

1-16 PRIVACY

Employees should understand that while certain Park District property such as computers, desks, lockers, and vehicles are available for their use, they remain the property of the Park District. Employees are not permitted to store any wrongfully obtained illegal or prohibited items or substances in or on Park District property. Any property belonging to the Park District is subject to search for illegal or prohibited items or substances or missing or stolen Park District or Park District patrons' funds or property including electronic devices and data storage.

To safeguard the property and personal safety of our employees and the Park District, the Park District reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from Park District property by employees and all other persons leaving and entering the Park District's premises.

The Park District reserves the right to inspect an employee's office, desk, files, lockers or other area or article on Park District premises. As noted above, all lockers, offices, desks, telephones, computers, files and so forth, are the property of the Park District and are issued for the use of employees only during their employment with the Park District.

Inspections may be conducted at any time at the discretion of the Park District. The Park District is not responsible for the loss of personal property.

Employees working on Park District premises or entering or leaving the premises who refuse to cooperate in an inspection, as well as employees who after the inspection are believed to be in possession of unauthorized Park District property, confidential material, stolen property, weapons, alcohol, or illicit drugs will be subject to disciplinary action, up to and including discharge.

1-17 ALCOHOL AND DRUG ABUSE

The Park District has implemented an alcohol and drug abuse policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public, and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to ensure the health and safety of its patrons and employees.

In accordance with the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.), the Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Park District's policy relating to alcohol and drugs. As such, **all** Park District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Driver's License (CDL). Park District employees who operate Park District Commercial Motor Vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-Commercial Motor Vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of