



Elk Grove Park District Committee of the Whole Meeting Minutes

December 8, 2022

5:30 p.m.

President Cooke called the meeting to order at 5:30 p.m.

In attendance: President Cooke, Commissioner Biedke, Commissioner Carlson,
Commissioner O'Malley, Commissioner Walz

Staff: Ben Curcio, Kelly Carbon, Tiffany Greene, Mark Kosbab, Brad Sholes

DISCUSSION ON EMPLOYEE POLICY MANUAL

Executive Director Curcio led the discussion on the proposed updated Employee Policy Manual. The Board went page by page and asked questions on areas they wanted clarification on.

- 1.4 Anti-Harassment Policy - Commissioner Biedke asked why the chain of command to report any harassment made by the Board President wouldn't be the Vice President first. Director Sholes responded it is the same process as for employees that it does not have to be reported to their direct supervisor.
- 1.14 Transfers - Commissioner O'Malley asked for clarification. Director Sholes replied this relates more to part time staff stating they can request to transfer to a different department without having to quit and re-apply.
- 1.18 Employment of Relatives - Executive Director Curcio said this should be in the Board Policy Manual, not the Employee Policy Manual. Commissioner Biedke said we had language stating this in place, and then staff came to the Board to change the policy, and now they are asking to change it back? Commissioner Walz said that there are new staff and a new Board member so this policy should be reviewed. Commissioner O'Malley said if they are asking this to be a policy of Board members, then it should also be a policy for staff. The consensus was to keep the current policy in place and to also keep it in the Employee Policy Manual.
- 1.19 Outside Employment - President Cooke asked if we want full time employees to be able to have another job saying he has heard complaints about supervisors not being available. Commissioner O'Malley says it should be allowed as long as they are not excused from this job to do their second job. Commissioner O'Malley also said allowing a second job with department head approval may be a conflict of interest. Executive Director Curcio replied that the verbiage "With Executive Director's approval" was added to the existing policy, because he wants to see and approve their schedule ahead of time. Commissioner Walz said he is not in favor of staff adjusting their hours to accommodate a second job, asking what if everyone asked for adjusted hours? Commissioner O'Malley said the workload should be done at a time that benefits other co-workers and residents, and staff rearranging their hours should be frowned upon going forward. Director Curcio said that as long as they are getting their job done, he is ok with them having a second job.

- 1.25 Drug and Alcohol Policy - Commissioner Carlson asked how this was enforced. Director Sholes said staff have Reasonable Suspicion training and are taught to go to a supervisor to confirm what they suspect. If two supervisors agree that someone should be tested, they send them to the Risk Manager who sends them to get tested. Commissioner Carlson asked if there is pre-employment drug testing done. Director Sholes replied that all full time positions are tested as part of the hiring process, but not all part time are tested.
- 1.26 Modified Duty Policy for Work-Related Injuries - Commissioner Carlson said Workers Comp determines what they can do. Executive Director Curcio said that giving an employee modified or light duty takes them off Workers Comp. Director Curcio added that if we can accommodate an employee, it usually is in the District's best interest to give them modified duty to keep the District's premiums down.
- 2.3 Overtime and Other Compensation - Commissioner Carlson wanted clarification on holiday pay. Director Sholes said those are days that staff get paid time off. If an employee works on those days, they receive holiday pay plus their normal pay.
- 3.2 Vacation Time - With the proposed changes to this policy, employees would start earning 4.62 hours per pay period equalling 15 days vacation a year on their 4th anniversary, 6.16 hours per pay period, equalling 20 days a year on their 9th anniversary and beginning on their 14th anniversary 7.7 hours per pay period equalling 25 days a year. Employees hired before January 1, 1984, beginning on their 20th anniversary date, would earn 9.23 hours per pay period equalling 30 days a year. The consensus of the Board was to keep the vacation accrual as it currently is and not make this change.
- 3.5 District Observed Holidays - Staff proposed adding Juneteenth to the District holidays. Executive Director Curcio said this is an important day in history and it shows progression to recognize this day. Three of the five Commissioners were not in favor of adding Juneteenth to the District observed holidays.
- 3.8 Bereavement Leave - The word consecutive will be removed to be in compliance with FMLA.
- 4.2 Illinois Municipal Retirement Fund (IMRF) - Commissioner O'Malley asked if any proposed changes will cost the residents money. Director Sholes replied no, they are just additional benefits.
- 4.4 Educational Assistance - The proposed change to this policy is that if an employee leaves the District, the employee must pay the District the full tuition amount for coursework taken in the prior 24 months. The current policy stated 12 months. Director Sholes said the reason is that the District is paying a lot of money out so the employee should earn their benefit.

ADJOURNMENT

Commissioner O'Malley moved to adjourn the Committee of the Whole meeting at 7:01 p.m.

Commissioner Walz seconded the motion.

Ayes: Commissioners Biedke, Carlson, O'Malley, Walz and President Cooke

Nays: None

Motion Carried