



chicago botanic garden

Employee Handbook



chicago botanic garden

A Letter from the President and CEO

It is my pleasure to welcome you to the employee community at the Chicago Botanic Garden, a world-renowned living museum with roots throughout the greater Chicago area and beyond, where we work to inspire people to connect with plants through science, urban agriculture, lifelong learning opportunities, and the beauty of horticulture. Our 385-acre main campus in Glencoe hosts more than 1.2 million visitors a year who come to experience the beauty of our gardens and natural areas, which include woods, prairie, and waterways; to take a class or send their children to our camps and preschool; to earn a graduate degree; to attend events such as concerts, our renowned Orchid Show and Lightscape; and much more. They also come to the Garden for respite from the stresses of everyday life.

At the Garden, we cultivate the power of plants to sustain and enrich life. We have earned global recognition for our Negaunee Institute for Plant Science Conservation and Action's work in plant conservation and restoration. Our scientists conduct plant science research here and throughout the world to protect plants and our planet. And our urban agriculture initiative—Windy City Harvest—supports communities with education and jobs training, and its urban farms and Farm on Ogden market that sells their fresh produce. It also offers free produce for patients with diet-related diseases through its VeggieRx program.

Our purpose—why we exist—is to connect people to the power of plants so people and planet may thrive. Our tagline—Plants. People. Planet.—sums this up in three simple words. Every staff member is encouraged to view their work through the lens of our purpose in order to achieve our goals and work together collaboratively. Helping to achieve a high level of collaborative work are our organizational values—growth, understanding, resilience, and trust and transparency, which you can read about in more detail on page 9. What's more, our values were created to help the Garden achieve these staff-defined objectives: joy, fulfillment, and belonging. We feel strongly that these goals should be an inherent part of each staff member's employment experience.

As you can see, we're an organization with diverse activities and an equally diverse employee population of people skilled in many different areas to support all our activities.

With this brief look at what the Garden is all about, I invite you to thoroughly explore this handbook, which provides you with important information for you as a Garden employee. You'll find details about what you can expect from the Garden and what the Garden expects from you. Please contact Human Resources with any questions.

I wish you the best of luck in your new career endeavor, and I thank you for joining us in our important work.

Best regards,

Jean M. Franczyk



chicago botanic garden

Welcome to the Chicago Botanic Garden

About this Handbook

Whether you have just joined the Chicago Botanic Garden or have been an employee for many years, we are confident that you will find the Garden a dynamic and rewarding place in which to work, and we look forward to a productive and successful relationship. We consider the employees of our organization to be our most valuable resource.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not meant to be comprehensive or to address all of the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if employees have any questions concerning the applicability of a policy or procedure or any questions regarding concerns about eligibility for a particular benefit, they should address specific questions to Human Resources. Neither this handbook, nor any other organization document, confers any contractual right, expressed or implied, to remain in the Garden's employ, nor does it guarantee any fixed terms and conditions of employment. The Garden employs its staff on an at-will basis. That means that the Garden or the employee may terminate the employment relationship at any time, for any reason, with or without notice, and with or without cause. No one other than the president and CEO of the Chicago Botanic Garden has the authority to enter into an employment agreement providing otherwise, and any such agreement must be in writing and signed by both parties.

Second, the procedures, policies, practices, and benefits described in this handbook may be modified or discontinued by the Garden in its sole discretion at any time. We will inform employees of any changes. More detailed information regarding any Human Resources policies or other policies referenced in this handbook can be found on the Human Resources shared drive folder under Policies and Procedures.

Please sign and return to the Human Resources department the form acknowledging you have received and reviewed this employee handbook. Thank you, and again, welcome!



chicago botanic garden

Table of Contents

Introductory Information

Welcome to the Chicago Botanic Garden.....	3
Receipt and Review Acknowledgement	7
Mission Statement	8
A History of Growth	8
Employee Relations Philosophy.....	9
Garden Values	9
Ethics Code for the Chicago Botanic Garden	11
Equal Employment Opportunity and Affirmative Action.....	11
Immigration Law Compliance.....	12

Employment at the Chicago Botanic Garden

Employment Status.....	13
Exempt and Nonexempt Employees.....	13
Introductory Period	14
Departmental Employee Orientation.....	14
Sexual Harassment and Harassment Policy.....	14
Meal/Rest Breaks	15
Shift/Schedule Rotation	15
Defined Staff Driver.....	16
Personnel Files.....	16
Lockers	17

Benefits

Garden Membership.....	18
Wellness Initiative	18
Complimentary Admission to Other Cultural Institutions	18
Open Enrollment	18
Vacation Time.....	19
Personal Days	19
Holidays	20
Holiday Pay.....	20
Sick Time.....	20



chicago botanic garden

Funeral/Bereavement Leave	21
---------------------------------	----

Compensation

Time and Attendance System/Getting Paid	22
Pay Periods	22
Payday/Direct Deposit	22
Check Discrepancies	23
Overtime	23
Wage Assignments/Garnishments	23
School Visits	23
Weather Emergency Pay	23
Emergency Closing Pay	24

Civic Responsibilities

Jury Duty	25
Military Service	25
Voting in Elections	25

Policies and Statements

Attendance and Punctuality Policy	26
Americans with Disabilities Act	26
Leaves of Absence	27
Solicitation and Distribution of Literature	30
Corrective Action	31
Employee Problem-Resolution Process	32
Confidentiality	33
Criminal Convictions	33
Personal Appearance	34
Electronic Communications Statement	35
Parking	35
Driving on Garden Grounds	36
No Smoking Policy	36
Personal Calls/Cell Phones	36
Children in the Workplace	36
Employment of Relatives	37
Bulletin Boards	37
Honeywell Instant Alert System	37



chicago botanic garden

Employee Health

Return-to-Work Requirements	38
Work-Related Injuries/Illnesses	38
Return-to-Work After a Work-Related Injury or Illness	39
Drug-Free Workplace.....	39

Safety

Chemical “Right to Know”	40
Employee Role and Responsibility in Safety	40
Safety and Security.....	40
Emergency Procedures.....	41

Employee Services

Employee Assistance Program	45
Library	45
Gift Shops and Garden Café	45
Service Awards	45

Managing Your Career at the Chicago Botanic Garden

Performance Review	46
Recruitment and Selection	46
Educational Assistance Program	46
Garden-Sponsored Educational Classes	46
Applying for an Internal Transfer.....	46
Job Postings.....	47

Exiting the Organization

Resignation.....	47
Employment Verifications.....	47
Rehire	48
Expense Reimbursement	48

Additional Key Policies and Procedures

Supplier Diversity Policy	50
Abuse Prevention Policy	50
Employee Proprietary Information and Inventions Agreement	51
Whistleblower Policy	51
Outside Employment	52
Additional Resources	52



chicago botanic garden

To: Human Resources Department
Chicago Botanic Garden

I acknowledge that I have been notified that the most current version of the Employee Handbook of the Chicago Botanic Garden is maintained on the shared drive (Human Resources – Policies and Procedures – Employee Handbook). I may request a paper copy. I agree to read and become familiar with its contents. I understand that this handbook is not an express or implied contract of employment and that it does not create any rights in the nature of an employment contract. I further understand that I am employed on an at-will basis, which means that either the Garden or I may terminate the relationship at any time, for any reason, with or without cause. No one other than the president and CEO of the Chicago Botanic Garden has the authority to enter into any employment agreement providing otherwise and any such agreement must be in writing and signed by both parties.

The information contained in this handbook and posted on the Human Resources shared drive is subject to change from time to time. I understand that the current version of this handbook supersedes any previous versions, including any previous versions that were maintained on the shared drive.

I understand that my signature below indicates that I have read and understood the above statements and know how to access the Employee Handbook of the Chicago Botanic Garden.

Print Your Name

Employee Signature

Date

The signed original copy of this acknowledgment is filed in your personnel file.



chicago botanic garden

Introductory Information

Mission Statement

The board of directors has adopted the following mission statement: “The mission of the Chicago Botanic Garden is to promote the enjoyment, understanding, and conservation of plants and the natural world.”

Chicago Botanic Garden: A History of Growth

The Chicago Horticultural Society has been promoting gardens and gardening since 1890. With the opening of the Chicago Botanic Garden in 1972, the Society established a center for plant collections, education, and research. Today its 385 acres house a living collection of more than 2.5 million plants in 26 gardens and four natural areas—woodlands, wetlands, prairie, and lakes. Owned by the Cook County Forest Preserve District and managed by the Chicago Horticultural Society, the Chicago Botanic Garden belongs to the people of Cook County and serves the Chicago region as a resource that is broadly shared. The Chicago Botanic Garden’s mission—to promote the enjoyment, understanding, and conservation of plants and the natural world—motivates its many activities.

The Chicago Botanic Garden is a vibrant living and growing museum, with a plant collection that numbers more than 2.5 million in a unique island infrastructure that supports both terrestrial and aquatic plants. The collection’s more than 9,500 taxa form the foundation of the community, education, and research programs that serve so many in the Chicago area and beyond. This scientific collection is aesthetically displayed in gardens that represent the best in twentieth and twenty-first century landscape design.

While building the collection and defining the landscape, the Garden has maintained an abiding commitment to connecting people with the natural world. This dedication begins with visitor programs that attract new and returning visitors and extends through interpretation of the site; Joseph Regenstein, Jr. School of the Chicago Botanic Garden classes, workshops, and symposia; and teacher and school programs. The Garden’s community education programs reach into Chicago neighborhoods with urban agriculture programs for youth, young adults, and nonviolent offenders, culminating in an accredited community college certificate program. Summer science camps for underserved youth and teacher-training programs transform the Garden into a living classroom each summer. The depth and quality of these programs have helped build the Garden’s national reputation as an outstanding teaching garden and earned the 2004 National Award for Museum Services from the Institute of Museum and Library Services, the nation’s highest honor for museum excellence.

The Chicago Botanic Garden is committed to plant science and conservation research, practice, and training in response to global environmental threats such as habitat destruction, invasive species, climate change, and other human impacts. Garden scientists seek to better understand the consequences of these impacts and develop the capacity to address them meaningfully. With the opening of the Daniel F. and Ada L. Rice Plant Conservation Science Center in September 2009, the Garden significantly advanced its capacity to conduct plant research and to train future generations of plant scientists and stewards through the joint master’s and doctoral degree programs in Plant Biology and Conservation with Northwestern University.

Free to the public, the Chicago Botanic Garden annually serves approximately 950,000 visitors, 50,000 members, and 100,000 participants in education and community programs. More than 2,000 volunteers contribute to the Garden’s operation by planting gardens, working in research laboratories, and presenting programs to the public. Open 365 days each year, the Garden is committed to sustaining a place of beauty, protecting biodiversity and fostering the human relationship with the natural world.



chicago botanic garden

Employee Relations Philosophy - Updated July 11, 2024

Our employment relations philosophy is informed by our staff-developed and defined organizational goal: to be a place where all individuals feel respected and appreciated in their full humanity, thus providing our staff community with a sense of fulfillment, joy, and belonging. The staff-developed and defined values and behaviors are:

As an organization, we...

Prioritize a culture of GROWTH.

We commit to remaining curious in how we approach our work.

- Create and maintain spaces for learning.
- Test new ideas and are willing to take risks to achieve our vision.
- Collaborate to strengthen our skills and impact.
- Demonstrate perseverance and humility as we work towards our long-term impact.

Seek to UNDERSTAND.

We seek to understand others from their perspective.

- Provide opportunities for input and feedback from others.
- Actively listen to all points of view.
- Consider individuals' lived experiences.
- Advocate for and protect time for reflection especially during times of conflict or confusion.

See one another through a lens of RESILIENCE.

We believe that all individuals can experience good outcomes with support.

- Give others the space to balance work and personal needs.
- Support others and demonstrate empathy especially during challenging and stressful times.
- Seek opportunities to learn from and about one another.
- Ask questions about and anticipate the needs of others.

Build TRUST through TRANSPARENCY

We hold ourselves and others accountable by centering decision making that honors all people.

- Communicate information in a timely manner.
- Provide clarity in complex situations with the goal of common understanding.
- Discuss both positive and negative outcomes openly.
- Evaluate the impacts of our actions.



chicago botanic garden

The Garden's philosophy is to treat all employees with respect and to communicate directly with employees, working together with trust and transparency to resolve any concerns as they arise. We hold ourselves and others accountable by centering decision making that honors all people. This policy of cooperation and communication is beneficial to both employees and the Garden.

When problems arise, the Garden seeks to understand others from their perspectives. There are a number of avenues available to employees if problems and concerns arise. Employees should always contact their immediate supervisor directly. If that is not feasible, employees may proceed to the next level or the department head. For further details, please refer to the Employee Problem - Resolution Process, on page 32 in this handbook.

Please keep in mind that employees may contact the Human Resources department at any time. All problems or issues will be promptly handled in as confidential a manner as possible.

Garden leadership believes that employees are integral to the Garden's success, and that all individuals can experience good outcomes with support. By working together, we should be able to resolve any concerns to the employee's satisfaction and to the Garden's mutual benefit.



chicago botanic garden

Ethics Code for the Chicago Botanic Garden

As a museum devoted to public service, the Garden fully endorses the American Alliance of Museums' 2000 updated code of ethics. The nature of the Garden's collection, the community it serves, and its individual circumstances require that it also subscribe to a code of ethics tailored to its own particular needs. Codes have been developed to meet the specific requirements of the Garden as it exists now and has deliberately been made broad enough to permit interpretation and evolution as the structure of the Garden changes over time. Some highlights of these codes are stated below.

Employment by the Garden is a public trust. Employees must, therefore, refrain from any private or public activity that might be in conflict with, or appear to be in conflict with, the mission and interests of the Garden. Every staff member is entitled to personal and professional independence consistent with professional and staff responsibilities, but, because, in the public mind, museum employees are never wholly separate from their institution, in all activities Garden employees must act with integrity, in accordance with rigorous ethical principles as well as with the highest standards of objectivity.

Ethical principles:

- The name and reputation of the Garden are valuable assets and should not be exploited for personal advantage.
- Employees do not take advantage of privileged information obtained as a result of their employment at the Garden or permit others to make use of such information to further personal interest or gain.
- Garden staff do not accept gifts, loans, or other dispensations of more than trivial value that are offered to them in connection with their employment at the Garden.
- Staff members do not use elements of the Garden's collections, property, supplies, or resources for personal gain.
- Garden employees shall not purchase or acquire excess inventory or deaccessioned objects unless such transactions are available through a disposal process that is public in nature.
- Publications, lectures, manuscripts, videos, and all other materials prepared by an employee within the scope of Garden employment or volunteer activities, and any scholarly work by an employee or volunteer produced as a result of financial support from the Garden, are the property of the Chicago Horticultural Society.

Equal Employment Opportunity and Affirmative Action

The Garden hires and employs qualified persons of the greatest ability without discrimination based on race, color, age, marital status, sex, national origin, ancestry, religion, disability, genetic information, sexual orientation, military or veteran status, or any other characteristic or status protected by applicable federal, state, or local law.

The Garden applies affirmative action to employ and advance qualified minorities, women, persons with disabilities, disabled veterans, recently separated veterans, and other covered veterans, in accordance with applicable law.

While the vice president of Human Resources has been designated as the coordinator of our equal employment opportunity (EEO) policy, an effective program needs the support of management and employees at all levels. All employees are expected to comply with this policy and the Garden's other EEO initiatives. Employees who feel



chicago botanic garden

they have witnessed or been subjected to discrimination have a responsibility to report this to their supervisor and/or the vice president of Human Resources immediately. The Garden prohibits retaliation against anyone for reporting discrimination or cooperating in any review of a discrimination complaint.

Immigration Law Compliance

The Garden is required to verify an employee's identity and legal ability to work in the United States. Each applicant must produce documentation approved by the U.S. Citizenship and Immigration Services as acceptable proof of employment eligibility and attest on an INS Form 1-9 to his or her lawful right to work in the United States. All offers of employment and continued employment are conditioned on receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States and completion of an INS Form 1-9. Documentation must be completed as soon as possible after an offer of employment is made and in no event more than three business days after an individual is hired. Any employee whose right to work in the United States expires must recertify his/her right to work in advance of the expiration of the authorization. Any applicant who submits false information to the Garden in order to qualify to work in the United States will be immediately terminated.



chicago botanic garden

Employment at the Chicago Botanic Garden

Employment Status

The Garden has five types of status for employment and two types of status for general benefit eligibility. Employees are also classified as exempt or nonexempt. See below for a discussion of exempt and nonexempt status.

Employment Status	Description
Regular full-time	30+ regularly scheduled hours per week year-round; eligible for benefits
Regular part-time	20-29 regularly scheduled hours per week year-round; generally not eligible for benefits
Seasonal	Part-time or full-time seasonal working less than nine months out of the year (approximately); generally not eligible for benefits
Intern	An intern working part-time or full-time hours who has a specified end date; generally not eligible for benefits
Resource	An employee working on as-needed basis; generally not eligible for benefits

Regular full-time/benefit-eligible: This status includes employees who are regularly scheduled to work 30-40 hours per week. Employees in this category are eligible for benefits. A copy of the Benefit Summary applicable to Regular full-time employees can be obtained from Human Resources.

Regular part-time/nonbenefit-eligible: This status includes employees who are regularly scheduled to work 20-29 hours per week. Employees in this category are not eligible for benefits, except for voluntary participation in the Tax-Deferred Annuity Program (“TDA Program”), and except as specifically outlined in this handbook or the applicable Benefit Summary. A copy of the Benefit Summary can be obtained from Human Resources.

Seasonal, intern, and resource/nonbenefit-eligible: This status includes interns and employees who are scheduled to work on a seasonal or “as-needed” basis. Employees in this category are not eligible for employee benefits, except for voluntary participation in the TDA Program, and except as specifically outlined in this handbook or the applicable Benefit Summary. A copy of the Benefit Summary can be obtained from Human Resources.

Exempt and Nonexempt Employees

The Garden classifies positions as either exempt or nonexempt for purposes of establishing eligibility for overtime pay under federal and state wage and hour laws. Nonexempt employees are paid at the applicable overtime rate for hours worked in excess of 40 hours per week. Employees who are classified as exempt do not receive overtime pay regardless of the number of hours worked. The Garden’s wage payment policies and procedures, including those set forth in this handbook, are administered in a manner consistent with the requirements of the Fair Labor Standards Act, the Illinois Minimum Wage Law, and all other relevant wage and hour laws.

Exempt employees may have their pay reduced for absences from work only when they are absent for at least a full day and are not eligible for paid time off under any of the Garden’s plans or policies; eligible for and take time off under the Family and Medical Leave Act, even if the absence is less than a full day; or suspended without pay for violating a safety rule of major significance or another workplace conduct rule, but only in full-day increments. Further, if an employee works less than the regular scheduled hours during the first or last week of employment, he or she will be paid a pro rata share of the full salary for the time actually worked.



chicago botanic garden

Introductory Period

New employees go through a 90-day introductory period in order to learn about the Garden and the new position. Additionally, the introductory period will give the supervisor a period of time to evaluate the employee's performance. If there are significant performance or behavior issues during this period, the supervisor may terminate employment prior to the completion of the introductory period. When the 90-day introductory period has ended, the supervisor will conduct a performance review. The supervisor will share the employee's progress with him or her, and if the supervisor concludes that the employee is not performing satisfactorily, the employee may be terminated due to unsatisfactory performance. Under appropriate circumstances, the supervisor may decide to extend the introductory period for an additional period of time.

Employees in their introductory periods are not subject to the corrective action process and do not have the right to appeal their terminations, as described in this handbook. When employees complete the introductory period, the relationship with the Garden is still one of employment-at-will, but employees are subject to the corrective action process and will have the right to appeal any termination decision.

Departmental Employee Orientation

The first few weeks in a new position will include a department-specific orientation. During any department orientation, the supervisor will review the topics listed on the organization's Department Orientation Checklist. A review of the topics listed on this form ensures that employees have received the information they need for a successful start as a Garden employee. All employees are encouraged to take a complimentary tram ride (weather permitting). The tram, as well as all Garden fee-based tours and exhibitions, are free to employees with a valid ID unless otherwise noted.

Sexual Harassment and Harassment Policy

The Garden is committed to maintaining a work environment that is free from discrimination or harassment. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor, co-worker, vendor, visitor, donor, or any other third party. For the purposes of this policy, harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected characteristic or status, such as race, color, age, marital status, sex, national origin, religion, disability, genetic information, sexual orientation, military or veteran status, or any other characteristic or status protected by applicable federal, state, or local law. The Garden will not tolerate harassing conduct that affects job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive work environment. Such harassment may include, for example, jokes, kidding, or teasing directed at a person based on his/her protected characteristic or status.

Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when submission to the conduct is an explicit or implicit term or condition of employment; submission to or rejection of the conduct is used as the basis for an employment decision; or the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented kidding or teasing, practical jokes, jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person's body.



chicago botanic garden

All employees are responsible for ensuring that we avoid harassment. If an employee feels that he or she has experienced or witnessed harassment, the employee is to notify the vice president of Human Resources, a department head, or a supervisor. The Garden forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If an employee feels he or she has been retaliated against, the employee is to notify the Human Resources department, a department head or a supervisor.

The Garden's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the Garden will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of this policy has occurred, the Garden will take corrective action, up to and including immediate termination of employment.

Violations of this policy may constitute violations of Title VII of the Civil Rights Act of 1964, the Illinois Human Rights Act, or other federal, state, or local laws prohibiting discrimination and harassment.

Meal/Rest Breaks

Meal Breaks

Employees working more than five hours in a shift are eligible for an unpaid 30-minute meal break. Meal breaks may be specified by the department supervisor but should be taken no later than five hours after an employee begins work and should be taken away from his/her work area. Employees should not perform any work during meal breaks without prior authorization from their supervisor. Employees must inform their supervisor as soon as possible if they will be unable to take a 30-minute meal break at the specified time, so that alternate arrangements can be made.

Nonexempt employees who perform any work during meal breaks, whether authorized or not, should immediately report the time worked to their supervisor and record the time worked on their time sheets so that proper compensation can be provided. Employees who swipe in and swipe out using the Garden's electronic timekeeping system can complete a manual time record for this purpose.

Rest Breaks

Employees who are scheduled to work an eight-hour shift may take two 15-minute paid rest breaks. An employee's supervisor may specify the time at which the break may be taken. Employees working less than eight hours are given one 15-minute paid rest break. Employees are expected to be flexible when scheduling or taking rest breaks, as it may be necessary to postpone or not take a rest break in order to serve customer needs, meet a deadline, cover for an absent employee, or complete a critical task.

Shift/Schedule Rotation

Employees may be assigned to any one of the shifts, may be rotated as necessary, and though rare, may be called on outside of scheduled hours for assistance (i.e., event staffing, snow plowing). Employee flexibility is important if we are to provide essential service and must be accepted as a condition of employment. As a general practice, the Garden will, except in emergency and unforeseen situations, schedule work time in advance to permit employees to make necessary personal arrangements.



chicago botanic garden

Defined Staff Driver

A Defined Staff Driver is an employee who is required to drive a fleet vehicle on a regular basis as part of their duties. A fleet vehicle is one that is owned by the Chicago Botanic Garden. This does not include golf carts. When an employee is designated to be a defined driver, a driving record background check is conducted. This may be at time of hire or later, if the employee is given additional responsibilities during employment that require driving a Garden vehicle.

In the event that an employee has their driver's license revoked or suspended or given a moving violation (i.e., speeding) they must inform Human Resources in writing as soon as possible, but not more than five business days. This does not mean an employee will be terminated. The vice president of Human Resources will work with the manager of the area to determine if the employee should continue to operate a Garden vehicle. Random audits consisting of running a driving record background check for defined drivers will be conducted by Human Resources throughout the year. In the event that an employee does not report any of the aforementioned situations, it is reason for disciplinary action, up to and including termination.

Personnel Files

Human Resources, in conjunction with all departments, maintains a complete and current personnel file for all active employees. It is important that employees complete a personal data form ("PDF") and provide appropriate documentation when there is a change of address, telephone number, or name change. If an employee has a qualified change in status (i.e. marriage, divorce, birth of a child) that requires a change/update to benefits, the employee must contact the Human Resource office within 31 days of the change so benefit status and information can be updated appropriately. Employees have 31 days from the date of the qualified change in status to make any modifications to your benefits. If an employee does not make a change, the next opportunity will be during Open Enrollment. Changes regarding social security numbers or other information previously submitted in connection with the I-9 process, must be approved by the vice president of Human Resources in conjunction with the chief financial officer.

Employees may review and/or request a copy of their personnel file by contacting Human Resources and putting a request in writing. Human Resources will make an appointment within seven business days of a written request to set up a time to review the file and provide copies, if requested.

Keeping demographic information for the employee's Human Resources personnel file up-to-date is important. If there is a change in any of the following items, please complete and submit a PDF to Human Resources as soon as possible.

1. Legal name
2. Home address
3. Home telephone number and/or cell number
4. Emergency contact
5. Change in dependents if you are covering them with health insurance
6. Marital status
7. Change of beneficiary (addition or deletion)
9. Driving record or status of driver's license (if driving is a part of your job)



chicago botanic garden

Employees should also update this information in the Honeywell Instant Alert System (see page 37 for details of this system).

Employees may also change their tax exemptions at any time by submitting new tax forms to Human Resources.

Lockers

All lockers are the property of the Garden. Information regarding lockers and locker room facilities will be provided by the supervisor, if applicable to the position. The Garden reserves the right to inspect and open all lockers, regardless of who provides the lock, when there is a reasonable basis to do so. The Garden will not assume responsibility for loss of personal property stored in lockers.



chicago botanic garden

Benefits

Depending on an employee's employment status, different benefits are offered. The benefit summaries are updated annually and are available on the shared drive under Garden Resources, Human Resources, Employee Resources, Benefit Summaries. Below are some of the benefits offered to employees.

In the event of any conflict between the provisions of this handbook, the Benefits Summary and the actual plan document, the terms of the plan document will prevail.

Garden Membership

Employees with assignments lasting longer than six months are members of the Garden and may enjoy all the membership benefits. These include, but are not limited to, a discount on Garden Shop purchases, a discount at the Garden Café, checkout privileges at the library, the quarterly publication *Keep Growing*, and reduced rates for Garden-sponsored classes and tours. These benefits remain in effect as long as you are employed by the Garden.

Wellness Initiative

The Garden is committed to assist and support employees in maintaining or establishing healthier lifestyles. The Garden offers the following to support an individual's health-related goals:

- **Wellness Day:** One wellness day, prorated based on hours worked and start date, is provided to Regular Full-time employees to ensure they can dedicate time to be utilized for preventive care such as annual checkups for medical, dental, and vision care.
- **Weight Watchers:** A 50 percent reimbursement of the cost of attending meetings for regular full-time employees who attend 11 out of 12 consecutive meetings. For information on how to sign up, please contact Human Resources directly. Employees may join at any time.
- **Pedometers** are available to all staff members for the subsidized cost of \$5.

Complimentary Admission to Other Cultural Institutions

Employees of the Garden are eligible for a complimentary general admission privilege at some of Chicago's other wonderful cultural institutions. Through a consortium of Museums in the Park, employees of the institutions listed below are encouraged to experience their sister organizations throughout the city and surrounding areas. Employees must show their Chicago Botanic Garden photo ID or business card upon entry at the gates. Please note, complimentary admission does not include any temporary exhibitions or additional programs (i.e., Omnimax, Oceanarium, etc.). Participating locations: Adler Planetarium, Art Institute, Chicago History Museum, DuSable Museum, Field Museum, Museum of Contemporary Art, Museum of Science and Industry, National Museum of Mexican Art, Notebaert Nature Museum, Shedd Aquarium, Brookfield Zoo, and the Chicago Children's Museum.

Open Enrollment

Open enrollment is held once every year. During open enrollment, benefit-eligible employees (Regular full-time employees) are able to change their medical and dental benefits coverage options as well as their reimbursement account elections. Changes are not effective until January 1 of the following year. Benefit eligible employees can also apply for various supplemental or voluntary benefits that may require evidence of insurability. Information regarding open enrollment dates and options will be provided.



chicago botanic garden

Vacation Time

Regular full-time and part-time employees begin to accrue vacation hours immediately. However, employees are not able to utilize vacation time until 90 days after their date of hire. Employees should see their supervisor regarding their department's vacation request procedure. For purposes of planning and accommodating coworkers, in most cases it will be necessary to obtain approval from your supervisor in advance of all vacation time.

The monthly accrual will be added to an employee's vacation bank on the first pay date of every month. Vacation days are paid at the employee's base rate of pay, and is based on regularly scheduled hours. Vacation pay is not calculated into hours worked when determining overtime.

Regular Full-time Employee Vacation Schedule Maximum Number of Days per Year

	Years of Service			
	0-3 years	4-9 years	10-15 years	16+ years
Nonexempt	10 days	15 days	20 days	25 days
Exempt (except as outlined below)	10 days	15 days	20 days	25 days
Managers	15 days	15 days	20 days	25 days
Directors	20 days	20 days	20 days	25 days
Vice presidents	25 days	25 days	25 days	25 days

Vacation hours are prorated for regular part-time employees.

Regular full-time and regular part-time employees may carry over one week of vacation to the end of the first pay period in the next calendar year. Earned but unused vacation days are paid out when an employee terminates employment.

Personal Days

Benefit-eligible employees (i.e., regular full-time employees) are provided with three personal days at the beginning of each calendar year. Newly hired employees will receive personal days based on the month in which they are hired: January through March—three days; April through June—two days; July through September—one day; October through December—no days. Employees are not able to utilize personal days until 90 days after their date of hire. Payment for personal days is at the employee's base rate of pay, and is based on regularly scheduled hours.

Personal days may be used for a specific purpose, such as unanticipated personal business or religious or other holidays that are not recognized officially by the Garden. Unused personal days are not carried over to the next calendar year and are not paid out when an employee terminates employment.



chicago botanic garden

Holidays

Regular full-time employees and regular part-time employees are eligible for holiday pay. The Garden observes the following holidays, which are a mix of legal and Garden-specific holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

Holidays will be observed on the day they occur unless the holiday falls on a Saturday or Sunday. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.

Holiday Pay

The following policies apply to holidays that coincide with legally observed and Garden holidays as they affect non-exempt employees:

- Holiday pay will be paid at the employee's base rate of pay, and will be based on regularly scheduled hours.
- Holiday pay will be paid only if the employee works his or her last scheduled day before the holiday and first scheduled day after the holiday.
- Holiday pay is not calculated into hours worked for determining overtime.
- Holiday pay (for both legal and Garden-designated holidays) will be paid at 1.5 times the base rate of pay for hours worked.
- Employees who work on a holiday will be eligible to take another day off as paid time off. The eligible holiday paid time off will be tracked within the time and attendance system and should be used within 30 days of the holiday or at the discretion of the department manager.
- Employees can carry over two eligible holiday paid time off days to the first pay period of the following year, for use in the following year with at the discretion of the department manager.
- Unused holiday hours are not paid out when an employee terminates employment.

If the holiday falls on an employee's regularly scheduled day off, another day should be identified to use the holiday paid time off. The hours paid during a holiday week should not exceed regularly scheduled hours. For example, if an employee is regularly scheduled to work Monday through Thursday, and the holiday falls on a Friday, the holiday should not be applied on Friday; the employee should work with her manager to identify an alternate day to use the holiday.

Sick Time

Regular full-time receive paid sick time for their own illness or injury, or to care for an immediate family member. For purposes of this policy, immediate family is defined as spouse, domestic partner, children/stepchildren, parents, siblings, parents-in-law, grandparents, grandchildren, daughters-in-law or sons-in-law. Employees receive one sick day for each month of employment and may carry over unused sick days to the next calendar year, provided that the maximum number of sick days does not exceed 120. Unused sick time is not paid out when an employee terminates employment with the Garden. Sick time is paid at the employee's base rate of pay, and is based on regularly scheduled hours. Paid sick time is not calculated into hours worked when determining overtime.



chicago botanic garden

Funeral/Bereavement Leave

In the event that a regular full-time or a regular part-time employee's immediate family member dies (spouse, domestic partner, child/stepchild, parent, sibling, parent-in-law, grandparent, grandchild, daughter-in-law or son-in-law), the employee may, with his/her supervisor's approval, be excused from work with pay for a maximum of three days. Funeral/bereavement leave is paid at the employee's base rate of pay, and is based on regularly scheduled hours. Paid funeral/bereavement leave is not calculated into hours worked when determining overtime. The Garden reserves the right to request documentation to support the approved time off.

Bereavement leave is extended to employees in the event a coworker passes away. This allows employees to attend services for their colleague if their scheduled hours conflict with the services. Supervisors will communicate with their departments to ensure staffing needs are met.

One day of bereavement time is provided in the event an employee experiences the loss their family pet.



chicago botanic garden

Compensation

Time and Attendance System/Getting Paid

Depending on the employee's status and location, the responsibility for ensuring that time and attendance are recorded correctly may be different.

Nonexempt employees (see page 13) are responsible for properly recording all hours actually worked so that for proper compensation. This includes swiping-in and swiping-out of the Garden's electronic time and attendance system and/or accurately completing a manual time record, as appropriate. If employees forget to swipe-in or swipe-out, they must notify a supervisor immediately so that the hours worked can be accurately recorded. This should be done via e-mail or a manual time record. Each department may have specific policies and procedures regarding the recording of time paid for hours not worked. Examples of this time are vacation, sick days, and jury duty. Utilizing your hand to swipe in and out is considered your signature and verifies that the time recorded is correct. If needed, a supervisor can produce a paper copy of your daily time. If a manual time record form is utilized, your signature verifies that the time recorded is complete and accurate. A supervisor will also approve the employee's manual time record to verify that it is accurate and to approve time to be paid. If a supervisor makes any adjustments to an employee's manual time record, he/she will return the form to the employee for a signature, which verifies the adjusted time recorded is correct.

Employees should not perform any work before or after a scheduled shift without prior authorization from a supervisor. If an employee performs any work before or after a scheduled shift, whether authorized or not, he or she should complete a manual time record that will be reviewed and approved by a supervisor. Additionally, employees who use the electronic timekeeping system should swipe in and swipe out immediately before/after their scheduled shift unless otherwise authorized.

At times an employee may be asked to work outside their scheduled shift. Your cooperation is appreciated. A nonexempt employee should never feel pressured to work outside of their scheduled shift without pay. Additionally, no employee may swipe in or out for another employee, or otherwise falsify time records. Employees should speak to a supervisor or a member of the Human Resources department if there are questions or the employee feels pressured to falsify time records.

Exempt employees are not required to swipe in and out or to complete a manual time record. However, vacation, sick and personal days, FMLA, or other absences must be recorded in the time and attendance system or via a manual time record.

Pay Periods

The workweek begins on Monday and ends on Sunday. Pay periods extend for two work weeks. The pay period calendar is on the shared drive under Human Resources.

Payday/Direct Deposit

Payday is the first Friday following the last Sunday of the pay period. Employee pay will be directly deposited into a designated bank account(s). Free checking is available at certain banks for those who set up direct deposit.

All required deductions, such as liens, garnishments, federal, state, and FICA taxes, as well as all authorized deductions, will be withheld automatically from the biweekly paychecks, subject to applicable maximums and as otherwise permitted or required by law.



chicago botanic garden

Check Discrepancies

Employees are responsible for reviewing and ensuring the accuracy of their paychecks. The Garden strives for accuracy in payroll processing and prohibits improper pay deductions. If an employee finds an error in a paycheck, including as the result of an improper deduction, the employee should promptly bring the discrepancy to the attention of the Payroll Department or Human Resources so that the matter can be reviewed as quickly as possible. If it is determined that an error has occurred, the employee will be promptly reimbursed. No employee who questions his/her paycheck or presents a good faith complaint relating to the Garden's timekeeping policies will suffer any retaliation or adverse treatment as a result of the complaint. Complaints of retaliation should be directed to Human Resources.

If an employee has been overpaid, Human Resources and Payroll will work with that person to make arrangements for repayment of the amount.

Overtime

Nonexempt employees are entitled to receive overtime pay for work in excess of 40 hours in a workweek. Payment for vacation, holidays, personal days, sick time, and other periods when employees are not working are not considered "hours worked" for purposes of determining overtime, unless specifically provided in this handbook. Overtime is calculated at 1.5 times the regular rate of pay. Overtime must be approved in advance by the supervisor, who needs to obtain approval from his or her area vice president.

Wage Assignments/Garnishments

The Garden honors wage assignments and court-ordered wage deduction summons in accordance with applicable law. The deductions will appear on each paycheck.

School Visits

Under Illinois law, eligible employees are entitled to take up to eight hours of unpaid leave during any school year to attend school conferences or classroom activities if the conference or activity cannot be rescheduled during nonworking hours. To be eligible, the employee must work at least 30 hours per pay period and must have worked for the Garden for at least six months. Hourly employees must utilize accrued vacation and personal days. If they are exhausted, the school visitation will be unpaid. Appropriate notice must be given to supervisors.

Weather Emergency Pay

In the event of severe weather conditions, the Garden may announce that a weather emergency is in effect. If a weather emergency is called by the Garden's president or CFO, employees are asked to make every effort to report to work. Employees will be paid for your full shift, regardless of the time that they report to work, if the supervisor determines that the tardiness was due to the weather emergency. To assist employees in returning home, they may also receive permission from supervisors to leave early without loss of pay if the supervisor determines that the employee's work at that time is not essential for the continuation of services. However, this is a privilege that cannot be given to all employees due to Garden staffing requirements (e.g., security personnel). If a weather emergency is called by the Garden, it will be communicated to all employees via the Honeywell Instant Alert System.



chicago botanic garden

Emergency Closing Pay

In the event an Emergency Closing of the Garden is called, employees will be paid as follows:

Staff scheduled to work on a day that the Garden is closed and they DO NOT work:

- The Garden will pay all employees who are scheduled to work on days that the Garden is closed. The number of hours paid to hourly employees will be equal to the number of hours they were scheduled to work on days that the Garden is closed. Salaried employees scheduled to work on the closed day will be paid for that day.

Staff that are required to work on a day that the Garden is closed:

- Salaried employees: Salaried employees that are required to work on a day that the Garden is closed will be eligible to take another day off as paid time off. The paid time off must be tracked within each area and any further restrictions will be at the discretion of their department manager.
- Hourly employees: Hourly employees that are required to work on a day that the Garden is closed will be paid for any hours worked at their overtime pay rate. Any regularly scheduled hours that are not worked will be paid at their regular rate of pay. In addition, the hourly employee will be eligible to take the equivalent of the hours they worked that day as paid time off. The paid time off must be used within 31 days of the Emergency Closing. This will be tracked within each area and will be at the discretion and approval of their department manager.



chicago botanic garden

Civic Responsibilities

Jury Duty

Regular full-time and regular part-time employees will be compensated at the base rate of pay for work hours lost due to jury service. The Garden will pay a maximum of four weeks of wages for time spent on jury service. In the event that jury service is more than four weeks, the Garden, at its discretion, may continue to pay beyond that point. Employees who are on jury service beyond four weeks should contact Human Resources if they wish to make a request for pay continuation. An employee who is called to jury service must inform the supervisor immediately by providing a copy of the jury summons. The employee retains any further compensation received.

Military Service

Employees are granted military leave in accordance with applicable law. See page 29 for details.

Voting in Elections

We encourage our employees to take time to vote in elections. Employees may be released for up to two hours of work time to vote in national, state, or local elections. Please work with managers to request the time off so they can anticipate staffing needs.

Hourly employees will only be compensated if their shift overlaps with the entire voting time, not allowing them time to vote. These employees will be paid for up to two hours for this purpose.



chicago botanic garden

Policies and Statements

Attendance and Punctuality Policy

Good attendance and timely arrival are essential for every position at the Garden. Employees who are unable to report to work must call their supervisors or the person designated by the supervisor within the timeframes defined by each department. Indicate the reason for the absence and the expected duration and continue to call in each day unless instructed by the supervisor to do differently.

Any occurrence of tardiness (three tardies equal one occurrence), absenteeism, or failure to notify a supervisor of an absence in accordance with departmental policy during the first 90 days of employment may result in termination.

Absenteeism

Excessive absenteeism will result in corrective action for employees as follows:

Number of occurrences in a rolling 12-month period	Corrective Action Level
Six (five) [four]*	Level one corrective action
Seven (six) [five]*	Level two corrective action
Eight (seven) [six]*	Final warning
Nine (eight)[seven]*	Termination

*() – standard for employees scheduled to work less than 30 hours per week.

*[] – standard for seasonal employees

If an employee has a final warning in the previous 12-month period for attendance, he/she will be terminated on the ninth. Two consecutive “no call/no shows” or two separate occurrences of “no call/no shows” in a rolling 12-month period will be considered job abandonment. Absences due to the Family and Medical Leave Act, Victims’ Economic Safety and Security Act, ADA accommodations, jury duty, military, or other legally required leaves are not considered occurrences.

Punctuality

Three occurrences of tardiness in a rolling 12-month period are equivalent to one unscheduled occurrence of absenteeism. Tardiness is defined by each department in conjunction with the area vice president.

Americans with Disabilities Act (ADA)

The Garden is committed to providing qualified individuals with disabilities equal access to jobs, promotions, pay, training, and other terms and conditions of employment. A qualified individual is a person with an impairment that substantially limits him/her in a major life activity and who has the required skills, experience, and education to perform the essential job functions with or without reasonable accommodation. The Garden is committed to making reasonable accommodations if these will allow an individual with a disability to perform the essential functions of the job safely and without placing an undue hardship on the Garden.

The Garden will not discriminate against persons with disabilities with regard to employment, public accommodation, and accessibility to the Garden’s services and facilities. The Garden will comply with all state, local, and federal laws governing reasonable accommodations and access to our buildings and services.



chicago botanic garden

It is the responsibility of the individual with a disability to come forward and request reasonable accommodation if needed. The Garden will treat the employee's disability and the request for accommodation as confidential to the extent consistent with operational requirements and safety. Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their jobs should contact Human Resources.

Leaves of Absence

The Garden offers the following leaves of absence: Family and Medical Leave Act leave, Work-Related Illness or Injury leave, Personal leave, Military leave and Victims' Economic Security and Safety Act leave.

Exceptions may be made depending on circumstances, and only when approved by the president and CEO at the end of all leave.

Family and Medical Leave Act (FMLA)

General Requirements: Employees are eligible for up to 12 weeks of unpaid leave during a rolling 12-month period for the following reasons:

- To care for a child born to the employee or placed with him or her for adoption or foster care;
- Employee's own serious health condition;
- To care for a spouse, parent, or child who has a serious health condition;
- Because of any qualifying exigency arising out of the fact that the employee's parent, child, or spouse is on active military duty or has been notified of any impending call or order to active duty in the Armed Forces in support of a contingency operation; or
- To care for an injured service member who is the employee's parent, child, spouse, or for whom the employee is next of kin. Such leave may be taken for up to 26 weeks in a single 12-month period.

To be eligible for FMLA leave, the employee must have been employed by the Garden for at least 12 months and have worked at least 1,250 hours during the previous 12-month period. A continuous FMLA leave of absence is any absence greater than three consecutive days. An intermittent FMLA leave of absence is an absence occurring periodically with a standard frequency and duration. FMLA leave may be taken intermittently or as a reduced work schedule. If FMLA leave is for the birth of a child or placement for adoption or foster care, use of intermittent leave may be taken only with the Garden's approval.

The maximum 12-month period of entitlement is measured backward from the date the employee begins use of any FMLA leave. Leave may be taken on an intermittent or reduced work schedule basis if medically necessary.

Pay: Certain types of paid leave (vacation, personal, holiday, or sick) must first be substituted and used for unpaid FMLA leave. Where paid leave is available, it will run concurrently with the FMLA leave so that the maximum FMLA leave is 12 weeks.

Please refer to the following:



chicago botanic garden

FMLA Reason

- Birth, adoption, foster care, family member's serious health condition, exigency, care for injured service member
- Employee's own serious health condition (including pregnancy disability)
- Work illness/injury

Pay Practice for Approved Leaves

- Use accrued sick bank followed by vacation and personal days
- Use accrued sick bank, personal days, and vacation days; disability (if eligible) may be paid out, depending on length of leave
- Use Workers' Compensation benefits

Notification: If the employee's need for FMLA leave is foreseeable, he or she must give the Garden at least 30 days of written notice prior to the start date of the requested leave. Where the need for leave is not foreseeable, the employee is expected to notify the Garden as soon as practicable, generally within one to two business days of learning of the need for leave. Employees must apply for a leave of absence, regardless of the type of leave. Employees may obtain leave of absence paperwork in the Human Resources department or print it from the Absence Management section on the shared drive under Human Resources. If the employee is unable to apply personally for leave due to an emergency situation, the employee or, if necessary, a family member, may arrange for the paperwork to be completed by the supervisor.

Medical Certification/Fit for Duty: Employees are required to provide certification from the appropriate health-care provider for medical leaves for any serious health condition or that of a parent, child, or spouse. This form may be obtained from Human Resources or printed from the Forms section of the Human Resources shared drive. The medical certification must be returned to Human Resources within 15 days after it is requested unless there are extenuating circumstances, which must be substantiated. Failure to provide the requested medical certification in a timely manner may result in denial of leave. Medical certifications must be completed legibly by the healthcare provider and must answer all applicable questions. If the certification is incomplete or contains information that is inconsistent, it will be returned for completion. Employees will be required to present a fit-for-duty certificate upon return to work following a medical leave.

Medical and Other Benefits: During the leave, the Garden will maintain the employee's health benefits on the same conditions as if the employee had continued working a regular schedule. If paid leave is substituted for unpaid FMLA leave, the Garden will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee must make arrangements with Payroll to pay the employee's portion of the premium. Failure to pay your share could result in the termination of benefit coverage.

Returning from Leave: Employees who take an FMLA leave will be entitled to return to their same position, or to an equivalent position with identical benefits, pay, and the same or substantially similar duties, responsibilities, and schedule.

The application of this policy and the procedures set forth herein may be modified in accordance with changes in applicable law.



chicago botanic garden

Work-Related Illness or Injury Leave

Employees who injure themselves in the course and scope of work, and need time away from work to recover may be eligible for time off under the FMLA and Workers' Compensation program (as more fully described below). In such event, the leaves will run concurrently so that the maximum FMLA leave is 12 weeks.

Personal Leave

Personal Leave of Absence: This is a leave that does not qualify under the other leave of absence categories and the employee anticipates being absent from work for more than two consecutive weeks. The maximum length of a personal leave during a 12-month rolling period is 12 weeks.

Eligibility: Employees who are regularly scheduled to work 20 or more hours per week who have completed six months of employment are eligible for a personal leave with supervisory approval. Resource employees are not eligible for a personal leave.

Pay: A personal leave of absence is unpaid. Vacation, holiday, and personal days must be exhausted prior to beginning a personal leave of absence.

Position Status: The Garden cannot guarantee that a position will be available after a personal leave. However, the Garden will make reasonable efforts to assist employees in finding a suitable position. When an employee requests to return to work, and their former position is not available, the employee will have 30 days to conduct a job search. If the employee does not find a position within that time, his or her employment will be terminated and he or she will remain eligible to reapply at any time.

Military Leave

Military Leave of Absence: If an employee anticipates being absent from work to perform any duty in a uniformed service, which includes the regular and reserve components of the Marine Corps, Army, Navy, Air Force, Coast Guard, plus the Army and Air National Guard, the commissioned corps of the Public Health Service and any other category of persons designated as a uniformed service by the president in time of war or national emergency, military leaves are granted in accordance with applicable law.

Notification: The Uniformed Services Employment & Reemployment Rights Act (USERRA) does not set a specific timetable for giving advance notice. However, employees should make every effort to provide reasonable notice. No notice is required if doing so is impossible or unreasonable because of military necessity or other legitimate reasons, or if giving of notice might jeopardize national security. A copy of the Military Deployment orders should be turned in with the Leave of Absence Request form.

Eligibility: All employees belonging to a uniformed service are eligible for this leave, provided that their combined length of previous military absences from the Garden does not exceed five years (certain exceptions apply).

Pay: Military leave is unpaid, however, employees may use their vacation time.

Benefits: If an employee's health plan coverage would terminate because of an absence due to military service, the employee may elect to continue the health plan coverage for up to 24 months after the absence begins or the period of absence, whichever is shorter. The employee will not be required to pay more than 102% of the full premium for the coverage. If the military service is for 30 or fewer days, the employee will not be required to pay more than the normal employee share of any premium.



chicago botanic garden

Reinstatement Rights: A returning service member is entitled to reinstatement with the Garden if the employee is on a military leave of absence, provided the combined length of the employee's military service absences from the Garden does not exceed five years, the employee reports to work and applies for reinstatement within USERRA's required time limits, termination of military service was under honorable conditions, and there was no change in the Garden's circumstances that would make reinstatement impossible or unreasonable (e.g., job employee would have been in was eliminated due to business reasons while the employee was on a military leave of absence). The employee is entitled to reemployment in the job that reflects the pay, benefits, seniority, and other terms the employee would have attained if not for the absence due to military service.

Victims' Economic Security and Safety Act (VESSA) Leave

VESSA Leave of Absence: This is a leave that is available to employees to address domestic or sexual violence that occurs to the employee or an employee's covered family/household member. VESSA leave may be taken intermittently or as a reduced work schedule. The maximum length of a VESSA leave during a rolling 12-month period is 12 weeks. If you are also eligible for FMLA leave and the reason for your VESSA leave also qualifies under FMLA, the combined leave in a rolling 12-month period may not exceed 12 weeks.

Eligibility: All employees who are victims of domestic or sexual violence (or who have a family or household member who is a victim) may take 12 weeks of unpaid leave in order to

- seek medical attention or recover from the attack;
- obtain services from a victim services organization;
- obtain psychological or other counseling;
- participate in safety planning to temporarily or permanently relocate or take other actions to increase safety; or
- seek legal assistance.

Employees are required to provide at least 48 hours' notice of your intention to take leave, unless advance notice is not practicable. Employees are required to provide certification that the leave is for a qualifying reason. Please contact Human Resources regarding certification.

Pay: A VESSA leave of absence is unpaid. Vacation, holiday, and personal days may be used for any portion of a VESSA leave at the employee's option. Sick benefits (if available) must be used if the employee needs leave for his or her own or an immediate family member's condition.

Position Status: An employee taking a leave under this policy is generally entitled to return to his or her same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Solicitation and Distribution of Literature

Solicitation by employees will not be permitted during working time. Distribution or circulation of non-work-related materials by employees will not be permitted during working time or during nonworking time in work areas. Working time refers to that portion of any workday during which an employee is required to be performing any actual job duties; it does not include other duty-free periods of time. Solicitation or distribution by individuals who are not Garden employees on the organization's property or within the confines of the organization's premises is prohibited.



chicago botanic garden

Corrective Action

The Garden uses corrective action to address employee performance and conduct issues. The corrective action policy applies to employees who have successfully completed their introductory periods.

Corrective action may be taken when violations of the Garden's policies or performance issues are identified. A supervisor may start the corrective action process at any step. Serious misconduct may result in termination on the first offense. The Level One, Level Two, and Final Warning steps identified in the full policy (which is contained in the Human Resources Policies and Procedures Section on the shared drive) are generally reserved for conduct violations, while the Performance Improvement Plan Process is generally used where performance is an issue. Supervisors have the option of using either process or a combination of the two processes, at their discretion, depending upon the circumstances.

Rule violations include, but are not limited to

- failure to comply with the Garden's Service Values standards;
- visitor abuse and/or neglect;
- theft or attempted theft from the Garden, fellow employees, visitors, donors, third parties, or volunteers;
- falsification of time records, medical forms, employment applications, or other documents or materials;
- fraudulent statements or actions involving the Garden's records or business activities;
- clocking in or out for another employee;
- destruction or misuse of company or co-worker's property;
- use, possession, manufacture, distribution, dispensing, sale, purchase, or being under the influence of alcohol or illegal drugs, or possession of drug paraphernalia or abuse of prescription drugs, while on the Garden's premises or conducting work-related business;
- reporting to work under the influence of a narcotic, intoxicant, hallucinogenic, or illegal substance, or with a prohibited level of such substance, excluding drugs prescribed by a physician;
- insubordination, including refusal to follow a supervisor's work orders;
- physical and/or verbal violence, threats, or intimidation;
- violation of the Garden's Harassment Policy;
- violation of the Garden's Abuse Prevention Policy;
- possession of a firearm, weapon, explosives, or other dangerous object or substance on the Garden's premises;
- violation of confidentiality agreements;
- unauthorized disclosure of an employee's confidential and/or proprietary information except to the extent permitted by law;
- sleeping on the job;
- violating the Garden's Electronic Communication policy;



chicago botanic garden

- violating the Garden's Whistle Blower Policy or the Ethics Code;
- using scheduled work time for activities other than job performance unless permission has been previously granted for those activities by the supervisor;
- failure to render personal service to any visitor if such service is within the usual scope of the employee's duties or is required by reason of an emergency;
- absence from work without proper notification to the department head or designee for two scheduled working days during a rolling 12-month period;
- violation of the Garden's Attendance Policy;
- use of profane or abusive language or otherwise engaging in rude or discourteous behavior;
- failure to follow safety rules and regulations or failure to abide by safety practices ;
- unauthorized or improper use of the Garden's property (i.e., keys, lockers) ;
- failure or refusal to participate in an internal investigation;
- failure to meet mandatory requirements of the job, (i.e. mandatory training);
- gambling or conducting a lottery or other games of chance on the Garden's premises at any time;
- disparagement of the Garden to visitors, donors, third parties, volunteers, or competitors that adversely affects the reputation of the Garden;
- using Internet/Intranet or other computer tools for unauthorized purposes; unacceptable activities include, but are not limited to: viewing or transmitting obscene, degrading, or derogatory materials and solicitation of non-company business for personal gain ;
- using the Garden's identification badges or allowing the Garden's identification badges to be used to gain access for unauthorized personnel to restricted areas or through restricted entrances;
- working unauthorized hours;
- submitting false documentation as it relates to a FMLA/non-FMLA leave of absence and/or off-work status;
- unauthorized absences from assigned work area; or
- any other misconduct determined to be against the Garden's policies.

The level at which corrective action begins is based upon a review of such factors as the seriousness of the conduct, the employee's past corrective action history and the length of time between corrective actions.

Employee Problem-Resolution Process

In any organization there can be honest differences of opinion regarding working conditions, rules, regulations, and other work-related issues. Communication is essential as the employee and Garden seek to understand and resolve these differences. Employees are encouraged to speak with supervisors and/or department heads to seek resolution of any concerns. Employees have the right to register a work-related complaint without fear of retaliation or harassment. Human Resources is available to assist employees in resolving work-related concerns and to answer questions related to this procedure. This includes any issues employees may have regarding performance evaluations, discipline, or application of the Garden's policies.



chicago botanic garden

Listed below are the administrative steps that employees and supervisors are encouraged to follow in the problem-resolution process.

1. Discuss any concerns with a supervisor. If they remain unresolved, submit a letter of unresolved concern to the supervisor within one calendar week of the situation that has given rise to the concern, or speak directly to the supervisor.
2. The supervisor should respond in writing within approximately one calendar week after learning of the concerns.
3. If the employee is not satisfied with the supervisor's decision, they may appeal the decision to a department head in conversation or in writing, within one calendar week of receipt of the supervisor's decision.
4. The department head should respond in writing within approximately one calendar week of receiving an appeal.
5. If the employee is not satisfied with the resolution of concern with the supervisor and department head, they may appeal the decision to Human Resources within one calendar week of the department head's decision. Human Resources will make the final decision.

The time frames for supervisors' and Human Resources' responses are guidelines. Workload, vacation, illness, scheduling, or other reasons may delay supervisory staff members' responses. Additionally, regardless of the normal steps outlined above, employees may bring employee-relations issues to Human Resources directly at any time.

Confidentiality

In the course of performing their jobs, Garden employees may have access to a variety of employee and organizational information. Employees who have access to confidential information are required to sign the Garden's Confidentiality Agreement, which provides details regarding confidentiality at the Garden. Employees who are unsure about the confidential nature of information should ask their supervisor for clarification.

Criminal Convictions

All employees are subject to a background check at the time of hire. An employee who misrepresents information pertaining to his/her criminal background history is subject to termination of employment. Sealed or expunged convictions are not required to be reported. As a condition of continued employment, employees are responsible to notify their immediate supervisor/manager and Human Resources of any criminal convictions within five days of the conviction. All conviction information will be reviewed as it relates to the employee's current position and job responsibilities, nature of the crime, and applicable law to determine future status of employment with the Garden. Failure to notify management and/or Human Resources will subject an employee to termination of employment.



chicago botanic garden

Personal Appearance

Garden staff work in varying capacities and require different clothing needs. Staff should wear clothing appropriate for the work that they perform. Further, clothing with holes or tears, or clothing with hateful, obscene or racist content or that would otherwise violate the Garden's policies against unlawful discrimination and harassment is not permitted. Good personal hygiene also is expected of employees when they report to work.

The following guidelines can help staff ensure they are always dressed appropriately based on the standards defined for their role.

General Guidelines:

- For office positions, traditional business formal or business casual are always appropriate. Specific events may require apparel with the Garden logo. Required Garden apparel for your position will be provided at no cost.
- Staff public facing positions may be required to wear clothing items with the Garden logo. These may include caps, shirts, jackets, and other items. Required Garden apparel will be provided at no cost.

Casual Clothing Guidelines:

- Jeans: Jeans are permissible for all staff and should not have holes or shredding.
- Shorts: For staff with outdoor positions, shorts are acceptable provided they are not above mid-thigh, athletic shorts, or contain holes or shreds.
- Leggings: Non-sheer leggings are permissible.
- Tops: Tops revealing the midriff or cleavage, halter tops, and sheer tops are not acceptable. In addition, sports apparel and shirts with printed messages or images or non-Garden logos are also not acceptable.
- Footwear: Staff footwear worn must follow the safety needs of their work environment.

Additional Guidelines:

- Perfumes, colognes, and other scents: Please refrain from wearing an excessive amount of perfumes or colognes.
- Tattoos: Staff with tattoos containing explicit language or inappropriate images will be asked to cover them.
- Pins/Buttons/Stickers: Non-Garden-issued buttons/pins are not permissible.

Please see your manager with any questions about appearance or clothing or departmental uniform standards.

Nothing in this policy should be construed to limit employees' rights to engage in protected concerted activity under Section 7 of the National Labor Relations Act.

The Garden Identification Badge

All employees are issued an identification badge. The badge should be worn if interacting with our visitors. If you lose your identification badge, please promptly visit Security for a replacement.



chicago botanic garden

Electronic Communications Statement

Some employees are granted permission to use the Garden's computer system to perform their jobs, with varying levels of access. Certain rules must be followed to protect the organization, employee, member, and donor confidentiality and security of the computer system.

E-mail and the Internet

- All e-mail and Internet materials sent or received on any computer at the Garden is considered the property of the Garden.
- All electronic communications (e-mail or Internet) sent from the Garden should go only to people who have a business need to receive them.
- The Garden has the right to read the contents of electronic communications without permission from the employee sending or receiving messages when necessary for business or legal purposes. For security and privacy reasons, only the Garden's e-mail system may be used for business communications. Use of the Garden's e-mail and Internet system is generally restricted to business purposes. However, employees may access e-mail or the Internet for personal use during breaks, unless otherwise indicated by their department. Your manager will determine where and when it is most appropriate for you to access e-mail/Internet.

The following is a list of what you are not to use the Garden's systems for, under any circumstances: playing games, gambling activities, pornography, business activities unrelated to the Garden, and any activity that would be considered a violation of the Garden's Harassment policy.

- Users should not download any software or materials that are copyrighted, patented, trademarked or otherwise identified as another's property. Any appropriate material that is downloaded should be scanned using the Garden's antivirus software. Call the Help Desk for assistance.
- Users should make e-mail messages brief, clear, and error free. Users should avoid being abrupt, rude, or misleading. A meaningful subject line and appropriate grammar, spelling, and punctuation should be used.

Information Systems Help Desk

The Information Systems help desk is available to help employees with Garden-related computer needs. Contact the Information Systems Department (I.S.) Help Desk during regular support hours, which are Monday through Friday from 6:30 a.m. until 6 p.m. They can be reached by outside telephone at (847) 835-6810; internally at x6810; or via e-mail at helpdesk@chicagobotanic.org.

Parking

Parking is available for employees in designated areas. Supervisors will inform employees of the designated parking areas. Employees should never park in Parking Lot 1 unless it is during extreme non-peak hours or for a short amount of time. During peak weekends, staff will be asked to park in designated areas. Staff at all levels who ignore these requests are subject to disciplinary action.



chicago botanic garden

Driving on Garden Grounds

At any given time, our roads may have pedestrians, bicyclists, trams, delivery trucks, construction traffic and/or service vehicles on them. It is everyone's responsibility to practice safe driving habits within the Garden. Share the road safely and observe the following guidelines:

- Use only marked Garden roads when traveling throughout the grounds.
- Remember that 15 m.p.h. is the maximum speed limit at the Garden—this applies to all types of vehicles and carts. Keep in mind pedestrian, bike, and tram traffic. Reduced traffic speed is essential.
- Obey all traffic signs.
- Yield to trams and only move around them carefully, if space allows.
- Those driving carts should minimize using main Garden paths as a cut through, if alternate perimeter routes are an option.
- Golf cart or club car drivers must have completed the golf cart training program with their supervisor or with a Security Officer. Please obey the rules for golf cart use at all times.

No Smoking Policy

Smoking is prohibited in all Garden facilities and on all Garden properties and vehicles. This applies to all forms of tobacco, including but not limited to cigarettes, cigars, pipes, and herbal tobacco products.

Personal Calls/Cell Phones

The Garden understands that employees may need to make or receive personal calls during the day. If job responsibilities require an employee to have a desk phone, a Garden phone number will be provided for business calls. Personal calls should be kept to a minimum and should not interfere with the working environment or customer service. If an employee is not assigned a Garden phone number, the supervisor should be contacted to designate a department phone number for emergency personal phone calls. If an employee needs to be reached in an emergency situation, provide him or her with the direct work number or the department phone number as designated by the supervisor.

Employees may carry a personal cell phone or PDA, such as a smart phone, while on duty. Employees may only use their personal cellular devices during a time designated by their supervisor, and may not use cellular phones while interacting with a visitor unless necessary to support the visitor.

Children in the Workplace

Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief, and planned in a fashion that limits disruption to the workplace. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length, or nature of visits becomes problematic, the employee will be advised of the situation by their manager and will be expected to remedy the situation.

Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees who are provided with paid time-off benefits may use them to care for an ill child.



chicago botanic garden

Employment of Relatives

The Chicago Botanic Garden fosters a positive employee-relations environment for all employees. In keeping with this philosophy, we are also recognized as an organization that encourages family members to work here.

To avoid the appearance of favoritism, to maintain objectivity and appropriate expectations regarding performance, and to avoid potential harassment and discrimination claims, this policy describes the Chicago Botanic Garden's expectations when considering hiring a family member.

A "relative" for purposes of this policy is the employee's spouse, former spouse, brother, sister, parent, child, stepchild, stepparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparent, aunt, uncle, niece, nephew, first cousin, domestic partner, and any other member of the employee's household.

A "manager/supervisor" is someone who hires, disciplines, coaches, terminates, and/or evaluates staff.

A "subordinate" is an employee who reports to an employee who is a manager or supervisor (as defined above), whether directly or through one or more additional layers of management.

Individuals in supervisory positions or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, their ability to influence others and to affect working environments or conditions of employment.

Relatives of employees who possess the required qualifications for the position may be hired when there is no manager or subordinate relationship.

Exceptions to this policy may be made in writing by the CEO and president of the Chicago Botanic Garden. The request for an exception must be approved by the area vice president before a request is made to the CEO and president.

Bulletin Boards

There are designated bulletin boards at each Garden location. Notices of activities, the employee newsletter, special events, and other announcements that may affect individuals, departments, or the entire organization will be posted at these locations. We encourage employees to check the bulletin boards for important and current events. Bulletin boards are to be used solely for business purposes. The Garden reserves the right to remove non-business-related materials from its bulletin boards.

Honeywell Instant Alert System

The Garden utilizes an emergency communication system called Honeywell Instant Alert Plus. This system allows the Garden to send alert and emergency communications, such as Garden or building closures, to our employees, volunteers, class participants, school field trip participants, and others as needed. Messages can be sent via multiple methods, including voice, text and e-mail messages delivered through telephones, cell phones, PDAs, pagers, computers, and fax machines. Upon hire, employees provide contact information. It is an employee's responsibility to keep their information current (i.e., provide new cellphone number) so they may be contacted in the event of an emergency. Employees are responsible for updating any changes to methods of communication (i.e., cellphone, home number).



chicago botanic garden

Employee Health

Return-to-Work Requirements

An employee who is absent for five or more consecutive scheduled days due to illness or injury must obtain a return to work release from his/her healthcare provider prior to returning to work. The release must state the return to work date and any activity restrictions, and should be faxed, or scanned and emailed to Human Resources.

Employees absent for any length of time due to contagious illnesses or illnesses that may easily be passed to others should be mindful of the potential of spreading the illness to other employees and customers when determining when to return to work. When necessary and appropriate, employees may be asked to provide medical proof of their capability to perform the essential functions of their job and/or to prove that they are no longer contagious.

Work-Related Injuries/Illnesses

Workers' Compensation is a state-regulated benefit program provided by the Garden to employees for compensation and medical benefits for accidental injuries and illnesses suffered in the course and scope of employment. Coverage is effective upon your first date of employment. The Workers' Compensation coordinator is responsible for administering this benefit program.

Workers' Compensation coordinator responsibilities:

- Administering the workers' compensation benefit program.
- Evaluating an employee's ability to return to work in a temporary alternative or full-duty capacity. The designated occupational health office and/or the employee's treating physician will define work restrictions and the needed duration of any restrictions.
- Coordinating the employee's return to work in a temporary alternative or full-duty capacity.

Employee responsibilities:

- Report work-related injuries and illnesses to the supervisor immediately. After hours, on weekends and on holidays, employees should report work-related injuries and illnesses to the supervisor or Security immediately.
- Comply with reporting and follow-up requirements as directed by the Workers' Compensation coordinator.
- Failure by an employee to report a work-related injury or illness and/or failure to contact his/her supervisor and Workers' Compensation coordinator as directed, may result in loss of workers' compensation benefits and corrective action up to and including termination.
- Provide medical information and records to the Workers' Compensation coordinator from treating physicians.
- Cooperate with internal and Third Party Administrator (TPA) and their investigation procedures.
- Communicate with the supervisor and Workers' Compensation coordinator of any change in your condition.
- Maintain follow-up appointments with occupational health or treating physician as scheduled.



chicago botanic garden

Supervisor's responsibilities:

- Ensure that the employee reports the incident and a report is filed with Security.
- Facilitate the employee's return to work in collaboration with the Workers' Compensation Coordinator.

For a specific guide on employee responsibilities, supervisor's responsibilities and the Workers' Compensation coordinator's responsibilities, see the shared drive, Human Resources, Absence Management section.

Return to Work after a Work-Related Injury or Illness

Prior to returning to work, employees must be evaluated by the Garden's occupational health facility or the treating physician. The designated Occupational Health facility for the Garden or the treating physician is responsible for evaluating an employee's ability to return to work in a temporary alternative or full-duty capacity. The Occupational Health facility or the employee's treating physician will define work restrictions and the needed duration of any restrictions. A temporary alternative duty program is available and will be utilized in most circumstances where an employee is not able to return to full duty immediately following an occupational injury or illness.

Drug-Free Workplace

The Garden is committed to a drug-free workplace and compliance with the Drug-Free Workplace Act of 1988. All employees are prohibited from possessing, using, or distributing drugs or alcohol in the workplace, having a prohibited amount of a drug or alcohol in their body, or being under the influence of a drug or alcohol while at work. This policy covers alcoholic beverages of any kind, and controlled substances and illegal drugs, as well as the inappropriate use of drugs prescribed by a physician, dentist, or other person licensed to prescribe or dispense controlled substances or drugs. Where approved in advance by the area vice president, the responsible consumption of alcoholic beverages is permitted at certain Garden-sponsored events.

Whenever a supervisor reasonably suspects that an employee is under the influence of drugs or alcohol while at work, the employee will be directed to cooperate in immediate testing. All drug and alcohol testing will be conducted in accordance with applicable federal, state, or local laws.

Immediate testing may include escort to designated occupation health office or nearest emergency room (Highland Park Hospital ER) after hours; a physical exam, urine drug screen, and breath alcohol test.

After completing the test, the employee will be sent home without pay pending test results. If results are negative, the employee will be returned to work and compensated for any scheduled time. An employee who refuses to be tested or who interferes with the testing process will be subject to termination.

Any employee who violates the Garden's drug-free workplace policy will be subject to appropriate disciplinary action (which may include termination), or referred for treatment.

Employees are required to notify the Garden in writing within five days of a conviction of a criminal drug statute occurring in the workplace. Employees are not required to notify the Garden of convictions of a criminal drug statute occurring outside of the workplace, or of arrests related to criminal drug statutes. The Garden will take appropriate action within 30 days of receiving such written notice of a conviction, including disciplinary action up to and including termination (consistent with applicable law) or requiring the employee's satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.



chicago botanic garden

Safety

Chemical “Right to Know”

Employees have a right to information about toxic substances used in the work environment in compliance with Occupational Safety and Health Administration requirements. Employees also have a right to know how to protect themselves from the hazards associated with these substances. The Garden provides material safety data sheets (MSDS), which provide the required information and are available to employees at all times via the Garden’s shared drive.

Employee Role and Responsibility in Safety

Providing a safe work environment is a shared responsibility. Employees are expected to

- report all hazardous conditions, regardless of their nature, to the supervisor,
- perform one’s job in a safe manner, and
- operate equipment only if specifically trained to do so.

Individual safety, as well as the safety of co-workers, is every individual’s responsibility. For more information, consult a supervisor.

Safety and Security

The Security Department is staffed 24 hours a day by employees who are trained and dedicated to provide a safe and secure environment. Security officers and senior staff members have the authority to examine any packages, briefcases, purses, bags, or other objects that could conceal property or be carried from the premises by unauthorized employees. Refusal to cooperate will subject an employee to corrective action up to and including termination.

Personal Safety

If possible, walk with a companion when it is dark or contact Security for an escort. Avoid shortcuts and poorly lit walkways and sidewalks.

Theft Prevention

Avoid being a victim of theft by securing personal property. When employees leave the office or work area, lock purses, wallets, briefcases, laptops, and other valuable items in a locker, desk, or cabinet. Employees may choose to lock office doors even if they are not going to be absent for a long time.

The Garden is not responsible for the personal property of employees while on the premises.

Parking Lot

When parking a vehicle, remove all valuable items. The Garden assumes no responsibility for items left in cars.

Emergency Services

Contact the Security office at the emergency phone number (847) 835-8321 or x8321 in case of emergency. Officers will leave routine assignments and will respond within five minutes.



chicago botanic garden

Emergency Procedures

Medical Emergency

Dial extension 8321 (the Information Desk) from a Garden phone or call Security on radio channel 2 immediately. Answer all questions and follow all instructions given by Security or Visitor Services personnel.

Fire/Explosion/General Evacuation

If you see signs of a fire (e.g., smell smoke or see flames), and do not hear the fire alarm, dial extension 8321 or Security on radio channel 2 from a safe location or pull the nearest fire alarm.

If you hear the fire alarm or are told to evacuate the building:

1. Immediately shut down all hazardous operations (e.g., cooking, welding, etc.).
2. Follow all instructions of the emergency coordinators (they will be wearing orange vests).
3. Do not stop to gather personal articles or put things away.
4. Accompany and assist visitors, disabled persons, and/or any coworkers who appear to need direction and/or assistance.
5. Shut (but do not lock) all doors behind you as you go. Closed doors can slow the spread of fire and smoke.
6. Proceed as quickly as possible out of the building via the safest route you can determine. Do so in an orderly manner. Walk—do not run. Do not push or shove. Hold handrails when using stairs. **Do not use the elevators.**
7. Once out of the building, move away from the structure.
8. Proceed to the nearest designated assembly area (see chart below) and wait there for further instructions. Do not block the street or driveways.
9. **No one** except authorized personnel assisting with the evacuation may remain inside, or return into, any affected area unless and until instructed to do so by security or emergency response personnel.

Severe Weather Procedures

1. Once a severe weather warning has been issued, communication will be disseminated via radio or in person. Anyone in greenhouses or outdoors should move indoors and away from windows immediately.
2. Once the Glencoe Village Early Warning Siren sounds, the Garden's P.A. System will deliver notices of severe weather and/or instructions to move to shelter will be given by Security or an emergency coordinator. Proceed immediately to the nearest designated shelter area (see chart below). The emergency coordinator for the nearest indoor area will help to direct you to the shelter area, if necessary. Remain in that area until Security advises that it is safe to leave.
3. If you are responsible for other members of your department, volunteers, or guests who are out on the Garden grounds, notify them that they are to move to shelter. If necessary, enlist the assistance of Security.

If weather forces a Garden closure, staff will be notified via the Honeywell Instant Alert system. Further updates, if inquiring before or after operating hours, will be sent via the Honeywell Instant Alert and posted at www.emergencyclosingcenter.com (prior registration on this system is required to receive an auto-notification).



chicago botanic garden

Bomb Threat/Suspicious Object

If you receive a **threatening phone call**, follow these steps:

1. Listen carefully. Be polite and show interest. Try to keep the caller talking so that you can gather more information.
2. If possible, write a note to a colleague to call Security, or, as soon as the caller hangs up, immediately notify Security on radio channel 2 or call extension 8321 (the Information Desk).
3. Write down as much information as you can as soon as possible about the call.

If you receive a **written threat** or a **suspicious parcel**, or if you find a **suspicious object** anywhere on the premises, follow these steps:

1. **Keep anyone from handling it or going near it.**
2. Immediately notify Security on radio channel 2 or call extension 8321.
3. Promptly write down everything you can remember about receiving the letter or parcel, or about finding the object.

Utility Failure

Steps in the event of a power outage in your area:

1. Remain calm.
2. Remain where you are and open all available blinds/shades/curtains to receive more outside light.
3. If you are in an area without lights, proceed cautiously to an area that has emergency lights.
4. Call extension 8321 (the Information Desk) or Security on radio channel 2 to report the outage.
5. If you are told to evacuate by Security or an Emergency Coordinator, assist others as necessary and proceed to the nearest Assembly Area.
6. If you are in an elevator, remain calm and use the intercom or emergency button to alert Security.

Further instructions will be communicated to staff based on the duration and severity of the outage.



chicago botanic garden

Lockdown Procedure

Steps if you are informed that a “Lockdown” is in effect:

1. Remain calm.
2. If you are in clear, immediate danger in your present location and it is possible to escape from the building or area you are in, do so by the nearest exit.
3. Move out of hallways and open areas to look for a well-hidden and protected room with a locking door. If the door will not lock, look for objects to barricade it with, if necessary.
4. Avoid tight places that might trap or restrict your movement.
5. Turn off lights and noisy devices.
6. Try to stay silent.
7. If you have important information about the emergency, call Security at extension 8321. Alternatively, if you know exactly how to describe where you are within the Garden, call 911 if it is safe to do so.
8. Do not leave your lockdown area until you receive an “All Clear” message or are instructed to move by police or Security.
9. If you are instructed by police or Security to leave your area, move quickly. Leave your belongings behind.



chicago botanic garden

See Something, Say Something

If you witness any suspicious or potentially dangerous behavior, or if you witness a criminal act, contact Security on radio channel 2 or by calling extension 8321 immediately.

Each employee will be shown their Evacuation Assembly & Severe Weather Shelter area.

Garden Area	Assembly Area (for evacuation)	Shelter Area (for severe weather)
Administrative Center	Parking lot 4	Lower-level hallways
Regenstein Center	Rose Garden	Lower-level hallways
Visitor Center and Annexes	Picnic area beside parking lot 2	North hallway (behind shop and off-loading dock) and restrooms
Horticulture Building/ Plant Science Center	Lawn area by weather station south of Plant Science Center	East and west hallways
Plant Science Center	Plant Evaluation Garden (across East Road)	Stairwells, restrooms, and mud rooms in Plant Science Center
Maintenance Building	Lawn area northwest of construction building	Lower-level hallways
Construction Building	Lawn area by weather station south of Plant Science Center	Lunch room
Butterfly & Blooms	Lawn area south to West Road/ Education Center entry drive	Administrative Center lower-level hallways
Model Railroad Garden	Esplanade	Regenstein Center lower-level hallways
Education Center/ Children's Growing Garden/Cove	Lawn area south to West Road/ Education Center entry drive	Administrative Center lower-level hallways
Fruit & Vegetable Garden	Esplanade	Learning Center and restrooms
Evening Island	Lawn east of Prairie Road	Restrooms
South Washroom	Plant Evaluation Garden (across East Road)	Restrooms
Gatehouse	Lot #6	Supply room
McGinley Pavilion lower-level hallways	Rose Garden	Regenstein Center
All other Garden areas	Closest Assembly Area listed	Closest shelter area listed



chicago botanic garden

Employee Services

Employee Assistance Program

The Employee Assistance Program (EAP) is available to all Garden employees and their immediate families to assist in dealing with personal problems such as marital and family stress, chemical dependency, emotional stress, or financial problems that may impair an employee or family member.

Unum Group is the provider for our EAP. The purpose of the EAP is to provide a confidential, experienced, and professional source of help for employees whose personal problems have grown to the point of interfering with their work life, family life, or personal life. The program has been designed to provide counseling in a variety of areas such as marital, financial, and family problems in addition to alcoholism and/or drug abuse and other issues. They can be reached at (800) 854-1446 (multi-lingual service) or www.unum.com/lifebalance. Simply identify yourself as an employee of the Chicago Botanic Garden.

Library

Garden employees are encouraged to use the Lenhardt Library's collections for professional development and improvement as well as for personal gardening needs. The Library's subject-specific collections focus on plant science, including botany, horticulture, landscape gardening, plant conservation, horticultural therapy, and all other aspects of work done at the Garden. The Library's holdings contain thousands of publications in varying formats such as books, journals, rare books, slides, nursery catalogs, videos/DVDs, and CDs. The archives of the Chicago Horticultural Society, containing historical documents of the institution, are also managed by the library.

Staff members may borrow books, videos, DVDs, and CDs from the Lenhardt Library during regular library hours. Journals do not circulate and are for use in the library. All new employees are encouraged to attend a Library orientation to become familiar with the services and resources available for staff. For horticultural, botanical, or other information needs or for assistance in acquiring copies of publications that are not available in the Lenhardt Library, please contact the library.

Garden Shop and Garden Café

The Garden Shop and Garden Café are located inside the Visitor Center. Employees are entitled to a 30 percent discount on food purchases in the Café. Staff members are also entitled to a 20 percent discount on purchases in the Garden Shop.

Service Awards

Service Award ceremonies are held annually to recognize employees for their years of dedication and service to the Garden. Employees receive recognition once they have completed five years of service and at five-year intervals thereafter.



chicago botanic garden

Managing Your Career at the Chicago Botanic Garden

Performance Review

The Garden's performance-management program is designed to encourage communication between employees and supervisors and to help set goals and continuously develop in the position. Each year, employees will have at least one performance review. In addition, new and transferring employees receive a review after their 90-day introductory period.

Recruitment and Selection

Candidates for employment will be recruited and hired on the basis of qualifications for a position. Whenever practical, full-time or part-time job vacancies will be filled from within the Garden by promotion or transfer if an internal candidate is the most qualified. In the event that appropriate candidates are not available from internal sources, or management decides to initiate an external search, external sources will be used.

In the event of position elimination, the affected employee will have priority over other applicants. The employee must meet the minimum qualifications for the opening and must not have any corrective action within the last 18 months. During the last performance review, the employee must have been rated successful or higher. If these criteria are met, the employee will have priority over other applicants, including internal applicants who have not been displaced.

Educational Assistance Program

The Garden encourages self-development by providing financial assistance to eligible employees who complete approved educational courses that are of benefit to both the individual and the Garden. The intent of the program is to better equip staff to perform current assignments through improvement of knowledge and job-related skills. To be eligible for this program, employees must have been working full-time for a minimum of one year. A maximum of one course per school term may be approved for each employee applying for assistance.

For an approved course, you will be reimbursed for 100 percent of the tuition up to the designated amount per year. The maximum reimbursement per year is \$500. This amount is subject to change. Additional terms are outlined in the forms that must be submitted and approved before employees participate in this program.

Garden-Sponsored Educational Classes

Full-time and Part-time staff and seasonal employees are encouraged to attend classes and related development programs, including Certificate Programs sponsored by the Joseph Regenstein, Jr. School's adult education program to develop professionally, learn about something new, or learn more about their favorite topic. Fees are currently at a 30 percent discount off the nonmember price listed for the class. This amount is subject to change each year.

Applying for an Internal Transfer

Employees other than temporary non-benefit eligible employees must be in their current position for at least nine months to be eligible for an internal transfer, unless the transfer is within the employee's current department. Requests to transfer to another position will be considered according to the employee's qualifications and the requirements of the position. We strongly encourage employees to discuss their transfer request with their supervisor. However, employees will only be required to do this when (and if) the hiring department wishes to check references and/or extend an offer. To initiate consideration for a transfer, an employee must complete an internal application for the position.



chicago botanic garden

Job Postings

Human Resources will inform employees of internal opportunities, up to and including the director level, that occur by posting the job vacancies on the Garden's website at www.chicagobotanic.org.



chicago botanic garden

Exiting the Organization

Resignation

If you choose to resign from your position, we ask that you give your supervisor at least two weeks' notice, in writing, and state the date and reason for your resignation. However, employment may be terminated at any time, for any reason at the option of either the employee or the Garden.

The requested notice of resignation provides a department the opportunity to plan and coordinate its staffing needs in preparation for an employee's departure. For this reason, employees are expected to work during their notification period. While employees may request to use limited vacation/personal time after providing notice of resignation, departments retain the discretion to grant or deny time off requests based upon operational needs. If a request for time off was approved prior to notice of resignation, a department may reverse approval to prevent a negative impact upon operations. Vacation/personal time may not be used to extend the notice of resignation (e.g. requesting a week of vacation time after your last day of work in order to achieve a later resignation date to extend benefits). A vacation/personal/non-FMLA sick day may not be used to cover an absence on the designated last day of employment; an employee's final date of employment will be reflected in our systems as the last day actually worked.

Return of Organization Property

Employees who terminate their employment must return their Garden identification badge, keys, locks, uniforms, and any other Garden property to the supervisor on or prior to the last day of work.

Benefits

Upon exiting the Garden, employees will receive COBRA paperwork (pursuant to the Consolidated Omnibus Budget Reconciliation Act of 1985) within approximately two weeks of the employee's termination, if he or she participated in the medical or dental insurance programs. This paperwork will explain the steps needed for those who wish to continue medical/dental insurance benefits. Please note: this paperwork will come from a third-party vendor.

Please refer to the Benefits Summary regarding when your benefits will end upon termination.

Any earned but unused vacation time will be paid out to employees on the pay period following termination. Any unused sick and/or personal days will not be paid when employees leave the organization.

Employment Verifications

All employment and income verifications (i.e. references, mortgage verifications, etc.) must be requested in writing to Human Resources or sent via fax to (847) 835-4263. A signed release to provide this information is required.



chicago botanic garden

Rehire

Employees who are rehired at the Garden within one year of termination/seasonal lay-off will retain their most recent anniversary date of hire at the time of termination if they were employed for at least one year at the time of termination/layoff.

Expense Reimbursement

Business-related expenses incurred in carrying out your responsibilities require prior written authorization and approval of your supervisor and the area vice president, and must be submitted with proper documentation by the supervisor to the accounting office for reimbursement.

Travel and Entertainment Policy and Procedures

The Travel and Entertainment Policy outlines the Garden's policy on paying for and/or reimbursing individuals for expenses incurred on the Garden's behalf. Before traveling or making purchases on behalf of the Garden, employees must know which expenses are reimbursable and how to properly report and document those expenses. This policy is intended to ensure clear and consistent understanding of travel and business expense policies and procedures, and compliance with government and other regulations.

The policy applies to employees who incur necessary and reasonable travel and business expenses in the conduct of official Garden activities. A necessary and reasonable expense is one for which a clear business reason exists and for which the cost is not excessive. Authority and responsibility for approving travel and business expenses rest with the person responsible for the account/activity to which the expense will be charged. Approvers have primary responsibility for ensuring compliance with the policies in this guide. Employees may not approve expense reimbursement for themselves.

Staff whose expenses are funded by a grant or contract should refer to the terms of that grant or contract for guidance on what expenditures are allowable. More restrictive travel and business expense policies mandated by specific programs or circumstances may take precedence over the Travel and Entertainment Policy.

The entire Travel and Entertainment Policy can be found on the shared drive under CBG Resources>Human Resources> Policies & Procedures.



chicago botanic garden

Additional Key Policies and Procedures

Policies and procedures that are applicable to staff are available on the shared drive. They can be viewed on the shared drive by going to Public CBG>CBG Resources>Human Resources> Policies & Procedures.

Employees who would like a copy of a policy may contact Human Resources to request a copy. Listed below are some highlights of existing policies.

Supplier Diversity Program

The Garden is committed to the goal of enhancing the economic opportunities for Minority Business Enterprises (MBE) and Women-Owned Business Enterprises (WBE). The Garden is one of the country's most visited public gardens and a preeminent center for learning and plant conservation science research. Its mission is to promote the enjoyment, understanding, and conservation of plants and the natural world. The Garden recognizes its responsibility to the communities it serves and is committed to a policy of nondiscrimination. It is the policy and commitment of the Garden not to discriminate on the basis of race, color, national origin, or sex in the award and performance of any Garden contract or in the administration of the Garden's Supplier Diversity Program. The Garden will take all necessary and reasonable steps to assure that diverse suppliers certified as MBE and WBE shall have a fair opportunity to participate in Garden contracts. The Chicago Botanic Garden Supplier Diversity Policy ("Policy") sets forth the Garden's guidelines, procedures, and requirements for its Supplier Diversity Program.

Abuse Prevention Policy

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Garden employees during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. The Garden reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section.

- Employees will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation, or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing the Garden, employees must not possess, distribute, use, or allow others to use any alcohol or drugs.
- Employees must not use harsh or inappropriate language, degrading punishment, or any type of restraining device in the name of behavior management.
- Employees must not participate in or allow others to engage in any form of hazing.
- Employees must not have sexual contact with children or youth.
- Employees must not dress, undress, shower, or bathe with or in the presence of children or youth.
- Employees must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.



chicago botanic garden

- Employees are prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Employees can sleep in open areas with children or youth as long as the area is large enough for the employee to have their own defined sleeping areas and other employees are also present.
- Employees must not discuss their own sexual history, preferences, or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of the Chicago Botanic Garden.
- When one-on-one discussion or counseling is warranted, employee interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.

If, for any reason, an employee feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file.

Proprietary Information and Inventions Agreements

Employees who work with proprietary information will be required to sign the Employee Proprietary Information and Inventions Agreement. It is intended to formalize in writing certain understandings and procedures that are necessary to protect the legitimate interests of the Chicago Botanic Garden.

Whistleblower Policy

A whistleblower as defined by this policy is an employee of the Garden who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws, payment for services not performed or goods not delivered, or other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal, dishonest or fraudulent activity, the employee is to contact the vice president of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination. The vice president of Human Resources will report all findings to the chairman of the Garden's board of directors or other board member designated by the chairman. An employee may contact the chairman directly if the employee deems that circumstances warrant such action.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation to comply with the law and to provide the accused individuals their legal rights of defense. The Garden will not retaliate against the whistleblower. This includes, but is not limited to, protection from retaliation in the form of adverse employment actions such as termination, compensation decreases, or poor work assignments or threats of physical harm. Any whistleblower who believes that he/she is being retaliated against must contact the vice president of Human Resources immediately. The right of the whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.



chicago botanic garden

All reports of illegal and dishonest activities will be promptly investigated and appropriate corrective action will be taken. Employees with any questions about these policies should contact the executive vice president of Finance and Administration or the vice president of Human Resources.

Outside Employment

Any employee engaged in or considering seeking supplementary employment or personal business activity that might in any way be in conflict with his or her employment must disclose such in writing to his or her immediate supervisor and the area vice president who will determine if the outside employment or proposed activity constitutes a real or apparent conflict of interest.

All employment outside the Garden that is deemed not to be in conflict of interest is carried out on the employee's personal time, and the employee may not make use of facilities, equipment, uniforms, or services of the Garden.

Additional Resources

Additional resources are available to employees to ensure success at the Garden. These include a phone directory and organizational charts. To view additional resources as well as all of the policies or the procedures stated in this handbook, please go to the Shared Drive, CBG Resources, Human Resources.