

**DeKalb Park District
Board Workshop
Monday, August 29, 2005**

BOARD MEMBERS PRESENT: Dave Mason, Dave Male, Matt Volk, Mike Teboda,
(Mary Gawrys was absent).

STAFF MEMBERS PRESENT: Dave Mogle, Brad Garrison, Lisa Small,
Roger Huber, Bill Ryder

OTHERS PRESENT: None

I. Meeting Called to Order

President Dave Mason called the Monday, August 29, 2005 board workshop to order at 5:10 p.m.

II. Personnel Policies

Dave Mogle discussed section 4 of the Policy on Personal Leave and highlighted the proposed changes.

Mogle described the concept of accumulating personal days to a maximum of 90 days, and explained that they could only be utilized for medical reasons under the Family Medical Leave Act (FMLA). He also explained the concept of transferring banked personal days to a fellow employee.

The proposed policy, he stated, was loosely written in concept, but would be written in more detail if it were approved by the board.

Matt Volk stated that Northern Illinois University had a similar policy.

Mogle stated that he had researched the concept and found that very few park districts had adopted the policy, but that it was very common at universities.

Mogle further stated that he viewed several sample policies that could be used as guidelines.

Dave Male stated that he was in favor of the concept and President Mason concurred.

Volk inquired about the maximum amount of accumulated days and how the figure was chosen.

Mogle stated that the maximum figure of 90 was a common figure found throughout several policies.

Mogle stated that the next policy to discuss was the Policy On Disability Leave.

Garrison pointed out that there were no proposed changes to the policy.

The next policy discussed was the Family Medical Leave Act (FMLA).

Dave Mason requested that Mogle provide a chart showing the time period of when employees became eligible for certain benefits, and also when certain leaves must be used before disability and or accumulated personnel day pay can be used.

Mogle next discussed the Military Leave policy.

Male questioned full payment of salary, benefits, and job protection for individuals on military leave. The board decided that further research and legal advise would be needed to finalize the policy.

Garrison stated that the PDRMA sample policies utilized to update the district's personnel ordinance might not be current because they were last revised in 2002.

Mogle next addressed the Policy On School Visitation Rights Act. Volk inquired if it would make more sense to just grant one additional vacation day to employees.

Garrison clarified that the school policy was also applicable to employees who currently don't receive vacation benefits.

The Policy On Absence Without Leave was briefly discussed, and no changes were proposed.

Mogle described the Policy On Vehicle Use and Fleet Safety.

Dave Male asked about employees using their own vehicle for park district business.

Garrison stated that employees were strictly prohibited from transporting program participants in personal vehicles.

Teboda requested clarification regarding CDL requirement and using park district owned vehicle to test for a CDL license.

It was determined that park district vehicles could be used with permission from the individual's supervisor.

Mogle commented on the Retirement Benefits Policy, and that language was added pertaining to golf and pool passes available to retirees.

Mason inquired about the changes made to the Policy On Workers Compensation. Mogle replied that certain language from the sample policies was incorporated regarding notification, evaluations and work assignments.

Volk suggested that language be added to the Cafeteria Plan Policy stating that the district's policy complies with IRS Section 125 rules.

Mogle described the Policy on conferences, seminars and professional participation and stated that it was only relevant to full time appointed personnel, and only occasionally would a seasonal employee be reimbursed for a workshop.

Mogle further stated that in the Policy On Education Benefits a clause was added stating the if an employee receiving educational benefits were to leave the park district, it was at the directors discretion to require the employee to repay the district.

Garrison suggested that only if the employee initiated the termination should the tuition have to be repaid.

Mogle discussed the use of park district facilities and programs. He further stated that he had spoken to Peter Murphy, Attorney for the Illinois Association of Park Districts (IAPD), and he was advised that there was not an urgent need to change policies at this time, but to consider a future policy.

President Mason inquired when the manual would be completed. Mogle replied that Gary Cordes was currently reviewing the document and that it could be adopted at the October Park Board meeting.

Volk provided information relevant to the Fitness For Duty Policy, and stated that a medical review officer would have to be present in order to determine if an individual was fit for specific duties. Volk further referenced a web site provided by the government that assists agencies in creating a Fitness For Duty Policy.

Mason inquired about the drug policy and zero tolerance. Mogle responded that he was still in the process of researching it.

III. Meeting Adjourned

The meeting was adjourned at 6:35 p.m.