

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK
DISTRICT OF HIGHLAND PARK
HELD ON AUGUST 28, 2024, 5:03 PM.**

Present: Commissioner Labrador, Commissioner Ruttenberg, Commissioner Grossberg

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr; Director Smith,
Director Peters, Director Peters, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Review of the Employee Handbook

Director Hall reported that the Human Resources Department is revising the current Employee Handbook. To begin review of employee policies, the Human Resources Department is providing those that are most impactful to 2025 budget planning and 2025 annual employee benefits programs. Staff reviewed proposed revisions to policies impacting work conditions (safety and security), employee benefits programs, and time off benefits.

Chapter 5, Work Conditions was a review of “Use of Phone at Work and Reimbursement” and “Safety Apparel and Shoe Reimbursement”.

Chapter 6, Employee Benefits Program was a review of “Flexible Spending and Dependent Care Spending”, “Deferred Compensation Plan”, “Employee Participation in Programs and Use of Facilities”, and “Remote Work”.

Chapter 7, Time Off Benefits was a review of “Vacation Time”, “Sick Time”, “Paid Time Off (part-time)”, “Holidays”, “Parental Leave”, and Bereavement Leave”.

Open to the Public to Address the Board

None.

Adjournment

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Labrador and approved by a unanimous vote. The Board Meeting adjourned at 6:01 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary