Modification of any vehicle or of any equipment in a vehicle without the written permission, in advance, ~~of the Operations and Infrastructure Department,~~ from the Department Director, ~~and Risk Management~~ is prohibited.
9. No unauthorized personnel shall ride in any District vehicle without the advance permission of the Executive Director. Unauthorized personnel are those not conducting official District business.
10. Any non-official use of District vehicles must be expressly approved in advance by the Executive Director.
11. Use of District vehicles to and from work shall be determined by the Department Director and approved by the Executive Director.

Responsibilities of the Administration Department.

1. Administer an effective loss prevention program that reduces vehicular collisions and liability claims against the District.



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2. Provide driving courses for District staff and maintain records of their attendance and need for retraining.
3. Insure District drivers have a proper license for each assigned vehicle.
4. Maintain complete records on District vehicle accidents, property damage, and liability claims. Provide the Director and Finance Committee with reports.
5. Review all preventable vehicle collisions with employees and provide a summary of the review and recommendations for action to the appropriate Department Director.

Driver Selection.

Employees shall be considered qualified to drive District vehicles only after meeting the following criteria:

1. Possess a valid driver's license of the proper class.
2. Capable of passing vision tests given at the Post-offer Employment Physical which determine visual acuity (near and far), vertical and lateral balance, fusion, depth perception, field of vision, and color recognition.
3. Capable of passing a District physical examination when a question of fitness to drive arises because of prolonged or serious illness.
4. Capable of passing written tests on driving regulations whenever required.
5. Capable of passing a driving check ride administered by the Supervisor and/or Risk Management.

Driver Record Review.

A State Motor Vehicle Record review will be performed by the Administration Department on an annual basis. Records will be reviewed for the following violations:

- DWI, DUI or operating while impaired
- Chemical-test refusal
- Reckless/careless driving
- Distracted driving
- Driving under suspended/revoked license
- Fleeing police
- Leaving the scene of an accident



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If one of the above violations is reported during the previous 12 month period, an employee will no longer be considered qualified to drive a District vehicle and may be subject to discipline.

Responsibility of Mechanical Services Division

The Mechanical Services Division is responsible for maintenance of the District's vehicle and equipment fleet.

Vehicle Backing and Parking

A driver should never place themselves or their vehicle into a backing situation for personal convenience.

Basic Backing Procedures

1. Complete a 30 Second Site Safety Walk Through
 - a. Circle the vehicle and note any obstacles surrounding the vehicle (360 vehicle inspection).
 - b. Check under the vehicle.
 - c. Check for soft or muddy areas, rocks, potholes, low hanging trees or wires.
 - d. Note children or other pedestrians in the vicinity.
 - e. Return to the vehicle and start backing within a few seconds of completing the Site Safety Walk Through.

2. Use a Spotter – if there is more than one person in the vehicle, a passenger should exit the vehicle and act as a spotter using hand signals when backing a trailer or when backing a large vehicle.
 - a. The spotter should find a safe location in view of the driver but far enough away from the stopping point (or parking space).
 - b. The driver should stop if they lose sight of their spotter.
 - c. Hand signals should be agreed upon and understood by both the driver and the spotter.
 - d. The spotter should remain stationary rather than walking backwards while giving the instructions.
 - e. Even though a spotter is being used, the driver is still responsible.

3. Back slowly, allowing for quicker stopping and easier steering corrections.

4. When beginning to drive a new vehicle, find a safe area to practice backing skills.



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Parking

1. Plan ahead to avoid unnecessary backing when leaving a parking space. Scan the parking area and choose spaces that are easy-exit, which allow forward rather than backward movement. For example, look for curb-side parking with no restriction in the front.
2. Determine if it is safe to back into the space upon arrival so that when leaving the vehicle is pulled forward. On arriving, there is often the clearest view of parking options as well as any potential obstacles. When driving a passenger vehicle, use this option whenever safely possible.

Driving Courses.

All employees driving District vehicles shall be required to participate in a defensive driving course and periodic refresher courses.

1. New employees will participate in a defensive driving course as soon as reasonably possible. All employees driving District vehicles shall be required to successfully complete the course once every three years.
2. Any driver involved in a preventable collision or demonstrating questionable driving capabilities may be required to be retrained in the driving course or reassigned to non-driving duties if no improvement is noted.

Personally Owned Vehicles Used in Service to the District.

1. The District's Insurance program does not cover physical damage or liability to an employee's personal vehicle. For excess liability coverage to apply, the accident must be determined by Risk Management to have occurred during the course and scope of the employee's work duties.
2. An employee's personal automobile insurance policy is primary. Employees who use personally owned vehicles for District business should confirm that their personal automobile insurance policy provides coverage for this use.