

Lan-Oak Park District
Ordinance & Policy Committee
January 3, 2011

Chairperson Long called the committee meeting to order at 6:36pm. Upon roll call the following were present: Committee Members: Gaffney, Long. Others attending: Commissioners Gulotta, Flores, Kelly (arrived at 7:05pm). Staff Liaison: Wilson

Gaffney initiated a discussion on the proposal to revision the current vacation and personnel days policies. The Board took action on these policies at the December meeting and the vote on the motion was a deadlock.

Various options were discussed by the committee, including approving 8 hours for time off requests versus shorter hour increments, a full 40 hour week off, etc. Wilson indicated that doing a longer hour time off for the regular full time employees versus changing the policy for a full 40 hour week, would be the same as the current policy for the vacation time. He again further explained the problem covering the time off requests from the full time employees with the current part time employee roster.

Discussion continued. After all committee members and others provided their thoughts on the matter, the Committee reached the decision to recommend the proposed changes as presented by the Director of Parks & Recreation. The proposed changes included the elimination of personal days for regular full time employees and providing this category of employees with six (6) sick days per year that will not accumulate.

The other changes include the elimination of the hourly vacation benefits and replacing the benefit with the policy that vacation time will be taken in 40 hour increments for regular full time employees. Also the policy will allow for a one (1) week buy out of vacation time for administrative and supervisory employees. This will be annually.

A discussion was also held on the unused vacation time of all employees that was accumulated when the Board adapted the new Personnel Policy in November 2009. All earned vacation time under the old personnel policy was frozen and given to the employees to use between November 2009 and December 31, 2012. Wilson indicated that it is looking difficult for employees to use that time by the deadline. Discussion ensued by the Committee on the history of the older vacation hours and for ways to resolve this matter. Gulotta suggested that the District provide an option to the employees where the District would buy out 50% of the older vacation, or the employee could elect to carry the older vacation older until December 31, 2013. Discussion ensued by the Committee.

It was discussed that if employees took the buyout option, they would receive 50% payment for the number of old vacation hours still on the books. Taking the buyout, all older vacation hours would be erased. If employees took the option to carry over the older vacation hours to December 31, 2013, they would have until then to use those hours. Any hours remaining on the books after December 31, 2013 would be lost by the employee.

Wilson will provide the financial information on the buyout option to the Board at the January meeting.

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

Adjourned at 7:13pm.

Respectfully Submitted,

John W. Wilson, CPRP
Secretary to the Park Board