

DATE: January 31, 2022

MEMO TO: Mary Ross Cunningham, Chair
Diversity & Cultural Awareness Committee

Julie Simpson, Chair
Finance Committee

FROM: Mary E. Kann
Director of Administration

RECOMMENDATION: (1) Recommend approval of an Ordinance adding Personnel Policy 4.11 – Employee Volunteering Time Off to the District’s Personnel Policies & Procedures; and (2) approve the Procedures Section for Personnel Policy 4.11.

STRATEGIC DIRECTION SUPPORTED: Leadership

FINANCIAL DATA: There is no immediate direct financial impact, as wages are already budgeted. There is an indirect cost of lost productivity while staff are volunteering.

BACKGROUND: On September 8, 2020, the District adopted a Personnel Policy on Diversity, Inclusion and Equity. The proposed new policy attached to the attached Ordinance is an extension of the District’s Diversity, Inclusion and Equity efforts, and encourages employees to become involved by lending their voluntary support, time and talents to programs that positively impact the quality of life within the communities of Lake County. Full-time employees who have at least one month of service and whose work performance meets expectations will have up to eight (8) hours of paid time off each year to serve as volunteers in non-profit community programs in Lake County.

Therefore, staff recommends that Policy 4.11 – Employee Volunteering Time Off be added to the District’s Personnel Policies & Procedures as provided in the attached Ordinance.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Director of Planning, Director of Education, Director of Community Engagement & Partnerships, Director of Operations & Infrastructure, Director of Public Safety, Manager of Human Resources & Risk, Chief Business Officer, Chief Golf Operations Officer, Corporate Counsel.

MOTION: Motion to (1) recommend approval of an Ordinance adding Personnel Policy 4.11 – Employee Volunteering Time Off to the District’s Personnel Policies & Procedures and (2) approve the Procedures Section for Personnel Policy 4.11, all in the form attached to staff’s January 31, 2022 memorandum.

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

**AN ORDINANCE ADDING POLICY 4.11 – EMPLOYEE VOLUNTEERING TIME OFF
TO THE DISTRICT’S PERSONNEL POLICIES & PROCEDURES**

WHEREAS, on March 19, 1976, the Lake County Forest Preserve District (the “District”) passed and approved certain Personnel Policies & Procedures, which have been amended from time to time (the “Policies”); and

WHEREAS, the District intends to expand its Diversity, Inclusion and Equity efforts, and encourage employees to become involved by lending their voluntary support, time and talents to programs that positively impact the quality of life within the communities of Lake County; and

WHEREAS, it is in the best interests of the District to add a new Policy (Policy 4.11 – Employee Volunteering Time Off); and

WHEREAS, the new Policy shall be in the form of Exhibit A attached to this Ordinance and incorporated herein by this reference (the “New Policy”);

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 New Policy. The New Policy is hereby approved and the Policies are hereby amended to include the New Policy.

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 _____, 2022

AYES:

NAYS:

APPROVED this ____ day of _____, 2022

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary

Exhibit No. ____



4.11 Employee Volunteering Time Off

Effective Date: February 8, 2022

Revision Date:

Policy

The District encourages employees to become involved in their communities by lending their voluntary support, time and talents to programs that positively impact the quality of life within these communities. By allowing employees time off to volunteer to perform charitable activities that serve Lake County residents, the District continues to impact the communities of Lake County. These types of activities enhance and serve the communities where staff lives and/or works.

Full-time employees who have at least one month of service and whose work performance meets expectations may take up to eight (8) hours of paid time off each year to serve as volunteers in 501(c)(3) non-profit organizations or other community charitable programs that serve Lake County residents that are either of personal interest to the employee or are District-sponsored initiatives (“Volunteering Time Off” or “VTO”). An employee’s ability to take VTO is subject to the Procedures of this Policy. Employees on leave of absence of any kind are not eligible to take VTO. Any employee who has been placed on a Performance Improvement Plan (PIP) is not eligible to take VTO until the employee has successfully completed the PIP.

VTO may not be used for (1) organizations that unlawfully discriminate based on race, color, age, gender, religious creed, veteran status, marital status, sexual orientation, pregnancy, childbirth, national origin or ancestry, physical or mental disability, medical condition or genetic information, or political affiliation; (2) organizations that fund terrorist groups or activities; (3) political causes (candidates, organizations or campaigns), or (4) religious organizations for denominational or religious purposes (as opposed to charitable purposes). Examples of appropriate and inappropriate use of VTO are listed in the Procedures section.

Procedure

1. VTO must be requested in advance by following the process identified in Procedure 2. Time off can be taken in four hour increments. VTO is taken during an employee’s normal work hours.
2. Interested employees should meet with their managers to discuss the organization for which they want to volunteer and their proposed VTO schedule. Employees must complete the VTO request in ADP and submit it to their supervisor at least one week before the requested VTO. When submitting a VTO request in ADP, employees will use the comments section to include the name of the volunteer organization and the location and type of volunteer work to be performed. The manager should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is at the discretion of the employee’s manager and Director.



3. The timing of any requested VTO hours are at the manager's discretion and should not conflict with the peak work schedule and other work-related responsibilities, create a need for overtime or cause conflicts with other employees' schedules.
4. VTO hours are refreshed at the beginning of each calendar year (January 1) and cannot be accrued or carried-over into the following year. VTO is not paid out if not used.
5. Usage of VTO does not impact any benefit time (vacation, sick, personal) accrual
6. The District's Safety Standards, as outlined in Policy 11.1, apply to any volunteer work and location.
7. Opportunities may arise when the District organizes a volunteer workday with a local 501(c)(3) organization and employees can sign up to participate. This would be counted toward the employee's VTO.

Examples of appropriate uses for VTO:

- Building a house for organizations like Habitat for Humanity
- Volunteering at a food bank
- Cleaning up a beach, highway, park or trail
- Becoming a mentor with organizations like Big Brother/Big Sister
- Volunteering at a local hospital
- Volunteering at an animal shelter
- Doing skills-based volunteering at a not-for-profit location
- Collecting, filling and distributing back to school packs
- Organizing a charity walk or run

Examples of inappropriate uses for VTO:

- Taking a ski vacation and charitably giving ski lessons
- Coaching your child's basketball team or playing in adult sporting leagues with no charitable fundraising purpose
- Participating in neighborhood association or owner's association events or meetings
- Attending your child's Parent Teacher conference
- Serving as your child's scout leader
- Attending a professional, religious, or personal interest conference (attending a religious conference or camp; any event where the activity involves promoting, teaching or proselytizing religion)
- Participating in activities of a political party, political action committee, or political nature (i.e., activities supporting political issues or campaigns)