



INTRODUCTION AND AT-WILL DISCLAIMER

Welcome to the Naperville Park District, hereafter referred to as “Park District”. We are proud of our record of continuing growth and expansion of services offered to the Naperville community. The growth and reputation of the Naperville Park District are the direct results of individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this manual.

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this manual has been prepared for you as a general reference guide.

Second, this manual supersedes all previously issued manuals. Your decision to continue employment with the Park District after this revision and any future revision to this manual shall be deemed to constitute your agreement with all such revisions. **The Park District and the Board of Park Commissioners reserve the right to unilaterally revise, supplement or discontinue any of the policies, guidelines or benefits described in this manual.** Therefore, the Park District may, from time to time, revise, add to, supplement or discontinue any of the policies, rules or benefits described in this manual with or without notice. The Park District will try to inform you of any changes as they occur. You may request a current copy of this manual at anytime from the Human Resources Department.

Third, **nothing contained in this manual, or any written or oral statement that contradicts, modifies, interprets, explains or clarifies any provision of this manual, is intended to create nor shall create an employment contract, either express or implied, for an employee to remain in the Park District’s employ. Further, the manual does not guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the Park District, or you may resign for any reason at any time. In other words, you may terminate your employment at any time, with or without cause or notice, and the Park District retains a similar right. No supervisor, department head, director, or other representative of the Park District (except as delegated and approved by the Board of Park Commissioners) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.**

Fourth, each employee is expected to review this manual and become familiar with its contents. Accordingly, upon receipt of this manual, you must sign, date and return the Employee Acknowledgement Form found on the last page. This form will also require you to acknowledge that your employment relationship with the Park District is an “employment at will” relationship and is terminable by either you or the Park District at any time. This form will be maintained in the Park District’s files and your personnel file. If you have any comments, suggestions, or questions about any aspect of your employment, you are encouraged to discuss them with your immediate supervisor or department head. He will listen to your concerns, consider appropriate



action to be taken, if necessary, and/or provide you with the information you need, or direct you to someone who can provide you with that information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this manual, or any other personnel policy, the decision of the Executive Director will be final.

Finally, if any policy or procedure or part thereof contained in this manual is determined invalid in a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

Note: Where the context of this manual permits, words in the masculine gender shall be interpreted to include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this manual are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation of this manual or any of its provisions.