



Employee Benefits

Benefits may vary per employee classification, as described.

IMRF:

- All full-Time and employees working one thousand or more hours per year are enrolled into the Illinois Municipal Retirement Fund.
- The employee contributes 4.5 percent of their paycheck.
- Employees have the option to enroll in IMRF Voluntary Additional Contributions (VAC) at the employee's expense; the District does NOT contribute to the employee's VAC.

Vacation (Prorated) Per Year:

The basis for administering the vacation policy is the calendar year, January 1 through December 31. Vacation credits begin accruing the date the employee is hired. Below is the vacation allowance:

- Full-time - Two (2) weeks of vacation (80 hours accrued at 6.6664 hours per month).

Vacation Accumulation

- Full-time employees can carry over no more than two times their annual vacation earnings with a maximum 160 hours total, whichever is less.
 - Vacation days not used by the end of the year in (which are above two times the employee's annual accrual rate) shall not carry over into the following year. For the first five years, vacation accrues at Two (2) Weeks, (80 hours accrued at 6.6664 hours per month).
 - After five (5) years of employment, vacation allowance increases Three (3) Weeks (120 hours, accrued at 10 hours per month).
 - After ten (10) years of employment, vacation allowance increases Four (4) weeks (160 hours, accrued at 13.36 hours per month).
- Part-Time Employees will receive PTO based on 1 hour worked for every 40 hours worked.

Vacation Pay Upon Termination

- If employment is terminated for any reason, pay is received for any unused vacation days earned during the calendar year of termination.
- Payment for accrued but unused vacation days at the time employment with the District is terminated based upon regular hourly rate of pay or rate of salary at time of termination.

Personal Days

- Full-time employees are granted up to five (5) paid personal days per calendar year.
- Personal days are issued on the first of January.
- Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District.
- Personal days are not cumulative and must be taken during the year granted or they will be forfeited without compensation.
- Personal days earned but not yet used will not be paid to an employee upon separation.

Floating Holidays

- Full-time employees are granted three (5) floating holidays per calendar year. The floating holidays are issued in January.
- Floating Holidays are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the District.
- Floating Holidays are not cumulative and must be taken during the year granted or they will be forfeited without compensation.
- Floating Holidays earned but not yet used will not be paid to an employee upon separation.

Sick Leave

- Full-Time employee sick leave shall accrue at a rate of one (1) working day (8 hours) per month of employment.
- A maximum of one-hundred and twenty (120) days may be accrued.

Paid Time-Off is only available after the 90-day probation period.

Streamwood Park District Paid Holidays:

Holidays which fall on Saturday shall be observed the previous Friday, and holidays which fall on Sunday shall be observed the following Monday. All full-time, year-round personnel shall be granted holiday leave with pay for the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Columbus Day
6. Thanksgiving Day
7. The Friday after Thanksgiving
8. Christmas Eve Day
9. Christmas Day
10. New Years Eve Day

Note: Any employee who elects not to use his or her holiday leave in any particular calendar year will not be permitted to carry over the holiday leave to the next calendar year.

Other Time Off:

Based on classification, jury duty, personal and bereavement leave, etc. may be offered to employees as needed and approved.

Insurance:

Employee Insurance coverage is available for FT and FT2 employees, at an employee cost rate only premium, calculated on a monthly and per paycheck basis:

Medical:

PPO (\$250 Deductible/\$1250 HRA) \$1500 Deductible)
HMO

Dental with Ortho:

Dental with Orthodontia insurance.

Vision Plan Options:

Vision Gold Managed Plan

Pay Transparency – Additional Benefits

Hearing:

All full-time employees are offered Hearing coverage, paid by the District.

Employee Assistance Plan:

All full-time employees are enrolled in the District paid Employee Assistance Program.

Group Term Life Insurance:

- All full-time employees are eligible for District paid Group Term Life Insurance, as a member of PDRMA, through Lincoln National
- The District pays 100 percent of the premium for the Group Term Life Insurance.
- The Group Term Life Insurance is two (2) times annual salary with a maximum benefit of \$200,000.00.

Voluntary Term Life Insurance:

- All full-time employees are eligible for District offered Voluntary Term Life Insurance, as a member of PDRMA, through Lincoln National
- The District does NOT contribute towards the Voluntary Term Life Insurance.

457B:

- All full-time employees are eligible for District offered 457(b) through Nationwide, contributions are 100% by employee.

AFLAC:

- All full-time employees are eligible for AFLAC offered indemnity insurance plans, contributions are 100% by employee.

Miscellaneous Benefits (directly from the Personnel Manual – subject to change):**3.8 Education, Training, and Professional Participation**

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of the District.

In the best interest of the District, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Director. Such activities should further the insight of staff into better ways to operate and provide recreational services to the public. Employees are encouraged to discuss advancement and professional development opportunities with immediate supervisor. Authorization must be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to the position within the District. Employee should check with immediate supervisor for applicable policies, procedures and approvals.

3.81 Conference Attendance

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties. Reimbursement for attendance expenses will be 100 percent of approved expenses (see Expense Reimbursement Policy [in the personnel manual]).

If employee attends professional seminars, conferences, conventions, workshops and technical meetings outside the District, employee may be required to submit a written report to the immediate supervisor within five days of attendance which summarizes the ideas or methods discussed at the meeting.

Note: Conferences covered depend on position and may include the following: NRPA, IPRA, STMA, MIPE, etc. depending on the budget and approval from Executive Director.

3.82 Education

The District does not have tuition reimbursement. However, at the discretion of the Executive Director, an employee may be given the opportunity to take an educational course(s) related to position within the District. Interested employees should consult with their immediate supervisor. District resources are limited and the employee's immediate supervisor and the Director will evaluate individual requests.

3.83 Professional Organizations

Full-time employees and other employees, as approved by position, are encouraged to join and participate in professional associations that promote District goals, individual skill development, professional recognition, or relate to job responsibilities. However, employee participation in such associations must not conflict with the District's interests. Depending upon the benefits derived from membership by the District, the District may pay all or part of the membership fees. All fees must be approved by the immediate supervisor and align with the budget.

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 or her work responsibilities.

3.91 Purpose

To provide incentives and benefits for all employees, as the District recognizes their significant contribution to the overall operation; and to provide opportunities for employees to observe programs and use facilities of the District, and to determine their effectiveness and quality in operation.

3.92 Policy

1. **Employees are eligible for benefits only during the time they are employed by and in good standing with the Streamwood Park District.** Employees paid on a contractual basis (not on payroll) are not eligible.
2. All employees may sign up for their membership benefits immediately upon hire. Benefits are assigned by and correlated to employee classification.
3. If an employee is transferred, promoted, or demoted, an employee's benefit level will be reevaluated during that transition.
4. **Employees must work an average of 10 hours per week to be eligible.**
5. All employees will be required to pay for materials and supplies that are purchased on a per participant basis. Purchases may include but are not limited to dance recital costume(s), other recital fees, program workbook(s); craft project supplies, field trips,

- t-shirts, fund raising buyouts, and any other materials that are required.
6. Benefits may not be combined for greater discounts or combined with any other offers, as only the highest discount will apply. Employees may not receive benefit discounts on District promotions unless approved by the Executive Director.
 7. Transferring of benefits and/or discounts to other employees, family members, friends, etc. is **NOT PERMITTED** If an employee transfers any of their benefits, including but not limited to rentals, the employee may be disciplined, including but not limited to their benefits being revoked, written disciplinary actions, and/or termination.
 8. Employees may not be counted in the total number of participants registered when determining minimum enrollment. Employees will be given the option of paying for the program if their position is required to meet program minimum.
 9. All required fees shall be paid in accordance with established rules and procedures. In the event the fee amount is not available, the fees must be paid within five (5) business days of notification or before the program or service starts, whichever comes first.

3.93 Benefits Available – See below

- A. All eligible employees are entitled to use of the Park Place Family Recreation Center; including the fitness, aquatic, and track/gymnasium areas.
- B. Park Place Family Recreation Center use benefits may be extended to immediate family members, residing in employee's residence, as defined as spouse/domestic partner, and children up to the age of 26 based upon employment classification.
- C. In-House program discounts, excluding trips, and contractual programs (paid per person), apply to programs and services registered in advance only. Programs paid for "at the door" or daily fees do not apply.
- D. In-House program discounts, excluding trips, and contractual programs shall be extended for other immediate family members (spouse/domestic partner, children) living in the household are based upon employee classification.
- E. Discount on memberships/programs may not be combined with any other benefit discount or District promotion.
- F. Employees shall pay only direct cost for contractual programs and trips based upon space availability.
- G. Contracted program and trip discounts for eligible immediate family members, residing in employee's residence, as defined as spouse/domestic partner, and children up to the age of 26 are based upon employment classification.
- H. Eligible employees and immediate family members will receive 75% discount for Pre-school, After School Club, and Day Camp. Part Time and Seasonal Employees working within these programs may be eligible for the discount.
- I. Employees may rent a Park District facility once per calendar year at discounted rates that cover all direct and staff costs. Facilities available for discounted rental include; Hoosier Grove Barn, Park Place Family Recreation Center Aquatic area, Sunny Hill Splash Pad, Outdoor Shelters, Field Rentals, and gymnasiums and meeting rooms at both Park Place Family Recreation Center and the Community Center. Please see Facility Manager for facility specific rental pricing information and restrictions.

Facility rental discounts and/or benefits may **NOT** be transferred, shared, or given to

any other employee or organization other than the employee who has earned that benefit. If an employee transfers any of their benefits, including but not limited to rentals, the employee may be disciplined including but not limited to their benefits being revoked, written disciplinary actions, and/or termination.”

Note: All facility policies and procedures must be followed. When an employee is renting the facility in their name, the employee must be present at the rental. **There are no discounts for alcohol supply and District bartenders are required to serve alcohol at any employee rentals.**

Employee Benefits

N o .	Benefits Available	Full Time	Part-Time	Part-Time	Part-Time	Seasonal
			IMRF	Employee Non-IMRF	Employee I	Employee
A	Park Place Employee: Membership Fitness, Aquatics, Track/Gymnasium-	Free	Free	Free	Free	Free
B	Park Place Family Membership Fitness, Aquatics, Track/Gymnasium- (Spouse /Domestic Partner & Children up to age 26) Residing in Employee Residence	Free	Free	50%	No	No
C	Discounts for Employee: In-House Programming,	Free	Free	10% Discount	10% Discount	10% Discount
D	Discounts for Immediate Family Members: In-House Programming	Direct Cost	Direct Cost	5% Discount	0%	0%
E	Discounts for Employee: Contractual Programs & Trips	Direct Cost	Direct Cost	Direct Cost	Direct Cost	Direct Cost
F	Discounts for Immediate Family Members: Contractual Programs & Trips	Direct Cost	Direct Cost	10% Discount	10% Discount	10% Discount
G	Discounts for Immediate Family Members: Pre-school, After School Club, Day Camp	75% Discount	75% Discount	* Varies on Employee Role	* Varies on Employee Role	* Varies on Employee Role
H	Rental & Facility Discounts	Direct Cost	Direct Cost	15% Discount	15% Discount	15% Discount



Additional External Benefits

The District holds membership with the following companies.
Employees are eligible to sign up for discounts and benefits through their websites.

Tickets At Work

Corporate Shopping

Skechers – Employee Discount Program