

4.1 - Personnel Policies and Procedures Manual □

Standard: There shall be established policies that are reviewed periodically and govern the administration of personnel procedures for both professional and nonprofessional employees. The personnel policies and procedures manual shall be available to each employee, as appropriate to the position.

Suggested Evidence of Compliance: Provide the personnel policies and procedures manual and the date of latest review. The personnel practices shall include procedures for

- a. Selection, hiring, and dismissal;
- b. Benefits including retirement, insurance, leaves, and other benefits;
- c. Salary schedule;
- d. Incentive system; and
- e. Staff development program.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 17 - Human Resource Management, pp 443-444; Compendium Section 17-7.

Agency Evidence of Compliance:

The Park District of Oak Park has a set of policies (which includes Personnel Policies¹) that is reviewed, updated, and approved² by the Park District Board of Commissioners at least every 2 years. The last review took place in December 2014. Additionally, the Park District has a comprehensive set of Personnel Procedures³ that is reviewed as a whole every 2 years by Park District staff. The last overall review³ occurred August-September 2013, before the procedures were copied to The Hub (hence the difference in document format).

The Hub⁵, the Park District's internal document management software, is where all Park District policies, procedures, and important information is stored. Each staff member is given access to the software as part of the hiring and orientation process. The software can be accessed on any computer, tablet, or smartphone with internet access. The Park District has the ability to produce PDFs of any of the information included in The Hub if needed for offline viewing.

Documentation:

1. [04.01.00_Park-District-Personnel-Policies.pdf](#)
2. [04.01.00_Policy-Manual-Approval-at-December-2014-Board-Meeting.pdf](#)
3. [04.01.00_Personnel-Procedures.pdf](#)
4. [04.01.00_Personnel-Procedure-Review.pdf](#)
5. Screenshot of The Hub (*below*)

Agency Self Assessment: MET



Personnel Policies

- ▶ Employment
- ▶ Position Classifications
- ▶ Wages & Payroll
- ▶ Time Off & Absences
- ▶ Employee Benefits
- ▶ Employee Conduct
- ▶ Discipline
- ▶ Grievances
- ▶ Safety & Risk Management Policies
- ▶ Administrative Procedures
- ▶ Personnel Procedures
 - Procedures for Applicant Selection & Hiring
 - Procedures for Building & Grounds Maintenance Staff Uniforms
 - Procedures for Employment Records
 - Procedures for Employee

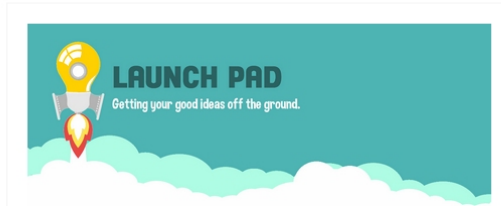
Welcome to the Hub! The Hub is a searchable database where you can access the District's policies and procedures easily and quickly. All active employees have access and are expected to review, read and follow all its contents. If you have questions regarding any of the information, please see your Supervisor, Department Head or Human Resources.

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