

4.1.11 - Disciplinary System

Standard: There shall be an established disciplinary system based on the code of conduct and performance. The system shall specify the conduct expected of employees. Prohibitions should be specific, whereas approved behavior may be stated in general terms (e.g., courtesy, punctuality).

Suggested Evidence of Compliance: Provide the code of conduct and performance and the policies and procedures that guide the disciplinary system and how this information is communicated and made accessible to employees. Include copies of disciplinary action steps included in collective bargaining agreements, if applicable. This system shall address the following topics:

- a. Compliance with agency statements;
- b. Unbecoming conduct;
- c. Appropriate appearance;
- d. Use of alcohol and drugs;
- e. Acceptance of gratuities, bribes, or rewards;
- f. Abuse of authority; and
- g. Proper care and maintenance of equipment.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 16 - Human Resource Employment, pp 423-427.

Agency Evidence of Compliance:

The Park District of Oak Park strives to make expectations of staff as clear as possible in order to prevent disciplinary issues from occurring whenever possible. The first step includes an Orientation

Presentation¹ for all new staff to introduce them to the Park District and its policies, procedures, and services offered to the community, including some of the agency's important performance expectations.

"The Hub" is home to all of the Park District's policies, procedures, manuals, job descriptions, and other important information. All staff have access to The Hub² from any device with internet access and a browser and have the ability to use the easy search tool to quickly find the specific information needed.

The Compliance with Policies in Performance of Duties Policy³ requires employees to comply with all policies and procedures established by the Park District. Any corrective action that needs to be taken by the Park District is guided by the Disciplinary Actions Policy⁴, which includes the disciplinary actions that supervisors may take as well as the specific reasons for disciplinary action. Additional policies further outline specific expectations in the Employee Conduct Section of the Personnel Policies⁵.

The Park District's Union Contract⁶ further outlines expectations and disciplinary actions specifically for collective bargaining unit employees.

Documentation:

1. [04.01.11_Orientation-Presentation.pdf](#)
2. Screenshot of The Hub (*below*)
3. [04.01.11_Compliance-with-Policies-in-Performance-of-Duties-Policy.pdf](#)
4. [04.01.11_Disciplinary-Actions-Policy.pdf](#)
5. [04.01.11_Employee-Conduct-Section-of-the-Personnel-Policies.pdf](#)
6. [04.01.11_Union-Contract.pdf](#)

Agency Self Assessment: MET

The screenshot shows the 'hub.pdop.org/help' page. The header includes the 'Park District of Oak Park Hub' logo, 'Contact Us', and 'Logout' links. A search bar is present with the text 'Search for articles...'. The main content area is divided into three columns. The left column is a navigation menu with categories like 'Personnel Policies', 'Employment', 'Position Classifications', 'Wages & Payroll', 'Time Off & Absences', 'Employee Benefits', 'Employee Conduct', 'Discipline', 'Grievances', 'Safety & Risk Management Policies', 'Administrative Procedures', and 'Personnel Procedures'. The middle column contains a welcome message: '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.' Below this is an 'I Want To:' section with two dropdown menus: 'Submit a(n)...' and 'View...'. At the bottom of the middle column is a 'Share Your Great Idea on Launch Pad' section with a graphic of a rocket and the text 'LAUNCH PAD Getting your good ideas off the ground.' The right column features 'What's New in The Hub' with items like 'Brand & Logo Standards', 'Staff Calendar', and 'What to Do in an Emergency', and 'Popular Articles' with items like 'Training Calendar', 'POL.P.04.04 - Sick Leave', and 'Employee Self-Service'.