



**DATE:** April 4, 2024

**Agenda Item #** 10.3

**MEMO TO:** Gina Roberts, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** Recommend approval of an Ordinance amending Personnel Policy 8.1  
– Disciplinary Action.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** There is no immediate direct financial impact.

**BACKGROUND:** There have been recent rulings by the National Labor Relations Board (NLRB) that have created a new standard for employers. Under this new standard, employers must use caution when creating a work rule or policy that could reasonably be interpreted to "chill," restrict, or prohibit an employee's rights to protected concerted activity under Section 7 of the National Labor Relations Act (NLRA), such as an employee's rights to support unionizing or engaging in concerted activity to improve working conditions.

Therefore, it is in the District's best interest to add a disclaimer to its policy that it is not the intention of the District to restrict employee rights under the NLRA.

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



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

**AN ORDINANCE AMENDING PERSONNEL POLICY 8.1 – DISCIPLINARY ACTION**

**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**, it is in the best interest of the District to amend the Policies with respect to Personnel Policy 8.1 – Disciplinary Action; 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 “Amended 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 Amended Policy.** The Amended Policy is hereby approved, and the Policies are hereby amended to include the Amended 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 \_\_\_\_\_, 2024

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Angelo D. Kyle, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gagnani, Secretary  
Lake County Forest Preserve District

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



## 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,  
May 4, 2023, April 10, 2024*

### Policy

Supervisors have a responsibility to counsel their employees on their work and conduct, to identify potential problems, and to consult with the Human Resources Division before disciplinary action becomes necessary. While a system of progressive discipline is preferred, there may be circumstances in the discretion of the District that require no sequence of steps but suspension without pay or dismissal.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.