

Section 7: Personnel Policies

7.1 Personnel Manual

The District has established a Full-time and Part-time Personnel Manual approved by the Board of Directors. The Personnel Manual currently in effect is attached in Appendix B, which is incorporated herein by reference as if fully set out.

7.2 Salary Administration System

The basic premise of the salary administration involves evaluating performances relative to specific job responsibilities that correspond with respective salary ranges. A standard rating sheet is distributed to the department heads and includes quantified measurements relating to job descriptions, adherence to safety/accessibility guidelines, completion of annual objectives, and an assessment of positive attributes as well as areas that may need attention. Merit increases are a direct result of performance ratings as they compare to other full-time employees within the District. For the most part, like comparisons as well as the distribution of the salary pool is better served within respective departments.

When performance evaluation forms are completed and reviewed with the Executive Director, the department heads meet with their respective employees to review their evaluations as well as their merit increases for the ensuing year. This process is completed prior to the first payroll date of each fiscal year. Performance evaluations for Part-time staff are completed and reviewed by the respective department head and are completed annually; either by fiscal year or by time cycle of a seasonal program.

7.4 Employee Insurance Coverage

Addison Park District may provide medical, vision, dental and life insurance coverage, as well as prescription drug card coverage for its employees each calendar year all with certain limits and regulations. It is the intent of the District that any insurance provided for its employees shall be the best affordable coverage.

7.3 Full-Time and Part-Time Salary Ranges

As part of the annual budget process, the Board of Park Commissioners approves the salary pool percentages, Full-time Salary Schedule, and Part-time Salary Schedule. (See Appendix C)

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7.5 Use of Volunteers

The District shall strive to utilize volunteers to compliment the District's staff and operations. Volunteers shall be used to improve the overall quality of parks, recreation programs, facilities and services.