

Lan-Oak Park District
Ordinance & Policy Committee
November 30, 2011

The meeting was called to order by Chairperson Long at 6:30pm. Upon roll call the following were present: Committee Members: Gaffney, Long. Also present Director Wilson, Commissioner Flores (arrived at 6:31pm).

Wilson presented proposed changes to Section 3-2 of the District's personnel policy manual. The proposed changes were relating to vacation and personnel days for employees. The proposed changes would follow employment classification as designated already in the manual. Changes were earmarked making administration and supervisory in one category and regular full time employees in another category for distributing these specific benefits.

Minor changes would occur in the administration and supervisory area for vacation and personnel days. As for full time regular employees the proposed changes would eliminate the opportunity to take vacation time via an hourly increment (2 hour minimum) for vacation and change to a 40 hour increment. Personnel days for full time regular employees would go from 96 hours per year with accumulation of the personnel time to 240 hours, to six sick days per year with no accumulation.

The main reason for the proposed changes is that it has been very difficult to cover the hours of the employees when they are taking 2 hours here, 4 hours there and 8 hours another time. Wilson stressed that the part time employees covering these full time positions cannot cover all of the hours of time off being requested. It was also mentioned that some employees in this employment classification were more concerned about their time off than working creating several negative work performance issues.

Discussion and debating ensued on the proposed changes with the committee members. Various scenarios were viewed and opinions expressed on the proposed changes.

In the end the committee agreed that they will not provide a recommendation to the full Board. They would like to discuss the matter with the full board at the next meeting.

Discussion occurred on the active military discount. The committee was in agreement to revise the current policy with following changes:

- Entitled discount of 50 % change to 100%
- Fitness and Recreation fees would be discounted by 100%

- Add to the policy individual would have to provide a valid driver's license or state ID proving he or she is a Lansing resident
- The period for the discount would be for a 14 day period, all at one time, every 6 months.

Wilson will prepare the policy revision for the December Board meeting and discuss the operation aspect of the policy with the Superintendent of Recreation.

Wilson informed the Committee that he will be contacting the District's legal counsel to begin the review of the current personnel policy. He noted it is recommended that the personnel policy be reviewed every three years by the District's legal counsel for any updating.

There being no further business Motion by Long to adjourn the meeting. Second by Gaffney. Upon roll call all present voted "aye". No nays. Adjourned at 7:20pm.

Respectfully Submitted,

John W. Wilson, CPRP
Secretary to the Park Board

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