

PROGRAM & FACILITY USAGE BENEFITS FOR SKOKIE PARK DISTRICT EMPLOYEES

FULL-TIME & FULL-TIME(FTE) EQUIVALENT

- Full-time staff work 40 hours per week
- Full-time equivalent (FTE) work 1560 hours or more annually
- Employees qualify for insurance benefits
- **Immediate Family:** Defined as spouse or domestic partner and dependent children 18 and under living in the same household.
- **Direct Cost Examples:** Trip admission, food, T-shirt/apparel, special equipment/supplies, costume, tickets, staff's lesson pay rate, birthday leader cost, etc.
- **Allowance Cap:** The allowance cap is set at \$3,000 per FT and FTE employee/family and \$1,000 for part-time employees. This cap applies per calendar year (January 1-December 31). Camp and childcare does not apply towards cap.
- To receive an employee discount, employees are required to complete and submit the employee and dependent participation form. See 'How to Register' for more details.
- Please review details on how to register and the employee and dependent participation rules.

PART-TIME (IMRF)

- Part-time (IMRF) employees are enrolled in IMRF and work 1000-1559 hours annually

PART-TIME (REGULAR)

- Part-time employees that are not enrolled in IMRF, work year-round, and work less than 1000 hours annually

PART-TIME (SEASONAL)

- Part-time employees that work seasonally, not year round, are not enrolled in IMRF and work less than 1000 hours annually

EMPLOYEE AND DEPENDENT PARTICIPATION RULES

- To receive an employee discount, the employee must submit the Employee and Dependent Participation Form.
- The minimum number of participants must be met, excluding employee registrations.
- Employees are prohibited from registering themselves or their dependents for any Skokie Park District program, camp, or event in RecTrac.
- Approval and adjustment of all employee and dependent program, camp, and event discounts are at the discretion of the Superintendent of Recreation, facilitated through the submission of the Employee and Dependent Participation Form (located on the Park District Intranet).
- If there is a waitlist for a program, camp, or event before the non-resident registration date, employees will be required to pay 100% of the resident rate to participate or they must cancel their registration.
- For SPACE, TLC, Growing Sprouts, and Devonshire Preschool, if no waitlist exists at the time of enrollment, the employee discount will be rewarded.
- The discount will only apply if the employee is active and has worked, or will work, within 30 days of the program/event.
- There is an annual allowance cap for recreation programs and facility rentals . See allowance cap overview and rules for more details.
- Employees must be in good standing to receive an employee discount.
- Administration has the right to deny or revoke benefits at any time.

ALLOWANCE CAP OVERVIEW AND RULES

- The allowance cap is set at \$3,000 per Full-Time (FT) and Full-Time Equivalent (FTE) employee/family and \$1,000 for part-time employees. This cap applies per calendar year (January 1-December 31).
- The discounted amount is applied towards the allowance cap.
- The allowance cap does not apply to the following programs and services: childcare programs (Growing Sprouts, SPACE, Devonshire Preschool, and TLC), summer camps, drop-in programs, open gym, daily admission, pool passes, Fitness First membership, and special events.
- If an employee or their family reaches the allowance cap during a calendar year, they will be required to pay the full resident rate for any additional recreation programs they wish to participate in.
- Employees are responsible for keeping track of their allowance cap and can inquire about their remaining allowance at any time with the Superintendent of Recreation.
- Administration will monitor and enforce the allowance cap.



HOW TO REGISTER FOR A PROGRAM, CAMP, OR EVENT AS AN EMPLOYEE

Option 1: Pay in Full and Register During Resident Registration

- Employees can pay in full and register during the resident registration period to secure a spot.
- Employee must complete and submit the Employee and Dependent Participation Form (located on the Park District Intranet) to receive an employee discount refund.
- If eligible, the refund will be issued after the non-resident registration date.
- An employee discount refund will be granted if the program, camp, or event does not have a waitlist starting on the non-resident registration date.
- If you choose this option and are not a Skokie resident, you will need an administrative override on your account by a manager.

Option 2: Pay Discounted Rate after Non-Resident Registration

- Complete and submit the Employee and Dependent Participation Form after the non-resident registration date and before the start date of the program, camp, event.
- Administration will enroll the employee or their dependent into a program, camp, or event with an employee discount.
- This option ensures enrollment with the employee discount without the need for the employee to pay in full during the resident registration period.

RECREATION PROGRAMS AND EVENTS

FULL-TIME & FULL-TIME (FTE) EQUIVALENT

- **In-House Programs & Events***; FREE for employee and FREE for immediate family members
- **Contractual Programs & Camps**; Employee pays the contractual fee for employee and immediate family members
- **Trips**; FREE for employee and immediate family members. Employee is required to pay direct costs.
- **Personal Training and Private Lessons**; Cover staff cost for employee and immediate family member.

PART-TIME (IMRF)

- **In-House Programs & Events***; FREE for employee and 50% off resident rate for immediate family members
- **Contractual Programs & Camps**; Employee pays the contractual fee for employee and immediate family members
- **Trips**; FREE for employee minus any direct cost and 50% discount off resident rate for immediate family members
- **Personal Training and Private Lessons**; Resident rate

PART-TIME (REGULAR)

- **In-House Programs & Events***; 50% off for employee and 25% off resident rate for immediate family members and grandchildren
- **Contractual Programs & Camps**; Employee pays the contractual fee for employee and immediate family members
- **Trips**; 50% off for employee and 25% discount off resident rate for immediate family members
- **Personal Training and Private Lessons**; Resident rate

PART-TIME (SEASONAL)

- **In-House Programs & Events***; Resident rate
- **Contractual Programs & Camps**; Resident rate
- **Trips**; Resident rate
- **Personal Training and Private Lessons**; Resident rate

*For events only, grandchildren are included

For all other programs grandchildren can receive resident rate on or after non-resident registration

*For events only, grandchildren are included

DROP-IN, DAILY ADMISSION, MEMBERSHIPS, & PASSES

FULL-TIME & FULL-TIME(FTE) EQUIVALENT

- FREE daily admission for employee, immediate family members, and grandchildren:
 - Weber Open Gym
 - Exploritorium
 - Skokie Water Playground
 - Devonshire Aquatic Center
 - Fitness First
 - Sports Park
 - Weber Golf Course
- FREE Pass/Membership for employee and immediate family members:
 - Pool
 - Fitness First
 - Pooch Park

PART-TIME (IMRF)

- FREE daily admission for employee and immediate family members:
 - Weber Open Gym
 - Exploritorium
 - Skokie Water Playground
 - Devonshire Aquatic Center
 - Fitness First
 - Sports Park
 - Weber Golf Course
- FREE Pass/Membership for employee and immediate family members:
 - Pool
 - Fitness First
 - Pooch Park

PART-TIME (REGULAR)

- FREE daily admission for employee only:
 - Weber Open Gym
 - Exploritorium
 - Skokie Water Playground
 - Devonshire Aquatic Center
 - Fitness First
 - Sports Park
 - Weber Golf Course
- FREE Pass/Membership for employee only:
 - Pool
 - Fitness First
 - Pooch Park

PART-TIME (SEASONAL)

- FREE daily admission for employee only:
 - Weber Open Gym
 - Exploritorium
 - Skokie Water Playground
 - Devonshire Aquatic Center
 - Fitness First
 - Sports Park
 - Weber Golf Course
- FREE Pass/Membership for employee only:
 - Pool
 - Fitness First
 - Pooch Park

CHILDCARE, SCHOOL DAY OFF, & SUMMER CAMPS

FULL-TIME & FULL-TIME(FTE) EQUIVALENT

- **Summer Camp, Seasonal Camps, & School Day Off;** 50% discount off resident rate for immediate family members
- **Childcare;** 50% discount off resident rate for immediate family members
 - Growing Sprouts
 - Tot Learning Center
 - SPACE
 - Devonshire Preschool

PART-TIME (IMRF)

- **Summer Camp, Seasonal Camps, & School Day Off;** 50% discount off resident rate for immediate family members
- **Childcare;** 50% discount off resident rate for immediate family members
 - Growing Sprouts
 - Tot Learning Center
 - SPACE
 - Devonshire Preschool

PART-TIME (REGULAR)

- **Summer Camp, Seasonal Camps, & School Day Off;** 25% discount off resident rate for immediate family members
- **Childcare*;** 25% discount off resident rate for immediate family members
 - Growing Sprouts
 - Tot Learning Center
 - SPACE
 - Devonshire Preschool

PART-TIME (SEASONAL)

- **Summer Camp, Seasonal Camps, & School Day Off;** Resident rate
- **Childcare;** Resident rate

Grandchildren can be registered at resident rate on or after non-resident registration.

Part-time and short-term staff who work for Tot Learning Center, Devonshire Preschool, or SPACE at least two days per week will also receive a 50% discount and the facility in which they are employed. All other part-time and short-term staff may register their children, stepchildren and/or foster children at TLC at resident rates. No other discounts will apply.

FACILITY RENTAL & BIRTHDAY PARTIES

FULL-TIME & FULL-TIME (FTE) EQUIVALENT

- Room rental; FREE for employee (see rules and stipulations)
 - Dammrich
 - Devonshire Cultural Center
 - Devonshire Aquatic Center
 - Emily Oaks Nature Center
 - Exploritorium
 - Oakton Community Center
 - Park Shelter
 - Skatium
 - Skokie Heritage Museum
 - Skokie Water Playground
 - Sports Park
 - Sports Park; Golf Simulator
 - Tot Learning Center
 - Weber Leisure Center
- Birthday party package; Cover staff and contractual fees

PART-TIME (IMRF)

- Room rental; FREE for employee (see rules and stipulations)
 - Dammrich
 - Devonshire Cultural Center
 - Devonshire Aquatic Center
 - Emily Oaks Nature Center
 - Exploritorium
 - Oakton Community Center
 - Park Shelter
 - Skatium
 - Skokie Heritage Museum
 - Skokie Water Playground
 - Sports Park
 - Sports Park; Golf Simulator
 - Tot Learning Center
 - Weber Leisure Center
- Birthday party package; Cover staff and contractual fees

PART-TIME (REGULAR)

- Room rental; 25% off resident rate for employee (see rules and stipulations)
 - Dammrich
 - Devonshire Cultural Center
 - Devonshire Aquatic Center
 - Emily Oaks Nature Center
 - Exploritorium
 - Oakton Community Center
 - Park Shelter
 - Skatium
 - Skokie Heritage Museum
 - Skokie Water Playground
 - Sports Park
 - Sports Park; Golf Simulator
 - Tot Learning Center
 - Weber Leisure Center
- Birthday party package; 25% off resident rate

PART-TIME (SEASONAL)

- Room rental; resident rate for employee (see rules and stipulations)
 - Dammrich
 - Devonshire Cultural Center
 - Devonshire Aquatic Center
 - Emily Oaks Nature Center
 - Exploritorium
 - Oakton Community Center
 - Park Shelter
 - Skatium
 - Skokie Heritage Museum
 - Skokie Water Playground
 - Sports Park
 - Sports Park; Golf Simulator
 - Tot Learning Center
 - Weber Leisure Center
- Birthday party package; resident rate

SKOKIE PARK DISTRICT'S PROGRAM & FACILITY USAGE BENEFITS

FULL-TIME & FULL-TIME EQUIVALENT (FTE)

PROGRAMS & EVENTS

- **In-House:** FREE for employee and immediate family members.
- **Contractual Programs & Camps:** Employee pays the contractual fee for employee and immediate family members.
- **Trips:** FREE for employee and immediate family members. Employee is required to cover direct costs.
- **Personal Training and Private Lessons:** Cover staff cost for employee and immediate family member.

**For events only, grandchildren are FREE.
Allowance cap is in effect.*

ADMISSION, MEMBERSHIPS, PASSES

- ***Daily admission:** FREE for employee, immediate family members, and grandchildren (Weber Open Gym, Exploritorium, Skokie Water Playground, Devonshire Aquatic Center, Fitness First, Sports Park, Weber Golf Course).
- **Pass/Membership:** FREE for employee and immediate family members (Pool, Fitness First, and Pooch Park)

**Restrictions may apply. Employee must be present for daily admission.*

CAMP, SCHOOL OFF, & CHILDCARE

- **Camp & School Off Programs:** 50% discount off resident rate for immediate family members. *Discount does not apply to contractual camps.*
- **Childcare:** 50% discount off resident rate for immediate family members

RENTALS & BIRTHDAY PARTIES

- ***Rentals:** FREE for employees, must cover any staff fees (if applicable).
- **Birthday Parties:** Cover all staff and contractual fees.

**Restrictions may apply. Limit 2 rentals per year and goes towards allowance cap. Employee must be present at all times.*

SKOKIE PARK DISTRICT'S PROGRAM & FACILITY USAGE BENEFITS

PART TIME IMRF (WORKS AT LEAST 1,000 HRS/YEAR)

PROGRAMS & EVENTS

- **In-House:** FREE for employee and 50% off for immediate family members.
- **Contractual Programs & Camps:** Employee pays the contractual fee for employee and immediate family members.
- **Trips:** FREE for employee and 50% off for immediate family members. Employee is required to cover direct costs.
- **Personal Training and Private Lessons:** Resident Rate

Allowance cap is in effect.

ADMISSION, MEMBERSHIPS, PASSES

- ***Daily admission:** FREE for employee, and immediate family members (Weber Open Gym, Exploritorium, Skokie Water Playground, Devonshire Aquatic Center, Fitness First, Sports Park, Weber Golf Course).
- **Pass/Membership:** FREE for employee and immediate family members (Pool, Fitness First, and Pooch Park)

**Restrictions may apply. Employee must be present for daily admission.*

CAMP, SCHOOL OFF, & CHILDCARE

- **Camp & School Off Programs:** 50% discount off resident rate for immediate family members. *Discount does not apply to contractual camps.*
- **Childcare:** 50% discount off resident rate for immediate family members

RENTALS & BIRTHDAY PARTIES

- ***Rentals:** FREE for employees, must cover any staff fees (if applicable).
- **Birthday Parties:** Cover all staff and contractual fees.

**Restrictions may apply. Limit 2 rentals per year and goes towards allowance cap. Employee must be present at all times.*

SKOKIE PARK DISTRICT'S PROGRAM & FACILITY USAGE BENEFITS

PART TIME REGULAR

(WORKS YEAR-ROUND LESS THAN 1,000 HRS/YEAR)

PROGRAMS & EVENTS

- **In-House:** 50% for employee no discount for immediate family members.
- **Contractual Programs & Camps:** Employee pays the contractual fee for employee and resident rate for immediate family members.
- **Trips:** FREE for employee and 25% off for immediate family members. Employee is required to cover direct costs.
- **Personal Training and Private Lessons:** Resident Rate.

ADMISSION, MEMBERSHIPS, PASSES

- ***Daily admission:** FREE for employee. (Weber Open Gym, Exploritorium, Skokie Water Playground, Devonshire Aquatic Center, Fitness First, Sports Park, Weber Golf Course).
- **Pass/Membership:** FREE for employee (Pool, Fitness First, and Pooch Park)

**Restrictions may apply. Employee must be present for daily admission.*

CAMP, SCHOOL OFF, & CHILDCARE

- **Camp & School Off Programs:** 25% discount off resident rate for immediate family members. *Discount does not apply to contractual camps.*
- **Childcare:** 25% discount off resident rate for immediate family members

RENTALS & BIRTHDAY PARTIES

- ***Rentals:** 25% discount off resident rate.
- **Birthday Parties:** 25% discount off resident rate.

**Restrictions may apply. Limit 2 rentals per year and goes towards allowance cap. Employee must be present at all times.*

Allowance cap is in effect.

SKOKIE PARK DISTRICT'S PROGRAM & FACILITY USAGE BENEFITS

PART TIME SEASONAL

(WORKS SEASONALLY & LESS THAN 1,000 HRS/YEAR)

PROGRAMS & EVENTS

- **In-House:** 50% off Resident Rate.
- **Contractual Programs & Camps:**
Resident Rate. Employee pays direct costs incurred.
- **Trips:** 50% off Resident Rate.
Employee pays direct costs incurred.
- **Personal Training and Private Lessons:**
Resident Rate.

Allowance cap is in effect.

ADMISSION, MEMBERSHIPS, PASSES

- ***Daily admission:** FREE for employee. (Weber Open Gym, Exploritorium, Skokie Water Playground, Devonshire Aquatic Center, Fitness First, Sports Park, Weber Golf Course).
- **Pass/Membership:** FREE for employee (Pool, Fitness First, and Pooch Park)

**Restrictions may apply. Employee must be present for daily admission.*

CAMP, SCHOOL OFF, & CHILDCARE

- **Camp & School Off Programs:**
Resident rate for immediate family members. *Discount does not apply to contractual camps.*
- **Childcare:** Resident rate for immediate family members

RENTALS & BIRTHDAY PARTIES

- ***Rentals:** Resident rate.
 - **Birthday Parties:** Resident rate.
- *Restrictions may apply. Limit 2 rentals per year and goes towards allowance cap. Employee must be present at all times.*