

**MINUTES OF A THE POLICY COMMITTEE MEETING OF THE PARK  
DISTRICT OF HIGHLAND PARK  
HELD ON OCTOBER 23, 2024, 5:02 PM.**

**Present:** Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman

**Absent:** None

**Also, Present:** Executive Director Romes; Deputy Director Carr; Director Smith, Director Gogola, Director Peters, Director Voss, Director Hall, Assistant Director Acevedo, Coordinator Hejnowski

**Guest Speaker:** None

Commissioner Labrador joined the meeting at 5:04 p.m.

**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.

Staff revisited Military Leave and Bereavement Leave Policies based on recommendations from the September Policy Committee Meeting. Two options were presented for Bereavement Leave. The Committee supports Option A.

Chapter 3, Payroll and Recording of Hours Worked was a review of "Payroll", "Salary Basis Policy", "Overtime", "Work Schedules", "Recording of Hours Worked", "Rest Periods", and "Nursing Parent".

Chapter 4, Employee Conduct was a review of "Attendance and Punctuality", "Personal Appearance and Fragrance", "Inclusion Code of Conduct", "Standards of Conduct", "Violence in the Workplace", "Transgender Employees", "Social Media Acceptable Use", "Political Activities", "Smoking", "Gifts, Gratuities, and Rewards", "Solicitation/Distribution", "Work Areas", "Disciplinary Action", "Separation of Employment".

**Open to the Public to Address the Board**

None.

**Adjournment**

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 6:06 p.m.

Policy Committee Meeting Minutes  
October 23, 2024

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary