



**AGENDA**  
**DEKALB PARK DISTRICT BOARD OF COMMISSIONERS**

**Ellwood Visitors Center**  
**509 N 1<sup>st</sup> Street**  
**Thursday, January 10, 2019**

**6:00 pm Public Meeting**

- I. Meeting Called To Order, Roll Call, Pledge of Allegiance
- II. Action on the Agenda
- III. Public Comments
- IV. Old Business
- V. New Business
  - a. Park District Finance Overview (handout)
  - b. Review and Discussion of Tentative Budget for Fiscal Year 2020 (Budget Document pgs. 1-225)
  - c. Budget and Appropriation Discussion
  - d. Approve Agreement with DeKalb Park District Facilities Apprentice (pgs. 1-5)
- VI. Executive Session
  - a. Collective Bargaining Matters 2(c)(2)
  - b. Real Estate Acquisition 2(c)(5)
  - c. Real Estate Sale Price 2(c)(6)
- VII. Reconvene Open Meeting
- VIII. Adjourn Public Meeting

Date of Notice: January 8, 2019

Date of Next Regular Board Meeting: January 17, 2019

Assistive services will be provided upon request



## Board of Commissioners Meeting

Agenda Item V.d.  
January 10, 2019

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**SUBJECT:** Approve Apprenticeship Agreement with DeKalb Park District Facilities Apprenticeship.

**SUBMITTING DEPARTMENT:** Parks and Development/Finance

**EXECUTIVE DIRECTOR APPROVAL:**

**BACKGROUND INFORMATION:**

On September 5, 2018, the Board approved the job description for a part-time Facilities Apprenticeship and authorized staff to fill the position. During the past few months, staff have conducted a job search and identified a candidate to hire.

As part of the hiring process, we will be asking the candidate to sign an Apprenticeship Agreement. This agreement outlines the responsibilities of the candidate and the District, which has been reviewed by Ancel Glink and Bernie Pepino, the head of the Kishwaukee Community College Automated Industrial Tech Program.

Highlights of the Apprenticeship Agreement include:

- Employee is an at-will employee.
- Employee will have the option to join the Teamsters Local Union No. 330.
- Employee will be part-time and not eligible for health or IMRF benefits while completing the certificate program.
- Employee will be paid \$15.00 per hour.
- Employee will work less than 1,000 hours per year (approximately 20 hours per week).
- Employee will take classes at Kishwaukee Community College and receive the Automated Industrial Tech Certificate (28 course hours) within two years.
- The DeKalb Park District will pay for all tuition, books, and fees.
- Work hours at the District will be based on the Employee's class schedule and the District's need; will report to the Facilities Team Leader.
- Employee will be offered a full-time position upon successful completion of the certificate program, acceptable performance as a part-time employee, and demonstrated proficiency in completing the essential duties as a facilities maintenance crew member.
- Several situations are listed where the employee would need to repay the District for the tuition, including leaving the certificate program, not maintaining a minimum GPA, and/or if the employee resigns or is involuntarily terminated from the District.

**RECOMMENDED ACTION:** Motion to approve Apprentice Agreement with DeKalb Park District Facilities Apprentice.

	1	2	Y	N
<b>President Phil Young</b>				
<b>Commissioner Dag Grada</b>				
<b>Commissioner Dean Holliday</b>				

	1	2	Y	N
<b>Commissioner Patricia Perkins</b>				
<b>Commissioner Keith Nyquist</b>				



## DEKALB PARK DISTRICT APPRENTICE AGREEMENT

This AGREEMENT is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between DeKalb Park District (“DISTRICT”) and \_\_\_\_\_ (“EMPLOYEE”).

1. **EMPLOYEE AGREES THAT HE OR SHE IS AN AT-WILL EMPLOYEE AND MAY BE TERMINATED AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT PRIOR NOTICE. NOTHING IN THIS AGREEMENT CREATES A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED BETWEEN DEKALB PARK DISTRICT AND THE EMPLOYEE.**
2. By signing this agreement, the EMPLOYEE acknowledges understanding and acceptance of all stipulations contained in the agreement.
3. The EMPLOYEE agrees to enter into an apprenticeship employment relationship with the DISTRICT that includes the following:
  - a. The EMPLOYEE will be hired as a regular part-time employee in the Parks Department and shall have the option to join the Teamsters Local Union No. 330. Regular part-time employees are not eligible to participate in the DISTRICT’S benefit plan.
  - b. The EMPLOYEE’S employment shall be subject to the DeKalb Park District personnel policies and, if the Employee chooses to join the Teamsters Local Union No. 330, the collective bargaining agreement between that union and the DeKalb Park District.
  - c. The EMPLOYEE shall be paid \$15.00 per hour upon hire.
  - d. The EMPLOYEE shall enroll in the Automated Industrial Tech certificate program at Kishwaukee College beginning in the Spring 2019 semester. The program requires completion of 28 credit hours to earn a certificate.
  - e. The EMPLOYEE agrees to share with the DISTRICT information regarding academic progress and will maintain a minimum composite grade point average (GPA) of 2.0.
  - f. The EMPLOYEE shall complete the certificate program within two (2) years from date of enrollment. Should the EMPLOYEE be unable to complete the certificate program within the two years due to circumstances outside of his/her control (e.g., college cancels class, doesn’t offer class when EMPLOYEE is available, etc.), this requirement may be adjusted upon agreement between the EMPLOYEE and DISTRICT.
  - g. The DISTRICT agrees to pay the full cost of tuition, books and related fees for the certificate program.

- h. While completing coursework at the college, the EMPLOYEE shall work for the DISTRICT on a part-time basis, up to 20 hours per week. Work schedules shall be set by the Facilities Team Leader and/or other Department staff. The EMPLOYEE shall not work over 1,000 hours on an annual basis.
- i. The EMPLOYEE shall receive on-the-job training under the mentorship of the Parks Department's Facilities Team Leader and other department staff in order to learn the duties of a facilities maintenance crew member.
- j. The EMPLOYEE has read the Facilities Apprentice Job Description. The EMPLOYEE shall sign the job description to acknowledge understanding and a copy will be kept in the EMPLOYEE'S employment file.
- k. Upon successful completion of the of the Automated Industrial Tech certificate, acceptable job performance while working at the DISTRICT as a part-time employee, and a demonstrated proficiency in performing the essential duties of a facilities maintenance crew member, the EMPLOYEE shall transition from a part-time to a full-time employee of the DISTRICT (Parks Maintenance Level II pay grade) and will be eligible for DISTRICT benefits. DISTRICT benefits shall be granted in accordance with established DISTRICT personnel policies and procedures.
- l. Under the following situations, the EMPLOYEE shall be required to reimburse the DISTRICT for either the cumulative costs of tuition, books and related fees paid by the DISTRICT on behalf of the EMPLOYEE or the cost associated with an individual class if minimum grade requirements are not met, as indicated below.
  - i. If the EMPLOYEE voluntarily leaves the Automated Industrial Tech certificate program prior to earning the certificate, the EMPLOYEE shall reimburse the DISTRICT the cumulate costs.
  - ii. If the EMPLOYEE does not earn a minimum grade of a 2.0 in a class , the EMPLOYEE shall reimburse the cost of that class, books and related fees.
  - iii. If the EMPLOYEE does not complete the certificate program within two (2) years from the date of enrollment, the EMPLOYEE shall reimburse the DISTRICT the cumulative costs. See item "f" above for exception to the two year requirement.
  - iv. If the EMPLOYEE voluntarily resigns prior to completing two (2) years of full time employment following the completion of the apprenticeship program , the EMPLOYEE shall reimburse the DISTRICT the cumulative costs.
  - v. If the EMPLOYEE is involuntarily terminated for any reason during the two (2) years of coursework/part-time employment or prior to completing two (2) years of full time employment at the District following the completion of the apprenticeship program, the EMPLOYEE shall reimburse the DISTRICT the cumulative costs.
- m. In the event that a situation arises that the EMPLOYEE is required to reimburse the DISTRICT, the DISTRICT shall provide the EMPLOYEE with documentation/support of the reimbursement amount. The EMPLOYEE agrees to reimburse the DISTRICT within 30 days of notification.

**I hereby accept the terms and conditions stated in this agreement.**

\_\_\_\_\_  
**Apprentice Employee Signature**

\_\_\_\_\_  
**DATE**

**District Approval:**

\_\_\_\_\_  
**Phil Young  
Board President**

\_\_\_\_\_  
**DATE**

**DRAFT**