



NEDSRA
Special Recreation Association

Board Packet

Wednesday, February 1, 2017
NEDSRA Administrative Office
1770 W. Centennial Place, Addison, Illinois

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality Integrity
♦Commitment ♦Fun



Northeast DuPage Special Recreation Association
Board of Trustees Regular Meeting
Wednesday, February 1, 2017, at 1:30 p.m.
 1770 W. Centennial Place, Addison, Illinois

- | | | |
|------------|---|---------------------------------|
| 1. | Call to Order | Chairman Leno |
| 2. | Roll Call | Chairman Leno |
| 3. | Introduction of Guests and Staff | Chairman Leno |
| a. | New NEDSRA Staff | |
| 4. | Public Comments | Chairman Leno |
| a. | For matters not on the Agenda. Limited to one, three-minute comment per person. Maximum 15 minutes. | |
| 5. | Approval of Meeting Minutes | Chairman Leno |
| a. | Approval of Board of Trustees Regular Meeting Minutes – December 7, 2016 | Voice Vote |
| 6. | Comments and Communications | Executive Director Poole |
| 7. | Consent Agenda – Financial Reports | Chairman Leno |
| a. | Ratify NEDSRA Disbursements and Financial Statement – Period Ending November 30, 2016 | Roll Call Vote |
| b. | Ratify NEDSRA Disbursements and Financial Statement – Period Ending December 31, 2016 | |
| 8. | Chairman of the Board Comments | Chairman Leno |
| 9. | Agency Report | Executive Director Poole |
| 10. | Unfinished Business | Chairman Leno |
| a. | Presentation and Discussion HM/HB | Superintendent Barton |
| b. | Presentation and Discussion of Personnel Policy | |
| 11. | New Business | Chairman Leno |
| a. | Discussion and Approval of Amended 2017 Board Calendar | Voice Vote |
| b. | Presentation and Approval of Disposal of Property Resolution #02-01-2017 | Roll Call Vote |
| c. | Presentation and Approval of Van Bid Purchase | Roll Call Vote |
| d. | Presentation and Approval of Allowable Travel Expense Policy Resolution #02-02-2017 | Roll Call Vote |
| 12. | Board of Trustees Comments | Chairman Leno |
| 13. | Next Meeting Date | Chairman Leno |
| a. | Wednesday, March 1, 2017, at 1:30 p.m. | |
| 14. | Adjournment | Chairman Leno |

Northeast DuPage Special Recreation Association (NEDSRA) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact **ADA Coordinator at 630.620.4500** promptly to allow the Association to make reasonable accommodations.



BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, December 7, 2016

1. **Call to Order** Chairman Leno called the meeting to order at 4:00 p.m. at Glendale Lakes Golf Club, 1550 President Street, Glendale Heights, Illinois.
2. **Roll Call** The following Roll Call was taken:

Members Present: Geri Estvanik, Addison Park District
Keith Knautz, Village of Glendale Heights
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District
Maryfran Leno, Itasca Park District

Members Absent: Rick Robbins, Bensenville Park District
Larry Reiner, Butterfield Park District
John Bealer, Village of Schiller Park

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Administrative Services Manager
Cathy Marron, Recording Secretary
3. **Introduction of Guests**
Chairman Leno stated there were no guests present.
4. **Public Comments**
Chairman Leno noted there were no public comments.
5. **Approval of Meeting Minutes – November 9, 2016**
Chairman Leno requested a motion to approve the minutes from the Board of Trustees regular meeting of November 9, 2016. Trustee Friedrichs moved to approve the minutes as presented. Trustee Knautz seconded the motion. Chairman Leno asked for any questions, comments or corrections. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and no nays.
6. **Comments and Communication**
Director Poole reported there were no comments or communications at this time.
7. **Consent Agenda – Ratify NEDSRA Financials**
Chairman Leno asked for a motion to ratify the consent agenda on NEDSRA's financials for the period ending October 31, 2016. Trustee Friedrichs moved to ratify NEDSRA's financials as presented. Trustee Knautz seconded the motion. Chairman Leno asked if there were any questions, comments or corrections. Trustee Friedrichs requested further information on a payment to WDSRA from the Director's Administrative Fund. Director Poole explained this was a joint fund between area SRAs used for advocacy issues and is not a yearly expense, but one that is replenished when necessary.

7. Consent Agenda – Ratify NEDSRA Financials: Continued

There being no further discussion, the motion passed on a roll call vote – Voting Aye: Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Fallon, Oakbrook Terrace Park District, Trustee Gola, Village of Villa Park, Trustee Ellmann, Wood Dale Park District, Trustee Estvanik, Addison Park District, and Chairman Leno, Itasca Park District.

- a. Ratified NEDSRA Disbursements for period ending October 31, 2016
- b. Ratified NEDSRA Financials for period ending October 31, 2016

8. Chairman of the Board Comments

a. Holidays

Chairman Leno wished everyone happy holidays.

b. Bensenville Park District

Chairman Leno announced the position of executive director at Bensenville Park District was eliminated, and the alternate for NEDSRA's Board of Trustees is Bensenville's park board president. She asked Director Poole to follow up on this matter.

9. Agency Report

a. Synergy Update

Director Poole reported that he and several Board members met jointly with Western DuPage Special Recreation Association (WDSRA) in May to discuss solutions, resolutions and the financial concerns we have. Since that meeting, Synergy received a \$10,000 grant in the summer and recently received an additional \$10,000 from DuPage Medical.

Director Poole met with the Susan Friend, Executive Director of South East Association for Special Parks and Recreation (SEASPAR), and Director Gbur from WDSRA met with Carolyn Nagle, Executive Director of Fox Valley Special Recreation Association (FVSRA). The purpose of these meetings was to address obtaining financial support from these agencies due to the large number of participation from their districts. Director Poole will continue working with these agencies and give periodic updates to the Board.

Director Poole announced that he and Director Gbur have a meeting with the DuPage Foundation to see if other grants may be available for adaptive-sports programs. The grant from DuPage Medical for \$10,000 was obtained through this foundation.

Director Poole and Superintendent Barton continue discussions with WDSRA to finalize the Synergy budget, along with working on reducing NEDSRA's obligation for this program. Initial budget talks had our numbers increasing and we are looking to reduce this subsidy. At this time, Trustee Friedrichs asked if NEDSRA is locked in to this cooperative through end of fiscal year, April 30, 2018, because we did not opt out this past October. A brief discussion followed with questions from several Board members. Director reminded Board members that this is all part of the process and reviewed at the upcoming monthly meetings with WDSRA. He will give Board members updates as progress is made.

b. NEDSRA Personnel Policy Committee Meeting

Director Poole stated the first meeting for the Personnel Policy Committee is scheduled and an update is planned for February's Board of Trustees meeting.

c. DCEO Grant

The grant process is ongoing, with the State requiring more documentation and qualifications than needed in the past. A discussion followed with Board members asking if the grant dictated what the money could be used for and asking staff to provide detailed information on the expenses. Trustee Friedrichs inquired if the grant money was specific to veterans and adaptive sports. Director Poole said this grant is different from previous grants and expenses will be limited. The Board directed staff to provide a summarization of expenses on previous grants.

9. Agency Report: Continued

d. IT Support

Director Poole stated staff continues working its IT company, and he will be meeting with owner to refine concerns with updating NEDSRA's website.

e. HM/HB Update

Superintendent Barton announced that Donna Allen, Healthy Minds/Healthy Bodies (HM/HB) Coordinator would be at the February meeting to give a short presentation on a veteran's process through the program. They have discussed areas that need to be addressed, such as: the programs participation numbers, training hours, membership and trainers in each district. They have been reviewing how trainers are paid and ways of establishing a more accurate and streamlined process for this program. Chairman Leno directed staff to have a one-page overview for Board members at the February meeting outlining what a veteran is entitled to once they join the HM/HB program. She also wants to see trainers' payments clarified as to how and who is responsible for having trainers on payroll, because if payment comes directly from district, then the district is responsible for unemployment, workmen's compensation, and a standardized rate.

f. Holiday Party with Santa

Superintendent Barton reported that 90 participants and their families attended the program at the Addison Park District. The Kiwanis Club sponsored this program and we had student volunteers from Elmhurst College. Trustee Friedrichs received a call complimenting this program and in particular Santa.

g. General Updates

Superintendent Barton briefed Board members on a couple of other programs and stated he is in the process of hiring a recreation coordinator. Trustee Ellmann inquired that once NEDSRA is at full staffing, if a new Ambassador/Liaison directory would be distributed. Superintendent Barton assured members that this information would be provided to the Board

h. Amendments to the Amended Articles of Agreement

Chairman Leno inquired about the number of resolutions received by NEDSRA staff with regard to the Amendments to the Amended Articles of Agreement. In addition, she asked staff to follow up with those members who have yet to return their resolutions.

10. Unfinished Business

Chairman Leno stated there was no unfinished business before the Board.

11. New Business

Chairman Leno stated there was no new business before the Board.

12. Board of Trustees Comments

Chairman Leno commented the Holiday Party has been held at several locations in the past and in order to give other member partners the opportunity to host, she asked those who were interested in hosting to contact Director Poole. If there were several interested, she would like to see a rotating schedule. Trustee Ellmann thanked Glendale Heights for hosting this month's meeting and reminded everyone that the date conflicts every year with his Senior Holiday Party. Trustee Ellmann asked for consideration in changing the date so accommodations could be made in order for his Board to attend. A brief discussion followed with recommendation to change the date to Thursday, December 7, 2017, and ratify amended calendar at the February meeting.

13. Next Regular Meeting

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, February 1, 2017, at 1:30 p.m. at NEDSRA's Administrative office.

14. Adjournment:

Chairman Leno stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Friedrichs moved to adjourn the meeting at 4:48 p.m. Trustee Knautz seconded the motion. The motion passed unanimously on a voice vote with 8 ayes and no nays.

Respectfully submitted,

Cathy Ann Marron, Recording Secretary

Maryfran Leno, Chairman

Bruce Baum, Secretary

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Sue Martellotta, Administrative Services Manager
Date: January 6, 2017
Re: Financial Statements for Period Ending 11/30/2016

There are no notable expenses in this month.

Financial statements show an overall \$554,568 revenue over expenses year-to-date. Accounts receivable is above last year. This is due to invoicing out of ACS (the accounting software application); in November the second invoice went out to Member Partners. Legal services are higher than last year and significantly over budget. Printing expenses are up compared to last year due to letterhead and envelope purchase, which were budgeted for this year. Business services are higher than last year due to additional days added to the agreement with Lauterbach & Amen; we are within the amount anticipated. Office improvements (primarily computer equipment/accessories) is higher than last year, however is expected to come in at budget amount in year-end.

Following is a snapshot of the estimated net position in the General Fund Balance at this time.

	11/30/2016 YTD Actual	2016/17 Budget	11/30/2015 YTD Actual
Revenue	\$2,107,663	\$2,103,001	\$2,342,964
Expenses	\$1,553,094	\$2,212,511	\$2,271,461
Net Revenue/Expenses *	\$554,569	(\$109,510)	\$71,503

* Includes \$15,070 Vehicle Fund Revenue

	11/30/2016 YTD Actual	2016/17 Budget
General Fund		
Beginning Balance	\$741,590	\$741,590
Increase/Decrease	\$539,499	(\$48,510)
Ending General Fund Balance (Unaudited)	\$1,281,089	\$693,080

Additionally, the amount of \$844,489 is in the Member Partner's ADA Fund.



November 2016 Disbursements

Total: \$46,789.33

Northeast DuPage Special Recreation Association

Check List Summary

MB Financial - Operating #4960

November 1, 2016 - November 30, 2016

Check Number	Check Date	Payee	Amount
Vendor Checks			
51193	11/18/16	Alexian Brothers Corporate Health Svcs	60.00
51194	11/18/16	Baerenklau, Elizabeth	26.60
51195	11/18/16	Basith, Bilquis	136.00
51196	11/18/16	Boy Scouts Of America Three Fires Council	1,384.50
51197	11/18/16	Miller, Lori Gorden	94.44
51198	11/18/16	Morong, Dawn	60.00
51199	11/18/16	Paulsen, Ken	16.25
51200	11/18/16	Safia, Rifat	64.00
51201	11/18/16	Schultz, Tina	10.00
51202	11/18/16	Siebert, Megan	58.61
51203	11/18/16	Vitello, Liza	121.68
51204	11/18/16	Webb, Robin	151.89
51205	11/28/16	Dupage County Clerk	10.00
51206	11/30/16	Lee, Robert	50.00
51207	11/30/16	Addison Park District	302.18
51208	11/30/16	American Litho	2,732.00
51209	11/30/16	Ashley, Lisa	540.00
51210	11/30/16	ComEd	939.32
51211	11/30/16	Garcia Landscaping	750.00
51212	11/30/16	Illinois Fire & Safety Company	363.76
51213	11/30/16	Jimenez, Veronica	367.50
51214	11/30/16	Lauterbach & Amen, LLP	1,762.00
51215	11/30/16	NICOR	468.67
51216	11/30/16	TechPro, Inc.	700.00
51217	11/30/16	Titan Image Group, Inc.	130.00
51218	11/30/16	Warehouse Direct Workplace Solutions	796.07
51219	11/30/16	WDSRA	500.00
51220	11/30/16	Addison Park District	83.49
51221	11/30/16	Addison, Village of	10.00
51222	11/30/16	Allen-Sebok, Donna	1,175.00
51223	11/30/16	Andrews, Caryn	1,820.58
51224	11/30/16	AT&T	107.17
51225	11/30/16	Comcast	342.77
51226	11/30/16	Graphic Alliance, Inc	240.36
51227	11/30/16	Illinois Fire & Safety Company	419.30
51228	11/30/16	Konica Minolta Business Solutions, Inc.	359.59
51229	11/30/16	Mueller, Jay	100.00
51230	11/30/16	Orkin	88.65
51231	11/30/16	Park District Risk Management Agency	14,495.25
51232	11/30/16	Pitney Bowes Global Financial Services LLC	478.44
51233	11/30/16	Solid Impressions	573.16
51241	11/30/16	Sams Club Direct	135.95
111416	11/14/16	Paychex	335.50
111516	11/15/16	Mutual of Omaha	184.34
111716	11/17/16	WageWorks	116.00
112116	11/21/16	AFLAC	52.68
112516	11/25/16	Paychex	357.11
113016	11/30/16	BMO Harris P-Card	12,718.52
		Vendor Check Total	<u>46,789.33</u>
		Check List Total	<u>46,789.33</u>

Check count = 48

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960
November 1, 2016 - November 30, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Alexian Brothers Corporate Health Svcs			11/18/16	51193	<u>60.00</u>
58910	Safety/Loss Prevention	Alexian Brothers Corporate Health Svcs	60.00		
Baerenklau, Elizabeth			11/18/16	51194	<u>26.60</u>
42000	Fees & Charges	Baerenklau, Elizabeth	26.60		
Basith, Bilquis			11/18/16	51195	<u>136.00</u>
42000	Fees & Charges	Basith, Bilquis	136.00		
Boy Scouts Of America Three Fires Council			11/18/16	51196	<u>1,384.50</u>
53500	Program Supplies	Boy Scouts Of America Three Fires Council	1,384.50		
Miller, Lori Gorden			11/18/16	51197	<u>94.44</u>
58940	Miscellaneous Expenses:Employee Recognition/Relations	Miller, Lori Gorden-Petty Cash Replenish	4.29		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Miller, Lori Gorden-Petty Cash Replenish	53.65		
53500	Program Supplies	Miller, Lori Gorden-Petty Cash Replenish	16.99		
53300	Meeting Related Expenses	Miller, Lori Gorden-Petty Cash Replenish	19.51		
Morong, Dawn			11/18/16	51198	<u>60.00</u>
54300	Contractual Services	Morong, Dawn - Yoga Instructor	60.00		
Paulsen, Ken			11/18/16	51199	<u>16.25</u>
42000	Fees & Charges	Paulsen, Ken	16.25		
Safia, Rifat			11/18/16	51200	<u>64.00</u>
42000	Fees & Charges	Safia, Rifat F16-2206	33.00		
42000	Fees & Charges	Safia, Rifat F16-0303	31.00		
Schultz, Tina			11/18/16	51201	<u>10.00</u>
42000	Fees & Charges	Schultz, Tina	10.00		
Siebert, Megan			11/18/16	51202	<u>58.61</u>
53500	Program Supplies	Siebert, Megan	8.61		
10850	Petty Cash	Siebert, Megan	50.00		
Vitello, Liza			11/18/16	51203	<u>121.68</u>
42000	Fees & Charges	Vitello, Liza	121.68		
Webb, Robin			11/18/16	51204	<u>151.89</u>
42000	Fees & Charges	Webb, Robin	151.89		
Dupage County Clerk			11/28/16	51205	<u>10.00</u>
56100	Professional Memberships	Dupage County Clerk-Martellotta Notary	10.00		
Lee, Robert			11/30/16	51206	<u>50.00</u>
54300	Contractual Services	Lee, Robert-Santa for PPT Program	50.00		
Addison Park District			11/30/16	51207	<u>302.18</u>
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Addison Park District	302.18		
American Litho			11/30/16	51208	<u>2,732.00</u>
53200	Printing Expenses	American Litho - Winter Brochure	2,732.00		

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960
November 1, 2016 - November 30, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Ashley, Lisa 54300	Contractual Services	Ashley, Lisa-Music Instructor	11/30/16 540.00	51209	<u>540.00</u>
ComEd 58200	Building Expenses:Electricity	ComEd	11/30/16 939.32	51210	<u>939.32</u>
Garcia Landscaping 58500	Building Expenses:Facility Maintenance	Garcia Landscaping - 7 Months	11/30/16 750.00	51211	<u>750.00</u>
Illinois Fire & Safety Company 58910	Safety/Loss Prevention	Illinois Fire & Safety Company Inv#207187	11/30/16 363.76	51212	<u>363.76</u>
Jimenez, Veronica 42000	Fees & Charges	Jimenez, Veronica	11/30/16 367.50	51213	<u>367.50</u>
Lauterbach & Amen, LLP 54100	Business Services - Contract	Lauterbach & Amen, LLP	11/30/16 1,762.00	51214	<u>1,762.00</u>
NICOR 58300	Building Expenses:Natural Gas	NICOR	11/30/16 468.67	51215	<u>468.67</u>
TechPro, Inc. 53900	Professional Consultants	TechPro, Inc. IT Support 238908	11/30/16 700.00	51216	<u>700.00</u>
Titan Image Group, Inc. 53200	Printing Expenses	Titan Image Group, Inc.	11/30/16 130.00	51217	<u>130.00</u>
Warehouse Direct Workplace Solutions 53300	Meeting Related Expenses	Warehouse Direct Workplace Solutions	11/30/16 84.03	51218	<u>796.07</u>
	53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions		712.04
WDSRA 46000	Misc. Income	WDSRA-Reimb	11/30/16 500.00	51219	<u>500.00</u>
Addison Park District 58500	Building Expenses:Facility Maintenance	Addison Park District-Refuse Removal October 2016	11/30/16 83.49	51220	<u>83.49</u>
Addison, Village of 58500	Building Expenses:Facility Maintenance	Addison, Village of - Annual Alarm User's Fee	11/30/16 10.00	51221	<u>10.00</u>
Allen-Sebok, Donna 54300	Contractual Services	Allen-Sebok, Donna - HMHB Coordinator	11/30/16 1,175.00	51222	<u>1,175.00</u>
Andrews, Caryn 54300	Contractual Services	Andrews, Caryn - 4482 November 2016	11/30/16 1,820.58	51223	<u>1,820.58</u>
AT&T 58100	Building Expenses:Telephones/Internet	AT&T - 630916686011	11/30/16 107.17	51224	<u>107.17</u>
Comcast 58100	Building Expenses:Telephones/Internet	Comcast -	11/30/16 342.77	51225	<u>342.77</u>

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960
November 1, 2016 - November 30, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Graphic Alliance, Inc 53200	Printing Expenses	Graphic Alliance, Inc - Business Cards	11/30/16 240.36	51226	<u>240.36</u>
Illinois Fire & Safety Company 58500	Building Expenses:Facility Maintenance	Illinois Fire & Safety Company - Extinguisher Inspectin	11/30/16 419.30	51227	<u>419.30</u>
Konica Minolta Business Solutions, Inc. 54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc.	11/30/16 359.59	51228	<u>359.59</u>
Mueller, Jay 54300	Contractual Services	Mueller, Jay - Alarm On-Call	11/30/16 100.00	51229	<u>100.00</u>
Orkin 58500	Building Expenses:Facility Maintenance	Orkin	11/30/16 88.65	51230	<u>88.65</u>
Park District Risk Management Agency 51600	Payroll:Health Insurance	Park District Risk Management Agency	11/30/16 14,495.25	51231	<u>14,495.25</u>
Pitney Bowes Global Financial Services LLC 54400	Office Maint/Contractual Agree.	Pitney Bowes Global Financial Services LLC	11/30/16 478.44	51232	<u>478.44</u>
Solid Impressions 53675 53100	Fund Raising Expenses Postage Expense	Solid Impressions Solid Impressions	11/30/16 464.56 108.60	51233	<u>573.16</u>
Sams Club Direct 57100 61300 61300	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Sams Club Direct Sams Club Direct Sams Club Direct	11/30/16 63.47 41.34 31.14	51241	<u>135.95</u>
Paychex 54000	Payroll Services - Contract	Paychex	11/14/16 335.50	111416	<u>335.50</u>
Mutual of Omaha 21350	Payroll Liabilities:AD&D Insurance	Mutual of Omaha	11/15/16 184.34	111516	<u>184.34</u>
WageWorks 51600	Payroll:Health Insurance	WageWorks	11/17/16 116.00	111716	<u>116.00</u>
AFLAC 21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC	11/21/16 52.68	112116	<u>52.68</u>
Paychex 54000	Payroll Services - Contract	Paychex	11/25/16 357.11	112516	<u>357.11</u>
BMO Harris P-Card 53100 53200 53300 53400 53500 53600 53675	Postage Expense Printing Expenses Meeting Related Expenses Office Supplies & Duplicating Program Supplies Admissions & Facility Space Fund Raising Expenses	BMO Harris P-Card BMO Harris P-Card BMO Harris P-Card BMO Harris P-Card BMO Harris P-Card BMO Harris P-Card BMO Harris P-Card	11/30/16 22.95 61.59 150.00 89.81 3,797.78 3,868.76 150.00	113016	<u>12,718.52</u>

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960

November 1, 2016 - November 30, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
54400	Office Maint/Contractual Agree.	BMO Harris P-Card			21.24
55000	Public Relations	BMO Harris P-Card			40.00
55100	Legal Publications	BMO Harris P-Card			165.00
55200	Subscription & Publication	BMO Harris P-Card			24.99
56000	Continuing Education	BMO Harris P-Card			1,144.71
56100	Professional Memberships	BMO Harris P-Card			1,062.00
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card			972.59
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card			133.96
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card			556.16
58500	Building Expenses:Facility Maintenance	BMO Harris P-Card			80.20
58910	Safety/Loss Prevention	BMO Harris P-Card			105.00
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card			80.20
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card			191.58
Check List Total					<u>46,789.33</u>

Check count = 48

NEDSRA PCard Detail
Period Ending 11/27/2016

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11092016	USPS.COM CLICKNSHIP	Overnight Brochure Proof	53100	22.95	22.95	SUSAN J MARTELLOTTA
11182016	BEST NAME BADGES	New Employee Badges	53200	61.59	61.59	SUSAN J MARTELLOTTA
11142016	GLENDALAKE LAKES GOLF CL	Member Partner Holiday Gathering Deposit	53300	150.00	150.00	KAREN LESNIAK
11102016	DESKTOP SUPPLIES.COM	Office Supplies - Postcards	53400	89.81	89.81	CATHY MARRON
11072016	AURELIOS PIZZA - ADDI	PPT Meals	53500	85.49		MEGHAN MURPHY
10282016	JIMMY JOHNS - 1759 - E	ART program supplies	53500	45.94		A MAGGIE GOODE
11042016	HOBBY-LOBBY #0174	EXCEL program supplies	53500	155.59		A MAGGIE GOODE
11142016	KEANS BAKERY	EXCEL Special Supplies	53500	87.64		A MAGGIE GOODE
11142016	WM SUPERCENTER #5442	ART program supplies	53500	67.17		A MAGGIE GOODE
11152016	PARTY CITY	EXCEL Special supplies	53500	75.81		A MAGGIE GOODE
11162016	AURELIOS PIZZA - ADDI	EXCEL Program Supplies	53500	93.32		A MAGGIE GOODE
11102016	BAKERS-SQUARE-REST #06	Social Committee-Meghan's Going Away Par	53500	28.47		BETH CORSO
11162016	WAL-MART #1401	Fitness Fruit Friends & D89, D93 Art The	53500	111.60		BETH CORSO
11072016	ADDISON CINEMAS-2302	PPT Snacks	53500	15.75		BRIAN DAVIS
11072016	WAL-MART #5442	Route 66 Snacks	53500	12.96		COLLEEN CLINE
11072016	NELLY S	Route 66 Lunch	53500	245.03		COLLEEN CLINE
11182016	OTC BRANDS, INC.	Holiday Party with Santa Supplies	53500	93.92		COLLEEN CLINE
11222016	TEACHERSPAYTEACHERS.CO	Inclusion Supplies (Social Stories, Visu	53500	46.50		COLLEEN CLINE
10282016	LITTLE CAESARS 2014 00	PPT Meals	53500	20.97		DEBBI PAWINSKI
11022016	WM SUPERCENTER #5442	Cub Scout Supplies	53500	17.08		DEBBI PAWINSKI
11042016	WM SUPERCENTER #5442	Cub Scout Supplies	53500	5.58		DEBBI PAWINSKI
11042016	ROCKET FIZZ ST. CHARLE	Cub Scout Supplies	53500	5.30		DEBBI PAWINSKI
11042016	FOREVER YOGURT	Traveling Tourists Supplies	53500	28.24		DEBBI PAWINSKI
11072016	MEATHEADS SCHAUMBU	SNL Meals	53500	109.25		DEBBI PAWINSKI
11102016	DOLLAR TREE	Cub Scout Supplies	53500	5.00		DEBBI PAWINSKI
11102016	DOLLAR TREE	SNL Supplies	53500	7.00		DEBBI PAWINSKI
11102016	DOLLAR TREE	Horseback Riding Lesson Snacks	53500	4.00		DEBBI PAWINSKI
11142016	MCDONALD S F11929	Traveling Tourists Meal	53500	5.38		DEBBI PAWINSKI
11142016	TERIYAKI JAPAN & GRILL	Traveling Tourists Meal	53500	6.64		DEBBI PAWINSKI
11142016	VILLA FIK 2301	Traveling Tourist Meal	53500	7.48		DEBBI PAWINSKI
11162016	CVS/PHARMACY #03742	Purchase	53500	35.27		DEBBI PAWINSKI
11172016	CVS/PHARMACY #03742	Return	53500	-35.27		DEBBI PAWINSKI
11182016	AURELIOS PIZZA - ADDI	ART Lunch	53500	34.49		DEBBI PAWINSKI
11182016	WM SUPERCENTER #5442	Cub Scout Supplies	53500	1.88		DEBBI PAWINSKI
11182016	WM SUPERCENTER #5442	FNR Supplies	53500	8.14		DEBBI PAWINSKI
11182016	WAL-MART #5442	Horseback Riding Lessons Snacks	53500	4.46		DEBBI PAWINSKI
11182016	America s Dog	Windy City Overnight Lunch	53500	9.18		DEBBI PAWINSKI
11212016	WM SUPERCENTER #5442	American Music Awards Supplies	53500	17.92		DEBBI PAWINSKI
10282016	CARNICERIAS JIMENEZ	HMHB Social	53500	109.04		DONNA SEBOK
10282016	AURELIOS PIZZA - ADDI	Bowl Appetite Meals	53500	99.57		GERARD MORAN
11042016	WHITE FENCE FARM	YAC Dinner	53500	189.98		MATTHEW GORECKI

NEDSRA PCard Detail
Period Ending 11/27/2016

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11162016	JOHN G SHEDD A20024428	Windy City Overnight Meals	53500	35.96		MATTHEW GORECKI
11162016	ROCK BOTTOM CHICAGO	Windy City Overnight Meals	53500	54.74		MATTHEW GORECKI
11182016	30 - LOU MALNATIS PIZZ	Windy City Overnight Meals	53500	51.55		MATTHEW GORECKI
11182016	BBCE PIER	Windy City Overnight Meals	53500	15.53		MATTHEW GORECKI
11182016	WAL-MART #5442	YAC Supplies	53500	24.76		MATTHEW GORECKI
11182016	PORTILLOS HOT DOGS #40	Windy City Overnight Meals	53500	38.36		MATTHEW GORECKI
10282016	SUBWAY 00324491	Halloween Ball Supplies	53500	10.00		MEGHAN MURPHY
10282016	WM SUPERCENTER #5442	Halloween Ball Supplies	53500	8.24		MEGHAN MURPHY
10312016	ALDI 40033	TREC supplies	53500	24.68		MELISSA MUZI
11012016	WM SUPERCENTER #5442	TREC supplies	53500	1.98		MELISSA MUZI
11022016	ALDI 40033	TREC supplies	53500	4.65		MELISSA MUZI
11042016	WM SUPERCENTER #5442	TREC supplies	53500	2.98		MELISSA MUZI
11082016	WAL-MART #5442	TREC supplies	53500	44.92		MELISSA MUZI
11092016	ALDI 40033	TREC supplies	53500	14.65		MELISSA MUZI
11142016	JEWEL #3294	TREC supplies	53500	32.60		MELISSA MUZI
11182016	JEWEL #3264	TREC supplies	53500	7.98		MELISSA MUZI
11182016	WM SUPERCENTER #5442	TREC supplies	53500	9.97		MELISSA MUZI
11182016	WM SUPERCENTER #5442	TREC supplies	53500	1.78		MELISSA MUZI
11152016	WM SUPERCENTER #5442	Program Supplies	53500	14.28		MINDY JACK
11212016	WAL-MART #1737	Program Supplies	53500	21.02		MINDY JACK
11072016	ACT SCHAUMBURGPDIS	Program Supplies	53500	104.00		NEDSRA CAMP
11142016	WAL-MART #5442	Program Supplies	53500	37.04		NEDSRA NEDSRA1
11142016	CARNICERIAS JIMENEZ	Program Supplies-Hispanic Group Holiday	53500	126.23		NORA SANDOVAL
11142016	WAL-MART #1814	Program Supplies	53500	30.68		NORA SANDOVAL
11022016	WAL-MART #5442	Cooking Basics Supplies	53500	49.00		ROBERT GRIFFIN
11042016	ROUND 1 BOWLING AN	FNR Supplies	53500	83.06		ROBERT GRIFFIN
11042016	ROUND 1 BOWLING AN	FNR Supplies	53500	11.98		ROBERT GRIFFIN
11102016	WM SUPERCENTER #5442	Cooking Basics Supplies	53500	31.15		ROBERT GRIFFIN
11142016	LEVEL 257	A Night Out with Friends Supplies	53500	139.70		ROBERT GRIFFIN
11142016	CORKYS CATERING	SNC and SNL Thanksgiving Supplies	53500	189.80		ROBERT GRIFFIN
11142016	CORKYS CATERING	FNR, YAC, TGIF Thanksgiving Supplies	53500	254.70		ROBERT GRIFFIN
11152016	WAL-MART #5442	Cooking Basics Supplies	53500	30.59		ROBERT GRIFFIN
11162016	WAL-MART #5442	Music Lessons Supplies	53500	17.88		ROBERT GRIFFIN
11172016	WAL-MART #5442	Cooking Basics Supplies	53500	8.56		ROBERT GRIFFIN
11212016	WM SUPERCENTER #5442	SNC and SNL Thanksgiving Supplies	53500	9.00		ROBERT GRIFFIN
11042016	WM SUPERCENTER #5442	ART and SNL supplies	53500	68.31		SEAN FRITSCH
11072016	HOBBY-LOBBY #0174	SNL Supplies	53500	9.96		SEAN FRITSCH
11092016	WM SUPERCENTER #5442	Day Trippers Supplies	53500	100.57		SEAN FRITSCH
11102016	WAL-MART #5442	4H and EXCEL Supplies	53500	24.43		SEAN FRITSCH
11222016	NARDI S TOWER OF PIZZA	Bowling Bonanza Meals	53500	49.68		SHARON PEARCE
11102016	JIMMY JOHNS - 1759 - E	Program meeting	53500	49.81	3,708.53	SUSAN J MARTELLOTTA

NEDSRA PCard Detail
Period Ending 11/27/2016

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11072016	FANDANGO.COM	PPT Movie Tickets	53600	89.25		BRIAN DAVIS
10282016	TM *MARRIOTT THEATRE F	EXCEL Admissions	53600	283.22		A MAGGIE GOODE
11142016	TM *MARRIOTT THEATRE P	SRA Outing Tickets	53600	689.25		A MAGGIE GOODE
11152016	STARDUST BOWL OF A	EXCEL Special Admissions	53600	27.00		A MAGGIE GOODE
11152016	STARDUST BOWL OF A	EXCEL Special Admissions	53600	33.75		A MAGGIE GOODE
11152016	STARDUST BOWL OF A	EXCEL Special Admissions	53600	106.00		A MAGGIE GOODE
11162016	STARDUST BOWL OF A	EXCEL Admissions	53600	27.00		A MAGGIE GOODE
10282016	GOEBBERTS PUMPKIN PATC	Manor Hill Excel Admission Fees	53600	126.00		BETH CORSO
11102016	BB *DUPAGECHILDRENSMUS	EXCEL Admissions	53600	138.50		COLLEEN CLINE
10282016	SONNY ACRES	PPT Admissions Scouts	53600	15.00		DEBBI PAWINSKI
11182016	SPRINGHILL SUITES CHIC	Windy City Overnight Lodging	53600	483.68		DEBBI PAWINSKI
11182016	SPRINGHILL SUITES CHIC	Windy City Overnight Lodging	53600	483.68		DEBBI PAWINSKI
11182016	SPRINGHILL SUITES CHIC	Windy City Overnight Lodging	53600	241.84		DEBBI PAWINSKI
10282016	STARDUST BOWL OF A	Bowl Appetite Bowling Admission	53600	9.00		GERARD MORAN
10282016	STARDUST BOWL OF A	Bowl Appetite Bowling Admissions	53600	13.50		GERARD MORAN
11022016	ACT*SchaumburgPkDis	Day Camp Reunion admissions	53600	50.00		MEGHAN MURPHY
11042016	MEDIEVAL TIMES SCHA RE	TREC outing- car wash funds	53600	524.34		MELISSA MUZI
11172016	STARDUST BOWL OF A	TREC outing	53600	20.25		MELISSA MUZI
11172016	PICTURE SHOW BLOOMINGD	TREC outing	53600	30.25		MELISSA MUZI
11042016	ROUND 1 BOWLING AN	FNR Admissions	53600	84.00		ROBERT GRIFFIN
11042016	ROUND 1 BOWLING AN	FNR Admissions	53600	84.00		ROBERT GRIFFIN
11242016	UI EXT STATE 4H	4H Club Admission	53600	20.00		SEAN FRITSCH
11242016	UI EXT STATE 4H	4H Club Admission	53600	20.00		SEAN FRITSCH
11242016	UI EXT STATE 4H	4H Club Admission	53600	20.00		SEAN FRITSCH
11242016	UI EXT STATE 4H	4H Club Admission	53600	20.00		SEAN FRITSCH
10282016	SCITECH	EXCEL Admission	53600	40.00		SEAN TOVEY
10312016	WOOD DALE BOWL	Huskies Bowling Admission	53600	110.00		SHARON PEARCE
11072016	WOOD DALE BOWL	Huskies Bowling Admission	53600	110.00		SHARON PEARCE
11212016	STARDUST BOWL OF A	Bowling Bonanza Admission	53600	58.50	3,958.01	SHARON PEARCE
11032016	ADDISON CHAMBER OF COM	Annual Renewal	53675	150.00	150.00	KAREN LESNIAK
10282016	ADOBE *CREATIVE CLOUD	Application Subscription	54400	21.24	21.24	SUSAN J MARTELOTTA
11042016	CTC*CONSTANTCONTACT.C	Email Marketing	55000	40.00	40.00	SUSAN J MARTELOTTA
11092016	IPRA	Job Announcement	55100	165.00		SUSAN J MARTELOTTA
11172016	ILLINOIS ASSOC OF PARK	Job Announcement	55100	235.00	400.00	SUSAN J MARTELOTTA
11072016	SIGNUPGENIUS.COM	Subscription	55200	24.99	24.99	NEDSRA NEDSRA1
11102016	ILLINOIS ASSOC OF PARK	IPRA Conference	56000	235.00		BETH CORSO
11142016	PDRMA	PDRMA RMI	56000	65.00		COLLEEN CLINE
11172016	ILLINOIS ASSOC OF PARK	IPRA Conference	56000	235.00		LORI MILLER
11042016	HILTON HOTELS CHICAGO	IPRA Conference Lodging	56000	139.71		RICK POOLE
11082016	ILLINOIS ASSOC OF PARK	IPRA Conference	56000	235.00	909.71	SEAN FRITSCH
11142016	ILLINOIS PARK RECREAT	IPRA Membership	56100	254.00		BETH CORSO

NEDSRA PCard Detail
Period Ending 11/27/2016

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11182016	ILLINOIS PARK RECREAT	IPRA Membership	56100	254.00		LORI MILLER
11182016	ILLINOIS PARK RECREAT	IPRA Membership	56100	254.00		SEAN TOVEY
10282016	CNA INSURANCE COMPANIE	Notary Bonding Insurance	56100	30.00		SUSAN J MARTELLOTTA
11042016	4TE*SOSBS CERTS NOT FO	Illinois Certificate of Good Standing Fee	56100	15.00		SUSAN J MARTELLOTTA
11042016	4TE*SOSBS CERTS NOT FO	Illinois Certificate of Good Standing Fee	56100	1.00		SUSAN J MARTELLOTTA
11092016	ILLINOIS PARK RECREAT	IPRA Membership	56100	254.00	1,062.00	SUSAN J MARTELLOTTA
11042016	SAMSCLUB 6487 GAS	Gas for Van (DVD)	57100	51.40		CARRIE HENRY
11072016	SAMS CLUB #6487	Vehicle Fuel	57100	66.41		COLLEEN CLINE
11042016	SAMS CLUB #6487	Vehicle Fuel	57100	44.15		DEBBI PAWINSKI
11072016	SHELL OIL 57444165609	Vehicle Fuel	57100	16.61		DEBBI PAWINSKI
11142016	SAMSCLUB #6487	Vehicle Fuel	57100	35.58		DEBBI PAWINSKI
11162016	SAMS CLUB #6487	Vehicle Fuel	57100	49.08		DEBBI PAWINSKI
11072016	SHELL OIL 57444165609	Vehicle Fuel	57100	67.41		FUEL NED 2
11072016	SAMS CLUB #6487	Vehicle Fuel	57100	54.21		FUEL NED 5
11012016	SAMSCLUB #6487	Vehicle Fuel	57100	43.25		FUEL NED 6
11102016	SAMSCLUB #6487	Vehicle Fuel	57100	40.73		FUEL NED 6
11152016	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	24.47		FUEL NED 6
11182016	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	40.78		FUEL NED 6
10282016	SHELL OIL 57444165609	Vehicle Fuel	57100	60.00		FUEL NED 7
11212016	SHELL OIL 57444165609	Vehicle Fuel	57100	64.89		FUEL NED 7
11162016	SOLDIER FIELD SOUTH	Parking for Windy City Overnight	57100	35.00		MATTHEW GORECKI
11172016	MCDONALD S F6676	Parking for Windy City Overnight	57100	35.00		MATTHEW GORECKI
11182016	MCDONALD S F6676	Parking for Windy City Overnight	57100	35.00		MATTHEW GORECKI
11182016	LINCOLN PARK ZOO PARKI	Parking for Windy City Overnight	57100	20.00		MATTHEW GORECKI
11182016	PARKINGMETER4 87724279	Parking for Windy City Overnight	57100	7.00		MATTHEW GORECKI
11182016	NAVY PIER PARKING	Parking for Windy City Overnight	57100	33.00		MATTHEW GORECKI
11152016	SOLDIER FIELD SOUTH	trec parking	57100	35.00		MELISSA MUZI
11212016	SHELL OIL 57444165609	Vehicle Fuel	57100	33.62		SHARON PEARCE
10282016	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
11142016	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00	972.59	SUSAN J MARTELLOTTA
10282016	KRAGE S SERVICE CENTER	Vehicle Repairs	57300	133.96	133.96	SEAN TOVEY
11042016	VZWRLSS*MY VZ VB P	Telephone	58100	175.95		SUSAN J MARTELLOTTA
11142016	COMCAST	Telephone	58100	380.21	556.16	SUSAN J MARTELLOTTA
11072016	MENARDS GLENDALE HEIGH	General Maintenance & Bulbs	58500	67.44		RICK POOLE
11182016	WAL-MART #5442	Maintenance	58500	12.76	80.20	SEAN FRITSCH
11142016	PDRMA	RMI	58910	65.00		CATHY MARRON
11182016	ACT*Lisle Park Dist	RMI	58910	40.00	105.00	RICK POOLE
11142016	TLF ADDISON FLORAL	Board Get Well	58930	80.20	80.20	CATHY MARRON
11182016	SHOELESS JOES ALE HOUS	Staff recognition	58940	191.58	191.58	SUSAN J MARTELLOTTA
				12,718.52	12,718.52	



Consolidated Monthly Report

November 2016

Mission

To serve as an integral partner with our member park districts and villages to positively impact through diverse recreation opportunities and community services.

Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Core Values

- ~ Service with Compassion
- ~ Excellence and Quality
- ~ Integrity
- ~ Commitment
- ~ Fun

**Member Partners: Addison Park District ♦ Bensenville Park District ♦ Butterfield Park District
Village of Glendale Heights ♦ Itasca Park District ♦ Lombard Park District ♦ Medinah Park District
Oakbrook Terrace Park District ♦ Village of Schiller Park ♦ Village of Villa Park ♦ Wood Dale Park District**

Northeast DuPage Special Recreation Association

Balance Sheet

As of November 30, 2016 and 2015

	<u>November 30,</u> <u>2016</u>	<u>November 30,</u> <u>2015</u>	<u>Variance</u>	<u>%</u> <u>Variance</u>
Assets				
MB Financial - Operating #4960	\$ 122,698.96	\$ 125,946.78	\$ (3,247.82)	-2.58%
MB Financial - Payroll #4979	10,636.11	6,085.82	4,550.29	74.77%
Petty Cash	1,625.00	1,575.00	50.00	3.17%
Interest Receivable	61.06	2,139.55	(2,078.49)	-97.15%
Grant Receivable	0.00	887.78	(887.78)	-100.00%
Accounts Receivable	653,695.81	26,925.34	626,770.47	2327.81%
MB Financial - MM #9401	470,659.90	1,130,535.60	(659,875.70)	-58.37%
Harvard State CD #4000238 - Closed	0.00	246,820.59	(246,820.59)	-100.00%
Elk Grove Bank & Trust CD - Closed	0.00	249,671.50	(249,671.50)	-100.00%
Maxsafe Wintrust - MM #2599	1,023,149.58	524,917.27	498,232.31	94.92%
Total Assets	<u>\$ 2,282,526.42</u>	<u>\$ 2,315,505.23</u>	<u>\$ (32,978.81)</u>	<u>-30.58%</u>

Liabilities and Fund Balance

Accounts Payable	\$ 491.87	\$ 454.12	\$ (37.75)	-8.31%
Due to Members (ADA)	821,888.72	0.00	(821,888.72)	0.00%
Payroll Liabilities	5,211.47	5,287.50	76.03	1.44%
Gift Certificate Deferred Revenue	466.00	11,889.00	11,423.00	96.08%
Reserve for Tax Encumbrance	0.00	1,403,447.41	1,403,447.41	100.00%
Vehicle Replacement Fund	147,924.81	116,692.81	(31,232.00)	-26.76%
Working Cash Fund	0.00	113,905.85	113,905.85	100.00%
Capital Improvement Fund	0.00	53,898.71	53,898.71	100.00%
Operations Support	0.00	272,338.70	272,338.70	100.00%
Agency Stability Fund	0.00	174,358.52	174,358.52	100.00%
Inclusion - ADA Fund	0.00	30,000.00	30,000.00	100.00%
S.O. Boosters	10,384.75	8,219.75	(2,165.00)	-26.34%
General Fund Balance	1,296,158.80	125,012.86	(1,171,145.94)	-936.82%
Total Liabilities and Fund Balance	<u>\$ 2,282,526.42</u>	<u>\$ 2,315,505.23</u>	<u>\$ (32,978.81)</u>	<u>-1.42%</u>

Northeast DuPage Special Recreation Association
 Revenue Over Expenditures
 For the 1 Month and 7 Months, Months Ending November 30, 2016

REVENUE RECAP		Anticipated	Monthly	Cumulative	Budget Variance	% To	Previous Year	\$	%
Account #	Account	Revenue	Summary	Summary	Over/(Under)	Budget	Summary	Variance	Variance
41000	Partner Contributions	\$ 1,531,916.00	\$ 553,485.00	\$ 1,531,915.00	\$ (1.00)	100.00%	\$ 1,388,227.46	\$ 143,687.54	9.38%
42000	Fees & Charges	320,300.00	12,051.23	195,362.61	(124,937.39)	60.99%	212,221.45	(16,858.84)	-8.63%
42020	Scholarship/Fee Assistance	0.00	814.60	13,138.95	13,138.95	0.00%	13,292.26	(153.31)	-1.17%
43000-44000	Fund Development	228,285.00	1,425.00	143,065.08	(85,219.92)	62.67%	157,389.46	(14,324.38)	-10.01%
44210-44230	Booster Club Revenue	0.00	0.00	477.00	477.00	0.00%	1,153.00	(676.00)	-141.72%
44300	Partner ADA Revenue	0.00	0.00	214,199.63	214,199.63	0.00%	555,624.48	(341,424.85)	-159.40%
46000	Miscellaneous Income	17,300.00	(70.00)	6,665.61	(10,634.39)	38.53%	3,492.07	3,173.54	47.61%
46400	Park District Portion Income	0.00	0.00	1,494.09	1,494.09	0.00%	9,403.32	(7,909.23)	-529.37%
47000	Interest Earned	5,200.00	124.11	1,344.53	(3,855.47)	25.86%	2,160.51	(815.98)	-60.69%
	Total Revenue	<u>2,103,001.00</u>	<u>567,829.94</u>	<u>2,107,662.50</u>	<u>4,661.50</u>	<u>100.22%</u>	<u>2,342,964.01</u>	<u>(235,301.51)</u>	<u>-11.16%</u>
EXPENDITURE RECAP		Anticipated	Monthly	Cumulative	Budget Variance	% To	Previous Year	\$	%
Account #	Account	Expenditures	Summary	Summary	Over/(Under)	Budget	Summary	Variance	Variance
51100-51300	Salaries	\$ 1,259,811.00	\$ 78,803.43	\$ 803,627.85	\$ (456,183.15)	63.79%	\$ 733,643.43	\$ 69,984.42	8.71%
51400-52400	Insurance/Pension	451,504.00	27,890.95	234,519.12	(216,984.88)	51.94%	218,811.73	15,707.39	6.70%
53000-56200	Operations	386,641.00	24,907.07	248,782.33	(137,858.67)	64.34%	216,854.94	31,927.39	12.83%
57100-57400	Vehicles	45,300.00	1,830.69	24,037.81	(21,262.19)	53.06%	22,596.85	1,440.96	5.99%
58100-58400	Utilities	55,955.00	3,845.73	27,897.86	(28,057.14)	49.86%	43,241.04	(15,343.18)	-55.00%
58600-58800	Special Projects	2,350.00	0.00	2,623.87	273.87	111.65%	2,075.97	547.90	20.88%
58910-58940	Miscellaneous	10,950.00	804.83	6,562.78	(4,387.22)	59.93%	12,410.97	(5,848.19)	-89.11%
61100-61300	Fund Development	0.00	72.48	303.41	303.41	0.00%	337.54	(34.13)	-11.25%
62000-69000	Other	0.00	814.60	204,739.34	204,739.34	0.00%	1,021,488.59	(816,749.25)	-398.92%
	Total Expenditures	<u>2,212,511.00</u>	<u>138,969.78</u>	<u>1,553,094.37</u>	<u>(659,416.63)</u>	<u>70.20%</u>	<u>2,271,461.06</u>	<u>(718,366.69)</u>	<u>0.00%</u>
	Net Revenue over Expenditures	<u>\$ (109,510.00)</u>	<u>\$ 428,860.16</u>	<u>\$ 554,568.13</u>	<u>\$ 664,078.13</u>		<u>\$ 71,502.95</u>	<u>\$ 483,065.18</u>	

Northeast DuPage Special Recreation Association
 Operating Expenditures Budget Summary
 For the 1 Month and 7 Months, Months Ending November 30, 2016

		<u>Anticipated</u> <u>Expenditures</u>	<u>Monthly</u> <u>Summary</u>	<u>Cumulative</u> <u>Summary</u>	<u>Budget</u> <u>Over/(Under)</u>	<u>% To</u> <u>Budget</u>	<u>Previous Year</u> <u>Summary</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
<u>Salaries</u>									
51100	Payroll:Full Time Salaries	906,304.00	58,746.68	542,611.32	(363,692.68)	59.87%	494,130.10	48,481.22	8.93%
51200	Payroll:Part Time Wages & Salaries	353,507.00	20,056.75	261,016.53	(92,490.47)	73.84%	239,513.33	21,503.20	8.24%
		<u>1,259,811.00</u>	<u>78,803.43</u>	<u>803,627.85</u>	<u>(456,183.15)</u>	<u>63.79%</u>	<u>733,643.43</u>	<u>69,984.42</u>	<u>8.71%</u>
<u>Insurance/Pension</u>									
51400	Payroll:FICA & Medicare	96,373.00	5,804.26	58,711.05	(37,661.95)	60.92%	54,367.17	4,343.88	7.40%
51500	Payroll:Pension Plan	148,381.00	9,517.90	67,853.12	(80,527.88)	45.73%	70,672.15	(2,819.03)	-4.15%
51600	Payroll:Health Insurance	161,675.00	12,568.79	85,252.87	(76,422.13)	52.73%	75,108.27	10,144.60	11.90%
52000	Workers Compensation	9,441.00	0.00	4,720.08	(4,720.92)	50.00%	4,835.64	(115.56)	-2.45%
52100	Unemployment Compensation	0.00	0.00	2,840.50	2,840.50	0.00%	0.00	2,840.50	100.00%
52300	Liability Insurance	13,971.00	0.00	5,936.00	(8,035.00)	42.49%	5,343.30	592.70	9.98%
52400	Property Insurance	21,663.00	0.00	9,205.50	(12,457.50)	42.49%	8,485.20	720.30	7.82%
		<u>451,504.00</u>	<u>27,890.95</u>	<u>234,519.12</u>	<u>(216,984.88)</u>	<u>51.94%</u>	<u>218,811.73</u>	<u>15,707.39</u>	<u>6.70%</u>
<u>Operations</u>									
53000	Bank Fees & Charges	4,000.00	285.08	2,102.31	(1,897.69)	52.56%	1,951.26	151.05	7.18%
53010	Credit Card Fees	5,350.00	373.74	4,195.90	(1,154.10)	78.43%	3,139.07	1,056.83	25.19%
53100	Postage Expense	8,120.00	131.55	4,103.02	(4,016.98)	50.53%	5,179.25	(1,076.23)	-26.23%
53200	Printing Expenses	18,400.00	3,163.95	13,300.28	(5,099.72)	72.28%	7,351.50	5,948.78	44.73%
53300	Meeting Related Expenses	4,275.00	253.54	1,183.30	(3,091.70)	27.68%	1,536.09	(352.79)	-29.81%
53400	Office Supplies & Duplicating	12,500.00	801.85	3,627.52	(8,872.48)	29.02%	6,607.08	(2,979.56)	-82.14%
53420	Office Supplies & Duplicating:Printer Toner	0.00	0.00	0.00	0.00	0.00%	177.09	(177.09)	0.00%
53440	Office Supplies & Duplicating: Miscellaneous	0.00	0.00	90.00	90.00	0.00%	65.98	24.02	26.69%
53500	Program Supplies	76,365.00	5,207.88	55,779.36	(20,585.64)	73.04%	54,001.69	1,777.67	3.19%
53550	Program Supplies:Boy Scouts Popcorn	0.00	0.00	0.00	0.00	0.00%	1,504.50	(1,504.50)	0.00%
53600	Admissions & Facility Space	69,430.00	3,868.76	30,766.58	(38,663.42)	44.31%	28,773.18	1,993.40	6.48%
53650	Program Equipment	9,565.00	0.00	3,274.43	(6,290.57)	34.23%	2,809.54	464.89	14.20%
53675	Fund Raising Expenses	28,874.00	614.56	18,066.17	(10,807.83)	62.57%	22,030.73	(3,964.56)	-21.94%
53700	Auditor	9,500.00	0.00	11,300.00	1,800.00	118.95%	11,500.00	(200.00)	-1.77%
53800	Legal Services	6,900.00	0.00	25,491.70	18,591.70	369.44%	2,964.38	22,527.32	88.37%
53900	Professional Consultants	19,000.00	700.00	14,695.50	(4,304.50)	77.34%	10,187.50	4,508.00	30.68%
54000	Payroll Services - Contract	10,000.00	692.61	5,450.74	(4,549.26)	54.51%	5,582.12	(131.38)	-2.41%
54100	Business Services - Contract	21,472.00	1,662.00	12,332.00	(9,140.00)	57.43%	8,688.00	3,644.00	29.55%
54300	Contractual Services	48,187.00	3,845.58	24,154.83	(24,032.17)	50.13%	23,317.50	837.33	3.47%
54400	Office Maint/Contractual Agree.	14,615.00	859.27	7,542.69	(7,072.31)	51.61%	8,268.16	(725.47)	-9.62%
55000	Public Relations	3,480.00	40.00	1,087.15	(2,392.85)	31.24%	4,169.79	(3,082.64)	-283.55%
55100	Legal Publications	610.00	165.00	1,372.20	762.20	224.95%	280.48	1,091.72	79.56%
55200	Subscription & Publication	1,340.00	24.99	566.18	(773.82)	42.25%	319.93	246.25	43.49%
56000	Continuing Education	10,000.00	1,144.71	6,774.47	(3,225.53)	67.74%	2,806.62	3,967.85	58.57%
56100	Professional Memberships	4,158.00	1,072.00	1,526.00	(2,632.00)	36.70%	3,143.50	(1,617.50)	-106.00%
56200	Statewide Legislative Initiatives	500.00	0.00	0.00	(500.00)	0.00%	500.00	(500.00)	0.00%

Northeast DuPage Special Recreation Association
 Operating Expenditures Budget Summary
 For the 1 Month and 7 Months, Months Ending November 30, 2016

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	\$ Variance	% Variance
		386,641.00	24,907.07	248,782.33	(137,858.67)	64.34%	216,854.94	31,927.39	12.83%
<u>Vehicles</u>									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	24,500.00	1,391.89	11,362.10	(13,137.90)	46.38%	14,064.05	(2,701.95)	-23.78%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,900.00	304.84	2,372.15	(2,527.85)	48.41%	1,948.78	423.37	17.85%
57300	Vehicle Expenses:Van Repair & Parts	12,700.00	133.96	7,954.84	(4,745.16)	62.64%	5,924.02	2,030.82	25.53%
57400	Vehicle Expenses:Van Rental	3,200.00	0.00	2,348.72	(851.28)	73.40%	660.00	1,688.72	71.90%
		<u>45,300.00</u>	<u>1,830.69</u>	<u>24,037.81</u>	<u>(21,262.19)</u>	<u>53.06%</u>	<u>22,596.85</u>	<u>1,440.96</u>	<u>5.99%</u>
<u>Utilities</u>									
58100	Building Expenses:Telephones/Internet	11,800.00	1,006.10	7,365.09	(4,434.91)	62.42%	7,309.23	55.86	0.76%
58200	Building Expenses:Electricity	12,500.00	939.32	8,767.51	(3,732.49)	70.14%	9,051.07	(283.56)	-3.23%
58300	Building Expenses:Natural Gas	6,200.00	468.67	1,496.02	(4,703.98)	24.13%	2,128.73	(632.71)	-42.29%
58400	Building Expenses:Village Water	1,420.00	0.00	704.24	(715.76)	49.59%	657.30	46.94	6.67%
58500	Building Expenses:Facility Maintenance	20,000.00	1,431.64	6,484.77	(13,515.23)	32.42%	23,486.67	(17,001.90)	-262.18%
58600	Building Expenses:Office Improvements	4,035.00	0.00	3,080.23	(954.77)	76.34%	608.04	2,472.19	80.26%
		<u>55,955.00</u>	<u>3,845.73</u>	<u>27,897.86</u>	<u>(28,057.14)</u>	<u>49.86%</u>	<u>43,241.04</u>	<u>(15,343.18)</u>	<u>-55.00%</u>
<u>Special Projects</u>									
58700	Synergy Expenses	2,350.00	0.00	2,053.87	(296.13)	87.40%	2,021.00	32.87	1.60%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	0.00	570.00	570.00	0.00%	54.97	515.03	90.36%
		<u>2,350.00</u>	<u>0.00</u>	<u>2,623.87</u>	<u>273.87</u>	<u>111.65%</u>	<u>2,075.97</u>	<u>547.90</u>	<u>20.88%</u>
<u>Miscellaneous Expenses</u>									
58900	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00%	698.00	(698.00)	0.00%
58910	Safety/Loss Prevention	2,600.00	528.76	1,396.18	(1,203.82)	53.70%	1,478.94	(82.76)	-5.93%
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	3,134.09	3,134.09	0.00%	9,403.31	(6,269.22)	-200.03%
58930	Miscellaneous Expenses:Director's Administ. Fund	5,500.00	80.20	1,677.65	(3,822.35)	30.50%	830.72	846.93	50.48%
58940	Miscellaneous Expenses:Employee Recognition/Relations	2,850.00	195.87	354.86	(2,495.14)	12.45%	0.00	354.86	100.00%
		<u>10,950.00</u>	<u>804.83</u>	<u>6,562.78</u>	<u>(4,387.22)</u>	<u>59.93%</u>	<u>12,410.97</u>	<u>(5,848.19)</u>	<u>-89.11%</u>
<u>Fund Development Expenses</u>									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	0.00	72.48	303.41	303.41	0.00%	337.54	(34.13)	-11.25%
		<u>0.00</u>	<u>72.48</u>	<u>303.41</u>	<u>303.41</u>	<u>0.00%</u>	<u>337.54</u>	<u>(34.13)</u>	<u>-11.25%</u>

Northeast DuPage Special Recreation Association
 Operating Expenditures Budget Summary
 For the 1 Month and 7 Months, Months Ending November 30, 2016

	<u>Anticipated Expenditures</u>	<u>Monthly Summary</u>	<u>Cumulative Summary</u>	<u>Budget Over/(Under)</u>	<u>% To Budget</u>	<u>Previous Year Summary</u>	<u>\$ Variance</u>	<u>% Variance</u>	
<u>Other Expenses</u>									
62000	Reserve Fund Expenses:Capital Improvements Expense	0.00	0.00	0.00	0.00	0.00%	15,773.00	(15,773.00)	0.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	0.00	191,600.39	191,600.39	0.00%	112,168.67	79,431.72	41.46%
66500	Reserve Fund Expenses:Partner Pension Reimbursement	0.00	0.00	0.00	0.00	0.00%	827,007.00	(827,007.00)	0.00%
67000	Reserve Fund Expenses:Working Cash Payout	0.00	0.00	0.00	0.00	0.00%	53,825.00	(53,825.00)	0.00%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	<u>0.00</u>	<u>814.60</u>	<u>13,138.95</u>	<u>13,138.95</u>	<u>0.00%</u>	<u>12,714.92</u>	<u>424.03</u>	<u>3.23%</u>
		<u>0.00</u>	<u>814.60</u>	<u>204,739.34</u>	<u>204,739.34</u>	<u>0.00%</u>	<u>1,021,488.59</u>	<u>(816,749.25)</u>	<u>-398.92%</u>
Total Expenditures		<u><u>2,212,511.00</u></u>	<u><u>138,969.78</u></u>	<u><u>1,553,094.37</u></u>	<u><u>(659,416.63)</u></u>	<u><u>70.20%</u></u>	<u><u>2,271,461.06</u></u>	<u><u>(718,366.69)</u></u>	<u><u>0.00%</u></u>



	Budgeted Member Partner Contribution Due 2016/2017	Operation Allocation Received as of 11/30/2016	Balance Due to Operations Allocation 11/30/2016	Percentage of Operations Allocation Collected as of 11/30/2016	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2016/2017	ADA/Access Reserve Paid 2016/2017	Available ADA/Access Reserve Balance
Addison	\$268,368.00	\$134,184.00	\$134,184.00	50.00%	\$502,309.00	\$0.00	\$0.00	\$502,309.00
Bensenville	\$174,625.00	\$87,312.50	\$87,312.50	50.00%	\$153,910.72	\$0.00	\$0.00	\$153,910.72
Butterfield	\$59,592.00	\$59,592.00	\$0.00	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
Glendale Heights	\$164,985.00	\$82,492.50	\$82,492.50	50.00%	\$3,466.00	\$0.00	\$0.00	\$3,466.00
Itasca	\$85,595.00	\$42,797.50	\$42,797.50	50.00%	\$1.00	\$0.00	\$0.00	\$1.00
Lombard	\$284,039.00	\$284,039.00	\$0.00	100.00%	\$0.00	\$179,920.39	\$179,920.39	\$0.00
Medinah	\$81,314.00	\$81,314.00	\$0.00	100.00%	\$52,766.82	\$34,279.24	\$0.00	\$87,046.06
Oakbrook Terrace	\$64,448.00	\$32,224.00	\$32,224.00	50.00%	\$0.00	\$0.00	\$0.00	\$0.00
Schiller Park	\$86,036.00	\$43,018.00	\$43,018.00	50.00%	\$0.00	\$0.00	\$0.00	\$0.00
Villa Park	\$132,914.00	\$0.00	\$132,914.00	0.00%	\$103,896.18	\$0.00	\$11,680.00	\$92,216.18
Wood Dale	\$129,999.00	\$64,999.50	\$64,999.50	50.00%	\$5,539.00	\$0.00	\$0.00	\$5,539.00
Total	\$1,531,915.00	\$911,973.00	\$619,942.00	59.53%	\$821,888.72	\$214,199.63	\$191,600.39	\$844,487.96



ADDISON			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$502,309.00
Ck #61073	07/01/2016	\$134,184.00	\$134,184.00			
Totals			\$134,184.00	\$0.00	\$0.00	\$502,309.00

BENSENVILLE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$153,910.72
Ck #044127	06/15/2016	\$87,312.50	\$87,312.50			
Totals			\$87,312.50	\$0.00	\$0.00	\$153,910.72

BUTTERFIELD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Ck #15711	07/20/2016	\$29,796.00	\$29,796.00			
Ck #15835	09/06/2016	\$29,796.00	\$29,796.00			
Totals			\$59,592.00	\$0.00	\$0.00	\$0.00

GLENDALE HEIGHTS			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$3,466.00
Ck #186508	07/11/2016	\$82,492.50	\$82,492.50			
Totals			\$82,492.50	\$0.00	\$0.00	\$3,466.00



ITASCA			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$1.00
Ck #53358	06/21/2016	\$42,797.50	\$42,797.50			
Totals						\$1.00

LOMBARD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
ACH Payment	06/23/2016	\$235,577.89	\$145,000.00	\$90,577.89		\$90,577.89
ADA Reimbursement	06/30/2016	\$90,577.89			\$90,577.89	(\$90,577.89)
ACH Payment	07/22/2016	\$5,056.13	\$5,056.13			
ACH Payment	08/08/2016	\$7,874.76	\$7,874.76			
ACH Payment	09/01/2016	\$87,510.35	\$87,510.35			
ACH Payment	09/14/2016	\$117,535.93	\$38,597.76	\$78,938.17		
ADA Reimbursement	09/30/2016	\$78,938.17			\$78,938.17	
ACH Payment	10/13/2016	\$10,404.33		\$10,404.33		
ADA Reimbursement	10/21/2016	\$10,404.33			\$10,404.33	
Totals						\$0.00

MEDINAH			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$52,766.82
Ck #24825	07/08/2016	\$57,789.42	\$57,789.42			
Ck #24866	08/03/2016	\$3,374.05	\$3,374.05			
Ck #24929	09/01/2016	\$2,019.66	\$2,019.66			
Ck #24962	10/04/2016	\$20,773.38	\$18,130.87	\$2,642.51		
Ck #25038	10/31/2016	\$27,010.94		\$27,010.94		
Ck #25026	10/31/2016	\$4,625.79		\$4,625.79		
Totals						\$52,766.82



OAKBROOK TERRACE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Ck #10179	07/01/2016	\$32,224.00	\$32,224.00			
Totals			\$32,224.00	\$0.00	\$0.00	\$0.00

SCHILLER PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Ck #58100	08/05/2016	\$43,018.00	\$43,018.00			
Totals			\$43,018.00	\$0.00	\$0.00	\$0.00

VILLA PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$103,896.18
ADA Reimbursement	05/26/2016	\$2,500.00			\$2,500.00	(\$2,500.00)
ADA Reimbursement	07/31/2016	\$8,380.00			\$8,380.00	(\$8,380.00)
ADA Reimbursement	08/30/2016	\$700.00			\$700.00	(\$700.00)
ADA Reimbursement	08/30/2016	\$100.00			\$100.00	(\$100.00)
Totals			\$0.00	\$0.00	\$11,680.00	\$92,216.18

WOOD DALE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$5,539.00
Ck #79805	06/21/2016	\$64,999.50	\$64,999.50			
Totals			\$64,999.50	\$0.00	\$0.00	\$5,539.00

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Sue Martellotta, Administrative Services Manager
Date: February 1, 2017
Re: Financial Statements for Period Ending 12/31/2016

There are no notable expenses in this month.

Financial statements show an overall \$545,237 revenue over expenses year-to-date. Accounts receivable remains above last year is due to invoicing out of ACS.

Projected year-end overall expected to come in at budget.

Following is a snapshot of the estimated net position in the General Fund Balance at this time.

	12/31/2016 YTD Actual	2016/17 Budget	12/31/2015 YTD Actual
Revenue	\$2,223,699	\$2,103,001	\$2,411,412
Expenses	\$1,678,462	\$2,212,511	\$2,503,928
Net Revenue/Expenses *	\$545,236	(\$109,510)	(\$92,516)

* Includes \$15,070 Vehicle Fund Revenue

	12/31/2016 YTD Actual	2016/17 Budget
General Fund		
Beginning Balance	\$741,590	\$741,590
Increase/Decrease	\$530,166	(\$48,510)
Ending General Fund Balance (Unaudited)	\$1,271,757	\$693,080

Additionally, the amount of \$908,775 is in the Member Partner's ADA Fund.



December 2016 Disbursements

Total: \$29,204.76

Northeast DuPage Special Recreation Association

Check List Summary

MB Financial - Operating #4960

December 1, 2016 - December 31, 2016

Check Number	Check Date	Payee	Amount
Vendor Checks			
51234	12/13/16	Lewis Paper	339.50
51235	12/13/16	Reese, Angelo	12.00
51236	12/13/16	Solid Impressions	435.06
51237	12/13/16	Tovey, Sean	400.00
51238	12/13/16	Warehouse Direct Workplace Solutions	321.67
51239	12/13/16	WDSRA	97.54
51240	12/14/16	Illinois Charity Bureau Fund	15.00
51242	12/29/16	Alexian Brothers Corporate Health Svcs	338.00
51243	12/29/16	Ray Graham Association	400.00
51244	12/29/16	Robbins Schwartz Nicholas Lifton & Taylor	125.00
51245	12/31/16	Addison, Village of	269.56
51246	12/31/16	ComEd	1,052.02
51247	12/31/16	Konica Minolta Business Solutions, Inc.	148.49
51248	12/31/16	NICOR	1,218.08
51249	12/31/16	Ashley, Lisa	240.00
51250	12/31/16	Lauterbach & Amen, LLP	1,322.00
51251	12/31/16	Lombard Park District	4,801.14
51252	12/31/16	Palatine Stables	700.00
51253	12/31/16	Precision Control Systems Inc	355.50
51254	12/31/16	Warehouse Direct Workplace Solutions	245.17
51258	12/31/16	TechPro, Inc.	1,518.75
120716	12/07/16	Paychex	389.52
120916	12/09/16	Sams Club Direct	65.65
120916	12/09/16	Konica Minolta Business Solutions, Inc.	351.69
121216	12/12/16	Mutual of Omaha	174.28
121416	12/14/16	Paychex	378.72
121616	12/16/16	AFLAC	52.68
121616	12/16/16	WageWorks	116.00
1032017	12/31/16	BMO Harris P-Card	13,321.74
Vendor Check Total			<u>29,204.76</u>
Check List Total			<u><u>29,204.76</u></u>

Check count = 29

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Lewis Paper 53400	Office Supplies & Duplicating	Lewis Paper - Copy Paper	12/13/16 339.50	51234	<u>339.50</u>
Reese, Angelo 42000	Fees & Charges	Reese, Angelo Refund F161799	12/13/16 12.00	51235	<u>12.00</u>
Solid Impressions 53400	Office Supplies & Duplicating	Solid Impressions-NEDSRA Envelopes	12/13/16 435.06	51236	<u>435.06</u>
Tovey, Sean 54300	Contractual Services	Tovey, Sean - Basketball Officials	12/13/16 400.00	51237	<u>400.00</u>
Warehouse Direct Workplace Solutions 53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	12/13/16 108.68	51238	<u>321.67</u>
58500	Building Expenses:Facility Maintenance	Warehouse Direct Workplace Solutions	212.99		
WDSRA 55000	Public Relations	WDSRA-Coop Ad Fall	12/13/16 97.54	51239	<u>97.54</u>
Illinois Charity Bureau Fund 54100	Business Services - Contract	Illinois Charity Bureau Fund-FYE Return	12/14/16 15.00	51240	<u>15.00</u>
Alexian Brothers Corporate Health Svcs 58910	Safety/Loss Prevention	Alexian Brothers Corporate Health Svcs - 613557	12/29/16 338.00	51242	<u>338.00</u>
Ray Graham Association 53600	Admissions & Facility Space	Ray Graham Association - Riding Lessons	12/29/16 400.00	51243	<u>400.00</u>
Robbins Schwartz Nicholas Lifton & Taylor 53800	Legal Services	Robbins Schwartz Nicholas Lifton & Taylor -271848	12/29/16 125.00	51244	<u>125.00</u>
Addison, Village of 58400	Building Expenses:Village Water	Addison, Village of	12/31/16 269.56	51245	<u>269.56</u>
ComEd 58200	Building Expenses:Electricity	ComEd	12/31/16 1,052.02	51246	<u>1,052.02</u>
Konica Minolta Business Solutions, Inc. 54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc.	12/31/16 148.49	51247	<u>148.49</u>
NICOR 58300	Building Expenses:Natural Gas	NICOR	12/31/16 1,218.08	51248	<u>1,218.08</u>
Ashley, Lisa 54300	Contractual Services	Ashley, Lisa - Dec 6, Dec 13	12/31/16 240.00	51249	<u>240.00</u>
Lauterbach & Amen, LLP 54100	Business Services - Contract	Lauterbach & Amen, LLP - 19878	12/31/16 1,322.00	51250	<u>1,322.00</u>
Lombard Park District			12/31/16	51251	<u>4,801.14</u>

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Lombard Park District - ADA Reimbursement	4,801.14		
Palatine Stables			12/31/16	51252	<u>700.00</u>
53600	Admissions & Facility Space	Palatine Stables - Horseback Riding Lessons	700.00		
Precision Control Systems Inc			12/31/16	51253	<u>355.50</u>
58500	Building Expenses:Facility Maintenance	Precision Control Systems Inc - 3709324	355.50		
Warehouse Direct Workplace Solutions			12/31/16	51254	<u>245.17</u>
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions - 142931	245.17		
TechPro, Inc.			12/31/16	51258	<u>1,518.75</u>
53900	Professional Consultants	TechPro, Inc. #238573 IT Support	700.00		
53900	Professional Consultants	TechPro, Inc. #238908 IT Support	700.00		
55000	Public Relations	TechPro, Inc. #239029 Website Updates	118.75		
Paychex			12/07/16	120716	<u>389.52</u>
54000	Payroll Services - Contract	Paychex - 44019	389.52		
Sams Club Direct			12/09/16	120916	<u>65.65</u>
53400	Office Supplies & Duplicating	Sams Club Direct	65.65		
Konica Minolta Business Solutions, Inc.			12/09/16	120916	<u>351.69</u>
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - 317420057	351.69		
Mutual of Omaha			12/12/16	121216	<u>174.28</u>
21350	Payroll Liabilities:AD&D Insurance	Mutual of Omaha	174.28		
Paychex			12/14/16	121416	<u>378.72</u>
54000	Payroll Services - Contract	Paychex - 44885	378.72		
AFLAC			12/16/16	121616	<u>52.68</u>
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC - 208868	52.68		
WageWorks			12/16/16	121616	<u>116.00</u>
51600	Payroll:Health Insurance	WageWorks	116.00		
BMO Harris P-Card			12/31/16	1032017	<u>13,321.74</u>
53100	Postage Expense	BMO Harris P-Card	6.45		
53300	Meeting Related Expenses	BMO Harris P-Card - Member Partner Holiday Gathering	1,162.75		
53400	Office Supplies & Duplicating	BMO Harris P-Card	276.24		
53500	Program Supplies	BMO Harris P-Card	3,512.69		
53600	Admissions & Facility Space	BMO Harris P-Card	1,209.25		
53675	Fund Raising Expenses	BMO Harris P-Card - Golf Incentive Gift	150.00		
55000	Public Relations	BMO Harris P-Card	61.24		
55200	Subscription & Publication	BMO Harris P-Card	345.39		
55100	Legal Publications	BMO Harris P-Card	46.68		
56000	Continuing Education	BMO Harris P-Card - Includes Microsoft Office Training All Staff	3,674.29		
56100	Professional Memberships	BMO Harris P-Card	739.00		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	559.31		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	308.89		

Northeast DuPage Special Recreation Association

Check List Detail

MB Financial - Operating #4960
December 1, 2016 - December 31, 2016

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card - Comcast 2 months	875.14		
58500	Building Expenses:Facility Maintenance	BMO Harris P-Card	124.00		
58850	Restricted Donation Expense	BMO Harris P-Card - TREC Supplies from Donation	177.43		
58910	Safety/Loss Prevention	BMO Harris P-Card	20.00		
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card - Board Get Well	72.99		
			Check List Total		<u>29,204.76</u>

Check count = 29

NEDSRA PCard Detail
PE 121/27/2016

Date	Merchant	Description	Amount	Account	Account Total	Cardholder
12162016	USPS.COM CLICKNSHIP	Priority Mail	6.45	53100	6.45	SUSAN J MARTELLOTTA
12072016	JEWEL #3338	Supplies, Member Partner Party	25.00	53300		KAREN LESNIAK
12092016	GLENDALE LAKES GOLF CL	Balance Due, Facility Rental-Member Part	1,137.75	53300	1,162.75	KAREN LESNIAK
12012016	AMAZON MKTPLACE PMTS	Office Chair	109.15	53400		BETH CORSO
12062016	Amazon.com	Office Equipment	54.24	53400		SUSAN J MARTELLOTTA
12082016	AMER ASSOC NOTARIESWE	Notary Seals	62.85	53400		SUSAN J MARTELLOTTA
12152016	DUNKIN #342440 Q35	Vendor Recognition	50.00	53400	276.24	SUSAN J MARTELLOTTA
12022016	WAL-MART #1848	Program Supplies	69.52	53500		A MAGGIE GOODE
12022016	STARDUST BOWL OF A	Program Supplies	43.25	53500		A MAGGIE GOODE
12072016	Discount School Supply	Program Supplies	164.20	53500		A MAGGIE GOODE
12192016	HOBBY-LOBBY #0174	Program Supplies	42.93	53500		A MAGGIE GOODE
12012016	AMAZON MKTPLACE PMTS	Supper with Santa-Medinah Coop Supplies	45.40	53500		BETH CORSO
12022016	FUN EXPRESS	CASE Supplies	35.13	53500		BETH CORSO
12072016	DOLLAR TREE	D89 & D93 Art Therapy Supplies	25.00	53500		BETH CORSO
12072016	MICHAELS STORES 4809	D89 & D93 Art Therapy Supplies	49.35	53500		BETH CORSO
12092016	WAL-MART #5442	Supper with Santa-Medinah Coop Supplies	13.33	53500		BETH CORSO
12132016	JIMMY JOHNS # 43	Staff Holiday Party Supplies	160.00	53500		BETH CORSO
12162016	MIKE DITKAS RESTAURANT	Staff Holiday Party Supplies	432.75	53500		BETH CORSO
12202016	BAUDVILLE INC.	IPRA/ITRS Awards	80.75	53500		BETH CORSO
12202016	BAUDVILLE INC.	IPRA/ITRS Awards	244.85	53500		BETH CORSO
11302016	WAL-MART #5442	Program Supplies	599.09	53500		COLLEEN CLINE
12022016	HOBBY-LOBBY #570	Program Supplies	81.74	53500		COLLEEN CLINE
12022016	SAMS CLUB #6487	Program Supplies	35.26	53500		COLLEEN CLINE
12022016	WAL-MART #5442	Program Supplies	274.24	53500		COLLEEN CLINE
12132016	STARBUCKS STORE 02746	Program Supplies	40.00	53500		COLLEEN CLINE
12162016	KEANS BAKERY	Program Supplies	26.86	53500		COLLEEN CLINE
11282016	WAL-MART #1898	Program Supplies	21.42	53500		DEBBI PAWINSKI
12092016	PANDA EXPRESS 222	Program Supplies	15.80	53500		DEBBI PAWINSKI
12122016	FRESHII YORKTOWN	Program Supplies	9.81	53500		DEBBI PAWINSKI
12122016	SBARRO LOMBARD	Program Supplies	23.95	53500		DEBBI PAWINSKI
12142016	WAL-MART #1898	Program Supplies	19.76	53500		DEBBI PAWINSKI
12192016	ALDI 40033	Program Supplies	15.71	53500		DEBBI PAWINSKI
12022016	WAL-MART #5442	Food and Candy for Holiday Happenings/Or	68.76	53500		LORI MILLER
12052016	HOBBY-LOBBY #0174	Crafts for Holiday Happenings/Pillow for	55.61	53500		LORI MILLER
12152016	WAL-MART #5442	Holiday Happenings Food for Luncheon	60.98	53500		LORI MILLER
12092016	HOBBY-LOBBY #0174	Johnson EXCEL Supplies	15.72	53500		MEGAN SIEBERT
12092016	MICHAELS STORES 0104	Johnson EXCEL Supplies	30.09	53500		MEGAN SIEBERT

NEDSRA PCard Detail
PE 121/27/2016

Date	Merchant	Description	Amount	Account	Account Total	Cardholder
11302016	ALDI 40033	TREC supplies	29.18	53500		MELISSA MUZI
12062016	DOLLAR TREE	TREC supplies	1.00	53500		MELISSA MUZI
12062016	WM SUPERCENTER #5442	TREC supplies	3.42	53500		MELISSA MUZI
12082016	WM SUPERCENTER #5442	TREC supplies	19.49	53500		MELISSA MUZI
12152016	ALDI 40025	TREC supplies	29.61	53500		MELISSA MUZI
12082016	DOLLAR TREE	Holiday Party Gift Exchange supplies	30.00	53500		ROBERT GRIFFIN
12122016	WM SUPERCENTER #5442	Holiday Party Gift Exchange Supplies	147.41	53500		ROBERT GRIFFIN
12012016	WM SUPERCENTER #5442	4H Club Supplies	9.84	53500		SEAN FRITSCH
12022016	WAL-MART #5442	Holiday Party w/ Santa & Teen Scene Supp	303.61	53500		SEAN FRITSCH
12092016	FABRICS ETC 2 INC	Theater Troupe Supplies	14.34	53500		SEAN FRITSCH
12092016	WAL-MART #5442	40th Anniversary Trivia Night Supplies	50.43	53500		SEAN FRITSCH
12142016	YOUNGLIVING ESSNTL OIL	Sensory Room Supplies	54.70	53500		SEAN FRITSCH
12152016	WAL-MART #5442	4H Club Supplies	11.00	53500		SEAN FRITSCH
12202016	WAL-MART #5442	Winter Break Escape W1 Supplies	7.40	53500	3,512.69	SEAN FRITSCH
12022016	ITASCA COUNTRY CLU	Deposit for Spring Formal	500.00	53600		A MAGGIE GOODE
12022016	METRA LOMBARD	Pleasant Lane Excel Train Adm	102.25	53600		BETH CORSO
12082016	METRA LOMBARD	Glen Westlake Train Admission	51.00	53600		BETH CORSO
12082016	METRA LOMBARD	Glen Westlake Train Admission	153.50	53600		BETH CORSO
12092016	PARAMOUNT ARTS CENTER	Paramount Theater deposit for tickets	137.50	53600		LORI MILLER
12152016	SKY ZONE - ELMHURST	Winter Break Escape Session 2 Admissions	50.00	53600		MEGAN SIEBERT
12122016	PARKINGMETER7 87724279	Trec outing parking	6.00	53600		MELISSA MUZI
12052016	PARK RIDGE ICE ARENA	Teen Scene Adm	55.00	53600		SEAN FRITSCH
12212016	BB *DUPAGECHILDRENSMUS	Winter Break Escape W1 Adm	84.00	53600		SEAN FRITSCH
12222016	OAKTON COMM CENTER	Winter Break Escape W1 Adm	35.00	53600		SEAN FRITSCH
12232016	BENSENVILLE THEATRE	Winter Break Escape W1 Adm	35.00	53600	1,209.25	SEAN FRITSCH
12022016	TARGET 00008383	Golfer Fundraising Incentive Gift	150.00	53675	150.00	KAREN LESNIAK
11292016	ADOBE *CREATIVE CLOUD	Software Subscription	21.24	55000		SUSAN J MARTELLOTTA
12052016	CTC*CONSTANTCONTACT.C	Email Marketing	40.00	55000	61.24	SUSAN J MARTELLOTTA
12092016	SHAW SUBURBAN MEDIA-AD	Public Notice - BOT Mtg. Change Location	46.68	55100	46.68	CATHY MARRON
12092016	BUS MGMT DAILY	Subscription - Admin Professional	89.00	55200		CATHY MARRON
12062016	SIGNUPGENIUS.COM	Volunteer Sign up	24.99	55200		NEDSRA NEDSRA1
12142016	DAILY HERALD/REFLEJOS	Annual Newspaper Subscription	231.40	55200	345.39	SUSAN J MARTELLOTTA
12092016	PAYPAL *BRTIGHTINSI	Staff Computer software application training	3,180.00	56000		CATHY MARRON
12202016	FREDPRYOR CAREERTRACK	Workshop	149.00	56000		COLLEEN CLINE
12212016	PDRMA	Workshop	20.00	56000		COLLEEN CLINE
12162016	ILLINOIS ASSOC OF PARK	IPRA Conference Registration	230.00	56000		SEAN TOVEY
12202016	HILTON HOTELS CHICAGO	IPRA Hotel Cancellation Refund	(139.71)	56000		SEAN TOVEY

NEDSRA PCard Detail
PE 121/27/2016

Date	Merchant	Description	Amount	Account	Account Total	Cardholder
11292016	ILLINOIS ASSOC OF PARK	IPRA Conference	235.00	56000	3,674.29	SUSAN J MARTELLOTTA
12162016	NATIONAL RECREATION &	NRPA Membership Dues	425.00	56100		CATHY MARRON
12192016	ILLINOIS PARK RECREAT	IPRA Membership	254.00	56100		JERRY BARTON
12162016	ILLINOIS ASSOC OF PARK	IAPD	50.00	56100		SUSAN J MARTELLOTTA
12232016	ILLINOIS ASSOC OF PARK	IAPD	10.00	56100	739.00	SUSAN J MARTELLOTTA
11302016	EXXONMOBIL 97474456	Vehicle Fuel	50.46	57100		A MAGGIE GOODE
12082016	SHELL OIL 57444165609	Vehicle Fuel	47.50	57100		A MAGGIE GOODE
12222016	SHELL OIL 57444165609	Vehicle Fuel	68.67	57100		FUEL NED 2
12062016	SAMSCLUB 6487 GAS	Vehicle Fuel	40.87	57100		FUEL NED 6
12092016	SAMS CLUB #6487	Vehicle Fuel	27.99	57100		FUEL NED 6
12132016	SAMSCLUB 6487 GAS	Vehicle Fuel	37.59	57100		FUEL NED 6
12052016	SHELL OIL 57444165609	Vehicle Fuel	59.52	57100		FUEL NED 7
12122016	EXXONMOBIL 99374183	Vehicle Fuel	58.06	57100		FUEL NED 7
12222016	SAMS CLUB #6487	Vehicle Fuel	57.99	57100		SEAN FRITSCH
12052016	BP#9733650MAPLE BP QPS	Vehicle Fuel	33.92	57100		SHARON PEARCE
12082016	SHELL OIL 57444165609	Vehicle Fuel	36.74	57100		SHARON PEARCE
12082016	IL TOLLWAY AUTO REPLEN	IPASS Replenish	40.00	57100	559.31	SUSAN J MARTELLOTTA
12072016	KRAGE S SERVICE CENTER	Vehicle Repair	52.78	57300		A MAGGIE GOODE
12072016	AUTOZONE 4469	Vehicle Repair	101.94	57300		ADAM STRENTZ
12142016	KRAGE S SERVICE CENTER	Vehicle Repair	94.17	57300		SEAN TOVEY
12142016	SUBURBAN DRIVELINE INC	Safety Lane Inspection & Sticker	30.00	57300		SEAN TOVEY
12152016	SUBURBAN DRIVELINE INC	Safety Lane Inspection & Sticker	30.00	57300	308.89	SEAN TOVEY
11292016	COMCAST CHICAGO CS 1X	Telephone	333.27	58100		SUSAN J MARTELLOTTA
12132016	VZWRLSS*MY VZ VB P	Telephone	161.66	58100		SUSAN J MARTELLOTTA
12162016	COMCAST	Telephone	380.21	58100	875.14	SUSAN J MARTELLOTTA
12162016	SUNRISE ELECTRIC HOLDI	Electrical Supplies	124.00	58500	124.00	RICK POOLE
11292016	YOUNGLIVING ESSNTL OIL	Sensory Project from Grant Funds	177.43	58850	177.43	A MAGGIE GOODE
12212016	PDRMA	PDRMA Training	20.00	58910	20.00	JERRY BARTON
12142016	EDIBLE ARRANGEMENTS 80	Board Get Well	72.99	58930	72.99	CATHY MARRON
	Total		\$ 13,321.74		\$ 13,321.74	



Consolidated Monthly Report

December 2016

Mission

To serve as an integral partner with our member park districts and villages to positively impact through diverse recreation opportunities and community services.

Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Core Values

- ~ Service with Compassion
- ~ Excellence and Quality
- ~ Integrity
- ~ Commitment
- ~ Fun

**Member Partners: Addison Park District ♦ Bensenville Park District ♦ Butterfield Park District
Village of Glendale Heights ♦ Itasca Park District ♦ Lombard Park District ♦ Medinah Park District
Oakbrook Terrace Park District ♦ Village of Schiller Park ♦ Village of Villa Park ♦ Wood Dale Park District**

Northeast DuPage Special Recreation Association

Balance Sheet

As of December 31, 2016 and 2015

	<u>December 31,</u> <u>2016</u>	<u>December 31,</u> <u>2015</u>	<u>Variance</u>	<u>%</u> <u>Variance</u>
Assets				
MB Financial - Operating #4960	\$ 632,181.18	\$ 155,577.58	\$ 476,603.60	306.34%
MB Financial - Payroll #4979	10,975.79	6,490.79	4,485.00	69.10%
Petty Cash	1,625.00	1,575.00	50.00	3.17%
Interest Receivable	61.06	1,481.30	(1,420.24)	-95.88%
Grant Receivable	0.00	887.78	(887.78)	-100.00%
Accounts Receivable	249,610.31	27,605.34	222,004.97	804.21%
MB Financial - MM #9401	355,725.64	935,702.60	(579,976.96)	-61.98%
Harvard State CD #4000238 - Closed	0.00	246,820.59	(246,820.59)	-100.00%
Maxsafe Wintrust - MM #2599	1,023,193.03	775,247.02	247,946.01	31.98%
Total Assets	<u>\$ 2,273,372.01</u>	<u>\$ 2,151,388.00</u>	<u>\$ 121,984.01</u>	<u>-29.57%</u>

Liabilities and Fund Balance

Accounts Payable	\$ 491.87	\$ 454.12	\$ (37.75)	-8.31%
Due to Members (ADA)	821,888.72	0.00	(821,888.72)	0.00%
Payroll Liabilities	5,388.36	5,188.96	(199.40)	-3.84%
Gift Certificate Deferred Revenue	466.00	11,889.00	11,423.00	96.08%
Reserve for Tax Encumbrance	0.00	1,403,447.41	1,403,447.41	100.00%
Vehicle Replacement Fund	147,924.81	116,692.81	(31,232.00)	-26.76%
Working Cash Fund	0.00	113,905.85	113,905.85	100.00%
Capital Improvement Fund	0.00	53,898.71	53,898.71	100.00%
Operations Support	0.00	272,338.70	272,338.70	100.00%
Agency Stability Fund	0.00	174,358.52	174,358.52	100.00%
Inclusion - ADA Fund	0.00	30,000.00	30,000.00	100.00%
S.O. Boosters	10,384.75	8,219.75	(2,165.00)	-26.34%
General Fund Balance	1,286,827.50	(39,005.83)	(1,325,833.33)	3399.06%
Total Liabilities and Fund Balance	<u>\$ 2,273,372.01</u>	<u>\$ 2,151,388.00</u>	<u>\$ 121,984.01</u>	<u>5.67%</u>

Northeast DuPage Special Recreation Association
Revenue Over Expenditures
For the 1 Month and 8 Months, Months Ending December 31, 2016

REVENUE RECAP		Anticipated	Monthly	Cumulative	Budget Variance	% To	Previous Year	\$	%
Account #	Account	Revenue	Summary	Summary	Over/(Under)	Budget	Summary	Variance	Variance
41000	Partner Contributions	\$ 1,531,916.00	\$ 0.00	\$ 1,531,915.00	\$ (1.00)	100.00%	\$ 1,388,227.46	\$ 143,687.54	9.38%
42000	Fees & Charges	320,300.00	16,532.16	211,094.77	(109,205.23)	65.91%	239,198.26	(28,103.49)	-13.31%
42020	Scholarship/Fee Assistance	0.00	730.50	13,869.45	13,869.45	0.00%	14,329.74	(460.29)	-3.32%
43000-44000	Fund Development	228,285.00	24,426.66	167,491.74	(60,793.26)	73.37%	189,352.46	(21,860.72)	-13.05%
44210-44230	Booster Club Revenue	0.00	0.00	477.00	477.00	0.00%	3,408.00	(2,931.00)	-614.47%
44300	Partner ADA Revenue	0.00	72,538.05	286,737.68	286,737.68	0.00%	559,648.43	(272,910.75)	-95.18%
46000	Miscellaneous Income	17,300.00	2,000.00	9,165.61	(8,134.39)	52.98%	5,517.07	3,648.54	39.81%
46400	Park District Portion Income	0.00	0.00	1,494.09	1,494.09	0.00%	9,403.32	(7,909.23)	-529.37%
47000	Interest Earned	5,200.00	109.19	1,453.72	(3,746.28)	27.96%	2,327.51	(873.79)	-60.11%
	Total Revenue	<u>2,103,001.00</u>	<u>116,336.56</u>	<u>2,223,699.06</u>	<u>120,698.06</u>	<u>105.74%</u>	<u>2,411,412.25</u>	<u>(187,713.19)</u>	<u>-8.44%</u>
EXPENDITURE RECAP		Anticipated	Monthly	Cumulative	Budget Variance	% To	Previous Year	\$	%
Account #	Account	Expenditures	Summary	Summary	Over/(Under)	Budget	Summary	Variance	Variance
51100-51300	Salaries	\$ 1,259,811.00	\$ 78,113.58	\$ 881,741.43	\$ (378,069.57)	69.99%	\$ 811,896.94	\$ 69,844.49	7.92%
51400-52400	Insurance/Pension	451,504.00	13,062.93	247,582.05	(203,921.95)	54.83%	259,687.18	(12,105.13)	-4.89%
53000-56200	Operations	386,641.00	21,061.94	270,344.27	(116,296.73)	69.92%	243,567.77	26,776.50	9.90%
57100-57400	Vehicles	45,300.00	(1,067.94)	22,969.87	(22,330.13)	50.71%	26,435.51	(3,465.64)	-15.09%
58100-58400	Utilities	55,955.00	4,107.29	32,005.15	(23,949.85)	57.20%	48,168.24	(16,163.09)	-50.50%
58600-58800	Special Projects	2,350.00	177.43	2,801.30	451.30	119.20%	2,075.97	725.33	25.89%
58910-58940	Miscellaneous	10,950.00	430.99	6,993.77	(3,956.23)	63.87%	12,624.97	(5,631.20)	-80.52%
61100-61300	Fund Development	0.00	0.00	303.41	303.41	0.00%	887.54	(584.13)	-192.52%
62000-69000	Other	0.00	8,981.64	213,720.98	213,720.98	0.00%	1,098,583.87	(884,862.89)	-414.03%
	Total Expenditures	<u>2,212,511.00</u>	<u>124,867.86</u>	<u>1,678,462.23</u>	<u>(534,048.77)</u>	<u>75.86%</u>	<u>2,503,927.99</u>	<u>(825,465.76)</u>	<u>0.00%</u>
	Net Revenue over Expenditures	<u>\$ (109,510.00)</u>	<u>\$ (8,531.30)</u>	<u>\$ 545,236.83</u>	<u>\$ 654,746.83</u>		<u>\$ (92,515.74)</u>	<u>\$ 637,752.57</u>	

Northeast DuPage Special Recreation Association
 Operating Expenditures Budget Summary
 For the 1 Month and 8 Months, Months Ending December 31, 2016

		<u>Anticipated Expenditures</u>	<u>Monthly Summary</u>	<u>Cumulative Summary</u>	<u>Budget Over/(Under)</u>	<u>% To Budget</u>	<u>Previous Year Summary</u>	<u>\$ Variance</u>	<u>% Variance</u>
<u>Salaries</u>									
51100	Payroll:Full Time Salaries	906,304.00	62,664.86	605,276.18	(301,027.82)	66.79%	558,971.83	46,304.35	7.65%
51200	Payroll:Part Time Wages & Salaries	353,507.00	15,448.72	276,465.25	(77,041.75)	78.21%	252,925.11	23,540.14	8.51%
		<u>1,259,811.00</u>	<u>78,113.58</u>	<u>881,741.43</u>	<u>(378,069.57)</u>	<u>69.99%</u>	<u>811,896.94</u>	<u>69,844.49</u>	<u>7.92%</u>
<u>Insurance/Pension</u>									
51400	Payroll:FICA & Medicare	96,373.00	5,735.14	64,446.19	(31,926.81)	66.87%	60,427.03	4,019.16	6.24%
51500	Payroll:Pension Plan	148,381.00	9,476.13	77,329.25	(71,051.75)	52.12%	81,231.89	(3,902.64)	-5.05%
51600	Payroll:Health Insurance	161,675.00	(2,148.34)	83,104.53	(78,570.47)	51.40%	90,032.05	(6,927.52)	-8.34%
52000	Workers Compensation	9,441.00	0.00	4,720.08	(4,720.92)	50.00%	7,253.46	(2,533.38)	-53.67%
52100	Unemployment Compensation	0.00	0.00	2,840.50	2,840.50	0.00%	0.00	2,840.50	100.00%
52300	Liability Insurance	13,971.00	0.00	5,936.00	(8,035.00)	42.49%	8,014.95	(2,078.95)	-35.02%
52400	Property Insurance	21,663.00	0.00	9,205.50	(12,457.50)	42.49%	12,727.80	(3,522.30)	-38.26%
		<u>451,504.00</u>	<u>13,062.93</u>	<u>247,582.05</u>	<u>(203,921.95)</u>	<u>54.83%</u>	<u>259,687.18</u>	<u>(12,105.13)</u>	<u>-4.89%</u>
<u>Operations</u>									
53000	Bank Fees & Charges	4,000.00	263.59	2,365.90	(1,634.10)	59.15%	2,217.18	148.72	6.29%
53010	Credit Card Fees	5,350.00	359.88	4,555.78	(794.22)	85.15%	3,456.80	1,098.98	24.12%
53100	Postage Expense	8,120.00	6.45	4,109.47	(4,010.53)	50.61%	5,899.12	(1,789.65)	-43.55%
53200	Printing Expenses	18,400.00	0.00	13,300.28	(5,099.72)	72.28%	10,488.50	2,811.78	21.14%
53300	Meeting Related Expenses	4,275.00	1,162.75	2,346.05	(1,928.95)	54.88%	2,441.45	(95.40)	-4.07%
53400	Office Supplies & Duplicating	12,500.00	1,470.30	5,097.82	(7,402.18)	40.78%	7,920.15	(2,822.33)	-55.36%
53420	Office Supplies & Duplicating:Printer Toner	0.00	0.00	0.00	0.00	0.00%	177.09	(177.09)	0.00%
53440	Office Supplies & Duplicating: Miscellaneous	0.00	0.00	90.00	90.00	0.00%	65.98	24.02	26.69%
53500	Program Supplies	76,365.00	3,512.69	59,202.80	(17,162.20)	77.53%	57,397.34	1,805.46	3.05%
53550	Program Supplies:Boy Scouts Popcorn	0.00	0.00	0.00	0.00	0.00%	1,504.50	(1,504.50)	0.00%
53600	Admissions & Facility Space	69,430.00	4,282.97	35,138.80	(34,291.20)	50.61%	30,506.67	4,632.13	13.18%
53650	Program Equipment	9,565.00	0.00	3,274.43	(6,290.57)	34.23%	2,809.54	464.89	14.20%
53675	Fund Raising Expenses	28,874.00	150.00	18,216.17	(10,657.83)	63.09%	22,030.73	(3,814.56)	-20.94%
53700	Auditor	9,500.00	0.00	11,300.00	1,800.00	118.95%	12,500.00	(1,200.00)	-10.62%
53800	Legal Services	6,900.00	125.00	25,616.70	18,716.70	371.26%	3,939.38	21,677.32	84.62%
53900	Professional Consultants	19,000.00	1,400.00	16,095.50	(2,904.50)	84.71%	11,742.50	4,353.00	27.04%
54000	Payroll Services - Contract	10,000.00	768.24	6,218.98	(3,781.02)	62.19%	6,418.34	(199.36)	-3.21%
54100	Business Services - Contract	21,472.00	1,337.00	13,669.00	(7,803.00)	63.66%	10,448.00	3,221.00	23.56%
54300	Contractual Services	48,187.00	640.00	24,794.83	(23,392.17)	51.46%	26,986.25	(2,191.42)	-8.84%
54400	Office Maint/Contractual Agree.	14,615.00	500.18	8,042.87	(6,572.13)	55.03%	9,055.94	(1,013.07)	-12.60%
55000	Public Relations	3,480.00	277.53	1,364.68	(2,115.32)	39.21%	4,209.79	(2,845.11)	-208.48%
55100	Legal Publications	610.00	46.68	1,653.88	1,043.88	271.13%	280.48	1,373.40	83.04%
55200	Subscription & Publication	1,340.00	345.39	911.57	(428.43)	68.03%	394.92	516.65	56.68%
56000	Continuing Education	10,000.00	3,674.29	10,213.76	213.76	102.14%	6,326.62	3,887.14	38.06%
56100	Professional Memberships	4,158.00	739.00	2,265.00	(1,893.00)	54.47%	3,850.50	(1,585.50)	-70.00%
56200	Statewide Legislative Initiatives	500.00	0.00	500.00	0.00	100.00%	500.00	0.00	0.00%

Northeast DuPage Special Recreation Association
 Operating Expenditures Budget Summary
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		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	\$ Variance	% Variance
		386,641.00	21,061.94	270,344.27	(116,296.73)	69.92%	243,567.77	26,776.50	9.90%
<u>Vehicles</u>									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	24,500.00	559.31	11,921.41	(12,578.59)	48.66%	14,736.06	(2,814.65)	-23.61%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,900.00	37.58	2,409.73	(2,490.27)	49.18%	2,455.33	(45.60)	-1.89%
57300	Vehicle Expenses:Van Repair & Parts	12,700.00	(1,664.83)	6,290.01	(6,409.99)	49.53%	8,584.12	(2,294.11)	-36.47%
57400	Vehicle Expenses:Van Rental	3,200.00	0.00	2,348.72	(851.28)	73.40%	660.00	1,688.72	71.90%
		<u>45,300.00</u>	<u>(1,067.94)</u>	<u>22,969.87</u>	<u>(22,330.13)</u>	<u>50.71%</u>	<u>26,435.51</u>	<u>(3,465.64)</u>	<u>-15.09%</u>
<u>Utilities</u>									
58100	Building Expenses:Telephones/Internet	11,800.00	875.14	8,240.23	(3,559.77)	69.83%	8,316.18	(75.95)	-0.92%
58200	Building Expenses:Electricity	12,500.00	1,052.02	9,819.53	(2,680.47)	78.56%	10,173.25	(353.72)	-3.60%
58300	Building Expenses:Natural Gas	6,200.00	1,218.08	2,714.10	(3,485.90)	43.78%	3,764.81	(1,050.71)	-38.71%
58400	Building Expenses:Village Water	1,420.00	269.56	973.80	(446.20)	68.58%	905.48	68.32	7.02%
58500	Building Expenses:Facility Maintenance	20,000.00	692.49	7,177.26	(12,822.74)	35.89%	23,650.49	(16,473.23)	-229.52%
58600	Building Expenses:Office Improvements	4,035.00	0.00	3,080.23	(954.77)	76.34%	1,358.03	1,722.20	55.91%
		<u>55,955.00</u>	<u>4,107.29</u>	<u>32,005.15</u>	<u>(23,949.85)</u>	<u>57.20%</u>	<u>48,168.24</u>	<u>(16,163.09)</u>	<u>-50.50%</u>
<u>Special Projects</u>									
58700	Synergy Expenses	2,350.00	0.00	2,053.87	(296.13)	87.40%	2,021.00	32.87	1.60%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	177.43	747.43	747.43	0.00%	54.97	692.46	92.65%
		<u>2,350.00</u>	<u>177.43</u>	<u>2,801.30</u>	<u>451.30</u>	<u>119.20%</u>	<u>2,075.97</u>	<u>725.33</u>	<u>25.89%</u>
<u>Miscellaneous Expenses</u>									
58900	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00%	698.00	(698.00)	0.00%
58910	Safety/Loss Prevention	2,600.00	358.00	1,754.18	(845.82)	67.47%	1,692.94	61.24	3.49%
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	3,134.09	3,134.09	0.00%	9,403.31	(6,269.22)	-200.03%
58930	Miscellaneous Expenses:Director's Administ. Fund	5,500.00	72.99	1,750.64	(3,749.36)	31.83%	830.72	919.92	52.55%
58940	Miscellaneous Expenses:Employee Recognition/Relations	2,850.00	0.00	354.86	(2,495.14)	12.45%	0.00	354.86	100.00%
		<u>10,950.00</u>	<u>430.99</u>	<u>6,993.77</u>	<u>(3,956.23)</u>	<u>63.87%</u>	<u>12,624.97</u>	<u>(5,631.20)</u>	<u>-80.52%</u>
<u>Fund Development Expenses</u>									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	0.00	0.00	303.41	303.41	0.00%	887.54	(584.13)	-192.52%
		<u>0.00</u>	<u>0.00</u>	<u>303.41</u>	<u>303.41</u>	<u>0.00%</u>	<u>887.54</u>	<u>(584.13)</u>	<u>-192.52%</u>

Northeast DuPage Special Recreation Association
 Operating Expenditures Budget Summary
 For the 1 Month and 8 Months, Months Ending December 31, 2016

	<u>Anticipated Expenditures</u>	<u>Monthly Summary</u>	<u>Cumulative Summary</u>	<u>Budget Over/(Under)</u>	<u>% To Budget</u>	<u>Previous Year Summary</u>	<u>\$ Variance</u>	<u>% Variance</u>	
<u>Other Expenses</u>									
62000	Reserve Fund Expenses:Capital Improvements Expense	0.00	0.00	0.00	0.00	0.00%	15,773.00	(15,773.00)	0.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	8,251.14	199,851.53	199,851.53	0.00%	188,226.47	11,625.06	5.82%
66500	Reserve Fund Expenses:Partner Pension Reimbursement	0.00	0.00	0.00	0.00	0.00%	827,007.00	(827,007.00)	0.00%
67000	Reserve Fund Expenses:Working Cash Payout	0.00	0.00	0.00	0.00	0.00%	53,825.00	(53,825.00)	0.00%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	<u>0.00</u>	<u>730.50</u>	<u>13,869.45</u>	<u>13,869.45</u>	<u>0.00%</u>	<u>13,752.40</u>	<u>117.05</u>	<u>0.84%</u>
		<u>0.00</u>	<u>8,981.64</u>	<u>213,720.98</u>	<u>213,720.98</u>	<u>0.00%</u>	<u>1,098,583.87</u>	<u>(884,862.89)</u>	<u>-414.03%</u>
 Total Expenditures		 <u>2,212,511.00</u>	 <u>124,867.86</u>	 <u>1,678,462.23</u>	 <u>(534,048.77)</u>	 <u>75.86%</u>	 <u>2,503,927.99</u>	 <u>(825,465.76)</u>	 <u>0.00%</u>



	Budgeted Member Partner Contribution Due 2016/2017	Operation Allocation Received as of 12/31/2016	Balance Due to Operations Allocation 12/31/2016	Percentage of Operations Allocation Collected as of 12/31/2016	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2016/2017	ADA/Access Reserve Paid 2016/2017	Available ADA/Access Reserve Balance
Addison	\$268,368.00	\$134,184.00	\$134,184.00	50.00%	\$502,309.00	\$0.00	\$0.00	\$502,309.00
Bensenville	\$174,625.00	\$174,625.00	\$0.00	100.00%	\$153,910.72	\$0.00	\$0.00	\$153,910.72
Butterfield	\$59,592.00	\$59,592.00	\$0.00	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
Glendale Heights	\$164,985.00	\$82,492.50	\$82,492.50	50.00%	\$3,466.00	\$0.00	\$0.00	\$3,466.00
Itasca	\$85,595.00	\$85,595.00	\$0.00	100.00%	\$1.00	\$0.00	\$0.00	\$1.00
Lombard	\$284,039.00	\$284,039.00	\$0.00	100.00%	\$0.00	\$184,721.53	\$184,721.53	\$0.00
Medinah	\$81,314.00	\$81,314.00	\$0.00	100.00%	\$52,766.82	\$37,109.91	\$3,450.00	\$86,426.73
Oakbrook Terrace	\$64,448.00	\$64,448.00	\$0.00	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
Schiller Park	\$86,036.00	\$86,036.00	\$0.00	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
Villa Park	\$132,914.00	\$132,914.00	\$0.00	100.00%	\$103,896.18	\$64,906.24	\$11,680.00	\$157,122.42
Wood Dale	\$129,999.00	\$129,999.00	\$0.00	100.00%	\$5,539.00	\$0.00	\$0.00	\$5,539.00
Total	\$1,531,915.00	\$1,315,238.50	\$216,676.50	85.86%	\$821,888.72	\$286,737.68	\$199,851.53	\$908,774.87



ADDISON			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$502,309.00
Ck #61073	07/01/2016	\$134,184.00	\$134,184.00			
Totals			\$134,184.00	\$0.00	\$0.00	\$502,309.00

BENSENVILLE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$153,910.72
Ck #044127	06/15/2016	\$87,312.50	\$87,312.50			
Ck #045422	12/19/2016	\$87,312.50	\$87,312.50			
Totals			\$174,625.00	\$0.00	\$0.00	\$153,910.72

BUTTERFIELD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Ck #15711	07/20/2016	\$29,796.00	\$29,796.00			
Ck #15835	09/06/2016	\$29,796.00	\$29,796.00			
Totals			\$59,592.00	\$0.00	\$0.00	\$0.00

GLENDALE HEIGHTS			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$3,466.00
Ck #186508	07/11/2016	\$82,492.50	\$82,492.50			
Totals			\$82,492.50	\$0.00	\$0.00	\$3,466.00



ITASCA			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$1.00
Ck #53358	06/21/2016	\$42,797.50	\$42,797.50			
Ck #54057	12/19/2016	\$42,797.50	\$42,797.50			
Totals			\$85,595.00	\$0.00	\$0.00	\$1.00

LOMBARD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
ACH Payment	06/23/2016	\$235,577.89	\$145,000.00	\$90,577.89		\$90,577.89
ADA Reimbursement	06/30/2016	\$90,577.89			\$90,577.89	(\$90,577.89)
ACH Payment	07/22/2016	\$5,056.13	\$5,056.13			
ACH Payment	08/08/2016	\$7,874.76	\$7,874.76			
ACH Payment	09/01/2016	\$87,510.35	\$87,510.35			
ACH Payment	09/14/2016	\$117,535.93	\$38,597.76	\$78,938.17		\$78,938.17
ADA Reimbursement	09/30/2016	\$78,938.17			\$78,938.17	(\$78,938.17)
ACH Payment	10/13/2016	\$10,404.33		\$10,404.33		\$10,404.33
ADA Reimbursement	10/21/2016	\$10,404.33			\$10,404.33	(\$10,404.33)
ACH Payment	12/27/2016	\$4,801.14		\$4,801.14		\$4,801.14
ADA Reimbursement	12/31/2016	\$4,801.14			\$4,801.14	(\$4,801.14)
Totals			\$284,039.00	\$184,721.53	\$184,721.53	\$0.00

MEDINAH			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$52,766.82
Ck #24825	07/08/2016	\$57,789.42	\$57,789.42			
Ck #24866	08/03/2016	\$3,374.05	\$3,374.05			
Ck #24929	09/01/2016	\$2,019.66	\$2,019.66			
Ck #24962	10/04/2016	\$20,773.38	\$18,130.87	\$2,642.51		
Ck #25038	10/31/2016	\$27,010.94		\$27,010.94		
Ck #25026	10/31/2016	\$4,625.79		\$4,625.79		
ADA Reimbursement	12/01/2016	\$250.00			\$250.00	(\$250.00)
ADA Reimbursement	12/09/2016	\$700.00			\$700.00	(\$700.00)
ADA Reimbursement	12/09/2016	\$2,500.00			\$2,500.00	(\$2,500.00)
Ck #25166	12/29/2016	\$2,044.73		\$2,044.73		
Ck #25183	12/29/2016	\$785.94		\$785.94		
Totals			\$81,314.00	\$37,109.91	\$3,450.00	\$49,316.82



OAKBROOK TERRACE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Ck #10179	07/01/2016	\$32,224.00	\$32,224.00			
Ck #10357	12/29/2016	\$32,224.00	\$32,224.00			
Totals			\$64,448.00	\$0.00	\$0.00	\$0.00

SCHILLER PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Ck #58100	08/05/2016	\$43,018.00	\$43,018.00			
Ck #59770	12/16/2016	\$43,018.00	\$43,018.00			
Totals			\$86,036.00	\$0.00	\$0.00	\$0.00

VILLA PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$103,896.18
ADA Reimbursement	05/26/2016	\$2,500.00			\$2,500.00	(\$2,500.00)
ADA Reimbursement	07/31/2016	\$8,380.00			\$8,380.00	(\$8,380.00)
ADA Reimbursement	08/30/2016	\$700.00			\$700.00	(\$700.00)
ADA Reimbursement	08/30/2016	\$100.00			\$100.00	(\$100.00)
Ck # 170366	12/29/2016	\$197,820.24	\$132,914.00	\$64,906.24		\$64,906.24
Totals			\$132,914.00	\$64,906.24	\$11,680.00	\$157,122.42

WOOD DALE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$5,539.00
Ck #79805	06/21/2016	\$64,999.50	\$64,999.50			
Ck #80816	12/29/2016	\$64,999.50	\$64,999.50			
Totals			\$129,999.00	\$0.00	\$0.00	\$5,539.00

Date: February 1, 2017

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report – January 2017

Directors Report

a. **NEDSRA Building**

Several electric outlets in the small meeting room and the kitchen were repaired this week. Repairs included upgrading and separating circuits and installing new outlets. The cost to perform work was not to exceed \$800. With the recent rain we did get some seepage in the basement. This has occurred over the past several years, and staff will be contacting a contractor in an attempt to resolve the issue. Fortunately this has only occurred in the work room and has not caused any substantial damage. Staff will be meeting with a vendor the week of February 1 to discuss pricing on providing more extensive cleaning of the NEDSRA offices and facilities. This would include carpet cleaning, window and fixture cleaning and the deep cleaning of the kitchen.

b. **Bensenville Park District**

Interim Director Joseph Vallez of the Bensenville Park District is planning on attending our February Board meeting. I will be meeting him On Monday, January 30 to introduce myself and discuss NEDSRA.

c. **State Grant**

On January 26 staff expressed mailed the final application packet for the State Grant. This process was much more extensive than the past, but with a great deal of work by Sue Martellotta over the past 48 hours it has been completed. I did contact our grant administrator and am awaiting an update upon their receipt of the packet.

d. **Budget**

Staff continues to work diligently on the 2017/2018 budget. Meetings continue as we work to refine the document. Staff will be presenting the budget at the April Board meeting.

e. **Synergy**

Staff has met with Synergy staff several times over the past month as the budget has been reviewed. Staff is optimistic that the subsidy for the next budget year will be reduced. I have met with the DuPage Foundation and the Executive Director from SEASPAR in an effort to seek more funding for the program.

f. **Policy Manual**

As the attorney has begun the review of the NEDSRA Policy Manual they have discovered a great deal of changes to be recommended. The approval of the Policy has been delayed until the attorney review is completed. At the February Board Meeting staff hopes to discuss a couple items to be included in the document.

Recreation Report

a. Supper with Santa

On December 9, NEDSRA joined forces with the Medinah Park District cooperatively putting on a spectacular “Supper with Santa” event. Children visited with Santa, created craft projects, enjoyed music from the Northwestern Suburban Concert Band and had a delicious pasta dinner. This was the 4th year NEDSRA and Medinah co-hosted this event and it was the best one yet!

b. New Year’s Eve Overnight

We rang in 2017 with a bang! For the first time our adults with physical disabilities were able to celebrate this special night together at the “New Year’s Eve Overnight,” which was held at NEDSRA. We had a blast as we watched Dick Clark’s New Year’s Rockin’ Eve, enjoyed movies, indulged in delicious pizza, played games, and had a special New Year’s toast. In the morning, a delicious home cooked breakfast hit the spot before everyone departed.

c. Holiday Party with Santa

NEDSRA’s “Holiday Party with Santa” was a huge success! We provided an amazing visit with Santa, along with a craft, snack, lunch, and gift for almost 100 participants and siblings. We were lucky enough to be sponsored by the Elmhurst Kiwanis Club and Elmhurst College’s Service Learning Class volunteered and assisted with one-on-one attention to our families, as well as being a huge help behind the scenes. Santa definitely put a smile on everyone’s face that day!

d. TREC (Transition-Aged Recreation Experiences & Community)

TREC had a busy few weeks before the holidays with volunteering, baking and cooking special treats, and getting in on the fun around NEDSRA by judging the door-decorating contest. Now that they are back from their break, they have already had a jam-packed January with a trip to Kline Creek Farm for ice harvesting, a trip to a Chicago Blackhawks practice and working on their fitness goals for the New Year.

e. Huskies Snowshoe

Congratulations to Huskies snowshoer Ted Callahan for qualifying for the second straight year to attend the Special Olympics State Winter Games, in Galena February 7-9. He will go for the gold in the 50M Snowshoe Final. Good luck, Ted, and bring home the gold!

f. NEDSRA Fischer Farm 4-H’ers

Our Fischer Farm 4-H’ers are hitting the books and preparing their project for the 4-H International Night held at the DuPage County Fairgrounds. The 4-H’ers project is on Egypt and they will be presenting February 24, from 6 pm to 8:30 pm. Come by and visit our group!

Fund Development

a. Holiday Party with Santa

Thanks to the Kiwanis Club of Elmhurst for its sponsorship of our annual Holiday Party with Santa held on December 3. More than 90 children enjoyed the party and a visit by “The Best Santa Ever.” This event also received support from Home Run Inn Pizza which supplied the food, and the Elmhurst College students who volunteered their time.

Fund Development: Continued

b. Direct Mail Campaign

Our Direct Mail Campaign has currently brought in over \$3,200, which surpassed our budget goal and last year's contributions. We anticipate receiving more gifts through the next month.

c. BBQ Bash

Plans are underway for the 2nd Annual BBQ Bash family fundraiser, Saturday, April 22. Barbeque, beer, bags tournament and family fun are planned. Be on the lookout for the flyer and registration information coming to you this month.

d. 100-Hole Challenge Golf Marathon

Time for Golf! NEDSRA needs your support and involvement in our 100-Hole Challenge Golf Marathon, so mark your calendar for Thursday, May 4. Sincere thanks to Wood Dale Park District and Salt Creek Golf Club for their co-sponsorship and willingness to host this event. We are recruiting golfers to take on the challenge of golfing 100 holes in one day, while raising money for the Accessible Transportation Program. Please contact Karen Lesniak for registration and event details. We need your support and participation.

Memo

Date: January 27, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: Personnel Policy

Attached is the Committee recommended changes to the NEDSRA Personnel Policy. These changes have been sent to the attorney for review. Most changes are clerical. A significant change has been made to the vacation section on pages 69-70, and staff will discuss this section along with any other changes prior to final review.

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Personnel Policies and Practices

IVB7710R0112

Welcome to NEDSRA. NEDSRA is proud of its record of continuing growth and expansion of services offered to our partners' residents with disabilities. The growth and reputation of NEDSRA are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals. There are several things that are important to keep in mind about this Manual.

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for you as a general reference guide.

Second, this Manual supersedes all previously issued Manuals. Your decision to continue employment with NEDSRA after this revision, and any future revision to this Manual, shall be deemed to constitute your agreement with all such revisions. NEDSRA and the Board of Trustees reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this Manual. Therefore, NEDSRA may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this Manual with or without notice. NEDSRA will try to inform you of any changes as they occur.

Third, nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create nor shall create an employment contract, either expressed or implied, to remain in NEDSRA's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by NEDSRA, or you may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice, and NEDSRA retains a similar right. No supervisor, department head, Director, or other representative of NEDSRA (except as delegated and approved by the Board of Trustees) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its content. Accordingly, upon receipt of this Manual, you must sign, date and return the Employment Contract Disclaimer and Signed Acknowledgement Form found on page i. This form will be maintained in NEDSRA's files and your personnel file. If you have any comments, suggestions, or questions about any aspect of your employment, you are encouraged to discuss them with your immediate supervisor or department head. He will listen to your concerns, consider appropriate action to be taken, if necessary, and/or provide you with the information you need, or direct you to someone who can provide you with that information.

The Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Director will be final.

Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

Revised – November 2001

Revised – August 2005

Revised – October 2008

Revised – January 2012

Revised – December 2016



EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGMENT

I hereby acknowledge receipt of the NEDSRA Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, department head, or Director.

I understand that this Manual has been developed as a general reference guide for NEDSRA employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either expressed or implied, on the part of NEDSRA. I also understand that the policies, benefits and rules contained in this Manual can be changed or discontinued by NEDSRA at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with NEDSRA for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and, as such, employment with NEDSRA is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of NEDSRA, other than the Director, with the Board's expressed approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other NEDSRA policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual, or any other NEDSRA policy, rule or guideline, may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the Administrative Services Manager Assistant to the Director.

Employee Signature

Date

Print Name

Social Security Number

AFFIRMATIVE ACTION POLICY

IVB7710R0112

STATEMENT OF PURPOSE

Northeast DuPage Special Recreation Association seeks to affirmatively protect the rights of all citizens in the performance of governmental responsibilities, and has accepted the responsibility of equal opportunities and will continue to operate in a non-discriminatory manner. Specifically, the agency prohibits, forbids and will not tolerate discrimination on the basis of race, religion, color, national origin, sex, age, disability, pregnancy, marital status, veteran status, sexual orientation, civil union partnership, gender identity or expression, or any other characteristic protected by law.

NEDSRA supports the goal of equal rights and employment of minorities, females and people with disabilities. Consideration will be given to recruitment of minorities, women and people with disabilities not currently in the work force who have requisite skills or who may be trained by NEDSRA in necessary skills, or accommodated as provided for in the guidelines of the Americans with Disabilities Act (ADA). NEDSRA will support local, state, and national community action and community service programs designed to improve the employment opportunities of minorities, women and people with disabilities.

EQUAL OPPORTUNITY POLICY

It is the policy of Northeast DuPage Special Recreation Association to provide that no person shall, on grounds of race, religion, color, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, civil union partnership, or any other characteristic protected by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the Association.

It is further the policy of NEDSRA to prohibit discrimination in hiring and employment because of race, religion, color, national origin, sex, age, disability, marital status, veteran status, gender identity or expression, sexual orientation, civil union partnership, pregnancy, or any other characteristic protected by law, and to provide equal opportunity in employment for all qualified persons.

The Director of Northeast DuPage Special Recreation Association, as the chief administrator of the Association, will execute this policy. Questions or concerns should be referred to the Director. If you are uncomfortable reporting to the Director, you should report to the Chair of the Board of Trustees. (See page 7 for contact information.)

**RESOLUTION #99-11-1
RESOLUTION TO ACKNOWLEDGE AND PROMOTE THE
VALUE OF DIVERSITY**

WHEREAS, the people of the Northeast DuPage Special Recreation Association (NEDSRA) choose this community, not just as a place to live or work, but as a way of life; and

WHEREAS, NEDSRA has committed itself to equality not only because it is legal, but because it is right; not only because equality is ethical, but because it is desirable for us and for our children; and

WHEREAS, NEDSRA is proud of its diversity and the respect its employees have for one another regardless of race, gender, age, ethnicity, sexual orientation, civil union partnership, disability, religion, or economic status; and

WHEREAS, we as an Association, cannot afford to ignore the lessons or recent events throughout our region in which anti-Semitic, racist and hate-filled groups and individuals have attempted to spread seeds of prejudice and have engaged in violent acts against people of different races, religion and national origin; and

WHEREAS, it is incumbent upon us as an Association to speak out when events such as these unfold so that no one could construe silence as acquiescence or indifference; and

WHEREAS, these recent events of hate and intolerance also challenge us to show others how to celebrate differences while at the same time develop consensus on a shared vision for the future; and

WHEREAS, NEDSRA will continue to embrace efforts to improve knowledge and education and to affirm all people as members of the human family; and

WHEREAS, NEDSRA will work to protect the rights, freedoms, and security of all, and to ensure that no one is jeopardized by racial, religious, or ethnic prejudice; and

WHEREAS, NEDSRA, regardless of the recent hate crimes, shall not let such events divide us;

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Chairman and the Board of Trustees of Northeast DuPage Special Recreation Association (NEDSRA) as follows:

1. That diversity within the community served by NEDSRA is a positive factor in the growth and stability of NEDSRA; and
2. That NEDSRA will not condone any incidents of hatred and urges all of its residents to recognize and take pride in NEDSRA's diversity; and

3. That all employees of NEDSRA and its Board of Trustees encourage the contributions that can be provided by all of the residents regardless of race, gender, age, ethnicity, sexual orientation, civil union partnership, disability, religion, economic status, or any of the other distinguishing characteristics that all too often divide people in society.

Revised ~~December 2016~~January, 2012

Chairman, NEDSRA Board of Trustees

Secretary, NEDSRA Board of Trustees



1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598
www.nedsra.org

NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION

Contact Information

Chairman, Board of Trustees
1770 West Centennial Place
Addison, Illinois 60101-1076
630-620-4500

~~Jeena Greenwalt~~

Executive Director
1770 West Centennial Place
Addison, Illinois 60101-1076

~~630-620-4500~~

~~630-576-4023~~

~~jgreenwalt@nedsra.org~~

Personnel Policy Review and Staff Input – NEDSRA expects that its Personnel Policies shall **be updated as needed and/or required by employment law changes which are implemented and at least every three (3) years.** ~~reviewed at least every three years; however, we cannot guarantee that we will always comply with this timeframe.~~ Each department shall select its own full-time representatives to a Personnel Policy Review Committee: ~~one (1) from the general office staff, one (1) from the administrative staff, and two (2) total from the recreation department.~~ ~~The Director shall appoint one (1) member of the Committee to chair the Committee.~~ Recommendations of proposed changes in the Personnel Policies will be made to the Director. Revisions in Personnel Policy dictated by changes in state or federal statutes will be approved by the Board as needed in between the regular review periods by the staff and Board.

SECTION I. SALARIES AND OTHER COMPENSATION

A. Salary Schedule

1. Rationale – NEDSRA shall adopt a starting salary schedule for hiring, which lists all full-time positions in the Association and assigns a minimum and maximum starting salary and position cap for each. The starting salary scale assesses the following:
 - relative difficulty and responsibility of each position;
 - availability of employees in particular occupational categories;
 - prevailing rates of pay for similar employment in private sector in and around the NEDSRA area;
 - pay rates in other Associations of comparable size and complexity of operation;
 - the financial ability of the Association to balance salary and fringe benefit costs against all other obligations.
 - compliance with any the Illinois Equal Pay Acts ~~(effective Jan. 1, 2004)~~ that are in effect to prohibit any gender-based wage discrimination.

The minimum and maximum levels of each starting salary range for hiring shall be those rates in the basic salary schedule, which most nearly reflect the above factors.

2. Periodic Update - The starting salary ranges and position caps will be reviewed on an annual basis by the Director in concert with the annual budget. The ranges will be evaluated by the Board during the annual budget review. ~~every other year for possible adjustment, as found in Section I-J of the agency Finance Policies.~~ These guidelines may be changed by the Board at its sole discretion.
3. Adjustment of Pay Range - Pay range adjustments, while affecting the position will not necessarily affect an individual's salary. Raises are dependent on the performance of the individual in concert with his job description, work objectives and agency goals.

In the event that a new pay range is assigned, an employee's salary may be adjusted so that he has the same relative position within the new pay range as he had in the old. If due to his performance appraisal an individual is put on probation and does not receive the range adjustment, improved performance and release from probation may allow the individual to receive the range adjustment retroactively. No employee's salary will be reduced as a result of a pay range adjustment.

4. Addition of Temporary Duties – As may be necessary to fulfill NEDSRA's operational responsibilities, a temporary increase to the entry level of a higher salary range or up to a ten (10) percent interim salary increase may be granted at the sole discretion of the Executive Director, when an employee is assigned special duties, additional workload and responsibilities, or receives a temporary promotion to fill a vacancy for extended time periods of ninety (90) days or more.
5. Merit Salary Increase - Full-time personnel will be eligible for merit salary increases on an annual basis at

the beginning of each fiscal year. An employee's anniversary date will remain the date that he began full-time employment. Immediate supervisors may review employees between formal performance appraisals to apprise employee of progress. Salary increases other than the "annual merit" will only be considered due to extenuating circumstances. Any increase other than the annual merit will be made only if funds are available and upon recommendation of the department head with approval of the Director. Employees hired mid-year will have their merit increase prorated based on the number of months worked prior to May. Salary increases shall be as a result of the performance exhibited by the employee since the last pay increase. Each employee shall be evaluated by his supervisor on the appropriate written performance appraisal form. The supervisor and department head shall discuss each employee's performance.

The department head will make all recommendations to the Director for approval. The Director shall review the recommendation, grant or deny approval, and notify the appropriate staff in writing. Department heads are required to discuss and obtain approval from the Director prior to discussing the appraisal with the employee.

The Board of Trustees has vested the authority in the Director to employ and dismiss all full-time and part-time employees and grant raises within budget categories as adopted in the annual budget. All salary and wage decisions are at the sole discretion of NEDSRA's Director, within the parameters established by NEDSRA policy.

6. Pay Increase - Relationship to Performance Appraisal - NEDSRA recognizes the purpose of salary increases is to retain qualified employees, to reward efficient and effective performance and to motivate employees to seek personal and professional advancement. An employee's annual salary increase shall be reflective of the outcome of the employee's annual performance appraisal.
7. Direct Merit System - In order to ensure that the pay program within NEDSRA is effective, it is imperative that individual compensation be linked to the process of performance appraisal. Productivity enhancement is a major objective of the system.

The performance appraisal is to serve as a bona fide element of the productivity and motivational goals of our Association and, therefore, the reward system must be an integral part of the process. Direct merit systems determine pay increases exclusively on the outcome of the performance appraisal process. The process was adopted with the commitment to three objectives:

- a. to maximize internal equity within and among several positions within NEDSRA.
- b. to maximize external equity between our positions and like positions in the marketplace.
- c. to establish a basis for recognizing and rewarding the contributions to the Association's success that each position and person makes.

To maximize that each payroll dollar is properly reinvested in our human resources, promoting higher levels of productivity, it should be remembered that individual pay increases are reflective of the individual's performance. Those individuals who strive and achieve superior performance should be compensated at a greater level than an employee in the same position who just maintains a fair/good performance. It is imperative that employees know what they are working towards throughout the year, so that they will be motivated by the appraisal of their performance in attaining their goals and related objectives/work plans.

The Board of Trustees annually sets the parameters on funds that will be available for salaries in each fiscal year. If financial trends indicate that in the upcoming year personnel will be working for a significantly different amount of increase, the personnel will be notified of the opportunities for either higher or lower increases in compensation than in prior years.

Each year NEDSRA establishes a dollar level, based on the total salaries of the previous year, at an appropriate level to allow for merit increases based on merit/performance appraisals. The Board Executive

Personnel Committee shall evaluate the level annually and make recommendations to the full Board as part of the annual budget process.

It is the intent of the Board to provide a compensation program that will provide internal and external equity in all positions. The preceding paragraphs should not be construed as a contractual obligation on the part of the Board, but moreover a sincere attempt to make clear our commitment to a pay-for-performance program. NEDSRA's policies and procedures regarding raises and salary administration are intended only as a guideline and may be changed at any time.

8. Cost of Living – Cost of living increases, while within the Board's authority, will not usually be part of the process for determining an individual's salary on an annual basis.
9. Bonus – From time to time, the Director may feel that a staff member's performance or achievement warrant a bonus or mid-year merit compensation. Such bonus must be within budget parameters and come with the concurrence of the department head.
10. Employee Classifications and Definitions - Employees are those who are designated as full-time by the Director or the Board of Trustees, and who have completed their Introductory Period. Full-time employees are generally scheduled to work at least ~~40~~ **35** hours per workweek for four consecutive calendar quarters during a calendar year. Full-time employees may be required to work additional hours as necessary to complete all assigned tasks and as-needed during busy periods. ~~Short term, seasonal, and regular part-time employees are excluded from the full time employee classification regardless of the number of hours worked.~~ Seasonal and part-time employees may be required to work more than their generally scheduled hours during busy periods. All overtime will be compensated as defined in the Fair Labor Standards Act (FLSA) for Non-Exempt classified employees. The number of hours a part-time employee works will not change his classification/status as a part time regular or seasonal employee.
 - *Exempt* employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws and as defined in the FLSA. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.
 - *Non-Exempt* employees receive overtime pay or compensatory time in accordance with ~~the our~~ overtime and compensatory ~~time policies~~ provisions as defined in the FLSA. Their salaries ~~may be are~~ calculated on an hourly basis. Non-exempt employees must utilize a time clock and/or time sheets to document hours worked.

Appointive Personnel – Personnel appointed by the Board shall be directly responsible to the Board in the performance of their duties, and the Board shall set their compensation and duties. The positions of Attorney, Secretary, Treasurer, Director (Exempt) and other positions that may be later designated shall be appointive positions of the Board of Trustees.

Administrative Personnel – ~~(Exempt)~~ Administrative personnel shall include those persons hired to the positions of heads, assistant department heads or **Assistant to the Director**. Administrative personnel shall be employed by and responsible to the Director or Assistant to the Director in the performance of their duties, except assistants to department heads who will be responsible to that department head. Administrative personnel may be full-time or part-time ~~professional~~ employees.

NOTE: The job classification “professional part-time” has been eliminated. There is only one employee that has been grandfathered in as of this revision November 2016.

Professional Personnel – Full-time or Part-time - ~~(Exempt)~~ Personnel employed by NEDSRA on a full-time (**40** ~~35~~ or more hours a week) professional basis, or part-time (20 to 34 hours a week) who hold professional positions in the areas of recreation, facility management, or office services, and who do not fall into the categories of appointive or administrative personnel.

Regular, Part-time Personnel – ~~(Non-exempt)~~ Personnel employed for duties and responsibilities on a part-

time, regular year-round basis. Employees in this category may be employed and dismissed by any of the above full-time categories. Eligibility for certain fringe benefits may be agreed upon between agency and employee. Any hours these employees accumulate as a result of two or more jobs with NEDSRA will not affect the part-time status.

Seasonal/Part-Time Personnel – ~~(Non-exempt)~~ Personnel employed for a specific job or for seasonal work, and who shall not be considered in the regular part-time employee classification, shall automatically be included in this classification. Employees in this category shall be employed, supervised and dismissed by persons in any of the above categories. Unless specifically stated, fringe benefits will not be applicable to persons in this classification.

Intern/Fieldwork Students: Students who are fulfilling university degree requirements with NEDSRA will be considered short-term, seasonal personnel.

Volunteers – Volunteers are not employees of NEDSRA, but individuals who are donating their time and service without any expectation and/or receipt of financial compensation or benefits.

B. Fair Labor Standards - Compensatory Time and Overtime

NEDSRA compensates all employees in accordance with the Fair Labor Standards Act (FLSA).

1. Workweek – The workweek begins at 12:01 a.m. ~~Sunday Monday~~ and ends at 12:00 midnight the following ~~Saturday Sunday~~.
2. Exempt Employees – An employee to whom the overtime provisions of the Fair Labor Standards Act (FLSA) do not apply. Exempt employees are expected to perform their job duties regardless of hours required. Under the FLSA, exempt employees are not eligible for overtime pay or “compensatory time provisions.” Under the following provisions, exempt employees may be granted Administrative Time off.

Administrative Time - Administrative Time is defined as the time granted to exempt employees, ~~whether appointive, administrative and professional personnel (both full time and part time)~~ in lieu of financial reimbursement. Due to the requirement that these individuals work many additional hours in the evening and on weekends, it is fitting that from time-to-time they be granted time off from work when they and their supervisor feel that their schedules will permit. Said time off may be granted by the immediate supervisor with concurrence from the appropriate department head. It should be clearly understood by all concerned that administrative time is not granted on an hour-to-hour matching basis, nor can it be accumulated.

Special Considerations

~~a. Secretary to the Board – The Secretary to the Board, or their his alternate, may be called upon to attend evening or weekend meetings of the Board of Trustees, Advisory Board or Committee meetings and to take and transcribe the minutes of those proceedings. They He may be compensated as applicable to their position; Exempt or Non-Exempt on a basis that will be determined by the Director.~~

b. Holiday Compensation - From time to time it is essential that the activities of the Association require that exempt employees work on established agency holidays. When employees in the classification of appointive, administrative or professional are required to work on holidays, the Director may grant administrative time to the employee as compensation. Holiday compensation will equal one (1) full day.

c. Overnight Events - Special consideration may be given to exempt personnel functioning in a

leadership capacity where responsibility is on a twenty-four hour basis, (i.e., overnight camping trips, residential camping programs, extended trips and tournaments, etc.). The following schedule would be the basis for such consideration, with final determination made by the employee's supervisor:

12 to 24 hours of event	1/2-day compensation time
25 to 48 hours of event	1-day compensation time
49 to 72 hours of event	1-1/2 days compensation time
73 to 96 hours of event	2 days compensation time

This compensation schedule is based on trip/event days that fall on "normal, scheduled" workdays. For each trip/event day that falls on a regular day off (Saturday, Sunday or regular day off during the week), one day of compensatory time will be granted for each of these days.

3. Non-Exempt Employee – An employee subject to the overtime provisions of the Fair Labor Standards Act. Federal and State statutes governing compensatory time and pay will prevail.

a. a-Compensatory Time and Pay – All non-exempt employees, ~~whether full-time, regular part-time or seasonal part-time~~, required and/or approved to work hours beyond 40 physical hours in a given workweek, shall be compensated at a pay rate of 1.5 times the regular rate, or "compensatory time," whichever the agency prefers and discloses to the employee prior to undertaking the overtime. The compensatory time provided for each hour of overtime performed will be in accordance with 1.5 times the actual hours worked on the overtime basis. For all non-exempt employees, prior approval of the employee's immediate supervisor is required before any non-exempt employee works overtime. Employees working overtime without approval may be subject to disciplinary action. The overall administration of compensatory time is the responsibility of the Director and shall be delegated at his discretion. If the employee terminates employment with compensatory time accrued, it will be paid at the average regular rate of pay for the final three years of employment or the final rate received by the employee, whichever is higher. The maximum compensatory time that may be accrued by an employee is 240 hours (160 hours of actual overtime hours worked). Non-exempt employees may accumulate no more than 20 hours of compensatory time at any one time. Nor more than 20 hours of compensatory time may be taken consecutively and must be scheduled with the approval of the immediate supervisor.

For attorney confirmation

Upon termination of employment, payment for accrued compensatory time will be calculated at the average regular rate of pay for the final three years of employment or the final regular rate received by the employee, whichever is higher.

- b. Recording of Hours Worked – All non-exempt employees are required to maintain accurate and legible record of hours worked by the approved time sheet or electronic process required by NEDSRA. All hours worked must be approved by your immediate supervisor and are the basis for pay calculations. All time is to be computed to the nearest quarter of an hour (15 minutes) per week. By law, if you work 7.5 continuous hours, you will be given an unpaid meal period of 30 minutes. You must sign out and back in to document any unpaid meal period. Recording another staff's time sheet, or falsifying your own, is against NEDSRA policy and is grounds for disciplinary action, up to and including dismissal.
- c. Work Schedules and Breaks – Work schedules are established by your immediate supervisor based on the needs of NEDSRA. Your hours and schedule may be subject to change at any time and you are not guaranteed any specific number of hours per day or week. The timing of lunch breaks or granting of rest breaks will be at the discretion of your supervisor. If granted, rest breaks will be compensated as work time. A paid thirty-minute lunch break is granted for non-exempt employees who work 8 continuous hours. The break is provided after six hours of continuous work. Employees, who choose to work through a normal lunch break in order to leave early, may do so only with the prior approval of their supervisor and at no disruption to the operations of NEDSRA. At NEDSRA's discretion, non-exempt employees working more than 4 hours, but not earning a lunch break, may be granted a 10

minute paid break when it is feasible based on duties and responsibilities.

- d. Nursing Mothers – Breaks – NEDSRA shall provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. An employer is not required to provide break time under this Section if to do so would unduly disrupt the employer's operations. The Association shall make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, for an employee who needs to express breast milk for her infant child (Federal Law).
- e. Emergency Closings – On occasion, due to weather, national crisis or other emergency, NEDSRA may close for all or part of a normally scheduled workday. NEDSRA will attempt to notify employees of its closing as soon as is feasible. Emergency closure for hourly employees is considered unpaid leave.

C. Vehicle Use and Reimbursement Policies

APPLICABLE TO ALL VEHICLES OPERATED FOR NEDSRA BUSINESS, whether agency owned or employee owned. These are general rules for operating vehicles for NEDSRA authorized business. Please see your supervisor and the Safety Coordinator for further details, rules, forms and guidelines.

- Use of any NEDSRA vehicle for Association business must be authorized by the Director, Superintendent of Recreation, Manager of Operations, or their designee.
- Employees operating any vehicle for Association business must be of minimum age of 21 and have a valid drivers license with the proper classification for the type of vehicle being operated, and must show proof of such license upon request. You must notify the Safety Coordinator if the status of your drivers license changes.
- Employees are required to obey all local and state traffic laws and regulations.
- Seat belts must be worn at all times.
- Headlights must be on at all times in NEDSRA vehicles, and when the employee is operating his/her private vehicle for agency business.
- All accidents must be immediately reported to your immediate supervisor and Safety Coordinator. A copy of the police report must also be included.
- No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for Association business. "Under the influence" means that the employee is affected by alcohol or drugs in any determinable manner. For purposes of this policy, a determination of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person's opinion, or the statement of a witness.

Any employee who is required to have a Commercial Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with DOT regulations. (Please see NEDSRA's Substance Abuse Policies.)

- When driving NEDSRA vehicles or personal vehicles for NEDSRA business, employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. Drivers of NEDSRA vehicles must park on the shoulder of a roadway, or park the vehicle in a safe place at a full stop, with the motor vehicle transmission in neutral or park before using any electronic communication device. Employees under the age of 19 are specifically prohibited from using a wireless phone at any time while driving, except for emergency purposes. Employees, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.
- Certain NEDSRA vehicles may be equipped with global positioning systems ("GPS"). NEDSRA reserves the right to utilize GPS technology at any time for agency-related purposes, including, but not limited to:

determining unauthorized use of the vehicle, misuse of the vehicle, unsafe use of the vehicle, unauthorized or misuse of work time, and emergency assistance. Employees using any NEDSRA vehicle for NEDSRA purposes at any time (including conferences) should have no expectation of privacy regarding their whereabouts during working hours, when acting on behalf of NEDSRA at any time or otherwise when on agency business.

- Employees must provide a copy of a valid driver's license, to be kept in their file. Any employee who receives a ticket or has his license suspended or revoked, must report to the Safety Coordinator immediately. Any employee whose ability to drive safely becomes affected for any reason, must advise the Safety Coordinator immediately.
- 1. NEDSRA Owned Vehicles - The Board of Trustees may choose to provide some of its full-time employees with Association-owned and maintained vehicles. It is recommended that when a vehicle is assigned, the employee will assume the responsibility of keeping it at his residence overnight, rather than leaving it at the agency due to the fact that evening work responsibilities will require employees to utilize transportation to and from the evening duties.

It should be clearly understood that, unless otherwise directed by the Director or the Board of Trustees, NEDSRA vehicles are to be used only in connection with Association business, as opposed to personal business. Other full-time employees may use these vehicles on work-related matters, with approval of the Director or his designee. In accordance with Illinois State Law, all passengers must wear seat belts.

Employees are responsible for the care and conservation of NEDSRA vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made. NEDSRA has the right to search any Association vehicle at any time, with or without notice. Therefore, employees have no reasonable expectation of privacy with respect to NEDSRA-owned vehicles.

NEDSRA does not reimburse employees for a traffic violation fine received while driving agency vehicles.

- 2. Privately Owned Vehicles - All full-time and many part-time professional positions require the employee to use a vehicle for numerous NEDSRA matters, all of which are mandatory to adequately perform their job. An employee whose duties involve the use of a personal vehicle shall maintain in effect a policy of insurance covering such use and insuring the employee against losses due to property damage and personal injury suffered by himself and others. Employees must use seat belts in accordance with Illinois State Law. The Association's liability insurance is secondary to the employee's own coverage. Employees shall not transport participants in their personal vehicles without the approval of the Director, or in his absence, his designee.

Reimbursement for Use of Personal Vehicle - Employees using their personal vehicle for approved agency business will be compensated based on the annual rate set by the IRS which is in effect each January 1 ~~for the subsequent fiscal year.~~ Actual miles traveled must be documented on the approved mileage reimbursement form. Extended travel required outside the Chicagoland area (100 mile radius – exceeding 200 miles round-trip) will be reimbursed at ½ this rate. This reimbursement is payment for use of the vehicle, insurance and all other transportation costs. If an agency vehicle is available, staff may be required to use this vehicle and agency gas card instead of a personal vehicle. If a staff chooses to use a personal vehicle when an agency one has been made available, mileage reimbursement may not be granted. Mileage reimbursement will be paid on employees' payroll check. Mileage should be submitted monthly. All mileage incurred in a fiscal year should be submitted for reimbursement before April 30. within that year.

- D. Gifts and Rewards - Employees are not to solicit gifts or perform their duties or services with the expectation of receiving rewards, gifts, or other remunerative devices or favors from outside individuals or organizations, parents, participants, vendors, etc. This policy shall apply to both full-time and part-time employees. When an employee receives any offerings of monetary value as a result of his status as a NEDSRA employee, such receipt

must be reported at once to his department head. Retention of the gift will be subject to the approval of the Director after consultation with the department head. Gifts of non-cash value such as a cup of coffee, soft drink, plate of cookies, or other similar items, should be reported by the employee to their supervisor. Failure to report any gift, gratuity or reward may subject you to disciplinary action up to and including dismissal.

Gift Ban Act - All employees are subject to provisions of NEDSRA Resolution #01-8-1 in support of the Illinois Gift Ban Act to ban the solicitation or acceptance of certain gifts by governmental officials and employees. Please refer to Resolution #01-8-1 available at the NEDSRA office.

- E. **Paychecks and Pay Periods** - Pay periods for full-time employees will be biweekly on Friday for a total of twenty-six (26) pay periods per year. Payment will be behind the actual days worked by six (6) calendar days. Persons starting or terminating their employment in the middle of a pay period shall be paid the appropriate prorated amount based on number of days worked during the pay period. If a payday falls on an agency holiday, payroll will normally be issued on the day prior to the holiday. Employee pay may be made by direct deposit or by check and in keeping with any applicable laws or regulations.

In addition to paycheck or deposit advice, employees will receive a statement showing all deductions, whether voluntary or mandatory, as well as gross and net pay. Paychecks will not be given to anyone other than the employee without prior written consent. If you believe you have lost a paycheck, notify the Administrative Services Coordinator in writing so a replacement check can be issued and stop payment can be made on the original check. If it is found that the original check was endorsed and cashed by the employee, the full replacement amount must be turned over within 24 hours upon demand.

- F. **Payroll Deductions** - Automatic payroll deductions shall be made for federal and state income tax purposes, for Medicare and for pension and/or Social Security, where applicable, and for any other deduction required by law or court order. Additional payroll deductions may occur due to special arrangements of the Association, such as health benefits contribution, deferred compensation, credit union, disability insurance, optional insurance programs, and Section 125 Flex Spending, etc, with written authorization given by the employee for said deduction.

To fully inform and advise each employee, the department head or benefits coordinator will explain all deductions to new employees.

- G. **Agency-Related Expenses** - Any time an employee or Board member is required to spend funds for appropriately documented and pre-approved Association business, the employee or Board member will be reimbursed upon presenting valid receipts to the Director or his designee. Authorization shall be requested by the department head, if the Director feels that the request should be verified.

- H. **Damage of Private Property – Reimbursement** - On occasion it may be necessary for an employee to use his private property to perform Association tasks. Should damage occur to the private property used in conjunction with a pre-authorized, work-related task, the cost of repair or replacement may be submitted for consideration to the Director.

- I. **Jury Duty Compensation** - All employees should inform their supervisor immediately upon receipt of jury duty notice, including expected duration of the jury duty. Proper documentation of actual length of duty should be provided at the conclusion of jury duty. For all ~~exempt or full-time non-exempt~~ personnel, all time off for jury duty or to serve as a witness for NEDSRA will be approved with no loss of status, pay, fringe benefits, or other considerations. Receipts for all expenses related to jury duty (parking, meals, train, etc.) should be forwarded to the department head, along with the payment from the courts at the conclusion of the jury duty. **Salaried Exempt personnel will may** be requested to endorse any payment received for jury duty over to NEDSRA if this payment exceeds receipts for expenses incurred. See Section V for Jury Duty Leave Policy. All other employees will receive jury duty leave without pay.

- J. **Compensation for Mandatory Military Duty** - Any employee called to mandatory military duty will be granted all employment and compensation rights as required by state and federal law. See Section V Absences and Leaves for military leave policies. The employee must provide a copy of the military orders to the Director at least 30 days in advance of the leave, or upon immediate receipt of notification.

SECTION II. EMPLOYEE ETHICS, CONDUCT, RISK MANAGEMENT AND SAFETY

- A. **Dress and Appearance** - The personal appearance of employees conveys to the public a general impression of NEDSRA. Your attire, including jewelry, on the job should be professional, clean, neat and appropriate, as defined by NEDSRA, for the duties being performed. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear safe and appropriate apparel when on the job. For specific details, see the NEDSRA Safety Manual.

Employees should avoid extremes in dress and appearance. Employees must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. Mustaches and beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear, or must firmly secure longer hair so that it does not hang below the ears.

Exposed body piercing jewelry is strictly limited to jewelry that may not present a safety hazard to you, your coworkers, or the public, as determined by authorized NEDSRA staff.

Tattoos (including words and symbols) cannot be offensive in nature. Any tattoo design deemed to be inappropriate by management will not be allowed. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

It is your responsibility to wear your nametag and/or staff shirt when required and during all agency programs. Please remember that nametags, keys, and other NEDSRA property are and remain the property of the Association and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost NEDSRA property. Also please remember that nametags, and other identifying items, identify you as a NEDSRA employee while you are on duty. They are not to be worn when not on duty. Engaging in any activity while off duty, which could reflect negatively on NEDSRA, while wearing NEDSRA apparel, may result in disciplinary action, up to and including dismissal.

- B. **Workplace Wrongdoing and Reporting Improper or Unsafe Activity** - NEDSRA does not tolerate workplace wrongdoing on agency premises, property, agency-sponsored events, or while acting within the scope of employment.

NEDSRA does not tolerate theft of property, whether from NEDSRA, a participant or from a co-worker. Employees should seek permission before removing agency material, tools, or other items, including damaged goods, scrap material, or any other material. Any employee who violates this policy may be subject to disciplinary action, up to and including immediate dismissal.

NEDSRA prohibits false information on any budget, check request, purchase order, or petty cash receipt, or on any insurance claim submitted under NEDSRA's health care benefits or workers' compensation benefits program.

NEDSRA prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to immediate dismissal. NEDSRA prohibits inappropriate or extreme horseplay, practical jokes, and pranks of harmful intent. Any employee who violates this policy may be subject to disciplinary action, up to and including immediate dismissal.

NEDSRA prohibits embezzlement or stealing of NEDSRA funds, including but not limited to, stealing money from a NEDSRA account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to and including immediate dismissal.

Reporting Workplace Wrongdoing - If you are aware of or suspect a careless, negligent or unlawful act or behavior of a fellow employee while on duty, you must report the act or behavior to your immediate supervisor. If you feel uncomfortable doing so, or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the supervisor's supervisor or the Director. (See page 7 for contact information.)

Referenced pg #s to be confirmed on final draft.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaint, or reports to the Chairman of the Board. (See page 7 for contact information.) You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

Acting in NEDSRA's Interests - You are expected to act and conduct yourself at all times in the best interest of NEDSRA. If you reasonably suspect or you know that another NEDSRA employee is engaged in or has engaged in unlawful conduct while on duty, you must report such misconduct together with any supporting information to the Director.

- C. **Weapons Policy** - NEDSRA strictly prohibits and does not tolerate weapons at any NEDSRA facility, vehicle, on any NEDSRA property, or at any NEDSRA-sponsored event. Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three (3) inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager, or supervisor. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal. If you know of an employee possessing a weapon, you are expected to report it immediately to the Director. (See page 7 for contact information.)
- D. **Violence in the Workplace** - NEDSRA strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or department head. All complaints will be investigated. NEDSRA will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate dismissal.
- E. **Use of NEDSRA Property or Equipment** - Provisions described below:
 - 1. **General Policies** - The protection of NEDSRA's business information, property and all other assets are vital to the interests and success of NEDSRA. Except in the ordinary course of performing duties for NEDSRA, or otherwise permitted, no NEDSRA property may be removed from the premises. Accordingly, when an employee leaves, he must return to NEDSRA all related information and property that the employee has in his possession, including, without limitation, documents, files, records, manuals, computer, laptop, PDAs, cell phone, information stored on a personal computer or on a computer disc, supplies and equipment, and all keys. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including dismissal.

No employee, elected official or member of the public may use NEDSRA's property for personal use without proper authorization. No property may be released for personal use without the prior written approval of the Director and/or department head who is responsible for the equipment or property. Personal use of NEDSRA vehicles can only be approved by the Director. For the purpose of this Section, NEDSRA property is

defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, recreation and rental equipment, and all other property owned, leased or in the possession of NEDSRA. Because safety and liability is of chief concern, it is expected that NEDSRA property that is assigned, or authorized or permitted to be used, will be operated in a fashion consistent with NEDSRA's established safety rules and regulations.

Instructions on safe and proper use will be provided upon request. In addition, the use of some NEDSRA property may require permits, waivers and releases. The employee will be responsible for the full cost of repair or replacement of NEDSRA property, in the sole discretion of NEDSRA, that is damaged or lost while it is in the employee's care and custody.

Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including dismissal. Keys may not be transferred from one employee to another without the prior written authorization by the appropriate **facility** manager. Loss, damages or theft of NEDSRA property should be reported at once. Negligence in the care and use of NEDSRA property may be considered grounds for discipline, up to and including dismissal. The NEDSRA equipment, such as telephones, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of his department head. Personal usage, in an emergency, of these or other equipment that results in a charge to NEDSRA, should be reported immediately to your immediate supervisor or business office so that reimbursement can be made. Upon termination of employment, the employee must return all NEDSRA property, equipment, work product and documents in his possession or control, and may be required to return all uniforms/NEDSRA logo apparel.

2. Electronic Communication, Social Media and Computer Policy - NEDSRA embraces the use of electronic communications as a means to effectively and efficiently process data and communicate information to outside audiences associated with the agency. To further define and clarify these terms, information is knowledge, in any form, that has value to NEDSRA. Data is defined as any computer information, including, but not limited to, information that has been entered into a computer, stored in a computer or memory stick, or retrieved from a computer or memory stick. NEDSRA acknowledges that the use of telephones, PDAs, email and Internet is very beneficial to the agency in research gathering and for other legitimate business activities. NEDSRA voice mail system is also part of its electronic communication and is part of this employee policy. The Electronic Communication and Computer Policy is written to minimize and/or eliminate any misconduct which could possibly arise with the use of electronic communication within our agency.

Employee Use of the Computer System and Internet, Including Email - An employee's occasional, limited use of NEDSRA computer facilities for personal use and outside projects may be acceptable. In order to keep this use to a reasonable level, certain restrictions apply to utilizing the computer resources. Minimal, personal use should occur Mondays through Fridays, before or after each employee's regular work hours or during daily lunch periods.

Before anyone can post any information on commercial on-line systems or the Internet, the material must be approved by the employee's department head. Additionally, correspondence disseminated through the Internet must undergo the same organizational processes as mailed correspondence such as proofing or the approval of supervisors/management, when necessary. Such correspondence includes letters, pamphlets, flyers, posters, invitations, newsletters and all other marketing pieces. PDF files, sent as attachments, which are related to marketing and public relations, must be approved according to the same processes as information disseminated through mail or face-to-face communication.

Be aware that NEDSRA may **archive_purge** files on its server at any time, without notice. NEDSRA is not responsible for any personal files or outside project files that may be **purged-or-lost_archived**. Any temporary files created for personal use are to be deleted at the end of the employee's personal project.

Also, because of the normal heavy load on the system, personal use and outside projects will not receive priority over operational requirements, system maintenance, or file back-up.

Please review the following for further clarifications:

- Unauthorized use of the World Wide Web (www), including connecting, posting, downloading sexually-oriented information; engaging in computer hacking and related activities; attempting to disable or compromise the security of information contained in other networks/computers, is strictly prohibited.
- To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to NEDSRA's network must do so through an approved Internet firewall and updated virus software. This security is provided through the operating system, but at times may go down. Employees must be aware, if the system goes down, the association may ask employees to temporarily stop Internet use.
- ~~Even-deleted m~~Messages may be stored somewhere in the system for an indefinite period of time. The act of deleting a message is not FOIA compliant. ~~may not totally obliterate it.~~
- For your own and the agency's protection, staff should compose Internet/email messages with the idea that they may someday be used as evidence in court and/or may be fully accessed by the general public under the provisions of the Freedom of Information Act.
- Courtesy and professionalism should replace slang, intentional misspellings, abbreviations, and over-familiarity.
- Staff should be especially careful to avoid messages that may be interpreted as sexual harassment. Internet message/email intended to be humorous or clever can backfire and be taken as sarcastic and annoying. Any employee receiving electronic communication, which he finds disturbing or harassing, should report it immediately, following the guidelines of NEDSRA's harassment policy.
- Subscription to news groups or mailing lists for legitimate business purposes is acceptable in the terms as these groups and lists are of professional nature and relate to the employee's work responsibilities.
- Chat group visitation for legitimate business purposes is acceptable in the terms as these chat group visitations are of professional nature and relate to the employee's work responsibilities. Chat group or visitation on social networking sites for the purpose of instant messaging (IM) for personal use, including, but not limited to, Facebook, Twitter and MySpace, is not permissible on work time.
- The misrepresentation of oneself or NEDSRA is strictly prohibited.
- Solicitations of religious, commercial or political, and union-related communication are strictly prohibited.
- All emails must be signed with name, NEDSRA, title, phone, fax and email.
- It is prohibited to encrypt files unless confidential and/or sensitive information is being sent over the Internet. If this is necessary, contact your supervisor for authorization. Confidentiality is not guaranteed on the Internet.
- All default settings must remain with the NEDSRA logo on the computer desktop.

No Expectation of Privacy

The computers, agency cell phones and computer accounts given to employees are to assist them in the performance of their jobs. Employees should not have an expectation of privacy in anything they create,

store, send, or receive on the computer system. NEDSRA can and may intercept and monitor email communications, IM messages, text messages, pages and Internet usage to the extent necessary to protect its interests. All employees must disclose their passwords for computer and voicemail systems upon management request. The computer system and all related electronic equipment and devices belong to the agency.

Monitoring Computer Usage

Use of the computer system will periodically be monitored or audited for time use studies, for the sole purpose of maintaining productivity and establishing benchmarks. Significant abuse of time on the Internet may be cause for further discussions as to the nature and content. Continued abuse by an individual may warrant an audit of the nature and content or sites accessed on NEDSRA equipment.

Duty Not to Waste Computer Resources

Employees must not deliberately perform acts that waste computer and network resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending personal photos, mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic or consuming hard drive space.

Computer System and Information Protection

NEDSRA's property is defined as electronic equipment and information, owned, leased or in the possession of NEDSRA. The protection of NEDSRA's business information, property, and all other NEDSRA assets, is vital to the interests and success of NEDSRA. Except in the ordinary course of performing duties for NEDSRA, or otherwise permitted, no NEDSRA property may be removed from NEDSRA's premises. Accordingly, when an employee leaves NEDSRA, the employee must return to the agency all related NEDSRA information and property that the employee has in his possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on computer disks, supplies, equipment, and office supplies. Violation of this policy is a serious offense and may result in prosecution. Because safety and liability are of chief concern, it is expected that NEDSRA property that is assigned, or authorized or permitted to be used, will be operated in a fashion consistent with the agency's established safety rules and regulations. Loss, damage or theft of NEDSRA electronic equipment/property should be reported to the Director as soon as it is discovered. The circumstances surrounding such a loss will certainly be taken into consideration; however, negligence in the care and use of agency property may be considered grounds for discipline, up to and including dismissal. Depending on the circumstances surrounding damage or loss due to neglect while in the employee's care and custody, the employee could possibly be responsible for the full cost of repair or replacement of NEDSRA's electronic property, including but not limited to, lap top computers, cell phones, PDAs, projection equipment and digital cameras.

Each employee shall ensure that he/she has not placed on a laptop, cell phone or Personal Digital Assistant (PDA), any information which is sensitive or confidential in nature. Sensitive or confidential information is defined as any information, in any form, that is a business advantage to NEDSRA in any way. This includes: resident lists, employee lists, pending contracts, legal documents, loss control materials, and financial information. Employees are not allowed to connect any personally owned computer device to the network without first obtaining permission from the Director. Employees should also ensure that their contractors or vendors are not allowed to connect any computer device without prior permission.

Extreme care should be taken when emailing information that is considered sensitive or confidential. In this case, it is strongly recommended that:

- A department head is consulted for clarification on sensitive or confidential matters.
- Only approved methods of encryption are used.
- The email text includes a warning to the recipient that the material is Sensitive or Confidential and is the property of NEDSRA.

- A copy of the email is permanently archived by the employee for future reference.

Virus Detection

Files obtained from sources outside the agency, including disks brought from home, files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage NEDSRA's computer network. All materials from outside sources should be scanned with the agency's virus checking software prior to use on the computer system. Files downloaded and email attachments are automatically scanned with the agency's virus checking software. At times the agency's software may need updating and employees will be notified if files and email attachments cannot be downloaded during a certain timeframe. If you suspect that a virus has been introduced into NEDSRA's network, notify the System Administrator or the Administrative Services Coordinator immediately.

Disclaimer of Liability for Use of Internet

NEDSRA is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. As an employee, if you are receiving many unsolicited emails, notify the System Administrator to help resolve the problem.

Illegal Copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright laws and applicable licenses that may apply to software, files, graphics, documents, messages, videos, and other materials you wish to download or copy, such as music from Internet resources including, but not limited to, iTunes. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the written permission of your department head or the Director. A copy of the written permission should be attached to a back-up purchase order following NEDSRA's internal control practices, along with authorization for the type of payment to be used.

Blocking of Inappropriate Content

NEDSRA may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by NEDSRA's networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to NEDSRA blocking software. For your own protection, please notify NEDSRA's System Administrator if you find yourself in this situation. On occasion you may be trapped in an electronic loop. The System Administrator will assist you in leaving the site.

Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, national origin, religion, age, civil union status, disability, or other characteristic protected by law), or violate NEDSRA's Equal Employment Opportunity Policy, and its policies against sexual or other harassment, may not be downloaded from the Internet or displayed or stored in NEDSRA's computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisor or the System Administrator. NEDSRA's Equal Employment Opportunity Policy and its policies against sexual or other harassment apply fully to the use of the Internet, and any violation of those policies is grounds for disciplinary action up to and including dismissal.

Games and Entertainment Software

Employees may not use the agency's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or play games over the Internet.

Software Installation

Employees are strictly forbidden from installing software on the computer system. If an upgrade or new software installation is necessary, the System Administrator must first approve and also install the software.

Spamming

The sending of legitimate business communication to multiple email users/addresses is appropriate. Sending of chain letters, jokes and other unsolicited email messages to multiple email users/addresses is strictly prohibited, as these types of communication consume space from NEDSRA computer resources.

Blogging and Social Media

NEDSRA respects the right of employees to use social networking, personal websites and weblogs as a medium of self-expression. If you choose to identify yourself as a NEDSRA employee and discuss matters related to our agency, staff or patrons on your website, weblog, or other online social network (i.e., Facebook, MySpace, YouTube, Second Life), please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson for the Association.

Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency. In light of these possibilities, we ask that you observe the following guidelines:

- a. Make it clear that the views you express are yours alone and that they do not necessarily reflect the views of NEDSRA. Only those employees officially designated by the Director have the authorization to speak on behalf of the agency. To help reduce the potential for confusion, we suggest that you put the following notice, or something similar, in a reasonably prominent place on your site (e.g., at the bottom of your "about me" page): ***The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.***

Many bloggers and social network users put a similar disclaimer on their home page stating who they work for, and that they are not speaking officially. This is good practice, but may not have much legal effect. While it is not necessary to post this notice on every page, please use reasonable efforts to draw attention to it, if at all possible, from the home page of your site.

- b. Be careful to avoid disclosing any information that is confidential or proprietary to the agency (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that has disclosed information to us. For good measure, consult NEDSRA's participant's confidentiality policy for guidance about what constitutes confidential information.
- c. Since your site, blog or other posting is in a public space, be respectful to NEDSRA, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork.
- d. You are required to get written permission to use the NEDSRA logo or reproduce any NEDSRA material on your site.
- e. When using NEDSRA computers, you are subject to the agency's Electronic Communications and Computer Use Policy.

- f. As a public agency, NEDSRA trusts, and expects, staff to exercise personal responsibility whenever they participate in social media. Remember, what you publish will be around for a long time, so consider the content carefully, and also be judicious in disclosing personal details.
- g. Blogs, wikis, virtual worlds, social networks, or other tools hosted outside of NEDSRA's protected intranet environment, should not be used for internal communications among fellow employees. It is fine for staff to disagree, but please do not use your external blog or other online social media to air your differences in an inappropriate or counterproductive manner.
- h. Recognize that both during working hours and non-working hours, you are an ambassador of NEDSRA. You are expected to conduct yourself at all times in the best interest of NEDSRA. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of NEDSRA, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including dismissal.
- i. Lastly, use your best judgment. Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to NEDSRA. If you're about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media.

If you have any questions about these guidelines or any matter related to your site that these guidelines do not address, please direct them to the Director.

3. Voice Mail - Every employee is responsible for using the voice mail system properly and in accordance with this policy. The voice mail system is the property of NEDSRA. It has been provided by NEDSRA for use in conducting business. All communications and information transmitted by, received from, or stored in this system are NEDSRA records and property of NEDSRA. The voice mail system is to be used for NEDSRA purposes only. Use of the voice mail system for personal purposes is prohibited. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the NEDSRA voice mail system.

NEDSRA, in its discretion as owner of the voice mail system, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the voice mail system, for any reason, without the permission of any employee and without notice. Even if employees use a password to access the voice mail system, the confidentiality of any message stored in, created, received, or sent from the NEDSRA voice mail system still cannot be assured.

Use of passwords or other security measures does not in any way diminish NEDSRA's rights to access materials on its system, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed to NEDSRA as voice mail messages may need to be accessed by NEDSRA in the employee's absence.

Employees should be aware that deletion of any voice mail messages or files will not truly eliminate the messages from the system. All voice mail messages are stored on a central back-up system in the normal course of data management. Even though NEDSRA reserves the right to retrieve and read any voice mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or listen to any voice mail messages that are not sent to them. Any exception to this policy must receive the prior approval of NEDSRA management.

NEDSRA's policies against sexual or other harassment apply fully to the voice mail system; any violation of those policies is grounds for discipline up to and including dismissal. Therefore, no voice mail messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, civil union status, disability or any other classification protected by law.

The voice mail system may not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other non-job related solicitations.

Users should routinely delete outdated or otherwise unnecessary voice mails. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Voice mails are sometimes misdirected or forwarded and may be heard by persons other than the intended recipient. Users should create voice mail communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on NEDSRA letterhead.

Employees should also use professional and courteous greetings on their voice mail boxes so as to properly represent NEDSRA to outside callers. Any employee who discovers misuse of the voice mail system should immediately contact the Administrative Services Coordinator.

4. Telephone and Cell Phone Usage

General:

Office telephones and agency provided cell phones are important agency property and resources which should be properly used and protected. They are to be used for official NEDSRA business only and any personal use, if authorized by NEDSRA, should be kept brief and to a minimum. Any long-distance use of NEDSRA phones, which is not agency-related, is prohibited, except in case of emergency, which must then be paid for by the employee. Excessive use of the agency phones, office or cell, or your own phone on work time, may result in disciplinary action.

Cell Phones:

Cell telephones are furnished to certain employees in connection with their job duties. Employees who are issued cell telephones by NEDSRA should make all long-distance telephone calls, while traveling, from their cell telephone. During work time, employees must keep use of personal cell telephones for personal business to a minimum, preferably using them during breaks and meal times. Employees who have excessive usage of agency cell phones for personal calls will be subject to corrective action up to and including dismissal. While in the office, all cell phones should remain on vibrate or silent mode. Using cell phones or viewing text messages during meetings or programs is prohibited except in case of emergency.

NEDSRA requires the safe use of its cell telephones by employees while conducting business. Employees who are issued cell telephones may also be issued an earphone/microphone adapter for increased safety and convenience. You are expected to fully comply with all traffic laws and laws related to cell phone use.

When driving NEDSRA vehicles or personal vehicles for NEDSRA business, employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. Drivers of NEDSRA vehicles must park on the shoulder of a roadway or park the vehicle in a safe place at a full stop, with the motor vehicle transmission in neutral or park before using any electronic communication device. Employees under the age of 19 are specifically prohibited from using a wireless phone at any time while driving, except for emergency purposes. Employees, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.

Amendments and Revisions - Electronic Communications, Social Media and Computer Policy. As with all NEDSRA policies, NEDSRA's Electronic Communications, Social Media and Computer Policy may be amended or revised from time to time as the need arises, with or without notice. Users will be provided with copies of all amendments and revisions. NEDSRA's Electronic Communications, Social Media and Computer Policy

and Acknowledgement Form covers any and all use of agency telephones, cell, land-line, voice mail, PDAs, laptops, computers, remote access devices, internet use, use of social networking sites and any other electronic communication devices provided by NEDSRA for staff use.

Specific provisions also govern proper staff use of personally owned electronic devices to conduct NEDSRA business, access NEDSRA data or post/comment on the Internet on NEDSRA events or business.

Violations of the Electronic Communications, Social Media and Computer Policy will be taken seriously and may result in disciplinary action, including possible dismissal, and civil and criminal liability.

Use of the Internet via NEDSRA's computer system, cell phones, and the voice mail system constitutes consent by the user to all of the terms and conditions of this policy. Employees are required to sign an Electronic Communications, Social Media and Computer Policy Acknowledgment Form which follows.



Electronic Communication, Social Media and Computer Policy Acknowledgement Form

I acknowledge that I have received a copy of NEDSRA’s Electronic Communication and Computer Policy. I have read it thoroughly, and agree that if there is any policy or provision in the policy I do not understand, I will seek clarification from the System Administrator, Department Head or Director.

I understand that my use of NEDSRA’s telephone, cell phone, computers, laptops, PDAs, internet and social networking sites, email and voice mail systems, and any other electronic communication devices provided by NEDSRA for staff use, constitutes my consent to all the terms and conditions of this policy.

In particular, I understand that (1) the email system and all information transmitted by, received from, or stored in that system, whether by computer, cell phone or PDA, are the property of NEDSRA, (2) the system is to be used only for business purposes and limited personal use, if authorized, (3) the voice mail system and all information transmitted by, received from, or stored in that system are the property of NEDSRA, (4) the voice mail system is to be used only for business purposes and not for personal purposes, and (5) I have no expectation of privacy in connection with the use of the email, cell phone, or voice mail system, and the Internet, or with the transmission, receipt or storage of information in those systems. (6) I am to fully comply with all traffic laws, NEDSRA policies, and laws related to cell phone use while operating a NEDSRA vehicle or my own personal vehicle for NEDSRA business.

I agree not to use codes, access files, or retrieve stored communications unless authorized. I acknowledge and consent to NEDSRA monitoring my use of the email and voice mail system and the Internet at any time at its discretion, including printing and reading all emails entering, leaving or stored in the system and/or listening to all voice mail entering, leaving, or stored in the system.

Date: _____

Signature: _____

Print Name: _____

- F. **Tape or Digital Recording Policy** - It is a violation of NEDSRA policy to record conversations with a tape recorder, cell phone or other recording device unless prior approval is received from the Director or *all* parties to the conversation give their consent.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue, especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including immediate dismissal.

- G. **Conflicts of Interest** - NEDSRA expects its employees to conduct business according to the highest ethical standards of conduct. Business dealings that appear to create a conflict between the interests of NEDSRA and an employee are unacceptable. NEDSRA recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that NEDSRA may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or domestic partner or civil union partner, significant other, children, parents, siblings) as a result of NEDSRA business dealings. It is the responsibility of every employee to disclose any personal or financial interest in any person, firm, company or any business entity doing business with NEDSRA. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from NEDSRA. Such disclosure must be made in writing by the employee and forwarded to the Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he should immediately contact the Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise. Individuals employed in a supervisory capacity, or authorized to purchase equipment, may be required to file a Statement of Economic Interest as required by Illinois law. Please see the Director for details. A violation of this policy may result in immediate and appropriate discipline, up to and including immediate dismissal.

1. **Romantic or Sexual Relationships – Potential Conflicts**

Consenting “romantic” or sexual relationships between a staff in a supervisory role and a full-time or part-time employee or volunteer may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager and NEDSRA. Any such relationship may, therefore, be contrary to the best interests of NEDSRA. Accordingly, NEDSRA strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, NEDSRA does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor’s/manager’s refusal to engage in such social interaction with employees. If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the employee’s department head. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager.

NEDSRA recognizes the ambiguity of and the variety of meanings that can be given to the term “romantic.” It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them, and will act in a manner consistent with this policy. The department head shall inform the Director and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee’s work assignments. Upon being informed or learning of the existence of such a relationship, NEDSRA may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending after the disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for NEDSRA to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the department head and/or the Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

- H. **Political Activity** - NEDSRA employees are expected to serve all participants/families equally. The political opinions or affiliations of any person should in no way affect the amount or quality of service received from NEDSRA. NEDSRA rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty.

Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petition, distribute political literature, or encouraging others to do any of the above. For purposes of this paragraph, “while on duty” includes those hours you are scheduled to work and are working for NEDSRA, but does not include breaks, lunches, or other duty-free periods of time.

Employees are also prohibited from interrupting or disturbing other employees while they are on duty. Political affiliation, preference or opinion will not influence an individual's employment, retention or promotion as a NEDSRA employee. Employees will not be required to contribute monies to any candidate or political party, but may do so on a strictly voluntary basis.

- I. **Cooperation with Fellow Employees and the Public** - Cooperation and teamwork are vital to customer service and success at NEDSRA. NEDSRA employees provide a service to the community, and each employee must cooperate with fellow workers and the public in order to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of NEDSRA must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service.

Wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale, or workplace disruption will not be condoned and may lead to disciplinary action, up to and including dismissal. Therefore, NEDSRA employees will conduct themselves in a polite and cooperative manner when working with the public and with each other. If a personality conflict arises, it is the responsibility of the full-time immediate supervisor or department head to try to resolve the conflict.

- J. **Open Door Policy** - NEDSRA promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their immediate supervisor any problems so appropriate action may be taken. If the supervisor cannot be of assistance, the department head and Director are available for consultation and guidance. NEDSRA is interested in all of our employees' success and happiness with us. We therefore welcome the opportunity to help employees whenever feasible.
- K. **Conduct and Compliance with Policies, Procedures and Directives** - Employees of NEDSRA work together as a team to develop, promote and maintain our quality recreational programs and facilities for the community. Each employee is expected to work toward meeting our goal of providing services in a friendly, efficient and professional manner. Employees are urged to make any suggestions they feel will be of benefit to NEDSRA and our participants which would save time, reduce waste, promote safety, increase efficiency, and make the working and recreational experience for all persons more enjoyable. You are expected to act and conduct yourself at all times in the best interest of NEDSRA, and to work carefully, diligently and efficiently. Any reports you produce or records you prepare/maintain must be accurate and complete. You are required to comply promptly and fully with all policies, procedures and directives established or given by the NEDSRA Board, your immediate supervisors, and administrative staff of NEDSRA.
- L. **Outside Work and Activities** - NEDSRA employees will be allowed to secure employment outside of their job with the Association, providing that said work in no way conflicts with their duties with the Association. This employment will generally be allowed, pending discussion with and approval by the employee's supervisor, assuming that there will be no conflict in working hours, including times when the agency may need the employee on short notice, and no detriment to the employee's efficiency in the Association position, and further, that there are no conflicts in the interests of the Association. This includes any work or activity that involves businesses/organizations doing business or seeking to do business, of a profit nature, with NEDSRA. The final decision will be at the sole discretion of NEDSRA if a conflict arises. Failure to terminate outside employment when so directed by NEDSRA's Director may be cause for disciplinary action, up to and including dismissal.

Also, employees are prohibited from entering into contracts with an individual or a company for the performance of personal services while on NEDSRA time or while using NEDSRA equipment. No employee will receive pay other than Association pay for performing personal services while on NEDSRA time. Work in the field of education and/or consultation, occurring during regular office hours and having direct relationship to the Association, may be permissible upon approval of the immediate supervisor with concurrence by the Director.

From time to time, NEDSRA employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with *any outside activity*, the employee's obligations to NEDSRA must be given priority.

- M. **Health, Safety and Loss Prevention** - While on the job, safety is the responsibility of every employee of NEDSRA. With proper precautions, most accidents on the job can be prevented. Supervisors and other employees should strive for safety in all their work to avoid serious or minor injuries. All employees shall be expected to be alert for safety hazards which may exist and could affect the general public, patrons or employees of NEDSRA.

It is every employee's responsibility to know and comply with all health and safety policies, rules and regulations, and to act in a safe manner. Carelessness, inattention, neglect and disregard for safety rules cause accidents. Therefore, you must at all times be careful, attentive, alert, and follow proper safety procedures. NEDSRA will not condone any breach of safety rules or regulations by employees. You are also responsible for reporting any unsafe equipment, carelessness, substandard work practice or condition to your immediate supervisor immediately upon your discovery of such action/condition. We must all work together to achieve a safe and healthy working environment. You should make certain that you do not tolerate or create safety hazards and that safety hazards are eliminated.

It is the intent of NEDSRA to provide a safe working environment for you and a safe leisure environment for the public using our programs and facilities. It is also the intent of NEDSRA to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all persons should be the first consideration.

You are directed to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. You should use your best efforts to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and removed, and accidents are investigated as appropriate. We are confident that with your help this program will be successful and we expect your cooperation and support.

All employees are required to review and comply with the recommended safety methods, procedures and policies determined by the Safety Coordinator, Safety Committee and Director, as outlined in NEDSRA's *Personnel Safety Manual – Loss Prevention Rules, Guidelines and Policies*, as well as those provided in periodic training materials.

1. Safety Committee - NEDSRA's Safety Committee is intended to assist employees in providing safe and efficient operations and services for employees and participants. The Safety Committee is comprised of one or more employees from each department. The Safety Committee makes safety inspections of NEDSRA's facility, organizes employee training sessions, manages Safety Awareness campaigns, reviews participant and employee accidents and incidents, and makes recommendations where safety can be improved. Meetings are usually held monthly and are open to all staff.
2. Park District Risk Management Agency (PDRMA) - NEDSRA is a member of PDRMA, an organization of Illinois public park and recreation agencies formed to assist NEDSRA and the other members with risk management, loss prevention, training, legal services, financial reporting, insurance and health/wellness coverage. All employees are expected to cooperate fully with PDRMA staff.
3. OSHA and Your Right to Know
For all employees in sensitive positions, NEDSRA is committed to protecting you against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things we do to keep you safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. This is your RIGHT-TO-KNOW. OSHA's Hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials. Employees have to read labels and MSDS sheets, and they have to follow NEDSRA's safety procedures for storing, handling and using hazardous materials. Employees are required to review, and abide by all procedures and policies governing Your Right to Know as covered in *NEDSRA's Personnel Safety Manual*.
4. Communicable Diseases - NEDSRA has established extensive Communicable Disease policies and procedures in concert with the recommendations of the Park District Risk Management Agency (PDRMA). These policies and procedures, governing employment and service, are based on the most current medical and legal information available at this time. As new medical research, knowledge and legal decisions come to the forefront in this arena, these policies and procedures may and will change. NEDSRA's specific policies and procedures are outlined in detail in *NEDSRA's Personnel Safety Manual – Loss Prevention Rules, Guidelines and Policies*. All new staff and volunteers will be provided training and written materials as to the agency's policies and specific procedures regarding communicable disease. Existing staff will receive annual training and additional updates as needed. All staff are expected to carefully review, refer to

and abide by the specific policies and procedures outlined in NEDSRA's Personnel Safety Manual, Section 5 (Health and Safety), for training on pre- and post-exposure, personal protective equipment, including housekeeping procedures, incident records and state regulations.

It is NEDSRA's goal, by implementing these policies, to reduce the spread of disease, to protect employees, patrons and participants from communicable diseases and to maintain confidentiality of medical problems. Likewise, the policies are intended to strike a reasonable balance between societal and individual rights relating to communicable disease as they pertain to the operation of NEDSRA.

- N. Smoke-free Workplace** - NEDSRA complies with the Illinois Clean Air Act and smoke-free policy of State of Illinois, which applies to all employees, facilities, patrons and vendors. No smoking is permitted inside the NEDSRA building **or** in any NEDSRA program facility, **or** NEDSRA or park district/village vehicle. Some park districts and villages have passed ordinances prohibiting smoking in parks and on all park district/village property. Staff members are expected to comply with any known smoking policies of the member partner park districts and villages. The use of smoking materials refers to the lighting and smoking of cigarettes, cigars, pipes, or other similar items.
- O. Non-Discrimination and Anti-Harassment Policy** - NEDSRA is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Association expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, NEDSRA trustee, agent, volunteer, and vendor of the Association, as well as anyone using the NEDSRA's facilities, to refrain from sexual and other harassment. NEDSRA will not tolerate sexual or any other type of harassment of or by any of its employees and appointed officials. Actions, words, jokes, or comments based on an individual's sexual orientation, civil union partnership, race, national origin, age, religion, or any other legally protected characteristic, will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Association prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation is intended to complement and further these policies, not to form the basis of an exception to them.

1. Definitions of Harassment

- a. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when
- Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email or text messaging); and other physical, verbal or visual conduct of a sexual nature.

- b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his race, color, religion, gender identity or expression, sexual orientation, civil union partnership, age, national origin, disability or any other characteristic protected by law, or that of his relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through Web sites, blogs, chat rooms, email or phone texting).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including dismissal.

2. Retaliation Is Prohibited

NEDSRA prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment, is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

3. Reporting Procedures – (See page 7 for contact information.)

NEDSRA strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, NEDSRA strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident).

Written records such as letters, notes, memos, emails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. *However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below.* The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
 - Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should contact the Chairman of the Board of Trustees.
 - Report to Director/Chairman of the Board of Trustees: An employee may also report incidents of harassment or discrimination directly to the Director. The Director, or his designee, will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Director, or if he condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the Chairman of the Board of Trustees. (See page 7 for contact information.) An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
4. Harassment Allegations Against Non-Employees/Third Parties
If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using NEDSRA programs or facilities, the Director, or his designee, will investigate the incident(s) and determine the appropriate action, if any. NEDSRA will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Association has limited control over the actions of non-employees.

IMPORTANT NOTICE TO ALL EMPLOYEES

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his rights in pursuing legal action.

Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Director who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. NEDSRA will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. NEDSRA reserves the right, and hereby provides notice, that third parties may be used to investigate claims of harassment. You must cooperate in any

investigation of workplace wrongdoing or risk disciplinary action, up to and including dismissal.

Responsive Action

NEDSRA will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or dismissal, as the Association believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

- P. Disciplinary Action and Dismissal** - All employees are expected to meet NEDSRA's standards of work performance, engage in acceptable conduct and to satisfactorily perform your duties under the policies, guidelines and rules contained in this Manual. In addition, you are expected to follow any other NEDSRA policies, rules and guidelines, performance standards, the directions of your supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with NEDSRA's directives, policies and procedures.

If an employee does not meet these standards, NEDSRA may, under appropriate circumstances, take corrective action other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with NEDSRA's policies and procedures, and/or other disciplinary problems.

At its sole discretion, NEDSRA may implement a Performance Improvement Plan for an employee, for a specific period of time. In addition, although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by NEDSRA. You may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on your part.

The immediate supervisor and/or appropriate department head will document incidents using verbal warnings, followed by written warnings, including action/behavior needed to correct the deficiency/violation. Depending on the severity of the offense, a written warning may be issued without prior verbal warning. The use of a Performance Improvement Plan or progressive discipline does not guarantee employment for any period of time and your employment may be terminated at will, with or without cause and without prior notice by NEDSRA.

The department head may issue a verbal or written warning, and the Director may issue a verbal warning, a written disciplinary warning, affect a suspension, or give notice of dismissal to an employee for disciplinary reasons. In the event of notice of dismissal, a full-time employee is entitled to request consideration by the Board of Trustees (refer to Formal Grievance Procedure).

Causes for disciplinary warning, suspension or dismissal may include, but are not limited to:

1. Incompetence, insubordination, negligence, inefficiency in work performance; inability or unwillingness to work as part of a team; refusal/failure to follow direction given by supervisor or management.
2. Habitual absence or tardiness or misuse of breaks or leaves of absence. Absence from work without

approved leave, or misrepresentation of facts regarding leave. Failure to report absence or leaving the job during work hours without permission.

3. Harassment of participants/families, other employees, affiliates of NEDSRA or the public.
4. Failure to carry out assigned duties in a safe, timely and professional manner. Failure to wear proper staff apparel, uniform, nametag or safety equipment as required by NEDSRA policy or procedure.
5. Consumption, possession or sale of intoxicants or hallucinogenic agents, such as alcohol, marijuana or drugs other than prescribed, on the job or arrival on the job under the influence of said intoxicants or hallucinogenic agents. Failing to notify NEDSRA when you are taking legal drugs which could impact or impair your performance.
6. Being abusive, uncooperative, threatening, hostile or discourteous in attitude, language or conduct to fellow employees, your supervisor, the Board or the public.
7. Failing to properly report any gift, gratuity or reward as outlined in Section I. D. - Gifts and Rewards.
8. Being convicted of any criminal or felony offense, any offense involving moral turpitude, or any offense that creates a damaging or negative image for the agency.
9. Through willful negligence, carelessness, inattention, or misconduct, causing damage or loss to public property or waste of public supplies, theft or misuse of property. Failing to report an accident/incident or known hazardous condition to your supervisor and the Safety Coordinator.
10. Attempting to use, or threatening to use, personal or political influence in securing promotion, leave of absence, transfer, change of pay rate or nature of work assignment.
11. Falsifying, lying or giving incorrect or misleading information intentionally for any and all records or reports, or timecards/sheets, or requesting leave under false pretenses. Unauthorized use or possession or copying of any records/information that is the property of NEDSRA.
12. Disregard for, or repeated violation of, safety policies and procedures. Failure to cooperate fully with PDRMA staff, guidelines, policies, procedures or investigations.
13. Fighting, use or possession of weapons on NEDSRA premises or at any NEDSRA activity sites. Striking any person employed by, served by or connected with NEDSRA.
14. Gambling on NEDSRA premises or at any other NEDSRA activity site is prohibited. Exception: If a NEDSRA program includes gambling inherent to the activity (trips to gambling boat, Las Vegas, etc.) minimal staff gambling is permissible if it is done to enhance the interaction with participants, and does not interfere with supervision responsibilities or the quality of the experience for the participants.
15. Not maintaining current licenses or certifications as required within a position's job description qualifications.
16. Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to NEDSRA, fellow employees or the public.
17. Smoking in any building, or in any park or property designated as non-smoking by the respective park district/village, or in restricted areas in violation of the Illinois Clean Air Act.
18. Sleeping while on duty.

19. Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and as defined by the U.S. Department of Health and Human Services.
20. While on duty, failure to follow any federal, state or local law or NEDSRA policy, procedure, order or rule; failing to obey ethical direction given to him by his supervisor; insubordination in any manner that would result in lower morale, embarrassment or injury to the supervisors, the participants, the peers, the Board, NEDSRA or the public.
21. Failure to adhere to a strict code of ethics in all aspects of professional conduct.

Employee Response to Disciplinary Action - You may respond to any disciplinary action taken against you by preparing a written response stating your position or objection to the action and placing it in your personnel file. It is your responsibility to make certain that your written response is placed in your file within five (5) days of the disciplinary action.

Review of Disciplinary Action Other than Dismissal - In the case of disciplinary action other than dismissal, you may request a review of the action by submitting your request in writing to your immediate supervisor within five (5) working days from the date the action was taken. Your immediate supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with this determination, you may seek review by submitting a written request, with a copy of the initial determination, to the supervisor at the succeeding level of authority in your department within five (5) working days after the date of the initial determination. This supervisor may meet with you and should issue a written determination within ten (10) working days of receipt of your written request for review. If you are not satisfied with the determination at this stage, you may continue this process through each succeeding supervisory level in your department up to the Director. Any decision of the Director shall be final.

NEDSDRA's failure to strictly adhere to the time limits of the procedure in this section shall not affect the resolution of a disciplinary action.

This procedure should be followed to the extent that it is, in NEDSRA's sole discretion, practicable under the circumstances.

Dismissal - Any employee may be dismissed for these or other causes as recommended by the department head to the Director. A copy of the dismissal notice will be placed in the employee's personnel file. A dismissal is a termination of employment initiated by NEDSRA. You may be dismissed for any lawful reason at any time. All NEDSRA employees serve at the will of NEDSRA. If you are dismissed, you will receive written notice of the reasons for your dismissal, including effective date and time of dismissal. Your supervisor or designee will meet with you, explain the reasons for your dismissal, and offer you the opportunity to respond. You are required to sign the written notice of your dismissal indicating your receipt of the notice and understanding of the reason for the dismissal. If you refuse to sign, another supervisor may be asked to witness your refusal. For reasons of safety, security, or the well-being of NEDSRA personnel, an employee may be required to vacate the premises immediately upon receipt of dismissal notice.

Review of Dismissal - The decision to dismiss you shall be final unless you request a review of your dismissal by submitting a written request to the Director within five (5) working days from the date the action was taken. The Director, or a designee, may meet with you and investigate the circumstances surrounding your dismissal. The Director or the designee(s) should issue a written determination within ten (10) working days of receipt of your written request. The Director's decision shall be final.

If you are a department head who has been dismissed, you may make a request to the Chairman of the Board to

have your dismissal reviewed by the Board. The Director's decision to dismiss you shall be final unless you submit a written request for review of dismissal to the Chairman within (5) working days from the date the action was taken. The Chairman and the Board may meet with you and investigate the circumstances surrounding your dismissal. The Chairman, on behalf of the Board, should issue a written determination within twenty (20) working days of receipt of your written request. The Board's decision shall be final.

This procedure will be followed to the extent that it is, in NEDSRA's sole discretion, practicable. NEDSRA reserves the right to proceed directly to the Director's or the designee's review of an employee's dismissal. Nothing in this section shall limit or restrict NEDSRA's right to dismiss an employee at any time, with or without cause. NEDSRA's failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action.

- Q. Internal Complaint Procedure** - If an employee has a major concern, he is encouraged to attempt to resolve the problem with the person(s) involved. If that is unsuccessful or if, for any reason, he is uncomfortable discussing the problem with the person(s) involved, he should discuss it with his immediate supervisor and present the concern in writing, within ten (10) working days or as soon as feasible. If the problem is not resolved, he should follow the chain of command, going next to the department head and then to the Director. At any time, should an employee feel that something improper or unethical might be taking place, he should immediately go to the Director to discuss his concern. A frank and open discussion with the parties involved will follow and the Director will make a decision, responding in writing within ten (10) working days, or as soon as feasible. The decision of the Director is final and not subject to further debate or staff review.

Employees may file a written request to address the NEDSRA Board of Trustees. If the request is granted, the Board will meet with the employee, and the Board will issue a final, written response within ten (10) working days, or as soon as is feasible. The employee may present witnesses and evidence in his defense.

NEDSRA's failure to strictly adhere to the time limits or the procedures in this Section shall not affect the resolution of any disciplinary action. This procedure should be followed to the extent that it is in the Association's sole discretion and practical under the circumstances. This complaint procedure does not apply to performance appraisals, suspensions, dismissals or other disciplinary actions which may be reviewed under Section II. P. (preceding).

NEDSRA will not discriminate or retaliate against an employee if the employee, in good faith, submits a concern or a complaint through this procedure or, in good faith, testifies, assists or participates in a complaint investigation. A copy of all correspondence relating to the complaint will be placed in the employee's personnel file.

- R. Child Abuse and Neglect Reporting Policy** - It shall be the policy of NEDSRA to fully comply with the State of Illinois Abused and Neglected Child Reporting Act. NEDSRA will make every reasonable effort and precaution to prevent, detect, handle and report cases of suspected abuse and neglect for children who come in direct contact with NEDSRA program areas and facilities. This policy and proper reporting procedures will be reviewed and acknowledged, when practical and feasible, by all full-time and key part-time leadership staff. NEDSRA's failure to strictly adhere to this policy or procedures will be at the Association's sole discretion and practical under the circumstances.
- S. Search of Desks, File Cabinets and Other NEDSRA Property** - Employees should understand that while certain property such as desks, lockers, and vehicles are available for their use, they remain the property of NEDSRA and are subject to inspection, with or without notice. Employees are not permitted to store any wrongfully obtained, illegal or prohibited items or substances in or on NEDSRA property or otherwise misuse NEDSRA property.

NEDSRA will generally try to obtain an employee's consent before conducting a search of property or work areas, but may not always be able to do so. Any property belonging to NEDSRA is subject to search if it is

reasonably suspected that the property holds or contains any illegal or prohibited items or substances, or missing or stolen NEDSRA or patrons' funds or property.

Workplace Inspections

To safeguard the property and personal safety of our employees and NEDSRA, NEDSRA reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from agency property by employees, and all other persons leaving and entering the premises.

NEDSRA reserves the right to inspect an employee's office, desk, files, lockers or other area or article on NEDSRA premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of NEDSRA, and are issued for the use of employees only during their employment with NEDSRA. Inspections may be conducted at any time at the discretion of NEDSRA, and we are not responsible for the loss of personal property. Please refer to NEDSRA's Communications and Computer Policy for details on "no expectation of privacy" and the agency's right to search computer/electronic files at any time.

Employees who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized NEDSRA property, confidential material, stolen property, weapons, alcohol, or illicit drugs, will be subject to disciplinary action, up to and including dismissal.

- T. Children in the Workplace** - The presence of children in the workplace with the employee parent during the employee's workday is usually inappropriate, and is to be avoided except in extraordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the company's professional work environment. Childcare are the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency.

Bringing a child to work with the employee is only an option when all other emergency options have been exhausted. If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child with an illness to come to work with the employee. A child brought to the workplace in unavoidable situations will be the responsibility of the employee-parent and must be accompanied and be under the direct supervision of the employee-parent at all times. Excessive need to bring a child to the workplace may result in discipline, including termination.

U. Document Retention and Destruction Policy

NEDSRA adheres to the agency's Document Retention and Destruction Policy for to remain compliant with all current regulations. The retention and destruction schedule is listed at the end of this policy.

SECTION III. EMPLOYMENT

- A. Equal Employment Opportunity** - Equal Employment Opportunity has been, and will continue to be, a fundamental principle at NEDSRA, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, gender identity or expression, civil union partnership, pregnancy, age, national origin, marital status, veteran status, disability, or any other protected characteristic as established by law. In accordance with federal, state and local laws, it is the policy of NEDSRA to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, dismissal, and other terms and conditions of employment, are made and executed without regard to race, color, religion, sexual orientation, civil union partnership, citizenship status, national origin, age, marital status, pregnancy, physical or mental disability unrelated to an individual's ability to perform the essential functions of the job,

association with a person with a disability, unfavorable discharge from military service or military status, or any other category protected by state or federal law.

The Director has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Director. If the employee is uncomfortable reporting to the Director, the employee should report to the Chairman of the Board of Trustees.

1. Americans with Disabilities Act Policy - NEDSRA is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, the agency will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made NEDSRA aware of his or her disability, provided that such accommodation does not constitute an undue hardship on NEDSRA.

The agency will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, dismissal or other terms, conditions, or privileges of employment based on job-related qualifications and abilities.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their department head or immediate supervisor. The agency encourages individuals with disabilities to come forward and request reasonable accommodation. If you feel uncomfortable making an accommodation request to your department head, or you believe your accommodation request was not properly managed, report to the Director.

On receipt of an accommodation request, your department head and your immediate supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that NEDSRA might make to help overcome those limitations and perform the essential job functions of your position.

NEDSRA will determine the feasibility of the requested accommodation considering various factors including, but not limited to, the nature and cost of the accommodation, the agency's overall financial resources, the accommodation's impact on the operation of your department, including the ability of other employees to perform their duties, and on NEDSRA's ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. The agency will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require the agency to make the *best* possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.).

An employee or job applicant who has questions regarding this policy, or believes that he or she had been discriminated against based on a disability, should immediately notify the department head or Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

2. Employment of Minors - NEDSRA generally will not employ, for part-time or full-time positions, individuals under the age of 16. If, due to unusual circumstances, an individual under the age of 16 is employed, NEDSRA will comply with all Federal and Illinois Child Labor Laws regarding the employment of minors.

- B. Selection and Advancement** - NEDSRA attempts to hire and retain the best available, suitable, and qualified individuals for all positions, as determined at its sole discretion. NEDSRA reserves the right to reorganize or reassign responsibilities from time to time in order to best serve our consumers and better use its limited resources. All new employees of NEDSRA will be employed strictly on merit. NEDSRA shall attempt to maintain a percent of male, female and minority employees which corresponds to their respective percentage in the work force and community. Discrimination shall not be exercised in any manner by any Association employee against or in favor of any applicant or employee because of his political or religious opinions or affiliations. Equal employment opportunities will be extended to all qualified persons without regard to sex, race, creed, color, national origin, ancestry, disability, pregnancy, marital or veteran status, sexual orientation, civil union partnership, religion, age, physical or mental disability that is unrelated to an individual's ability to perform the essential functions of the job. (see Affirmative Action Plan).

Screening for positions from both internal and external applicants may include résumé and application information, personal interviews, reference checks, skill tests and any methods deemed helpful to determine a person's apparent suitability for the position including, without limitation, his past performance, future potential, ability and work habits, and his aptitude and attitude.

Whenever possible, employees will be promoted if such jobs become available, provided the employees are qualified for the job, and deemed a "good fit" for the position, as determined at NEDSRA's sole discretion. NEDSRA may advertise the availability of a position on a local and state level to give qualified applicants a fair and equal opportunity for the position. NEDSRA will make all reasonable accommodations for individuals with disabilities as required by ADA.

Employees desiring consideration for open positions in the Association will indicate their desires in writing to their department head who will forward the request to the Director. This practice should be encouraged to allow employees who feel they are suited for the jobs to be identified and to be assured of consideration when such jobs become available. Potential candidates for positions of employment with the agency shall complete an application for employment form, résumé and any other application materials as requested of all candidates. The provision of false, incomplete or misleading information in the employment application, or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a non-hire decision, rescission of an offer of employment, or dismissal of an employee.

Any employee who resigns in good standing, and who subsequently applies for reemployment, may be given preferences over candidates who have no history with NEDSRA, in filling positions for which they are adequately qualified.

1. Employment Offer - The selected applicant may be given a formal, written offer of employment which will include the job title, expected starting date, starting rate of pay and any other details related to the position. The offer of employment will be contingent upon the individual's successful completion of one or more pre-employment tests and criminal background checks applicable to the position as described in this Manual. ~~A copy of the offer letter, signed by the applicant's immediate supervisor, will be sent to the department head for inclusion in the employee's personnel file.~~ This employment offer does not constitute an offer for an actual or implied employment contract, and will not change or modify the at-will employment relationship between employees and NEDSRA.
2. Reemployment - Rehired employees who resigned in "good standing" shall be credited with prior full-time or part-time NEDSRA experience for the purpose of computing vacation benefits, dependent insurance contributions, longevity status and pension benefits/credits, within the parameters of the pension plan in force at the time of rehire.

- C. Nepotism** - The employment of relatives can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both NEDSRA and its employees. It shall be NEDSRA's policy to not intentionally hire as a part-time or full-time employee any person

who falls into the following categories:

- NEDSRA Trustees/Alternates or relatives of a NEDSRA Trustee/Alternate
- NEDSRA member partner Commissioners/Village Trustees or their relatives
- Member partner appointive staff (usually the Director) or his/her relatives
- Relatives of NEDSRA's Executive Director

Relatives of NEDSRA full-time staff will not be intentionally hired as a full-time employee, but may be considered for part-time employment within a different department with approval by the NEDSRA Director. At no time may the individual be supervised by the staff to whom he/she is related.

Should conflicts arise due to the hiring of any relative, it is at the total discretion of NEDSRA to dismiss an employee to resolve the conflict if other resolution is not successful.

Relatives are defined to include: spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, niece, nephew, first cousin, aunt, uncle, domestic partner living in the same household, or the spouses of any of these. All relationships shall include those arising from adoption, marriage, civil union partnership, or other legal action.

Persons excluded from employment under this policy will be referred to other SRAs or park districts/villages for employment and/or offered volunteer opportunities at NEDSRA.

Should two full time employees marry or enter into a civil union while employed at NEDSRA, one employee must leave employment within 12 months, or change status to part-time employment. However, at no time may one employee, related through marriage or in a domestic partner arrangement, or civil union partnership, supervise the other. Should one resign or leave NEDSRA's employment, he/she would not be eligible for rehire while still in a marriage or other domestic partner arrangement with another NEDSRA staff. Should conflicts occur, it is at the total discretion of NEDSRA to dismiss either employee to resolve a conflict if another resolution is not successful.

Any relative of a NEDSRA full-time staff who is employed on a part-time basis by NEDSRA as of November 5, 2008, would be grandfathered in and may continue to work for NEDSRA, subject to all other employment guidelines and requirements. At no time may the individual be supervised by the staff to whom he/she is related.

- D. Proof of Right to Work** - Within three (3) business days of the date employment begins, NEDSRA employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish NEDSRA with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three (3) days of employment. All employees are required to furnish NEDSRA with certified proof of date of birth at the time of appointment.
- E. New Hire Reporting Requirement** - NEDSRA will comply with Illinois's New Hire Reporting requirement by reporting to the state within 20 calendar days of the 1st day of employment for any new or rehired employee, the following information: name, full address, social security number and date of hire.
- F. Job Description** - Every full-time and part-time professional position shall be described in a job description, which shall be periodically reviewed. Each job description shall contain the following information: 1) qualifications; 2) duties and responsibilities; 3) essential and marginal job functions; 4) work conditions and physical demands of the position. The job description shall be provided to each employee at the time of employment. A new job description will be provided if job responsibilities change to the extent that a new job description is warranted. The job description of the Director shall be approved by the Board of Trustees. All other job descriptions shall be the responsibility of the Director.

G. Personnel File - Once hired, a personnel file shall be established for each ~~full-time~~ employee. All pertinent information such as salary increases, commendations, disciplinary action, performance appraisals, certifications and other employee records shall be contained in this file. This file will be kept locked in a confidential file ~~case~~ and may be reviewed by the employee at any time during the administrative office business hours, in the presence of his immediate supervisor. Employees shall have the right to place information regarding their employment in their file, with prior permission of the Director. It is to your advantage to see that all of your personnel records are accurate and up-to-date. You must promptly advise NEDSRA of any changes in:

- Name and/or marital status, or status due to civil union partnership
- Address and telephone number, new email addresses
- # of eligible dependents
- W-4 deductions
- Emergency contact names and numbers
- Immigration status
- Other personal information required by NEDSRA in the administration of benefits or operations.

Upon separation of service, an individual's personnel file will be retained by NEDSRA as directed in the Association Document Retention and Destruction Policy ~~for as long as deemed necessary by NEDSRA for future reference.~~

NEDSRA will not normally release personnel information, except in writing, and only after obtaining the written consent of the individual involved. Exceptions on the release of information may be made to cooperate with legal, safety or medical officials who need to know specific employee information. In addition, exceptions may be made to release limited general information, such as the following:

- Employment dates
- Position held, duties and responsibilities
- Location of job

~~Any information deemed confidential by the Director will not be kept in the personnel file, but in a separate, locked file maintained by the Director or his designee. Examples of confidential information include, but are not limited to, results of drug tests, medical/pre-employment test results, harassment investigation results.~~

H. Pre-employment Physical Examination – Each full-time employee and ~~professional part-time~~ employees, will be required to have a complete physical examination, including drug and substance testing, at the agency's expense as a condition of employment. For all other employees, the requirement for a physical examination shall be governed by the nature of the duties for which that employee is being considered, but will be required for any position/person whose duties include transfers/lifting or are of a strenuous nature. The employee may be examined by NEDSRA's designated physician or through NEDSRA's health care provider. Such examination shall take place prior to the first day of employment. The report should indicate a level of health and physical capabilities in relation to the duties required for this position. NEDSRA will comply with all ADA requirements to accommodate an applicant selected, who meets the essential functions of the job.

Medical records and reports will be maintained in files separate from the employee personnel records and must be kept confidential. Employees must consent to the disclosure of the physician's findings, conclusions, and opinions to NEDSRA. Information contained in your medical file will not be released or disclosed without your written consent, by court order, or except to persons with a lawful right or need to know.

Employees may be required to undergo subsequent medical examinations when such examinations are job-related and consistent with business necessity. Such examinations will be conducted under the same procedures and guidelines as outlined above for pre-employment physical examinations.

I. Driver's License and Record Check - Employees required by their job responsibilities to maintain a valid drivers

license will be required to show such proof whenever requested by their immediate supervisor. In the event that an employee's driver's license becomes invalid, appropriate disciplinary procedures will be required. The operation of some of NEDSRA's vehicles requires a valid commercial driver's license (CDL). Application and testing fees for CDL status will be paid by NEDSRA for full-time staff and drivers.

Employees who are not required by their job description to maintain a valid driver's license, but will occasionally use NEDSRA vehicles, must also show, when requested, a valid driver's license to their immediate supervisor. A check on past driving record may be made on all new employees who will drive NEDSRA vehicles.

Policy and Procedures - All employees, whose job requires them to drive agency vehicles, must have the proper, valid driver's license. All new applicants must sign a Driver's License Abstract Release Form at the time of application and all current employees who drive agency vehicles or drive their own vehicle for agency business will have their abstract checked every January. The Safety Coordinator will process the requests through the Secretary of State's office. New employees, who drive agency vehicles requiring a commercial driver's license, and who do not have a commercial driver's license at the time of hiring, must obtain it within the first six months of employment. All findings will be kept confidential.

Pre-employment Drug Testing for Drivers - Employees who are required to have a commercial driver's license (CDL) for their position with NEDSRA will be tested in accordance with NEDSRA's Controlled Substance and Alcohol Testing Policy.

1. Commercial Driver's License Privilege Disqualification - By Illinois law, any person who holds a commercial driver's license and has two serious traffic violations in a three-year period will receive a two-month disqualification of commercial driver's license privileges. Three serious traffic violations in the same period will result in a four-month disqualification. (Disqualification of commercial driver's license privileges means you cannot drive commercial vehicles, but may operate your own personal vehicle.) Serious traffic violations are defined as:

- Exceeding the speed limit by 16 or more miles per hour;
- Reckless driving;
- Following too closely for conditions;
- Illegal lane usages; and
- Any traffic violation connected with a fatal accident.
- DUI conviction

NEDSRA will adhere to the same standards for the operation of all of its vehicles, including those which do not require a CDL.

2. Driving Record Monitoring - All new employees will have their records checked prior to hiring and all employees will have them checked every January. Any employee who has a driving record that would result in a commercial driver's license disqualification would be prohibited from driving agency vehicles until privileges could be restored by the passage of time (two or four months from the date of the last conviction). Any employee whose abstract reports one or two serious traffic violations will be notified that their commercial driver's license privileges are in jeopardy, and that it is their duty to report any further violation citations that could result in a disqualification within 24 hours of occurrence.

Since it is conceivable that agency drivers could be convicted of two or more serious traffic violations between the agency's annual abstract checks, it is each driver's duty to report any convictions to his/her supervisor and the agency Safety Coordinator. It will be the Safety Coordinator's responsibility to monitor staff's driving records and ensure that all staff maintain commercial driver's licenses, if required for their position. Failure of any agency driver to report any accident or serious traffic violations will result in disciplinary action.

3. Driving Under the Influence (DUI) - Any agency driver who receives a DUI citation must report it to his

supervisor immediately. He/she will not be allowed to drive agency vehicles until the matter is adjudicated. Under Illinois laws, sustained convictions will result in suspensions of driving duties for one year from the date of conviction and two DUI convictions will result in permanent suspension of driving duties.

Any applicant who has prior DUI convictions occurring within three years of employment will need to have a one-year violation free driving record after the restoration of his/her driving privileges (two years from the date of the DUI convictions). At the time of hiring, any prior DUI convictions must be disclosed. Failure to do so would be grounds for dismissal.

4. Pre-employment Process - It is the agency's responsibility to make all applicants aware of this policy and procedure during the interviewing process. All potential employees must be informed and agree to adhere to it as a condition of their employment.

For applicable positions, any applicant who cannot demonstrate a good driving record or eligibility to obtain a commercial driver's license may be disqualified from employment on the grounds that he would not be able to fulfill his prescribed duties.

- J. Pre-employment Background Check - In an effort to provide a safe environment for NEDSRA's participants and employees, the Association will conduct pre-employment background checks through the Department of Children and Family Services (DCFS), allowed under Illinois Statute P.A. 85-992. The law allows an employer to obtain conviction records, maintained by the Illinois Department of State Police, and any allegations (founded or unfounded) filed with DCFS. NEDSRA will perform criminal background checks for applicants for all positions per the following schedule. A conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate the investigation/background check. An answer of "yes" to an employment application question regarding criminal conviction shall not automatically disqualify the applicant from consideration and shall be considered in relation to specific job requirements. Any information obtained through this policy shall be kept in the strictest of confidence.

NEDSRA is required by state statute (70ILCS 1205/8-23) to obtain criminal conviction information concerning **all** applicants, and shall perform a criminal background check for all applicants for **all** positions. Pursuant to statute, any conviction of offenses enumerated in subsection n (c) of said statute shall automatically disqualify the applicant from consideration for working for NEDSRA. Any other conviction(s) shall not automatically disqualify the applicant from consideration, but rather, the conviction(s) will be considered in relationship to the specific job. Applicants are not required to disclose sealed or expunged records of corrections.

Applicant may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of convictions shall be confidential and will only be transmitted to those persons who are necessary to the decision process.

NEDSRA will conduct background checks on:

- All full-time staff and professional part-time staff and regular staff
- Part-time program staff and inclusion assistants
- Part-time vehicle drivers
- Day camp staff
- Volunteers and student interns who are scheduled to work with NEDSRA participants 20 or more hours a season or who supervise participants in sensitive situations (changing clothes, bathroom assistance, etc).

NEDSRA, at its sole discretion, may conduct pre-employment background checks on any staff, volunteer or intern.

- K. Substance Abuse Policy Statement of Purpose – Employees are expected to report to work on time and in an

appropriate mental and physical condition for work. To do so, employees must not have alcohol or illegal drugs in their system. NEDSRA is a public agency. As such, it accepts a responsibility to uphold the public trust to provide safe recreation opportunities to the persons it serves. Federal guidelines such as Occupational Safety and Health Administration (OSHA) also require NEDSRA to provide a hazard free workplace. One of the most dangerous and hardest to detect hazards that can create unsafe conditions for both participants and employees is the employee who abuses drugs or alcohol. The areas of loss experience caused by substance abuse are many. They include poor work performance, increased health benefit costs, theft, physical damage, and worker's compensation claims for injuries. Injuries to staff driving agency vehicles under the influence and absenteeism can cause an increased workload for co-workers.

The general rule is that public employers may not require an employee to submit to a drug test unless there is "reasonable suspicion" to believe that the employee has used or is using illegal drugs. An exception to the general rule allows employers to test public employees without any suspicion when there is some special governmental interest beyond law enforcement, which warrants suspicionless drug tests. The most frequently approved governmental interest to support a suspicionless drug testing policy is the employer's interest in the safety of the public and other employees. Some NEDSRA employees, at one time or another, may be transporting individuals with disabilities or be in situations where they are charged with the safety and well-being of persons with disabilities and the general public. For these reasons NEDSRA employees may not perform any work-related duties while under the influence of illegal drugs or alcohol. Furthermore, all employees should refrain from the consumption of alcohol for a period of eight hours prior to starting work. Likewise, some legal prescription and over the counter drugs/medications can cause drowsiness or alter reaction time or judgment. Any employee taking legal drugs that may have adverse side effects should inform their supervisor or department head as soon as possible. Such employees are responsible for full disclosure of legal drugs, their side effects related to work safety or performance, and expected duration of use. To ensure that NEDSRA is providing a safe environment for its participants and employees, the agency has a substance abuse testing policy for all full-time employees and part-time employees who transport participants ("employee drivers").

1. Pre-employment Substance Abuse Test - All applicants offered a full-time or part-time staff position must submit to a substance abuse test. Full-time applicants will have the substance abuse test conducted as part of their pre-employment physical examination. Part-time driver applicants will submit to a substance abuse test during the final phase of the hiring process.

Positive test results for applicants applying for sensitive positions that have a high volume of public contact, or who are responsible for transporting participants, could result in disqualification for the position. Applicants should be given an opportunity to explain the positive results to a substance abuse test.

Refusal to submit to a pre-employment substance abuse test will result in immediate disqualification for employment.

2. Reasonable Suspicion Substance Abuse Testing - Any employee or part-time driver who has an accident with an agency vehicle, or has an incident that causes damage to agency property through misuse, may be requested to submit to a substance abuse test. Any supervisor who has reasonable suspicions that a subordinate may be abusing drugs or alcohol has the responsibility to inform the Director of his suspicions. All supervisors will be trained in identifying and documenting suspected substance abuse.

The following are signs/symptoms to watch for:

- Aberrant or unusual behavior
- Increased absenteeism
- Substandard work
- Increased disciplinary incidents
- Deteriorating work relationships

- Increased inattentiveness and absentmindedness
- Increased hostility toward the public or other employees
- Frequent need for work breaks
- Odor of alcohol or marijuana
- Slurred speech
- Unsteadiness in walking
- Bloodshot eyes
- Physical or verbal altercation
- Mood swings
- Accidents while on duty

The existence of one or more of the above indicators is sufficient to create reasonable suspicion. As much as possible should be documented and verified. If the Director concurs with the suspicions, the employee may be requested to submit to a substance abuse test.

3. Random Suspicionless Substance Abuse Testing - All full-time staff who drive NEDSRA participants in agency vehicles and part-time staff who drive participants in NEDSRA vehicles will be required to participate in a random, suspicionless substance abuse testing procedure. After successfully passing their pre-employment drug and alcohol test, these "high risk" employees in safety-sensitive positions will be placed in an independent, random drug testing pool. Monthly, the independent testing pool administrator will notify NEDSRA's Safety Coordinator of the names of any NEDSRA employees picked randomly for testing that month. Those picked will be informed confidentially to report for testing at a medical site determined by the agency. Employees tested will automatically be reentered into the pool. Confidential results of the test will be forwarded to NEDSRA's Safety Coordinator and disclosed to the employee.
4. Disciplinary Actions - Violators of any aspect of NEDSRA's Substance Abuse Policy may be subject to disciplinary action, up to and including dismissal.

Failure to Submit: Refusal to submit to the annual random suspicionless substance abuse test or the reasonable suspicion substance abuse test by an employee is an act of insubordination. The employee will be subject to disciplinary action, up to and including dismissal. The Director shall determine the type of action to be taken. Applicants who refuse to submit to a substance abuse test will not be hired.

Positive Substance Abuse Test: Any staff member whose substance abuse test results are positive will be given an opportunity to explain the results. The employee shall meet with the Director to determine what course of action should be taken and what type of disciplinary action shall be imposed. If the staff person is retained, he must submit to a "return to duty" substance abuse test and a series of follow-up tests upon resumption of work-related duties. Failure on any of the follow-up tests will be cause for dismissal.

Staff Orientation: All recreation staff and drivers will receive an annual orientation to all substance abuse testing policies, specific procedures for screening and identification and consent forms.

- L. Introductory Period and Orientation - All new employees serve an introductory period during which time the appropriate department head will determine whether an employee's performance meets required work standards. The introductory period also provides the new employee with a period of adjustment to his work responsibilities, and an opportunity to decide whether he is suited to the kind of work his job requires. Employees promoted into a new position will also serve an introductory period, subject to all introductory period provisions (exception: earned vacation may be used). Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his performance, including determining if he appears to possess the aptitude and attitude necessary for him to meet the required standards and expectations of the position he has been offered.

All ~~full time~~ employees and ~~part time professional~~ employees shall serve an introductory period of up to six months, during which they may be dismissed at any time without the right of appeal. The introductory period may be extended if the agency feels it is necessary. Vacation days may be earned but not used during the introductory period. Based on employment date, prorated, earned sick days, discretionary days and holidays may be taken during this period. At the end of three months and six months, the employee will receive a written performance appraisal of his progress, strengths and weaknesses.

The appropriate department head shall submit a written report to the Director prior to expiration of the introductory period, which reviews the employee's progress and recommends continued employment, dismissal or other appropriate action. During and after the introductory period, all employees are considered "at will" and may be dismissed at any time for any reason, with or without cause and without prior notice.

Orientation - Each employee, including transferred or promoted employees, may be required to complete a job training and orientation session within the first few weeks of his employment in his new position. The orientation process may include training required by both governmental regulations and compliance with the regulations and guidance promulgated by the Park District Risk Management Agency (PDRMA). Employees will be required to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

- M. **Performance Appraisal** – All full-time and ~~professional part time~~ employees will usually receive a written performance appraisal once a year by their immediate supervisor. The department head and/or Director will review the appraisal of the performance of the employee. The employee and the supervisor will meet to discuss the appraisal. The employee performance appraisals are important in determining recommendations for promotion, pay increases, needed improvement in job performance, rehiring and dismissal. Each annual performance appraisal, including employee comments, will be signed by the immediate supervisor and the employee, and will be kept on file in each employee's personnel file.

Usually, the immediate supervisor, department head and/or Director observe and informally evaluate employee performance on a regular basis. They will usually discuss with the employee, or communicate verbally or in writing, any observed deficiencies in work performance or inappropriate conduct. Mid-year or periodic verbal or written appraisal feedback may be given to employees as needed.

If you receive an unsatisfactory performance appraisal, you may be ineligible for a merit pay increase and may be subject to disciplinary action up to and including dismissal. If an employee believes that he has received an incomplete or unsubstantiated performance appraisal, he may prepare a written response stating the objection to the evaluation and request that it be placed in the employee personnel file. Additionally, the employee may follow the prescribed review procedure as outlined in Section II. P.

Part-time and seasonal recreation employees will usually be appraised at the conclusion of the appropriate program session, or at a frequency deemed appropriate by NEDSRA.

- N. **Attendance, Punctuality, Dependability** - Attendance is an essential part of your total job performance and is critical to the smooth and efficient operation of NEDSRA. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate supervisor. Accordingly, it is imperative that you report to work regularly, promptly and be ready to perform your assigned duties at the beginning of your workday. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

If you are going to be late or absent for any reason, you or someone else for you must telephone your immediate supervisor as soon as possible or a minimum of 30 minutes prior to your scheduled starting time. If your immediate supervisor is not available, contact the supervisor at the succeeding level of authority. If you are unable to contact either supervisor directly, you may leave a voice mail message. It is your personal responsibility to ensure that proper notification is given.

If you must leave work early because of an illness or personal emergency, you must obtain prior approval and make every reasonable effort to promptly advise your immediate supervisor or, if your immediate supervisor is not available, the supervisor at the succeeding level of authority. Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor's note or other documentation substantiating the length of and reasons for your absence or tardiness. The foregoing notice requirements apply to each day of absence or tardiness, including, without limitation, consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including dismissal.

Moreover, if you fail to report to work on three (3) consecutive working days without notifying any supervisor, you will be considered to have voluntarily abandoned your employment with NEDSRA and for that reason you will be dismissed.

Attendance is an essential function of every job. Even though you provide proper notice of your absence or tardiness, continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of NEDSRA, constitutes unsatisfactory performance and will subject you to disciplinary action, up to and including dismissal. In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved, paid or unpaid leave under VESSA, The Family and Medical Leave Act, paid military leave, and other approved leaves.

- O. Staff Longevity Recognition** - NEDSRA desires to recognize employees for their many years of service at NEDSRA. As such, the following guidelines are for NEDSRA full-time employees and professional part-time staff (includes all exempt staff) employed 1,000 hours annually and who receive a satisfactory performance appraisal. The length of service or longevity recognition is not a guarantee of future continued employment.

Recognition Program Policy:

Annual

- Verbal or written recognition

Five Years

- Engraved gift or plaque (valued at \$50.00)
- Recognition at Annual Recognition Dinner

Ten Years

- Engraved recognition gift (value not to exceed \$100.00)
- Recognition at Annual Recognition Dinner

Fifteen Years

- Recognition gift/gift certificate (value not to exceed \$100.00)
- Cash bonus of \$100.00
- Recognition at Annual Recognition Dinner

Twenty Years

- Recognition gift/gift certificate (value not to exceed \$250.00)
- Cash bonus of \$250.00
- Recognition at Annual Recognition Dinner

Twenty-five, Thirty, Thirty-five Years and Higher

- Recognition gift/gift certificate (value not to exceed \$250.00)
- Cash bonus: 25 years-\$350.00, 30 years-\$400.00, 35 years-\$500.00
- Recognition at Annual Recognition Dinner
- Additional bonus at Director's recommendation to the Board

The policy recognizes the anniversary of the completion of the specified period of time, not the anniversary of the start date; i.e., we celebrate the completion of five years with NEDSRA, not the beginning of the fifth year with NEDSRA.

Upon notice of termination of employment, the longevity recognition award will be made, providing the employee meets the provisions of the program, including the completion of service through the anniversary date. (If in the area, the individual should be invited to annual dinner.)

- P. Privileges in NEDSRA Programs** - NEDSRA full-time employees, member partner full-time employees and active Board of Trustees and their immediate family members (those living in the same household) are eligible to participate in NEDSRA programs at discounted rates. The majority of programs will be discounted by 50% of the resident rate, with the exception of contractual/admission programs and travel trips. These programs will be reduced to the amount equal to direct costs incurred by NEDSRA, but not less than 50% of the resident rate. All requests will be submitted to the Superintendent of Recreation for determination of the appropriate fee.
- Q. Employee Assistance Program (EAP)** - NEDSRA realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, we will offer an Employee Assistance Program to all full-time and professional part-time employees. The EAP is a totally confidential employee benefit, which provides no-cost assessment/referral services for employees and their dependents. It is designed to assist employees whose job performance may be affected by personal problems. The EAP typically addresses:

- marital/relationship difficulties
- family problems
- alcohol/substance abuse
- work-related problems
- emotional problems
- legal concerns
- financial problems

Use of the EAP services, and any discussions, advice or counseling, is strictly confidential between the employee and the EAP program professional staff or affiliates. If the administration feels that an individual's performance may be improved through the services offered by the EAP, the management team staff may refer an employee to the EAP. An employee may be required to follow through with his appointments as a condition of continued employment until such time as the desired improvement in job performance has been attained. In the event additional assistance is necessary, the employee may select the professional of his own choosing who may or may not be affiliated with the EAP. The goal of any such direction is improvement in job performance and well-being of our personnel. At his sole option, an employee may give his authorization to the EAP to share information with the employer. This information will be held in strict confidence and only shared with limited employees on a "need to know" basis. Any breach of confidentiality will be grounds for disciplinary action, up to and including dismissal.

R. Separation of Service and Resignation

1. Employment At-Will - Employment with NEDSRA is on an at-will basis. This means that both the employee and NEDSRA have the right to terminate employment at any time with or without cause or notice.
2. Layoffs or Reduction in Force - NEDSRA may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid off whenever there is a lack of work or funds, or a change in functions directly or indirectly creates a surplus of employees for the workload of NEDSRA. Although NEDSRA is under no obligation to do so, every reasonable effort will be made to transfer full-time employees to another department rather than laying them off. When this is impractical, NEDSRA will consider seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same in determining whom to lay off.
3. Resignations - As an at-will employee, you may resign your position with NEDSRA at any time, with or

without notice or cause. However, NEDSRA requests that you give your immediate supervisor sufficient notice of your intention to resign to enable NEDSRA to minimize hardship and to make proper provisions for the filling of your position. NEDSRA requests that you should give written notice to your immediate supervisor at least ten (10) working days prior to your last workday; however, twenty (20) working days notice is preferred. (Vacation days or personal days may not be included in the 10-day notice period.) You may leave anytime during the ten days with your immediate supervisor's consent and remain in good standing.

If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early.

4. Separation Guidelines - Before officially separating from NEDSRA's employment for any reason, you must return all NEDSRA property, including without limitation: vehicles, tools, keys, equipment, laptops, phones, PDAs, materials and manuals, identification tags, credit and insurance cards. Employees may be required to return uniforms and/or apparel at the agency's request.

If possible, the departing employee's department head or another designated staff will conduct an exit interview before your last day of employment. During this interview or before, you will be given required forms to complete for insurance continuation, pension/IMRF (if applicable) and other termination related matters, including forwarding address information and reference release. Information provided by NEDSRA in response to requests for employment references will generally be limited to your starting date, ending date, job title, and job description.

Additional information will usually only be released with your written authorization.

Upon separation, your unused, earned vacation leave will be paid to you, or your heirs, at your rate of pay as of your separation date.

SECTION IV. PROFESSIONAL INVOLVEMENT AND EDUCATION

- A. **Rationale** - Education and training opportunities shall be offered to employees to provide job-related growth and development. Education and training opportunities help orient employees to their job, explain general, personnel and safety policies and procedures, teach new skills and methods, and help prepare for a particular program assignment. The agency may require any employee to take courses or training, during the day or evenings, to upgrade knowledge or skills needed for the job.

Training may be accomplished through required staff meetings, orientations, workshops and conferences, supervisory instruction, college, attendance at professional conferences, observations and tours, and required readings.

- B. **Conference and Seminar Attendance** - NEDSRA shall provide opportunities for employees to attend conferences and seminars which may be of benefit to the employee and which would help to improve the Association's operation or service. Attendance and participation shall be considered part of the employee's normal duties and, with prior approval, staff may attend such conferences and seminars without loss of pay and at the Association's expense in accordance with budgetary provisions. Staff is encouraged to discuss skills and professional development needed for advancement with their supervisor.

All employees shall verbally share and submit a summary of ideas or methods gained from the conference, which may benefit or improve the services or operations of NEDSRA.

1. Authorization - Requests to attend conferences shall be made to the immediate supervisor. Nonscheduled seminars and workshops shall require prior approval from the department head or Director. Each

department head shall recommend at budget time the type and amount of conferences and/or seminars that he feels the employees in that particular department will benefit from by attending. The Director shall submit the appropriate levels of conference attendance in the budget proposal. The Board of Trustees shall review and approve the funding levels for education, training, and professional development during the annual budget process.

2. Conference Schedule - ~~The following conferences shall be recognized as an ongoing benefit for full-time employees. All other~~ conference attendance shall be in compliance with Board policies, Director and supervisor approval and budget provisions.

~~National Recreation and Park Association Congress~~ Director - yearly
~~Additional full time or professional part time staff~~ yearly
~~in compliance with the annual budget limitations, issues negotiated at the time of hiring, and NEDSRA's NRPA Congress attendance procedure.~~

~~Illinois Park and Recreation Association Conference~~ Director - yearly
~~Full-time staff and professional part-time staff~~ yearly
~~at the Director's discretion with recommendation by department heads.~~

~~Local and Regional Conferences~~ Full-time and professional part-time staff are eligible to attend.
~~Priorities will be established by the Director with input from the department head and in concert with budget limitations.~~

~~Contract or part-time lead staff/coordinators may be requested to attend conferences or workshops at NEDSRA's request and expense, if deemed appropriate by NEDSRA and within budget parameters.~~

3. Conference Expenses - Reimbursed expenses for conferences may include mileage or travel for individuals not receiving a flat mileage rate. Registrations, lodging, meals and other pertinent miscellaneous expenses may be reimbursed. Persons authorized to attend conferences should make a request for an advance of anticipated expenses in keeping with the budget backup and request same from their department head. It is mandatory that all authorized persons account for the advance and any additional approved expenses by submitting receipts for all expenses.

It shall be the practice of NEDSRA to pay for all legitimate expenses as outlined here.

~~General Guidelines: Pre-approval for approximate expenses to and at conferences must be obtained from department head. No personal expenses such as laundry, telephone or personal services are allowed. Whenever possible, the use of an agency purchasing card is recommended, or if it is necessary to use cash, receipts shall be submitted along with the request for reimbursement. Where applicable, a \$60.00 per diem shall be allowed. All receipts must be submitted for any Receipts do not need to be submitted when receiving per diem issued, nor when a flat rate stipend has been made based on the approved conference schedule. This per diem rate is based on the amount established by the General Services Administration (GSA) for each state and respective area in the state. the following breakdown: breakfast - \$12.00; lunch - \$15.00; dinner - \$25.00; miscellaneous - \$8.00; TOTAL - \$60.00. This is inclusive of taxes and gratuity. The Director will have the authority, within budget parameters, to raise or lower these amounts depending on the location (expenses) of the conference site per the GSA rates.~~

~~Taxi Fares and Transportation: At the discretion of the Director, staff members will be authorized to submit petty cash requests with complete details for their portion only of taxi and transportation expenses, including parking costs. These shall be only for those beyond that which is provided in a tour package, but necessary to participate in conference activities. Request forms must have date, place of departure, destination, time, purpose, total cost and pro rata cost. Requests will be honored on a reimbursement basis only subsequent to the return of an employee. Staff members shall be required to use conference shuttles whenever possible rather than incur additional expense.~~

~~NEDSRA shall determine the public transportation (train, bus, plane) to be used for travel purposes and~~

~~either purchase tickets or allow the employee the amount of the ticket to apply toward the use of his private car (mileage reimbursement would then not apply). However, in the case of a private car being used, transportation allowance will only be given the owner of the car.~~

~~Lodging: Upon approval of the Director, an employee will be allowed an amount which will cover full or partial cost of lodging. Allotted costs for lodging will be based on written verification of room rates/charges from lodging approved. If the hotel allows, cost of lodging is to be direct-billed to NEDSRA, or paid in advance if no cancellation penalty applies.~~

~~Miscellaneous: In cases where room and/or meals are furnished, the appropriate amount will be deducted from the per diem and rules regarding lodging and food will not be applicable. NEDSRA will allow the exact cost of room and board and, in addition, allow the employee a per diem \$8.00 per day for miscellaneous expenses such as tolls, tips, and parking.~~

C. **Staff Meetings** - Staff meetings shall be held for all employees. Individual employees may, on occasion, be called upon to present assigned topics to the group or be appointed to a committee to study special problems or lead discussions. Regularly scheduled meetings will usually be held during office hours and are designed to improve overall job performance and the efficiency and services of the Association.

D. **Organization Memberships**

1. **Professional Organizations** - Employees are encouraged to join and participate in professional associations/organizations that promote or advance NEDSRA goals, individual skill development, professional recognition, or relate to specific job responsibilities. Professional organizations are defined as any broadly accepted viable organization which deals primarily with parks, recreation, therapeutic recreation, rehabilitation, leisure services, or any area directly related to the overall operation of the agency, on an international, national, regional, state or metropolitan area-wide basis.

Such organizations as the National Recreation and Park Association, National Therapeutic Recreation Society, Illinois Park and Recreation Association, Association of Fundraising Professionals, Public Relations Society of America, and Professional Secretaries Association are some of the recognized professional organizations. The Association shall maintain membership dues for national, state and local associations through its Director, if there is no separate category for special recreation membership.

Any full-time or professional part-time employee desiring to belong to a professional organization will be allowed to submit membership dues for payment by the Association, in accordance with the approved annual budget. Should the employee wish to belong to professional organizations other than those approved by the Director and/or provided for within the budget, the cost will be assumed by the employee.

Employee participation in such organizations must not conflict with NEDSRA's interests. Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor, and approval is contingent upon the employee's ability to meet his work responsibilities.

Professional recreation staff members are required to pursue certifications appropriate to their degree, background and position. The employee's department head and direct Supervisor will discuss with each staff member the appropriate certifications to be achieved and the timeframe for study, testing and retesting if necessary. The agency will, at its sole discretion, determine the certifications needed for each position/employee, and potential action or consequences for an individual's inability to achieve or maintain the certifications. Some certification fees may be the responsibility of the employee; however, NEDSRA assists employees in earning CEUs toward maintaining certification.

2. **Service and Business Organizations** - A service organization is defined as any local or nationally affiliated group such as the Lions, Rotary, Jaycees, Kiwanis, Knights of Columbus, Junior Woman's Club, etc., which

performs worthwhile service projects for NEDSRA's communities. Business organizations may include local Chamber of Commerce or Tourism Bureaus. It is felt that any full-time employee wishing to join such organizations should be encouraged to do so, as it will foster good public relations to the Association. NEDSRA will pay for the annual dues to these organizations within budgetary limitations, when a demonstrated benefit to NEDSRA is established.

3. Holding of Office - Before indicating a willingness to accept nomination or appointment to office of a professional organization requiring time during normal working hours, approval should be sought from the department head and approved by the Director. In addition, staff desiring to accept appointment as the chair of professional committees must secure approval of their department head. NEDSRA strongly encourages professional involvement of all staff.

E. Continuing Formal Education and Post-Graduate Coursework - All full-time and professional part-time personnel shall be encouraged to further their education. Tuition for adult education/college courses which, in the opinion of the Director, further the employee's knowledge base and qualifications for the job, may be paid by NEDSRA in accordance with budgetary limitations. Other employees may participate in this program at the discretion of the Director.

Staff must have been in the employment of the Association for twelve (12) months and have received an overall performance appraisal summary of "meets expectations" before continuing education benefits will apply. All courses taken must be in furtherance of the employee's work with NEDSRA and have the advance approval of the Director. A thorough discussion of the impact the classes may have on the employee's work schedule, availability and other job duties must occur with the employee, the supervisor/department head and the Director prior to the approval of any coursework. Class attendance may not occur during the employee's work hours without prior arrangement and written approval of the department head or Director. All job duties and responsibilities must be fulfilled during approved coursework.

Full or partial tuition fees will be reimbursed by the NEDSRA, within approved budget parameters, for preapproved classes relative to Association operations upon satisfactory completion of the course. Satisfactory completion of courses shall be defined to mean receiving a grade of "B" in all courses. Pass/fail classes will only be eligible for 50% reimbursement with receipt of a "pass" grade. Any mitigating circumstances that should alter this status shall be submitted to the Director for his review, and reimbursements shall be based upon the Director's recommendation. Reimbursement will be at the "public institution" rate.

All materials and books required for course work will be the responsibility of the employee to provide at his expense. Materials and books may be paid for by the agency, if the agency requests the employee to take the class course. Materials/books paid for by the agency are NEDSRA's property. Travel expenses to and from classes will be the employee's responsibility. Tuition or fees for classes will be considered at budget time, and staff should make all requests in writing to their department head by November 15 of each year for the upcoming fiscal year.

Special Provision: Employees receiving tuition reimbursement from the agency, who resign or are dismissed for cause from the agency within twelve (12) months of receiving such reimbursement, will be required to return the reimbursement to the agency for the last 12 months of courses. An employee who resigns or is dismissed while enrolled in courses will not be reimbursed for any costs associated with uncompleted coursework. Failure to comply may affect the employee's standing with the agency, and ability to receive a positive reference from the agency in the future.

SECTION V. ABSENCES AND LEAVES

A. Leave of Absence with Compensation - Personal leaves of absence with compensation, not affecting sick days or vacation days, may be granted by the Director for the following reasons to full-time ~~and professional part-time~~ employees.

1. Short-term military assignment. This leave shall not exceed ten days. (See Section V. I.)
2. Jury duty or required appearance in court involving no moral turpitude on the part of the employee. Any employee who is selected for jury duty will be granted time off to the extent necessary for him to discharge his duties as a citizen. Employees may be required to provide proof of jury duty time served. (See Jury Duty Pay Section I.→.)
3. Attendance at professional conferences, meetings, or any other approved site visits.
4. Funeral/Death leave for a maximum of four days annually may be requested. Additional leave may be requested for consideration by the Director if the employee has accrued vacation, discretionary or sick days which will be used. Proof of death may be required.
5. Other leaves, eligible for compensation using accrued time off, as defined in Section V. of NEDSRA's Personnel Policies.
6. Employee Blood Donation Leave - Any full-time employee who has been employed by NEDSRA for at least six (6) months shall be entitled to up to one-hour blood donation leave, with pay, every 56 days. The employee shall submit a written request for leave before donating or attempting to donate blood. Medical documentation of the appointment to donate blood shall be provided at the time of said written request. NEDSRA may require a written statement from the blood bank confirming that the employee kept the appointment to donate blood.

Requests for leaves with compensation for reasons other than the above shall be submitted to the Director for consideration and action.

B. Leave of Absence without Compensation

1. Reasons and Conditions - Full-time ~~and professional part-time~~ employees may, upon written request to and approval by the Director, be granted a special leave of absence without pay for any of the following reasons:
 - a. To enable an employee to engage in a course of study or research that will increase his usefulness to NEDSRA's service.
 - b. Other leaves without compensation, as defined in Section V. of NEDSRA's Personnel Policies.
 - c. Other equally good reasons will be given consideration and judged on their merits, impacts on the agency and potential benefits to the agency.

Where feasible, at least one month advance notice should be given for a request of leave. Employees wishing to take such leaves of absence must realize that all positions in the agency are subject to elimination by reorganization. Thus, absolute assurance of reinstatement cannot be given. If an opening is available at the conclusion of the granted leave period, the employee may be reinstated. If an opening does not exist, every effort will be made to place the employee in a suitable position as soon as possible. In any event, the employee will retain his status as to creditable service for the computation of fringe benefits, based on policies in force upon return to full-time status.

Leave without pay shall only be granted when it will not unduly interfere with the best interests of NEDSRA. In general, no leave shall be granted primarily in the interests of the employee except in the case where he has shown by his record of service to be of exceptional value to the agency. Criteria for approval or disapproval will be based on the operation requirements of the position, availability of temporary substitute employees, and work and value of the employee and the reason for the request. Benefits such as health, pension, vacation, sick days, etc., do not apply during unpaid leave, except as required by law.

2. Length of Leave - Requests for special leave of absence without pay shall be for a period not to exceed 3 months (90 consecutive calendar days) in duration. Any requests for extension of leave shall be subject to all the requirements of the initial request. Normally, a personal leave of absence will not be granted during the first year of employment, unless required by law.
 3. Health Insurance Coverage and Other Benefits - While a full-time employee is on an approved personal leave, the employee may be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave, if allowed under the plan terms, and under NEDSRA's group plan for the duration of the leave provided that the employee pays 100% of the premium contribution. Other employment benefits, if any, such as vacation, ~~sick leave~~sick time or personal days, shall not accrue during a personal unpaid leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued prior to the start of the leave.
 4. Employee Appraisal Date - Any planned salary increase for an employee returning from a leave of absence without pay will be deferred by the length of the leave, and the normal appraisal date will be extended by the length of the leave.
 5. Medical Authorization - In the case of approved unpaid leave for an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential functions of his job is required by NEDSRA before an employee may be permitted to return to work.
 6. Failure to Return to Work - Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired, will be considered to have resigned from NEDSRA. However, pursuant to NEDSRA's American with Disabilities Act Policy and the FMLA, employees may request to extend unpaid leave for permissible reasons allowed under the ADA and FMLA.
- C. Absence without Leave** - Absence without leave is an absence from duty, including a single day or portion thereof, which has not been granted or approved in accordance with established policy and procedure. In such cases, pay is denied for the entire period of absence and the employee may be subject to disciplinary action. Any employee absent without leave for three (3) consecutive working days, shall be deemed to have resigned, effective the last full day in attendance of full-time employment. Where the absence is determined excusable on conditions which rendered prior approval impossible, the charge of absence without leave may be charged to vacation leave, ~~sick leave~~sick time or leave without pay to be determined by the Director.
- D. Family and Medical Leave Act (FMLA)** - The Act gives the agency authority to place eligible employees on unpaid leave for a period of up to 12 workweeks for certain family and medical reasons during any 12-month rolling backward period, (and up to 26 workweeks of unpaid leave to care for a Covered Service Member). During this leave, an eligible employee is entitled to continued group health plan coverage as if the employee had continued to work. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

Eligibility

An *eligible employee* is one who has been employed by the employer for at least 12 months (need not be consecutive) and has at least 1,250 hours of service during the 12-month period preceding commencement of the leave, and works at or reports to a work site which has 50 or more District/SRA employees within a 75-mile radius of that work site.

Reasons for Leave

Covered leave is allowed for one or more of the following reasons:

1. The birth and/or care of your newborn child (within 12 months of the child's birth);
2. The placement of a child with the employee for adoption or foster care (within 12 months of the placement);

3. To care for a spouse, child or parent (but not in-law), with a serious health condition; or
4. A serious health condition that makes the employee unable to perform the functions of his job.
5. Because of any qualifying exigency (as the Secretary of Labor shall determine) arising out of the fact that your spouse, child, or parent is under a call or order to active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

For purposes of this policy, “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care - In-patient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition.
2. Absence Plus Treatment - A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either: (1) treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by a health care provider; or (2) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Pregnancy - Any period of incapacity due to pregnancy, or for prenatal care.
4. Chronic Conditions Requiring Treatment - A chronic condition which: requires periodic visits for treatment by a health-care provider, or by a nurse or physician’s assistant under direct supervision of a health-care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity.
5. Permanent/Long-Term Conditions Requiring Supervision - A period of incapacity which is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
6. Multiple Treatments (non-chronic conditions) - Any period of absence to receive multiple treatment (including any period of recovery therefrom) by a health-care provider or by a provider of health-care services under orders of, or in referral by, a health-care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.

Service Member Family Leave

If you are eligible for FMLA leave as stated above and you are a spouse, child, parent or next of kin of a Covered Service member, as defined below, you are entitled to a total of twenty-six (26) workweeks of unpaid leave during a rolling 12-month period to care for the Covered Service member. During the rolling 12-month period, if an eligible employee is entitled to a leave under this Service Member Family Leave provision, for reasons which also would entitle the employee to a leave under the Eligibility Section, items 1 through 5, the total leave time will not exceed a combined total of twenty-six (26) workweeks.

With Respect to Service Member Family Leave:

1. A “Covered Service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
2. “Outpatient status” means the status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.
3. “Next of kin” means the nearest blood relative of that individual.
4. “Serious injury or illness” means an injury or illness incurred by the Service member in the line of duty on active duty in the Armed Forces that may render the Service member medically unfit to perform the duties of the member’s office, grade, rank or rating.

Spouses Employed by the Company

If your spouse also works for NEDSRA and you both become eligible for a leave under the Eligibility Section, items 1 or 2, or for the care of a sick parent under Eligibility, item 3, the two of you together will be limited to a combined total of twelve (12) workweeks of leave, in any rolling 12-month period. In addition, if you and your spouse both become eligible for a leave under the Service Member Family Leave provision above, or under a combination of the Service Member Family Leave provision and the Eligibility Section, items 1 through 5, the two of you together will be limited to a combined total of twenty-six (26) workweeks of leave in any rolling 12-month period, but if the leave taken by you and your spouse includes leave described under the Eligibility Section, items 1 through 5, that leave shall be limited to a combined total of twelve (12) workweeks of leave in any rolling 12-month period.

Medical Certification

Any request for a leave under the Eligibility Section, items 3 or 4 under the Service Member Family Leave provision above must be supported by certification issued by the applicable health care provider. You may obtain a certification form from the Benefits Coordinator.

At its discretion, NEDSRA may require a second medical opinion and periodic recertification to support the continuation of a leave. If the 1st and 2nd opinions differ, a 3rd opinion can be obtained from a health care provider jointly approved by both you and NEDSRA.

Intermittent or Reduced Work Schedule Leave

If certified as medically necessary for the serious health condition of either you or your spouse, child or parent (under the Eligibility Section Paragraphs 3 and 4, above), or to care for a Covered Service member if you are a spouse, child, parent or next of kin to the Covered Service member (see Service member Family Leave section above), leave may be taken on an intermittent or reduced leave schedule. Intermittent leave also may be taken if you qualify for leave because of a qualifying exigency as described under the Eligibility Section item 5, subject to the submission of a certification prescribed by the Secretary of Labor. If leave is requested on an intermittent basis, however, NEDSRA may require that you transfer temporarily to an alternative position which better accommodates recurring periods of absence or to a part-time schedule, provided that the position offers equivalent pay and benefits.

Notification and Reporting Requirements

All requests for leaves of absence must be submitted to your department head at least thirty (30) days in advance of the start of the leave (except when the leave is due to an emergency or is otherwise not foreseeable). A delay in submitting this request could result in a delay of the start of your leave. The department head will forward the request to the Director or his designee for approval. If your leave request is approved, you will receive an FMLA Response Form. You must also make an effort to schedule a leave so as not to disrupt business operations. During the leave, you may be required to report periodically on your status and your intention to return to work. In any case in which the necessity for leave is foreseeable, whether because your spouse, child or parent is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, you shall provide such notice to NEDSRA as is reasonable and practicable.

Any extension of time for your leave of absence must be requested in writing prior to your scheduled date of return to work, together with written documentation to support the extension. Your failure to either return to work on the scheduled date of return or to apply in writing for an extension prior to that date, will be considered to be a resignation of employment effective as of the last date of the approved leave. Employees on leaves for their own serious health condition must provide fitness-for-duty releases from their health care provider before they will be permitted to return to work. Your maximum time on a leave of absence, all types combined, and including all extensions, cannot exceed a total of twelve (12) weeks in a rolling twelve (12) month period, unless you are a spouse, child, parent, or next of kin on leave to care for a Covered Service member, in which case your leave can last for up to twenty-six (26) workweeks in a rolling twelve (12) month period.

An employee shall not be granted a leave of absence for the purpose of seeking or taking employment

elsewhere or operating a private business. Unauthorized work while on a leave of absence will result in disciplinary action, up to and including dismissal.

A leave of absence will not affect the continuity of your employment. Your original date of employment remains the same for seniority purposes. However, you will not accrue any benefits during the period you are on unpaid leave.

Employee Benefits During Family and Medical Leave of Absence

You will be permitted to maintain health insurance coverage for the duration of the leave under the same conditions coverage would have been provided if you had remained actively at work. However, you must make arrangements for the continuation of and payment of insurance premiums before you go on leave status. If you do not return to work after the leave, or if you fail to pay your portion of the premiums, you will be required, under certain circumstances, to reimburse NEDSRA for the costs and expenses associated with insuring you during the leave.

Return from a Family and Medical Leave

If you return from your leave on or before being absent for twelve (12) workweeks in a rolling twelve (12) month period or twenty-six (26) workweeks, if you took a leave under the Service Member Family Leave provision, you will be restored to the same or to an equivalent position to the one you held when the leave started. Of course, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed during the FMLA leave period. If the leave was due to your own serious health condition, you will be required to submit a fitness-for-duty certification from your health care provider stating that you are able to perform the essential functions of the job. If you fail to return to work at the expiration of your approved Family and Medical Leave, it will be considered to be a resignation of your employment with us.

Key Employees

Certain highly compensated key employees may be denied reinstatement when necessary to prevent “substantial and grievous economic injury” to NEDSRA’s operations. A “key” employee is a salaried employee who is among the highest paid 10% of employees at that location, or any location within a 75-mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Coordination with Other Policies

NEDSRA will require you to substitute any accrued paid vacation days, personal time (discretionary days), and sick days (if you otherwise qualify) for unpaid leave under this policy, and any such paid time off must be taken concurrently with your Family and Medical Leave. If you otherwise qualify for disability pay, you will collect it at the same time you are on Family and Medical Leave. Similarly, if you otherwise qualify for any other type of leave of absence, you must take that leave at the same time as you are taking your Family and Medical Leave.

All time missed from work that qualifies for both Family and Medical Leave, and for Workers’ Compensation, will be counted toward your Family and Medical Leave.

E. VESSA Leave – Victims’ Economic Security and Safety Act

1. Basis of Leave: NEDSRA will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:
 - a. seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
 - b. obtaining services from a victim services organization for the employee or the employee's family or household member;

- c. obtaining psychological or other counseling for the employee or the employee's family or household member;
- d. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security; or
- e. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

“Family or household member” means a spouse, civil union partner, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence. “Parent” means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. “Son or daughter” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

2. Period of Leave: Employee shall be entitled to a total of 12 workweeks of unpaid leave during any 12-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act.)
3. Existing Leave: The employee may use any available paid or unpaid leave including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.
4. Notice: The employee shall provide NEDSRA with at least 48 hours’ advance notice of the employee’s intention to take the leave, unless providing such notice is not practicable. When an unscheduled absence occurs, NEDSRA will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as 15 days), provides certification as shown under the next section.
5. Certification: NEDSRA may require the employee to provide certification that:
 - a. the employee or the employee's family or household member is a victim of domestic or sexual violence; and
 - b. the leave is for one of the purposes enumerated in the above “Basis” paragraph.

The employee shall provide such certification to NEDSRA within a reasonable period after NEDSRA requests certification. An employee may satisfy the above certification requirement by providing to NEDSRA a signed and dated statement of the employee, and upon obtaining such documents, the employee shall provide:

- a. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence;
 - b. a police or court record; or
 - c. other corroborating evidence.
6. Confidentiality: All information provided to NEDSRA, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by NEDSRA, except to the extent that disclosure is:

- a. requested or consented to in writing by the employee; or
 - b. otherwise required by applicable federal or state law.
7. Restoration to Position: In general, an employee who takes leave under this policy shall be entitled, on return from such leave:
- a. to be restored by NEDSRA to the position of employment held by the employee when the leave commenced; or
 - b. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.
8. Loss of Benefits: The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:
- a. the accrual of any seniority or employment benefits during any period of leave; or
 - b. any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.
9. Reporting: NEDSRA may require an employee on leave under this policy to report periodically to NEDSRA on the status and intention of the employee to return to work.
10. Maintenance of Health Benefits: Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, NEDSRA shall maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided, if the employee had continued in employment continuously for the duration of such leave.
11. Failure to Return from Leave: NEDSRA may recover the premium it paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:
- a. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
 - b. the employee fails to return to work for a reason other than:
 - the continuation, recurrence, or onset of domestic or sexual violence that entitles the employee to leave; or
 - other circumstances beyond the control of the employee.

NEDSRA may require an employee, who claims that the employee is unable to return to work because of a reason described in the above, to provide, within a reasonable period after making the claim, certification to NEDSRA that the employee is unable to return to work because of that reason. An employee may satisfy the certification requirement of clause by providing to NEDSRA:

- a. a sworn statement of the employee;
- b. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- c. a police or court record; or
- d. other corroborating evidence.

NEDSRA will not fail to hire, refuse to hire, dismiss, or harass any individual exercising his/her rights under this policy or otherwise discriminate against any individual exercising his/her rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising his rights under this policy.

F. Sick Leave~~Sick time~~

1. Purpose - ~~Sick leave~~Sick time shall be considered as a privilege, which the employee may use in the case of necessity for sickness or disability of employee and/or his family. (Any immediate family member defined to include: spouse, civil union partner, parent, child, sibling, grandparent, spouse's sibling, parent, child or grandparent, or other individual permanently residing [for a minimum of 12 months] in the same household.)
2. Eligibility and Schedule - ~~Sick leave~~Sick time with pay shall be ~~earned by granted to~~ all full-time employees at the rate of 3.69 hours per pay period (equal to twelve (12) days per year)~~one workday for each full month of service. Professional part-time employees will earn sick leavesick time based on the number of regular days a week worked during the year (7 days for a 3-day per week schedule and 10 days for a 4-day per week schedule).~~
3. Responsibilities and Conditions - In order that an employee receive compensation while on ~~sick leave~~sick time, the employee shall notify his immediate supervisor per the notification provision which follows. If an employee is absent on ~~sick leave~~sick time for a period of five consecutive calendar days, a physician's certificate will automatically be required. If your supervisor or other administrative staff member has reason to suspect abuse of this ~~sick leave~~sick time policy, you may be required to provide documentation for any time away from work.
 - a. Required Physician's Certificate - A physician's certificate may be required at any time the Director feels an unusual situation exists. NEDSRA will pay the physician's fee, and may require the employee to see the physician designated by the Association.
 - b. Notification - Whenever you will be absent or late to work, you or someone for you must notify your immediate supervisor or department head at least 30 minutes before your scheduled starting time. If you are unable to make the call personally, a family member or a friend should contact the supervisor.

Your immediate supervisor or the department head must be contacted each day of absence. If you fail to notify a supervisor, the absence/tardiness may be considered absence without leave, which may result in loss of pay and/or disciplinary action, up to and including dismissal. Notice of ~~sick leave~~sick time must be later confirmed in writing as soon as possible after the leave, or as soon as requested by your immediate supervisor.
 - c. Requests for Sick Leave~~Sick time~~ - A request for ~~sick leave~~sick time must be submitted in the payroll processing website completed and filed with to be approved by the employee's immediate supervisor prior to or immediately after reporting back to work. If the employee is unable to access the payroll website, the immediate supervisor must notify the Administrative Services Manager so the days may be applied. Where proof of illness is requested and not provided, the employee's leave will not be charged to ~~sick leave~~sick time but shall, at the discretion of the Director, be charged to vacation leave or leave without pay. The employee shall be informed of the action taken. Any claim of ~~sick leave~~sick time under false pretenses shall be considered just cause for disciplinary action.
 - d. ~~Sick leave~~Sick time may not be used as vacation time.
 - e. Sick time may be requested in no less than two (2) hour increments.
4. Accumulation of Sick Leave~~Sick time~~ - ~~Sick leave~~Sick time may be accumulated to a maximum of 60 days. An employee may request at any time a statement from his immediate supervisor as to the amount of his accumulated ~~sick leave~~sick time. NEDSRA recognizes the value of maintaining good health on the part of its employees. Employees should know that sick days are available and should be utilized, if appropriate. The agency recognizes the value of the continuing employee who maintains an outstanding health record by

using very few sick days. After an employee has accumulated sixty (60) days, any excess days the employee is entitled to will be captured in an Illinois Municipal Retirement Fund Sick Bank (IMRF). This time is applied to the IMRF Sick Bank annually in January. For IMRF purposes only, retiring full-time employees will have their unpaid, unused sick days applied to IMRF for up to twelve (12) months additional service time.

5. On-the-Job Injury - Time lost from work due to an injury received while on duty shall not be charged to ~~sick~~ leavesick time providing that such injury shall be accepted as a valid and justified claim under Workers' Compensation.
6. ~~Sick Leave~~Sick time/FMLA - Any lost time of more than five (5) ~~three (3)~~ consecutive days due to illness, injury, care of family member, etc., as governed by FMLA, will be charged against FMLA leave upon notification to the employee.

G. Parental Maternity/Paternity Leave and Benefits – Please see page 55. Family Medical Leave Act (FMLA) Policy.

Nursing Mothers – Breaks - NEDSRA shall provide reasonable unpaid break time each day to an employee who needs to express breast milk for her infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. An employer is not required to provide break time under this Section, if to do so would unduly disrupt the employer's operations. NEDSRA shall make reasonable efforts to provide a room or other location, in close proximity to the work area, other than a toilet stall, for an employee who needs to express breast milk for her infant child (Federal Law).

H. Military Leave - An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. Full-time employees may take leave without pay to participate in mandatory military training and duty in the United States Armed Forces for the actual duration of such training and duty.

Employees on military leave may substitute their accrued paid leave for unpaid leave. You must provide NEDSRA with at least thirty (30) days advance written notice prior to the start of leave for military service except in cases of national emergency. Such notice must include, without limitation, a copy of your orders. Upon return to NEDSRA from your military training, you must submit a statement signed by an appropriate military official indicating the time you spent in military training and/or service.

Pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2), if you are a member of the National Guard or of the United States Armed Services Reserve, you may be entitled to leave with pay when called into service by the President of the United States as provided by law. Under this Act, and if eligible, your salary continuation shall include health insurance and any other benefits you were receiving at the time you are called up. Your salary will be offset by your military pay.

You are also eligible for leave with pay, for not more than ten (10) working days, to take part in annual encampments or training cruises. You will receive the difference between your regular salary and your base military pay. Employees should retain their military pay vouchers. Upon your return, you must furnish official proof of pay during your tour of duty in order to receive pay from NEDSRA.

Employees inducted into the Armed Services of the United States under the Military Selective Service Act (or under any prior or subsequent corresponding law) for training and service shall receive military leave and re-employment benefits in accordance with applicable law. Employees who enlist in the Armed Services of the United States shall also receive military leave and re-employment benefits in accordance with applicable law.

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of 31 days or more, an

employee may elect to continue his health coverage for up to 18 months of uniformed service, but may be required to pay all or part of the premium for the continuation coverage. (Note: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.)

1. **Family Military Leave Act** - This Act applies to both employees and independent contractors of NEDSRA. Thirty (30) days of unpaid family military leave is granted under this Act to employees who are either the spouse, civil union partners, parents, grandparents or children of soldiers called into active military duty. The leave must be taken during the period the military deployment orders are in effect. Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal (discretionary days) leave and compensatory time.

For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. If the leave under this Act is for five (5) consecutive workdays or more, the employee must provide NEDSRA with at least fourteen (14) days notice in advance of the leave date. For leave of less than five (5) consecutive workdays, the employee should provide as much advance notice as is practicable. Employees shall maintain benefits at the employee's expense for the duration of the leave.

NEDSRA may require certification from the proper military authority to verify the employee's eligibility for the Family Military Leave requested.

- I. **Sabbatical Leave** - Leave without pay for educational improvement may be granted to full-time and professional part-time employees upon the approval of the Director.

Application for leaves of absence for travel or study calculated to equip the employee to render more efficient service to the Association may be deemed justification for granting such leave. No sabbatical leave shall be granted primarily in the interests of the employee.

Leave with pay may be granted by the Director for a maximum of five days, provided such instruction would benefit the employee and the employee would in turn be of greater value to the Association.

- J. **School Visitation Rights Act** - If you have worked for NEDSRA at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to your child(ren) if the conference or classroom activities cannot be scheduled during non-work hours.

For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois. No more than four hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation leave and discretionary days.

Before arranging attendance at the school conference or activity, you must provide NEDSRA with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours notice. In addition, you must consult with your immediate supervisor to schedule the leave so as not to disrupt operations unduly. School visitation leave shall be unpaid. You may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by NEDSRA. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the leave taken.

Upon completion of a school visitation, you may be required to produce documentation of your visit from the school administrator and submit such documentation to NEDSRA.

K. **Accrued Benefits While on Leave** - While on a leave granted without compensation, employees may not earn sick days or vacation days or accrue other benefits associated with active duty, except as provided by law. For any leave or portion of leave that is paid due to the use of earned sick or vacation days, sick days and vacation days will continue to accrue during that portion of paid leave.

L. **Vacations**

1. **Philosophy and Purpose** - Vacations are provided to each full-time and professional part-time employee as a means of refreshing one's health, rest, relaxation and pleasure. Vacations shall be earned and shall be based on length of full-time or ~~professional part-time~~ employment. It is recommended that vacations be taken annually. ~~A maximum of five (5) annually earned vacation days may be carried forward to the next year, with a maximum total accumulation of 25 workdays. An employee may accumulate no more than 192 vacation hours (24 days). An employee may accumulate 1.5 times their annual vacation accrual.~~ An employee ceases to **accrue** ~~earn~~ vacation time ~~when that amount has been reached after 25 vacation days have been accumulated.~~
2. **Requests** - Full-time and professional part-time employees are encouraged to take vacations during slower periods in their respective departments. The minimum vacation increment that will be granted, is one half day. Written vacation requests are to be made to the employee's immediate supervisor for consideration, and requests of 3 days or more should be made with a minimum of 3 weeks notice. Part-time regular and seasonal employees are not entitled to vacations with pay. Employees with less than 6 months of service may be granted vacation time off without pay, at the Director's discretion. The Director must approve the request in writing.

Vacation time may be requested in no less than four (4) hour increments.

The vacation year, for the purpose of, administering this vacation policy, will be based on the employee's date of commencing full-time employment with NEDSRA. New employees, while in their introductory period, may not use vacation time unless approved by their department head.

While NEDSRA will make every attempt to comply with employee vacation requests, the granting of vacation leave will be at NEDSRA's sole discretion, based on many factors including needs of the agency, workloads and events that may require the employee's attendance. If an employee fails to return to work following the end of an approved vacation leave, he may be considered to have voluntarily resigned his position with NEDSRA, effective immediately.

3. **Terminations, Sickness, Holidays** - Upon termination of employment, the employee may elect to receive pay in lieu of vacation days. A maximum of 25 vacation days will be paid upon resignation, payable at the employee's current pay rate. The employee shall notify the department head or Director to inform him of the choice between taking the earned vacation days or pay. Employees resigning voluntarily or involuntarily with less than six months of service will not be paid for vacation days. In case of sickness, vacation time may be used when any ~~sick leaves~~**sick time** time has been exhausted. When a holiday falls during an employee's assigned vacation and the employee is entitled to said holiday, it will not be counted as part of the vacation time. Saturday and Sunday are not considered as normal workdays unless special work arrangements have been made by the Director. Should Saturday and/or Sunday be considered as a normal workday for an employee, two other substitute days off will be provided so that vacation time taken is chargeable on five (5) out of the seven (7) days per week.
4. **Vacation Schedule** - The following schedule sets forth the months of service needed to earn the stated vacation time, which all full-time employees will follow. The basis for administering the vacation policy is the calendar year, January 1 through December 31. The month of hire will count as one (1) full month of employment. New hires may be given partial vacation days credit for prior professional employment in the field, at the sole discretion of NEDSRA's Director.

5.

<u>Vacation Earning Rate</u>	<u>Days/Year Equivalent</u>	<u>Earning Schedule for Employees Hired after 01/01/2009</u>	<u>Earning Schedule for Employees Hired Prior to 01/01/2009</u>
<u>3.69 Hours/Pay Period</u>	<u>12</u>	<u>1st – 3rd Years (1 – 36 Months)</u>	<u>1st Year (1 – 12 Months)</u>
<u>4.62 Hours/Pay Period</u>	<u>15</u>	<u>4th – 6th years (37 - 72 months)</u>	<u>2nd – 4th year (13 - 48 months)</u>
<u>5.54 Hours/Pay Period</u>	<u>18</u>	<u>7th – 9th years (73 - 108 months)</u>	<u>5th – 8th year (49 - 96 months)</u>
<u>6.46 Hours/Pay Period</u>	<u>21</u>	<u>10th – 12th years (109 - 144 months)</u>	<u>9th – 10th year (97 - 120 months)</u>
<u>7.38 Hours/Pay Period</u>	<u>24</u>	<u>13th year + (145 months +)</u>	<u>11th year + (121 months+)</u>

<u>Vacation Earning Schedule/Rate</u>	<u>Number of Days Earned</u>	<u>Earning Schedule</u>	<u>Earning Schedule</u>
		<i>(for new hires as of 1-1-09)</i>	<i>(employees hired prior to 1-1-09)</i>
1 day/month (year 1 prorated)	12	1 st – 3 rd years (1 - 36 months)	1 st year (1 through 12 month)
1.25 days/month	15	4 th – 6 th years (37 - 72 months)	2 nd – 4 th year (13 - 48 months)
1.5 days/month	18	7 th – 9 th years (73 - 108 months)	5 th – 8 th year (49 - 96 months)
1.75 days/month	21	10 th – 12 th years (109 - 144 months)	9 th – 10 th year (97 - 120 months)
2 days/month	24	13 th year + (145 months +)	11 th year + (121 months+)

~~Professional part time employees will receive vacation days on a prorated basis, per the above, depending on the number of regular days worked each week.~~

6. Additional Uses of Vacation Days - Eligible vacation days may be used in lieu of paid sick leavesick time when and if all accrued sick leavesick time has been exhausted. At the discretion of NEDSRA, vacation days may be required to be used for other types of leave, providing that the benefits associated with those leaves are exhausted.

M. Holidays/Discretionary Days

1. Agency Holidays - All full-time employees shall be entitled to the following recognized holidays with pay:

New Year's Day	Thanksgiving Day
Spring Holiday/Good Friday	Thanksgiving Friday
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

When holidays fall on a Saturday or Sunday, it will be observed on the preceding Friday or following Monday.

If an agency event or obligation requires an employee to work on one of these holidays, the employee will receive another day off as scheduled and approved by the employee's supervisor. ~~Holidays with pay will be granted to professional part time employees at a rate of 6 per year for 3 day a week positions and 8 per~~

~~year for 4 day a week positions.~~

2. Discretionary Days - In addition to the above holidays, full-time employees will earn three paid discretionary days each fiscal year, earning 1 day for each 4 months of service. These days must be requested by the employee of his immediate supervisor in advance of the desired date. Discretionary days will be approved at the convenience of the employee and the Association. Discretionary days are not cumulative and must be taken within a 12-month period, which will begin each January 1. Employees starting mid-year will have their days prorated (1 day for every 4 months of service).

~~Professional part-time employees are granted 2 paid discretionary days per year which are subject to all the provisions/procedures outlined in this policy.~~

Discretionary days may be taken for personal leisure, business, snowed/flooded in, car will not start, etc. Only one of these days may be used for extending vacation time.

The Director may solicit input from the staff on an annual basis and may designate certain specific days and dates as "holidays" for the agency. Such days are intended to be flexible to allow staff to adjust to changes in annual calendars, scheduled programs and changes in our local school academic schedules.

SECTION VI. INSURANCES AND PENSION from this section on was not discussed.

NEDSRA has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. These policies contain a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this policy statement does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Benefits Coordinator. To the extent that any of the information contained in this Manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between NEDSRA and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to dismissal or discipline to the same extent as if these plans had not been put into effect.

As in the past, NEDSRA reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, NEDSRA reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Benefits under the plans described herein will be paid only if the plan administrator decides in his/her discretion that the applicant is entitled to them. For more complete information regarding any of our benefit programs, please refer to the Summary Plan Descriptions, which were provided to you separately or contact the Benefits Coordinator.

A. Health Insurance

1. General Coverage - The NEDSRA Board of Trustees is committed to providing all eligible full-time employees with group health insurance. The specific insurance provider or agent may change; however, the relative degree of protection shall be maintained. The coverage of this insurance, whether provided by commercial insurance, pooling, or self-funding, will provide each employee with insurance that may partially or totally cover such items as:

- a. Life insurance
- b. Accidental death and dismemberment
- c. ~~Monthly, short-term Disability insurance income (similar to Illinois Municipal Retirement Fund disability or pension plan/long term disability)~~
- d. Medical benefits which may include: medical, dental and vision, prescription, or other benefits as determined by the NEDSRA Board of Trustees.

Eligible employees and their dependents (as defined by NEDSRA policy, state or federal statute and by the insurance provider) may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's and dependent's portion of any required premium payment may be made through payroll deduction. Group plans are subject to the rules and regulations of the insurance provider and NEDSRA. Except where prohibited by law, NEDSRA reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium contribution at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Employees are eligible to participate on their 1st day of employment provided that they meet all plan requirements.

A plan document detailing the current health and medical coverage is available from the Benefits Coordinator. In the event that an employee is denied coverage by the agency's current carrier, the Director may pursue an alternate carrier for such employee. However, this policy does not imply any responsibility or liability on the part of the agency for an employee's inability to be insured for reasons other than those which are within the administrative control and authority of the Director (i.e., past medical history).

2. Health Care Coverage Opt-out Provision - Full-time employees eligible for health care coverage may opt out or decline coverage for themselves and their dependents if they are covered by another health care provider and can provide written evidence of such coverage. If coverage by NEDSRA is declined, and later the employee needs to enroll for coverage, due to loss of coverage, there will be a 31-day waiting period for coverage, and the employee and any dependents must meet other eligibility requirements as established by NEDSRA's health care provider. Full-time employees who opt out of health care coverage are eligible for an opt-out incentive payment in an amount to be determined annually by the Board of Trustees in advance of the health care coverage enrollment period. In addition, the agency will retain the employee on group coverage for disability and life insurance.

~~This classification has been eliminated.~~

Only staff employed as of 12-1-2011 as Professional part-time employees, working a minimum of 1,000 hours a year, and not eligible for NEDSRA's health plan, will be eligible for health care expenses reimbursement for health care not covered by insurance, with a maximum benefit of \$600 per year.

3. COBRA and Continuation Coverage -The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and, under Illinois law, provides eligible employees and their covered, eligible dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Administrative Services Coordinator for detailed information on COBRA and Illinois laws.

Full-time ~~and professional part-time~~ employees, electing to retire early under the provisions of NEDSRA's Pension Plan, may purchase, at their own expense, continuous health insurance coverage under NEDSRA's existing health plan until age 65, or until they reach Medicare eligible age.

4. HIPAA – Health Insurance Portability and Accountability Act - All full-time ~~and professional part time~~

employees will be trained on NEDSRA's policies and procedures regarding protected health information, and will be required to sign a confidentiality agreement attesting to completion of training and agreeing to uphold the policies and procedures regarding compliance with HIPAA's privacy regulations. Failure to comply with all confidentiality requirements as outlined under HIPAA is cause for disciplinary action up to and including dismissal. Please see NEDSRA's Benefits Coordinator for complete HIPAA procedures and to complete the confidentiality agreement.

B. Workers' Compensation

As a NEDSRA employee, you are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your assigned duties and employment with NEDSRA. Any employee who receives full salary from NEDSRA during any part of an approved leave under the Illinois Worker's Compensation Act, and also receives salary or wage benefits from Worker's Compensation, shall assign this payment to NEDSRA. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties, are not covered under the Act. If you have any questions regarding Workers' Compensation, please see the Benefits or Safety Coordinator, or contact NEDSRA's Workers' Compensation coverage provider PDRMA at 630-769-0332.

No employee shall be allowed to return to work after an on-the-job injury until he has supplied NEDSRA with a detailed fitness for duty statement from a physician approving the employee's return to work without restriction or with restrictions acceptable to NEDSRA. All medical evaluations by any licensed physician must be submitted to the Safety Coordinator for the duration of your period of leave.

NEDSRA may request the employee to furnish a completed "Medical Authorization Form" from the attending physician which may allow the employee to return to work with "temporary modified job tasks" or "temporary light duty" which are well within the physician's stated limitations. The agency is not obligated to extend temporary "modified duty" assignments. NEDSRA reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury.

1. Reporting Injuries or Illness - It will be the responsibility of every employee of NEDSRA to report an injury or illness which occurs on the job (even if the employee is uncertain if the injury or illness is work related, but suspects it might be work related) to his immediate supervisor and NEDSRA's Safety Coordinator immediately after such injury occurs. If the employee is unavailable, the supervisor will be responsible for completing an Employee Accident Report Form and the filing of this form with the Safety Coordinator as soon as possible, and within twenty-four (24) hours following the injury or illness. An employee injured while on the job will be instructed to report for examination and/or treatment at a specific hospital, clinic and/or a designated physician's office. In the case of emergency, the employee should go to the nearest emergency room for treatment and then utilize the NEDSRA designated Physician Network Referral Service, if additional treatment is necessary.

Failure to immediately report any illness, injury or accident may result in the possible forfeiture of the employee's rights under Workers' Compensation.

2. Modified Duty Policy - NEDSRA is committed to providing employees with available and reasonable opportunities to maintain career and employment status and benefits, and to maximize NEDSRA's ability to provide its services offered to the public. To that end, we have developed a Modified Duty Policy for employees who have sustained injuries or illnesses arising out of and in the course of their employment with NEDSRA ("work-related injury").

The purpose of the Modified Duty Policy is to provide a temporary, not permanent modified work assignment, when feasible, available and applicable. The feasibility of modified duty will be determined on a case-by-case basis, taking several factors into consideration, usually for a period of 8 weeks or less, and the availability and duration of modified duty is at the sole discretion of NEDSRA. These factors include, but are not limited to, the specific physical or mental limitations, the essential functions of the temporary job

assignment, the work environment and the ability of NEDSRA to provide accommodation. Modified Duty may not be available for certain positions. Noncompliance or failure to cooperate with the Modified Duty Policy may affect your Workers' Compensation benefits and result in possible disciplinary action, up to and including dismissal. Employees are required to follow all provisions of NEDSRA's Modified Duty Policy and Procedures contained in the agency's Safety Manual.

Beginning May 1, 2012 (as passed by the Board at the January 11, 2012 meeting):

- ~~LTD – Mutual of Omaha Long Term Disability begins after 90 days.~~
 - ~~In summary, if you are disabled and earning less than 20% of your indexed pre disability earnings, the monthly benefit while disabled is the lesser of:~~
 - ~~50% of your basic monthly earnings, less other income benefits; or~~
 - ~~The maximum monthly benefit. The maximum monthly benefit is \$4,000, less any other income benefits~~
- ~~STD – “NEDSRA covers employee’s short term disability from 31 to 90 days.” (from 01/11/2012 minutes)~~
- For days 1 – 30, employees must use accrued sick and or vacation time. They also are able to purchase disability insurance from AFLAC on a voluntary, employee pay basis.

IMRF Disability (taken from IMRF publication)

- ~~You are eligible for disability benefits if you:~~
 - ~~Have 12 consecutive months of IMRF service credit preceding your disability.~~
 - ~~Are unable to perform your IMRF job for more than 30 days.~~
 - ~~Receive treatment for your disabling condition as soon as you stop working, and your physician(s) certifies your disability and provides evidence of your disability to IMRF.~~
- ~~What is the amount of your IMRF disability benefits?~~
 - ~~Generally, your monthly disability benefit will be 50% of your average salary prior to becoming disabled.~~
 - ~~Your monthly disability benefit may be reduced by Social Security Disability or Retirement (pension) benefits or workers’ compensation benefits you receive.~~

C. Disability Benefits and Pension Plan

It is the intent of the Board of Trustees of NEDSRA to provide a disability and pension plan to its employees. The Board of Trustees has appointed pension plan trustees to manage the Pension Plan. The NEDSRA Board of

Trustees may amend the NEDSRA Disability Benefits and Pension Plan at its sole discretion.

2. Short-term Disability - All eligible full-time ~~and professional part-time~~ employees shall be provided short-term disability coverage. Employees receiving payments from Workers' Compensation for a work-related injury/illness may receive additional compensation from NEDSRA only to bring the employee to his normal salary level. In all cases, such disability and inability to return to the work place shall be determined and substantiated by a qualified physician. NEDSRA maintains the right to ask the employee to be examined by a physician of its choosing, at its expense, as a condition for continuing any monetary support from the Association in addition to Workers' Compensation and/or disability coverage, either insured or self-insured.
2. Long-term Disability - All full-time ~~and professional part time~~ employees shall be eligible to purchase, via payroll deduction, Long-term Disability Insurance pursuant to the eligibility requirements of the plan and in accordance with the guidelines of the Internal Revenue Service. Upon the employee's termination of service with NEDSRA, the employee shall be notified of his discontinuation of the program.
3. IMRF Disability Benefits – IMRF provides monthly disability payments if an eligible member is unable to perform the duties of his position reasonably assigned by the agency. You must have at least 12 consecutive months of IMRF service Credit, at least nine months of service credit within the previous 12 immediately prior to the disability, and you may not be receiving any earnings from any employer. Generally, monthly disability benefit is 50% of your average salary prior to becoming disabled. The monthly disability benefit may be reduced by social Security Disability or Retirement (pension) benefits or workers' compensation benefits received.
4. IMRF Pension Plan – Employees who work in agency positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security. ~~The following presents a very brief description of IMRF.~~ Complete details are available on the IMRF web site www.imrf.org. Employees should refer to the IMRF Description for all requirements, benefits and details of the plan.

D. Life Insurance and Supplemental Insurance Coverages

NEDSRA will provide every full-time ~~and professional part-time~~ employee who meets insurance eligibility requirements with life insurance through PDRMA. The plan shall allow an amount approximating one and one half times the annual salary at the time of death. IMRF Death benefit, under certain conditions, provides for a lump sum payment or surviving spouse pension upon your death. At the Agency's discretion From time to time, the agency may offer supplemental life, accident insurance, or other supplemental medical benefit plans which may be purchased at the sole option and cost, via payroll deduction, of the employee. For information on these programs, see the Benefits Coordinator.

E. Deferred Compensation

NEDSRA offers all employees who work a minimum of 1,000 hours a year eligibility for the Deferred Compensation (tax-deferred annuity) Plan. Employees may voluntarily elect to have a percentage of their salary, or a flat amount, deducted through payroll in accordance with stipulations made in the plan, and guidelines of the Internal Revenue Service ~~and Federal ERISA guidelines~~. Please contact the Benefits Coordinator for details of the plan.

F. Liability Insurance

NEDSRA is required by state statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights, damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for

negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction of the Board. Such indemnification and protection shall extend to employees of NEDSRA at the time of the incident from which a claim arises. However, NEDSRA is statutorily prohibited from indemnifying employees for “punitive” damages.

You may be covered by NEDSRA’s liability insurance to defend any civil action that may be brought against you or NEDSRA, its agents, or any other employee for damages arising out of the lawful performance of your duties.

G. Bonding Insurance - NEDSRA shall, at the direction of the Board of Trustees, provide bonding insurance for those persons and at such a level as it deems appropriate.

H. Unemployment Compensation

As a NEDSRA employee, you are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to you. Should you become unemployed, you may be entitled to receive unemployment benefits provided you meet certain eligibility requirements. Additional information can be obtained from your local Unemployment Insurance office.

I. Social Security and Medicare

As required by law, a fixed percentage of each employee’s earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, NEDSRA contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and your account status is available from your local Social Security Administration office. The Social Security Administration recommends that you periodically verify your personal earnings and benefits. Information on requesting an account balance is available from your local Social Security Administration.

J. Employee Wellness and Assistance Program

NEDSRA has elected to provide an Employee Wellness Program for its employees. Periodic workshops and educational training on health, nutritional and safety topics will be conducted throughout the year. In addition, health-related services may be offered through outside contractor that may include blood pressure testing, cholesterol testing, flu shots and other wellness initiatives.

NEDSRA realizes that personal and work-related problems can affect an employee's job performance, health, family and emotions. To help with these pressures, ~~the~~ NEDSRA has contracted with an independent firm to provide Employee Assistance Program (EAP) services on a confidential basis. The services are available to all eligible full-time and professional part-time staff and their families. Please contact the Benefits Coordinator if you would like further information on the EAP.

K. Credit Union

NEDSRA has established a voluntary credit union program. The plan allows employees to become a member of the DuPage Credit Union. All funds contributed, and the income earnings on the funds, are available for distribution to the employee at any time according to credit union rules. NEDSRA offers this plan as a voluntary service; employees should consider their financial needs to determine if this plan is in their best interest. Contact the Benefits Coordinator for further instructions on enrollment. All employees are eligible to enroll.

L. Section 125 Flexible Spending Account

NEDSRA offers a Flexible Spending Account program as a voluntary option for all full-time ~~employees and professional part-time staff~~. This program allows employees to pay for allowable medical, dental, vision and eligible insurance premiums and child care expenses, on a pre-tax basis, through a salary reduction account each calendar year. Full details and forms are available from the Benefits Coordinator.

Memo

Date: January 27, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: 2017 Board calendar

Staff has recently become aware of possible conflicts with the Board Meeting dates through 2017. Please find attached a list of current Board meeting dates along with agenda items and other possible conflicts to assist with the discussion.

2017 Board Meeting Dates, Times & Agenda Items

January <i>Jan. 28-30</i>	No Regular Board of Trustees Meeting <i>IPRA Conference</i>
February 1	Board of Trustees Meeting 1:30 p.m.
March 1	Board of Trustees Meeting 1:30 p.m. Budget Discussion and Workshop Board Self-Review <i>(If necessary)</i>
April 5	Board of Trustees Meeting 1:30 p.m. Approval of Budget Approval of Appointments – Attorney, Auditor Presentation and Approval of New Annual Work Plan Discussion Conflict of Interest Disclosure Form <i>(Annually)</i> Review Articles of Agreement – 2019 <i>(Every 3 years per Articles of Agreement)</i> BOT Manual Updates <i>(How often?)</i> <i>Executive Director Appraisal</i>
April 22	BBQ Bash
May 3 <i>May 2-3</i> <i>May 4</i> <i>May 20</i>	Board of Trustees Meeting 1:30 p.m. IAPD Legislative Conference Golf Marathon NEDSRA Track Meet
June 7 June 14	Reach for the Stars 6:00 p.m. Board of Trustees Meeting 1:30 p.m. Election of New Officers <i>(First meeting of fiscal year per Art. of Agreement)</i> Honor Outgoing Chairman Approval of Bank Signators Presentation of Final Report on Annual Work Plan PDRMA Presentation <i>(if applicable)</i> Executive Session <i>(Semi-annual Review of Closed Meeting Minutes)</i>
July	No Regular Board of Trustees Meeting
August	No Regular Board of Trustees Meeting
Sept. 6	Board of Trustees Meeting 1:30 p.m. Review and Approve AFR <i>(Submitted for approval within 180 days per Art.)</i> Review Annual Service Report
Sept. 13 Sept. 15-16 Sept. 26-28	Annual Larry Roesch/NEDSRA Golf Classic KOC Tootsie Roll Drive NRPA Conference
October	No Regular Board of Trustees Meeting
November 1	Board of Trustees Meeting 1:30 p.m. Approval of Annual Board Calendar Presentation and Report on Golf Classic Approval of Budget Timeline Discussion of Employee Merit Increases <i>(Annually)</i> Health Insurance and Opt-Out Recommendations <i>(Annually)</i> Approval of IAPD Credentials and NEDSRA Representative
December 7	Board of Trustees Meeting 4:00 p.m. Salt Creek Golf Club (tentative) Presentation of Annual Work Plan Mid-Year Report Executive Session <i>(Semi-annual Review of Closed Meeting Minutes)</i> NEDSRA's Holiday Gathering for Partners (after Board Meeting)

Memo

Date: January 27, 2017
To: NEDSRA Board of Trustees
From: Rick Poole, Executive Director
Re: Resolution to Dispose of Property

Attached is resolution # 02-01-2017 regarding the conveyance or sale of our 2008 Ford E450 bus. This allows the executive Director to sell or Trade in this vehicle.

Recommendation

Motion to approve Resolution 02-01-2017 authorizing the sale or conveyance of certain personal property.



RESOLUTION 02-01-2017

**NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION
RESOLUTION AUTHORIZING THE SALE OR CONVEYANCE
OF
CERTAIN PERSONAL PROPERTY**

WHEREAS, personal property may be sold or conveyed if in the opinion of the members of the Board then holding office believe that the personal property is no longer necessary, useful to, or for the best interests of the Association. Further, the conveyance or sale of the personal property may be set in any manner that the Board designates, with or without advertising the sale; and,

WHEREAS, the members of the Board of the Northeast DuPage Special Recreation Association have determined that the following personal property is no longer necessary, useful to or for the best interests of the Association:

2008 Ford E450 Van – VIN #1FD4E45S88DB26286

NOW, THEREFORE, BE IT RESOLVED, by the Board of Northeast DuPage Special Recreation Association, DuPage County, Illinois, as follows:

FURTHER RESOLVED, that the Northeast DuPage Special Recreation Association Board hereby determines and declares that the personal property listed above is no longer necessary, useful to or for the best interests of the Association, and approves of the sale or disposition of the personal property in “as is” condition.

FURTHER RESOLVED, that the Executive Director is hereby authorized to dispose of or direct the disposal of the above mentioned property by sale or conveyance.

FURTHER RESOLVED, that if any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

FURTHER RESOLVED, that all prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

FURTHER RESOLVED, that this Resolution shall be in full force and effect from and after its passage and approval.

IN WITNESS HEREOF, by its adoption of the foregoing Authorization of the Sale or Conveyance of Certain Personal Property described herein on this **1st day of February 2017**.

APPROVED:

NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION

Maryfran Leno Chairman
NEDSRA Board of Trustees

ATTEST:

Bruce Baum, Secretary
NEDSRA Board of Trustees

VOTE:

AYES: _____
NAYES: _____
ABSENT: _____
ABSTAIN: _____

STATE OF ILLINOIS)
) ss
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

I, the undersigned, being duly qualified and Secretary of the Board of Trustees of Northeast DuPage Special Recreation Association (NEDSRA) having its principal office in DuPage County, Illinois, do hereby certify that attached hereto is a true and correct copy of Resolution #R02-01-2017, entitled:

RESOLUTION #R02-01-2017

**NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION
RESOLUTION AUTHORIZING THE SALE OR CONVEYANCE
OF
CERTAIN PERSONAL PROPERTY**

Said Resolution was duly adopted by said Board at its regular meeting held on the **1st day of February, 2017.**

I do further certify that a quorum of the Board of Trustees was present at said meeting, and that said meeting was noticed and conducted in accordance with all requirements of the Illinois Open Meetings Act.

GIVEN UNDER my official hand this **1st day of February, 2017.**

By: _____
Bruce Baum, Secretary
NEDSRA Board of Trustees

Memo

Date: February 1, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: Purchase 15 Passenger Paratransit Shuttle Bus

On Monday, January 23, staff opened bids from three vendors for the purchase of a new 15 passenger paratransit shuttle bus. This van is intended to replace a 2008 bus currently in NEDSRA's fleet. Bids provided for both the new bus and the trade in value for the 2008 bus.

This purchase was provided for in the 2016/2017 budget. The new bus was budgeted at \$61,000. The trade in value of the old bus was budgeted to be \$15,000.

The Village of Villa Park will be purchasing the trade in.

Bids Received

Company	Vehicle	Trade In	2017 Bus	Total
Best Bus Sales	2017 Glaval Universal	\$8,000	\$65,146	\$57,146
Midwest Transit	2017 Starcraft Allstar	\$6,300	\$63,789	\$57,489
Best Bus Sales	2017 Turtletop Taratransit	\$8,000	\$70,789	\$62,789
Central States	2017 Champion Challenger	\$8,000	\$72,179	\$64,176
*Midwest Transit	2017 Elkhart Coach	\$6,300	\$63,420	\$57,120

*Did not meet Specifications

Recommendation

Suggested Motion

Motion to approve the purchase of a 2017 Starcraft Allstar 15 passenger paratransit bus from Midwest Transit of Kankakee, Illinois in amount of \$63,789.

Memo

Date: January 27, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: Local Government Travel Expense Control Act Policy

Attached is resolution 02-02-2017. This resolution will facilitate compliance with Illinois Local Government Travel Expense Control Act. As many of you know this is now required to regulate the reimbursement of all travel expenses. The rates in exhibit A were taken from the U.S. General Services Administration.

Suggested Motion

Motion to approve Resolution 02-02-2017 approving a policy to regulate travel, meal and lodging as required by the Local Government Travel Expense Act.

Resolution # 02-02-2017

RESOLUTION APPROVING POLICY TO REGULATE
TRAVEL, MEAL AND LODGING EXPENSES AS REQUIRED BY
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

WHEREAS, pursuant to the Local Government Travel Expense Control Act (Public Act 99-0604, effective January 1, 2017), non-home rule local public agencies are required to determine and regulate allowable travel expenses of their officers and employees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Northeast DuPage Special Recreation Association (“NEDSRA” or the “Association”), as follows:

Section 1. Declaration and Adoption of Policy. It shall be NEDSRA’s policy to regulate, as required by the Local Government Travel Expense Control Act (the “Act”), travel-related expenses of members of the NEDSRA Board of Directors and of NEDSRA employees which may be incurred and paid for or reimbursed by the Association. To that end, the Board of Trustees hereby approves and establishes its policy on that subject, including Exhibit A (“Allowable Travel Expenses”) and Exhibit B (“Travel Expense Request Form”) which are attached to and made a part of this Resolution.

Section 2. Definitions. The following terms, as used in relation to complying with the Act, have the meanings set forth below:

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purposes of the program or event which constitutes official NEDSRA business as described in Section 3 below.

“Travel” means any expenditure directly incident to official travel by employees and officers of NEDSRA.

Section 3. Official Business for Which Travel, Meal, and Lodging Expenses are Allowed. NEDSRA will pay only those travel expenses, including for transportation, meals, and lodging, that are ancillary to or otherwise necessary for the following types of official NEDSRA business: conferences; meetings; athletic or other events involving NEDSRA participants; inter-governmental relations activities; or other events or programs which a Board member or employee attends to further the mission of the Association.

Section 4. Maximum Allowable Expenditure or Reimbursement Rates by Category of Expense. Expenses incurred on official NEDSRA business as described in Section 3 above are eligible for approval, up to the maximum allowable expenditure or reimbursement rates shown by category of expense on Exhibit A attached to and made a part of this Resolution, which Exhibit A may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of NEDSRA’s Executive Director approved by the Board of Trustees.

Section 5. Travel Request Form. NEDSRA will not approve proposed travel-related expenses of a Board member or employee unless the proposed expenses are submitted on the Association’s Travel Request Form.

Section 6. Board Approval of Certain Incurred or Reimbursable Expenses. The following expenses for travel, meals and lodging may be approved only by a roll call vote of the Board of Trustees at an open meeting of the Board:

- a. Expenses of an employee that exceed the maximum allowed under Section 4 of this Resolution.
- b. Any travel-related expense of a member of the NEDSRA Board of Trustees.
- c. Reimbursable expenses exceeding the maximum allowed under Section 4 above which were incurred because of emergency or other extraordinary circumstances.

Section 7. General Prohibition on Expenditures for or Reimbursement of Entertainment Expenses. NEDSRA may not reimburse any member of the Board of Trustees or employee for any entertainment expense unless such expense is ancillary to the purpose of a program or event which constitutes official NEDSRA business.

Section 8. Compliance with Act and Repeal of Resolutions, etc. in Conflict. NEDSRA shall comply with all requirements of the Local Government Travel Expense Control Act, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

Section 9. Effective Date. This Resolution shall be in full force and effect upon its passage.

AYES:

NAYS:

ABSENT:

APPROVED THIS 1st day of February, 2017.

ATTEST:

Chairperson
Board of Trustees

Secretary, Board of Trustees

EXHIBIT A – ALLOWABLE TRAVEL EXPENSES

The maximum reimbursable rates for travel-related expenses are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate when expense was incurred
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

Maximum Reimbursable Rates for Lodging	
Chicago and Suburban Cook County	\$222.00 / night
DuPage, Kane, Lake, McHenry and Will Counties	\$112.00 / night
All other Illinois Counties	\$95.00 / night
Outside of Illinois	As approved by the Board

The following expenses shall not be reimbursable:

Purchases of alcohol

Entertainment expense, unless the expense is related to the purpose of a program or event constituting official business of NEDSRA

EXHIBIT B - TRAVEL EXPENSE REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under NEDSRA's Policy To Regulate Travel, Meal and Lodging Expenses, the following minimum documentation must first be submitted, in writing, to the Board of Trustees or its designee:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

Name

Job Title/Office

- (2) The date(s) and nature of the official NEDSRA business on which the travel, meal, or lodging expense will be or was incurred. Please attach supporting documentation, if available.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred, or a receipt showing the cost of the travel, meals, or lodging if the expenses have already been incurred. Please explain the basis for your estimate if expenses have not yet been incurred, or (b) attach receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist NEDSRA in considering your travel expense request, and *should* do so if you are seeking payment of or reimbursement for expenses which exceed maximum allowable rates because of an emergency or other extraordinary circumstances. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required before action is taken on the request.

Name

Date