



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:** Recommend approval of an Ordinance Amending the District's Personnel Policies and Procedures.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There may be a financial impact but at this time it cannot be quantified.

**BACKGROUND:** From time to time, the District amends its Personnel Policies and Procedures. Staff is recommending that the Board approve the amendments to the Personnel Policies that are summarized below and that are attached to the Ordinance. Under the Personnel Policies, the Finance Committee has the authority to approve amended Personnel Procedures, which staff is presenting to the Finance Committee under a separate memorandum.

**The following changes to Policies would be made:**

- 1.1 Introduction and Administration – Allows the Director of Administration to make minor spelling and grammatical changes.
- 3.5 Inclement Weather/Emergency Conditions – Adds the Floating Holiday Benefit type.
- 4.2 Vacation Leave – Adjusts accrual basis.
- 4.3 Military Training & Leave of Absence – Revises policy based on federal and state requirements.
- 4.8 Leave of Absence Without Pay – Revises policy to clarify medical leave of absences and the District's obligation to grant these leaves.
- 7.2 Illinois Municipal Retirement Fund – Removes reference to officials.
- 8.6 Media Communications – Title clean-up.
- 8.8 Vehicle Accident Review Committee – Removes investigation of accidents involving personal vehicles.
- 10.2 Grievance Procedure for Department Directors – Wording change.
- 11.1 Safety Standards – Rewording and clarification of responsibilities.
- 11.3 Safety Committee – Revises committee's role.
- 11.9 Vehicle Operation Use – Removes expectation of perfect driving.

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



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING THE PERSONNEL POLICIES AND PROCEDURES**

**WHEREAS**, on August 15, 1980, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies and Procedures, which have been amended from time to time (“Policies”); and

**WHEREAS**, it is in the best interests of the District to amend the Policies with respect to the following sections and subjects:

- 1.1 Introduction and Administration
- 3.5 Inclement Weather/ Emergency Conditions
- 4.2 Vacation Leave
- 4.3 Military Training & Leave of Absence
- 4.8 Leave of Absence Without Pay
- 7.2 Illinois Municipal Retirement Fund
- 8.6 Media Communication
- 8.8 Vehicle Accident Review
- 10.2 Grievance Procedure for Department Directors
- 11.1 Safety Standards
- 11.3 Safety Committee
- 11.9 Vehicle Operations Use; and

**WHEREAS**, such amendments to the Policies shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “Amendments”);

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois **THAT**:

**Section 1: Recitals.** The recitals set forth above are incorporated as a part of this Ordinance by this reference.

**Section 2: Approval of Amendments.** The Amendments are hereby approved. The Executive Director is hereby authorized and directed to amend the Policies in accordance with the Amendments.

**Section 3: Effective Date.** This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gagnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



## 1.1 Introduction and Administration

*Effective Date: May 27, 1994*

*Revision Date: November 12, 2013, July 11, 2018*

### Policy

The Personnel Policies and Procedures Manual is intended to be a working guide for management staff in the day-to-day implementation of the District's personnel program. These policies and procedures are primarily intended as guidelines to assist management and are available to all Forest Preserve Employees.

### Procedure

Suggestions for a new policy or a change in an existing policy should be directed to the Director of Administration. New policies or policy changes are presented to the Finance Committee for consideration prior to requesting Forest Preserve Board approval. Procedural changes must be approved by the Finance Committee.

New policies or policy changes are disseminated to all staff by the Human Resources Division, via e-mail and intranet. Department Directors are responsible for informing their staff members of such policies.

Policy interpretation is the responsibility of the Director of Administration.

The Director of Administration is authorized to make (i) spelling and grammatical corrections and (ii) non-substantive formatting, title, and caption revisions to the Policies and Procedures.

Departmental operating policies may be established and are to be reviewed by the Director of Administration to ensure they are not in conflict with the District's Personnel Policies and Procedures Manual.

All references in this manual to either gender should be understood to refer to both genders.

**This manual is subject to change and should in no way be construed as a contract.**



### 3.5 Inclement Weather/Emergency Conditions

*Effective Date: August 15, 1980*

*Revision Date: May 27, 1994, July 11, 2018*

#### **Policy**

The Executive Director may close any office, department, function, or operation of the District because of inclement weather or an emergency.

When a work site is closed or inaccessible, an alternate work site shall be designated by the Executive Director.

A Department Director may grant an employee concerned about his personal safety and well being, personal leave, vacation, floating holiday, ~~earned~~-compensatory time, or time off without pay in order to leave work early or take the day off.



## 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, July 11, 2018*

### Policy

Regular full-time employees accrue vacation leave at the following rates according to years of continuous employment service:

<del>10</del> -5 years of service:	10 days per year
6-12 years of service:	15 days per year
13 years of service and up:	20 days per year

Regular part-time employees accrue prorated vacation leave at the following rates according to years of continuous employment service:

<del>10</del> -5 years of service:	1 hr. of leave for each 26 hrs. worked
<u>6</u> -12 years of service:	1 hr. of leave for each 17.5 hrs. worked
13 years of service and up:	1 hr. of leave for each 13 hrs. worked



### 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*

#### Policy

It is the policy of the District to provide, as the law provides, employees in military service with leave, compensation where appropriate, reinstatement and ~~required compensation to all personnel who serve in the military~~restorations of employment opportunities. Military training leave shall be granted without loss of benefit leave.

In accordance with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Illinois Military Leave of Absence Act~~applicable state law~~, a leave of absence ~~without pay, unless otherwise required~~, shall be granted to employees who leave their positions and enter military service or attend military training. Such service is authorized only in cases where the employee has been officially called to active duty in the military service. Voluntary re-enlistments will not be subject considered on to this leave policy if as a result of the re-enlistment the employee's accumulated military leave exceeds five years.





## 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*

### Policy

Regular full-time and regular part-time employees may request a leave of absence without pay for Extended Medical Leave, Educational Leave, time off under the Family and Medical Leave Act and its provisions for Military Family Leave (“FMLA”), Personal Leave, School Visits, ~~Military Leave~~ and Victims’ Economic Security, and Safety law (“VESSA”).

The duration of a leave of absence without pay varies with the nature of the leave, in most cases set by law, as described below. ~~may not exceed six (6) months.~~ The District believes that a balance must be struck between the need for a leave of absence, the scheduling requirements of the organization, and the essential job function of regular attendance. Accordingly, no extended medical leave will be granted on an open-ended basis. For leaves other than extended medical, a definite period of time must be specified. In determining the feasibility of continuing time off for extended medical leave, ~~and~~ the District will take into account the employee’s exhaustion of FMLA leave and in the absence of extraordinary circumstances ~~cannot~~ no extended medical leave may exceed six (6) months, including time taken under the FMLA.

Employees granted leave under ~~the provisions of this section~~ the FMLA, including Military Family Leave, and under the state VESSA law, are guaranteed employment by the District in the same position or a position in a comparable classification, if available. Subject to the specific legal requirements discussed below, if the position left or a comparable position is not available, the employee will be eligible to be employed in any comparable position that may open up within the next year. Any employee that refuses re-employment in the same position or one of a comparable classification loses his re-employment rights under this section. If the position left or one of comparable classification is not available within one (1) year after the expiration of the leave, then no re-employment rights will continue to exist.

The Department Director, with Executive Director approval, may fill a position vacated by an employee through leave of absence with a temporary employee. One of the conditions of the status- of this temporary placement is that when an incumbent returns from his leave of absence, the services of the temporary employee will no longer be required. However, should the duration of absence from an extended medical leave be such that it is untenable to continue to hold the position open, the District reserves the right to fill the vacant position on a permanent basis.



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## 7.2 Illinois Municipal Retirement Fund

*Effective Date: August 15, 1980*

*Revision Date: April 15, 1983, September 16, 1994, August 21, 1998, May 19, 2000, September 19, 2003, November 12, 2013, July 11, 2018*

### Policy

In accordance with the Illinois Pension Code, the District through the Illinois Municipal Retirement Fund (IMRF) participates in a pension program, a long and short-term disability program, and a death benefit and survivor's pension benefit for eligible employees ~~and officials~~. All District employees in positions budgeted in excess of 1,000 hours annually are required to participate in the program. The Director of Administration is the Authorized Agent for the Fund, ~~for District employees and officials~~.

The District's full-time law enforcement officers shall be covered as members in the IMRF benefit plan for Sheriff's Law Enforcement Personnel (SLEP).

Plan booklets are available from IMRF and detailed information about these benefits are also available from the Human Resources Division.



## 8.6 Media Communication

*Effective Date: August 15, 1980*

*Revision Date: April 21, 1995, November 12, 2013, July 11, 2018*

### Policy

It is the policy of the District to respond to media requests in a courteous, timely manner. Supervisory review is sometimes necessary to ensure factual and technical accuracy, reasonable presentation and consistency with an official District position.

Employees may answer questions from the media regarding those facets of District operations that their Department Director authorizes them to address. Questions about actions of the Board of Commissioners, matters in litigation, and other subjects designated as warranting special attention should be referred to the Executive Director or Public Affairs Division.

When an employee is approached by the media regarding a topic he is not authorized to address, he should refer the media representative to the appropriate Director or the Public Affairs Division.

In the event of an emergency at a Preserve that attracts media attention, employees' primary function is to assist Rangers or other law enforcement officers in securing the area and protecting people and resources. All risk management procedures must be followed, and the Executive Director, Director of Operations and Infrastructure, Public Affairs Division and Risk Division should be contacted as soon as possible. The Executive Director, ~~Deputy Executive Director~~ Chief Operations Officer or designee will serve as a media spokesperson and staff should refer all media inquiries to that person.

Photographers, television crews and representatives from the media are allowed to visually record any aspects of the District that are generally open to the public. With permission from the Executive Director, they may also have access to other areas. If the Executive Director is unavailable, permission must be obtained from the Department Director that oversees that specific work area.



## 8.8 Vehicle Accident Review

*Effective Date: April 19, 1990*

*Revision Date: September 16, 1994, June 21, 2002, November 12, 2013, July 11, 2018*

### Policy

It is the responsibility of the Risk Management Division to investigate every accident involving a District vehicle ~~or a private vehicle when used for District business~~; to establish an aggressive campaign to enforce safe driving and compliance with operating instructions and traffic regulations; to reduce vehicular collisions; and to recommend safety equipment requirements for vehicles.



## 10.2 Grievance Procedure for Department Directors

*Effective Date: June 21, 2002*

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

### Policy

The District encourages and promotes the prompt and equitable adjustment of any claim or dispute, which may arise as to the meaning, or application of District policies, practices and working conditions. This policy pertains only to Department Directors and provides a procedure for ~~adjudication~~ resolution of their grievances.



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## 11.1 Safety Standards

*Effective Date: August 15, 1980*

*Revision Date: June 21, 2002, November 12, 2013, July 11, 2018*

### Policy

It is the policy of the District to conduct all operations in a manner which will prevent injuries to persons and damage to property. The District believes that its employees are entitled to a healthful workplace that does not pose a risk of serious harm, and is committed to providing a safe environment for the public it serves.

To accomplish this goal, observance of sound safety practices and avoidance of accidents shall be considered an integral part of any workplace activity and not a separate program functioning independently of other activities. ~~The same lines of responsibility shall be followed for accident control functions as presently utilized for other operations.~~

Department Directors and supervisors shall be held responsible and accountable for maintaining a maximum level of safety ~~in all phases of accident control.~~

The District will comply with all regulations and standards issued by the Illinois Department of Labor in its administration of the Illinois Health and Safety Act and the Illinois OSHA State Plan ~~as authorized under 29 CFR Part 1956.~~



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## 11.3 Safety Committee

*Effective Date: August 15, 1990*

*Revision Date: June 21, 2002, November 7, 2013, July 11, 2018*

### Policy

The Safety Committee ~~shall adopt and recommend enforcement of the District's safety programs.~~ is an extension of leadership in regards to safety policies. Members of the committee encourage staff to be safe and discuss with the appropriate supervisor if policies aren't being followed.



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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, July 11, 2018*

### Policy

The operation of vehicles is indispensable in conducting District business, and how each vehicle is handled directly affects the production of each respective District department. Vehicular collisions are potentially the most costly losses we can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered. ~~Perfect driving is the rule, the cost can mount to proportions that will adversely affect every department in efforts to accomplish its mission and maintain good public relations.~~