

Bennett Park & Recreation District

Employee Handbook



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Welcome to Bennett Park & Recreation District

We are excited to have you as part of our team. Bennett Park & Recreation District (BPRD) is committed to providing exceptional Park and Recreation facilities, programs and services to our community. We understand that the accomplishment of our mission depends on you. We believe that you will make a significant contribution to the success of this District. We hope that you were deliberate in choosing us because you believe that you can achieve personal success here as we work together to help BPRD meet its goals.

This employee guide contains information, goals, benefits, and expectations of the District. Employees are expected to take the time to review and familiarize themselves with these guidelines. This will help provide the foundation for a successful employment environment at the District. Please consult with your supervisor or the Executive Director/Human Resources Department if you require any assistance with an interpretation or application of a specific guideline.

BPRD is large and diverse. We encourage you to become familiar with the many departments and dedicated people who comprise it, and to join in the special feeling of pride we share in our District!

We hope that your experience here will be challenging, enjoyable, and rewarding.
Again, welcome!

Sincerely,
Chris Raines
Executive Director

Introductory Statement

This guide is designed to acquaint you with Bennett Park & Recreation District and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand and comply with all provisions of the guide. This guide describes many of your responsibilities as an employee and outlines the programs developed by Bennett Park & Recreation District to benefit our employees.

There are several things that are important to keep in mind about this guide. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a guideline or practice to you, you should address your specific questions to the Executive Director/Human Resources Department. **Neither this guide nor any other District document confers any contractual right, either expressed or implied, to remain in the District's employment. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, without prior notice, by Bennett Park & Recreation District or you may resign for any reason at any time.** No supervisor or other representative of the District (except the Executive Director and Board of Directors) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, no employee handbook can anticipate every circumstance or question. As BPRD continues to grow and add employees, the need may arise and the District reserves the right to revise, supplement, or rescind any portion of the guide as it deems appropriate, in its sole and absolute discretion. The only exception to any change is our employment-at-will policy permitting you or BPRD to end our relationship for any reason at any time. Nothing in this Employee handbook modifies the employment-at-will policy. Employees will, of course, be notified of such changes to the guide as they occur.

Finally, some of the subjects described here are covered in detail in official documents. You should refer to these documents for specific information, since this guide only briefly summarizes those benefits.

Code of Conduct

As a member of the Bennett Park & Recreation District community, you have the obligation to be respectful and courteous to other employees, patrons, and participants. Behavior that jeopardizes the health and safety of any community member is unacceptable by anyone participating in any District activity, facility or program.

Any District employee is authorized to enforce the Code of Conduct, along with any Rules and Regulations applicable to the facility, activity, park or program.

Any person acting inappropriately or disrespectfully may be subject to a revocation of the privilege of using District facilities or participating in District activities or programs. Such revocation may be for whatever period of time District staff determines appropriate, up to a permanent ban from District programs and facilities based upon the circumstances of the specific incident or occurrence.

Members should conduct themselves in a businesslike manner while at work or when attending work related functions.

Thank you for your cooperation and for making Bennett Park & Recreation District facilities a safe and enjoyable place to work and play!

Our Mission & Commitments to Excellence

Our Mission and Commitments both drive our daily operations and future growth. The Mission statement communicates the commitment Bennett Park & Recreation District has to the people we serve. Our Commitments to Excellence represents who we are and the employees we hire. It guides us in our decision-making process and also rewards employees as individuals.

The Mission of the Bennett Park and Recreation District is to unify the I-70 corridor citizens in health and wellness through physical activities, while enhancing their quality of life and inspiring personal growth, self-esteem, pride and respect.

Chapter 1 General Employment

101. Equal Employment Opportunity

The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. BPRD prohibits unlawful discrimination against applicants or employees on the basis of age, race, gender, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at BPRD will be based on merit, qualifications, and abilities.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director/Human Resources Department.

102. Anti-Harassment Policy

The District is committed to maintaining a work environment that is free of unlawful harassment. In keeping with this commitment, the Anti-Harassment Policy strictly prohibits harassment and sexual harassment on the basis of an individual's race, religion, color, gender, age, national origin, disability, sexual orientation, or any other status protected by state or local law.

Violation of this policy will not be tolerated. This policy applies to all employees and the Board of Directors of BPRD without exception and it also prohibits harassment by patrons, vendors, visitors, etc.

Types and Definitions of Harassment

Harassment can take many forms. Sexual harassment may include promises of benefits in exchange for sexual favors of any kind, threats of reprisal for refusal to engage in social or sexual relations and sexually suggestive and offensive language and conduct. The definition of sexual harassment is:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Other prohibited harassment includes verbal or physical conduct that denigrates or shows hostility toward an employee because of race, religion, color, gender, age, national origin, disability, or sexual orientation (or that of their relatives, friends, or associates) and that:

- has the purpose or effect of creating abusive or an hostile work environment;
- has the purpose or effect of unreasonably interfering with an employee's work performance; or otherwise adversely affects an employee's employment opportunities.

Such harassment may include, but is not limited to:

- epithets, slurs, stereotyping, intimidation, threatening or any hostile act that relates to race, religion, color, gender, age, national origin, disability, or sexual orientation; and

- written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, religion, color, gender, age, national origin, disability, or sexual orientation.

Investigation of Harassment Complaints

Any employee who feels that he/she is or has been a victim of such harassment or has first-hand knowledge of a harassment incident should immediately report the matter to his or her immediate supervisor, the Executive Director/Human Resources Department. In order to assist us in investigating the complaint, all employees are strongly encouraged to file a written complaint detailing the nature of the harassment and identifying the alleged harasser(s).

It is the District's policy to investigate each and every formal complaint of harassment and attempt to keep complaints and the results of the investigation confidential to the fullest extent possible. If a violation of this policy has occurred, then appropriate disciplinary actions, including disciplinary measures commensurate with the severity of the offense, may be taken regardless of whether the Policy violation also constitutes a violation of applicable law. The employee who originated the complaint will be told of the status of the investigation.

103. Anti-Retaliation

Employees have the right to be free from retaliation. Threats or other forms of intimidation or retribution against an employee who files a complaint, participates in an investigation, appears as a witness at a hearing, or opposes an unlawful act, discriminatory practice, are prohibited. Employees with complaints of retaliation should contact the Executive Director/Human Resources immediately.

104. ADA and Religious Accommodation

The District will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the District. Employees needing such accommodation are instructed to contact their supervisor or Executive Director/Human Resources immediately.

105. Media Inquires

All media inquiries should be referred to the Executive Director, Board of Director's Chairperson, or the Public Information and Outreach Specialist. In addition, these individuals must approve, in advance, all press releases, publications, speeches, or other official declarations. Only designated agents are authorized spokespersons for Bennett Park & Recreation District.

106. Personal Purchases Using District Credit, Credit Cards or Tax-Exempt Status

Under no circumstances should personal purchases be charged to District funds. Under no circumstances should the District's tax exemption number be used for personal purchases.

107. Mileage Reimbursement

BPRD does not offer mileage reimbursement at this time.

108. Reporting Patron Accidents, Vandalism & Damage to District Property

The District believes it is the responsibility of every patron to respect and take pride in District property. Employees of BPRD share a similar responsibility to preserve and protect the District's property. When an accident or incident of vandalism, damage or theft of District property occurs, a Property Damage/Patron Incident Report must be completed within 48 hours and submitted to the Executive Director/Human Resources Department. In addition to

completing this report, any incident involving damage or theft of District property, the appropriate municipal or county police agency should be notified immediately and any reports (police or affidavits) must be forwarded on to the Executive Director/Human Resources Department

109. Proper Use of Equipment & Personal Use of Equipment/Supplies

When using District property employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Each employee is expected to notify their supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or visitors. Each supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, unsafe use or operation of equipment/vehicles or the use of District equipment/vehicles for personal use is prohibited. District property consists of, but is not limited to, items such as power tools, hand tools, facility areas, vehicles, personal computers, laptop computers, telephones, cellular phones, pagers, copying machines, facsimile machines, stamps, mail facilities, desks, filing cabinets, lockers, etc.

110. Safe Work Environment

BPRD is committed to preventing workplace violence and to maintaining a safe work environment free of illegal drugs, alcohol (except at District approved events), firearms, explosives, or other improper materials. Given the increasing violence in society, BPRD has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Furthermore, BPRD prohibits the possession, transfer, sale, or use of illegal drugs, the unsponsored use of alcohol, firearms, explosives, or other improper materials on its premises. The District requires the cooperation of all employees in administering this policy.

The safety of our employees and patrons is of paramount importance. The District prohibits employees, including individuals licensed to carry a concealed handgun, from bringing any firearm or weapon of any kind onto District property including its parking lots and designated parking areas. Employees are further prohibited from carrying a firearm or weapon while on District business and at District sponsored events. "Weapons" includes, but is not limited to, any form of gun, illegal knife, club, stun gun, or similar device.

Any employee who has reason to believe another employee has a weapon in his/her possession should notify a member of management immediately. If you have a question about whether an item is considered a weapon, please ask your supervisor or Executive Director/Human Resources Department.

The only exceptions to this policy are law enforcement officers on official business or security guards engaged by the District.

Threats of Workplace Violence

A violent act or threat of violence is defined as any direct or indirect action or behavior that could be interpreted, in light of known facts, by a reasonable person, as indicating the potential to harm, endanger or inflict pain or injury on any person or property. This list of behaviors or actions, while not inclusive, provides examples of prohibited conduct:

Physical assault, threat to assault or stalking an employee or customer;

Possessing, threatening with, or use of a weapon;

Intentionally damaging property of the District or personal property of another;

Aggressive or hostile behavior that creates a reasonable fear of injury to another person

Harassing or intimidating statements, phone calls, voice mails, texting, written statements or e-mail messages, or those which are unwanted or deemed offensive by the receiver;

Racial or cultural epithets or other derogatory remarks associated with hate crime threats;

Arson, sabotage; or any other act inappropriate in the workplace.

All threats or actual violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. **Employees should call 911, contact law enforcement, and/or emergency services if they believe there is a serious threat to their safety and health or the safety and health of other employees, patrons, or property.**

BPRD will promptly and thoroughly investigate all reports of threats of, or actual, violence, and of suspicious individuals or activities. The identity of individuals making a report will be protected as much as is practical. Anyone determined to be responsible for threats, actual violence, or other conduct that is in violation of these guidelines, will be subject to prompt disciplinary action up to and including termination of employment.

111. Right to Search on District Premises

In order to prevent illegal activity and to provide greater safety for employees, searches on District premises may be necessary. BPRD reserves the right to inspect all personal property brought onto the District's premises, including vehicles, packages, briefcases, purses and bags. In addition, the District may provide desks, lockers and other storage devices for the convenience of employees, but they remain the sole property of BPRD. As such, the District (or its representative) may inspect the contents of desks, lockers, file cabinets, workstations and other storage devices at any time, with or without prior notice, and remove all District property and other items that violate BPRD rules and policies.

112. Employee Safety

The District believes in providing safe working conditions for our employees. We observe the safety laws of the government and no one will knowingly be required to work in any unsafe manner. Safety is every employee's responsibility and all employees are expected to do everything reasonable and necessary to keep BPRD a safe place to work.

Each facility has a copy of the District's Safety Manual on file. The manual provides general guidelines for employees to safely perform their duties. Specific guidelines and emergency action plans are included in the manual. Employees will be asked to review and acknowledge

their understanding of safety procedures when hired. Some departments have specific safety guidelines for their departments and the supervisor will provide those to the employee.

Employees are responsible for observing safe working practices at all times. Employees should bring knowledge about unsafe working conditions, or observed practices and procedures to the attention of their supervisor for correction. Employees are required to participate in safety training when scheduled.

113. Emergency Procedures and Evacuations

Each location is responsible for establishing its own emergency procedures in the event of fire or disaster. Exits, fire extinguishers and first aid kits are located at each facility. Exits and areas around fire extinguishers must be kept clear at all times.

In case of a fire or other emergency requiring evacuation of the building, you must immediately leave your work area and exit the building in a calm and orderly manner. Do not re-enter the building (even when the fire alarms have ceased ringing) until the “all-clear” signal has been given by a member of management.

114. Inclement Weather Policy

The District is committed to a year-round operating schedule in pursuit of its mission to provide exceptional services to our community. It is the intent of the District to remain open and adhere to full operations, as deemed possible. However, the District does not advise employees to take unwarranted risks when traveling to work in the event of inclement weather. Each person should exercise his/her best judgment with regard to road conditions and other safety concerns. Road conditions in areas away from the District may be worse. Therefore, no employee should come to work if the conditions he/she is facing are felt to be unsafe. If the District is open and an employee determines that it is unsafe to proceed to work, then the employee must notify his/her supervisor immediately.

If District operations are declared closed, the Executive Director will contact the designated members of management staff and inform them of the decision. In turn, they will contact the appropriate supervisory staff in their departments, who will inform employees of the decision to declare District operations closed. In addition, the Executive Director or designated contact will inform the appropriate pre-determined news media sources so that information regarding District facilities may be disseminated quickly to all concerned patrons. If you are not contacted by your supervisor ½ hour before your scheduled work time (check with your supervisor as notification times may vary for departments), you should assume the District is open for business as usual.

Pay Practices

It is anticipated that the need to excuse any employee from work will be rare and that snowfall, other inclement weather, or emergencies will not be cause for an employee's absence. If the supervisor does excuse an employee, then pay for the time taken will come from the employee's accrued time off with the exception of sick leave. Factors influencing a supervisor's decision regarding both the requested time off and method of payment for this time include, but are not limited to: the seriousness of the employee's need to be excused, travel distance to and from work, departmental work priorities and whether or not the employee provides service for that department that is essential for the operation of the District.

In addition, only under exceptional circumstances when the District officially closes or has modified work hours, will the District declare that employees are excused from work for all or a

portion of the day. When the District operations are closed, only full-time salaried exempt and nonexempt employees are compensated for that time.

115. Personal Visitors in the Workplace

Visitors to the workplace are generally welcome, and in some settings even encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety, and to maintain productivity. An employee should always escort an authorized visitor to his/her destination. Employees are responsible for the conduct of their visitor. Employees are expected to perform their scheduled duties with no interruptions during their shift. No visitors are allowed at BPRD before or after operational hours without prior permission from their supervisor or the Executive Director.

Children

BPRD strongly believes in family development. In general, children may be brought to the workplace and we would like to provide you with a District policy and a set of guidelines for appropriate conduct to avoid the misuse of this privilege.

Children in the work place policy and procedures

- Under no circumstances are children between the ages of 6 months to 13 years to be in the weight room without DIRECT supervision. Direct Supervision means standing right next to you within arm's length.
- If you child uses the Kiddy Korral unsupervised, clean up after them. That may include sweeping and moping if needed.
- Clean up the restrooms after your children use them. This means the toilet paper, the sink and make sure nothing is left behind on or in the toilet.
- Clean up tables and chairs after your children use them. When they eat or drink on them please pick it up.
- Pick up after your children in general.
- There is no running or riding anything in the facility.
- Employees Children need to respect our facility and other employees. Employee children are expected to set good examples for other children in the rec center.
- Children are not allowed to play outside without direct supervision.

If your children create an atmosphere that is not conducive to achieve the department's specific goals and objectives, this privilege may be revoked.

Special occasions that are employer-sanctioned and at which attendance by children is encouraged should be coordinated with and approved by the department. The employee's schedule for that day should take the child's presence into consideration to eliminate potential hazards.

Children may be brought to workplaces by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a physician's appointment, for example). The parent employee must supervise the child(ren) on such visits.

Departments may implement an internal departmental policy allowing employees' children or may request employees to seek approval at the time of the visit. Parent employees may not leave such child(ren) in the custody of another District employee, even for brief periods of time.

Animals

With the exception of service dogs or other service animals used to guide or assist persons with disabilities, employees may not bring animals to District workplaces. If an employee is interested in training a service animal, please discuss it first with your supervisor before bringing the service animal-in-training to work.

116. Workplace Accommodations for Nursing Mothers Act

An employee who is a nursing mother may, at her discretion, express breast milk onsite at her workplace during her meal or break periods. Each facility shall provide a room or other location in close proximity to the work area, other than a bathroom, where the employee can express her milk in private. An employee who desires to have a private location in which to express milk is asked to make her request to her supervisor or the Executive Director/Human Resources at least one week in advance of her anticipated need. This notice period will allow adequate time to identify an appropriate space. Upon receipt of the request, the supervisor must contact and coordinate with facilities.

Chapter 2 –Conduct

201. Problem Resolution

The interests of both employees and BPRD are best served when any problems relating to the workplace are resolved as part of the regular communication between employees and/or between employees and supervisors. The District recognizes it cannot expect to correct or eliminate every cause for personal dissatisfaction, but does realize it has a responsibility to provide employees with a method for bringing dissatisfactions out in the open where free and open discussion can be made to arrive at a mutually satisfactory conclusion. In order to ensure prompt and constructive problem solving, problems in the workplace should be resolved through the appropriate management chain, and whenever needed, with the assistance of the Executive Director/Human Resources Department.

Complaints involving alleged violation of federal or state civil rights laws or matters involving charges of unlawful conduct must be promptly reported to the Executive Director/Human Resources Department or Executive Director.

Procedure

Informal Discussion

Many problems can be resolved through communicating with the individual(s) with whom the complaint exists, whether it is with a fellow employee, subordinate or supervisor. Employees are encouraged to discuss concerns at an early stage with intent toward resolution. The employee's supervisor should normally be the first source of assistance.

Discussion with Supervisor

An employee who disagrees or is dissatisfied with a supervisor's action should, if possible, discuss the concern with that individual. If preferred, or if the employee is unable to resolve the problem with the supervisor, the employee should discuss the matter with the next level supervisor. The majority of misunderstandings can be resolved at this level. This discussion should be held promptly, typically within five days, to allow for a timely resolution. If the problem cannot be resolved in a satisfactory manner, the problem may be discussed with the next level supervisor.

Executive Director

If the supervisor or next level supervisor is unable to resolve the employee's problem, the employee must submit a written complaint stating the relevant facts and desired remedy to the Executive Director for review and a decision. The Executive Director will respond in writing to the complaint within 30 days and the decision will be final.

Board of Directors

In the event that a personnel issue is not settled to an employee's satisfaction after going through proper channels (supervisor, Executive Director), the Board may elect for the issue to be heard by having the employee submit the issue stating the relevant facts and desired remedy to the Board in writing and hear it during an Executive Session (any employee whose personnel issues are to be discussed during executive session has the legal right to discuss the matter in an open, public session; and the Board may then choose to have the open discussion or no discussion at all).

202. Conflict of Interest

The District expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interest of the District. Business dealings that appear to create a conflict between the interests of the organization and an employee are unacceptable.

The District recognizes the right of employees to engage in activities outside their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so the organization may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in personal gain for the employee or an immediate family member (i.e. spouse or significant other, children, parents, siblings, aunt, uncle) as a result of BPRD business dealings. No employee should take any action on behalf of the District that they know, or reasonably should know, violates any regulation. This includes such activities as bribery, kickbacks, falsehoods, and misrepresentation.

Acceptance of Gifts, Gratuities, and Entertainment

Accepting gifts, entertainment or other favors from individuals or organizations can also result in a conflict of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties.

In addition, District services are not to be extended by any employee in exchange for special gifts, rewards or other forms of compensation from outside individuals or organizations. When employees receive any offering as a result of their status as a District employee for services performed, it must be reported to their supervisor.

203. Outside/Additional Employment

Employees may be employed by other entities or run a personal business outside of their employment with the District. However, BPRD requires that an employee's activities away from the job must not compromise the District's interest or adversely affect their job performance and ability to fulfill their responsibilities to the District. Employees are cautioned to carefully consider the demands that additional work activity will create before seeking or accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, or refusal to work overtime or different

hours. If outside work activity does cause or contribute to job-related problems, the employee may be asked to terminate the outside employment if he/she wishes to remain with the District.

Any use of District property for outside employment is prohibited. Conducting business for outside employment or an employee's own personal business during their scheduled work hours is prohibited. This includes, but is not limited to, use of District equipment such as cell phones, District vehicles, or purchasing any items under District accounts with outside vendors.

Pay

A different rate of pay may be used for nonexempt employees working an additional part-time position. Overtime will be paid to nonexempt employees only when hours worked exceed 40 hours per week.

204. Whistleblower

BPRD is committed to high standards of ethical, moral and legal business conduct. This guideline aims to provide an avenue for employees to raise concerns and reassures them protection from reprisals.

This guideline is intended to cover protections for employees if they raise concerns such as:

- Incorrect financial reporting;
- Unlawful activity; or
- Activities that are not in line with District policy or activities, which otherwise amount to serious improper conduct.

Reporting Violations

In most cases, an employee's supervisor is in the best position to address an area of concern. However, if an employee is not comfortable speaking with their supervisor or not satisfied with the supervisor's response, they are encouraged to speak with someone in the Executive Director/Human Resources Department or anyone in management whom the employee is comfortable in approaching. Employees may also choose to be anonymous by submitting a written complaint to any of the channels listed above. Supervisors are required to report suspected violations to the Executive Director, who has specific and exclusive responsibility to investigate all reported violations.

Handling of Reported Violations

The Executive Director and Board of Directors will receive information on the reported violation and any follow-up information on actions taken. All reports will be promptly investigated and action taken if warranted by the investigation.

205. Confidentiality

All employees at one time or another will receive or be exposed to personal, privileged and/or confidential information. That information may concern other employees, the District's operations, customer lists, or other organizations with which we do business. Employees are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether you are actively employed, on leave or your employment with the District ends (for any reason).

In addition, employees are not permitted to photograph, record, photocopy, or otherwise preserve company forms, lists or other materials belonging to the District without prior authorization.

206. Attendance and Punctuality

Your attendance is extremely important to the success of the District. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

Procedure

If you cannot report to work as scheduled, you must notify your supervisor of your situation. Every effort should be made to contact your immediate supervisor directly within 30 minutes of your normal start time so arrangements can be made to cover your work (check with your supervisor, as some departments may have a stricter timeframe for notifications). If your need for time off is foreseeable, you must provide as much notice as possible.

When you contact your immediate supervisor you must explain why you are going to be late or absent, let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work. It is your responsibility to provide proper notification and to speak to your supervisor personally. Asking another employee, friend or relative to give notification is not acceptable. In the event you are not able to speak directly with your supervisor, you should leave your supervisor a voice mail message and provide information on how you can be contacted. If you will be absent for more than one day, you must call in daily unless you have made other arrangements with your supervisor.

Classification of Absences

An employee's absence will be considered excused if covered by policy (i.e. vacation, sick, personal, etc.) and the employee provides proper and timely notification deemed satisfactory to the supervisor. Timely notification means calling in on the day of absence or providing advance notice for absences which can be anticipated. An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, or fails to give advance notice for an absence which could be anticipated.

*Unexcused absences, excessive absences, or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If a supervisor suspects any abuse of sick leave or a pattern of sick leave is evidenced by the employee, the supervisor may require a medical certification to verify an illness or injury. If an employee misses work due to a work related illness or injury, a medical certification verifying the employee's ability to return to work will be required prior to returning to work.

No Call, No Show

If you are absent from work for three (3) consecutive working days or shifts, and do not call your immediate supervisor, or do not report to work as scheduled within three (3) days of your expected return to work date, your employment will be terminated.

207. Dress Code and Personal Appearance

BPRD strives to maintain a professional image in the recreation industry. Since the District's business is recreation and leisure, employee dress may be more "casual" than found in other industries. However, the District recognizes that different applications of this summary may be necessary depending on the degree of public contact, nature of work and safety issues. Therefore, this information provides only general guidance. The final decision as to what constitutes appropriate professional appearance is the responsibility of the supervisor.

Employees should consult their supervisor for the specific dress and appearance guidelines for their department.

General Guidelines Applicable to All Areas

All employees are expected to present a clean, neat, well-groomed appearance at all times. Clothing should be free of stains, rips, or wrinkles. Employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees or patrons is unacceptable. Other types of clothing that are not acceptable for wear in the workplace include tube tops, backless or bare midriff shirts, or provocative or revealing attire.

If an employee is requested by their supervisor to return home to change into acceptable attire, time missed will be without pay.

Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, are not encouraged and in some circumstances may cause a safety risk. Any jewelry that represents a safety hazard or interferes with the performance of one's job is not allowed.

Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers.

In no case will this dress code be considered to pre-empt proper safety attire (i.e. hard hats, goggles, ear protection, respirators, gloves, boots, etc.)

Uniforms

Uniforms or specific clothing necessary to the position will be worn as required. Uniforms with the word "STAFF" written on the shirt are not to be worn outside of work hours. The maintenance and laundering of uniform items or specific clothing provided to employees is an employee's responsibility (except staff with pre-approved uniform provisions).

In some cases, certain uniform items may not be available in a size that will properly fit an employee. In these cases, with the approval of the immediate supervisor, the employee may alter the uniform at the employee's expense.

Under some circumstances, items may be damaged beyond reasonable wear and tear before they are scheduled for replacement. In these cases, the employee will present the item to the immediate supervisor. If it is determined that the item cannot be repaired for further use, the item will be replaced at either the District or the employee's expense, dependent upon the item.

208. Drug and Alcohol Policy

It is the District's policy to maintain a work environment free from the use of illegal drugs and unsponsored use of alcohol. In order to provide a safe working environment, the following activities are strictly prohibited and may be cause for disciplinary action, including immediate termination and referral for prosecution:

- Reporting to work under the influence of alcohol or illegal drugs or substances, including illegally used prescription drugs.
- The unauthorized use of alcoholic beverages on District premises.
- The illegal use, sale, manufacture, distributions or possession of drugs while on District business or premises or while operating a vehicle on District business.
- The improper use of prescription and nonprescription drugs that could impair judgment or motor functions and place persons or property in jeopardy.

Employees taking prescription drugs that may affect their ability to perform their job, or which have associated side effects that may interfere with their performance on the job, will be required to have a release from their physician. Such release must indicate the employee's ability to perform job functions and/or any restrictions to job duties that are normally performed, and will include a predetermined period during which the employee may take the prescription. Any changes in or additions to the medication provided by a doctor must be immediately reported and accompanied by a similar release.

Drug Testing

To further protect our employees and patrons, BPRD reserves the right to administer drug and alcohol tests in the following situations:

- As a step in the employment process;
- When there is a reasonable suspicion to believe an employee is under the influence of drugs or alcohol and there is reasonable cause for concern; or
- As a follow-up program to treatment for drug or alcohol abuse.

The District will take steps to protect the confidentiality of the results of drug and alcohol testing. If you (or someone you know) are experiencing problems leading to or resulting from drug or alcohol abuse or dependency, we encourage you to seek help.

Use of Alcohol at District Sponsored Events

When alcohol is served at organization gatherings, the following guidelines will apply:

- Alcohol is permitted only at events that are approved by management.
- Alcohol must not be consumed and/or served to or by minors.
- Employees may not consume alcohol when they are on the clock or during their normal work hours except during District approved activities.
- Employees are required to remove any BPRD logo items or shirt prior to drinking after work or a shift to prevent the perception to the public that an employee is still on the job.
- Non-alcoholic beverages must be provided during after-work gatherings.

The District asks that employees at BPRD sponsored events use common sense. If employees or their guests become obviously intoxicated, belligerent, or acting outside the boundaries of good taste, management and/or a Board member present will make arrangements for the employee and/or guest to be removed from the event. Such removal will be by a responsible non-drinking adult, or other form of transportation, or in extreme cases, the sheriff/police department. Any such transportation contracted for an employee will be at the employee's expense.

209. Smoking and Chewing Tobacco

BPRD is a smoke-free environment. Smoking and chewing tobacco is prohibited inside all of our facilities and within 25 feet of any public entrance into the building, or while operating motorized equipment in the performance of job duties. This policy applies to all employees, patrons, and visitors while on the District premises.

210. Employment of Relatives

The District does not discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital, family, or residential cohabitation status. Immediate family members and anyone sharing the employee's household may be considered for employment, except in the following situations:

- When one would have direct supervisory responsibility;

- When one is employed in a position with access to confidential information of the other, such as personnel records or is involved with the processing of payroll records; or
- When one would be responsible to audit, verify, receive or be entrusted with money handled by the other.

When either cohabitation or marriage between two employees results in any of the above conditions, one of the two employees will be transferred to a different location and/or department and/or shift, if practical. If that is not possible, then one of the two must resign. The individuals concerned will be given the opportunity to decide who is to be transferred or terminated if no position is available. If the decision is not made within 30 calendar days, District management will decide who is to be transferred or, if necessary, terminated from employment.

Please inform your supervisor and the Executive Director/Human Resources Department if: (1) there is a change in your relationship with another employee; or (2) you have a family member who is employed by the District and either you or your relative have a job change (transfer, promotion or new reporting relationship); or (3) you have a relative working for any company doing business with BPRD.

211. Personal Relationships

While the District does not wish to intrude into the private lives of employees, we recognize the increased potential for conflicts of interest, appearance of favoritism and risk of claims of sexual harassment when employees develop close personal relationships with each other. In order to protect the District and its employees, this policy provides directions on how to manage situations when employees develop close personal relationships with each other. For purposes of this policy, a *personal relationship* is a relationship of a romantic or intimate nature or of a character that it could result in an allegation of conflict of interest or inappropriate behavior. Supervisors are prohibited from dating subordinates that are in the same line of supervisory authority. Employees may not occupy a position with access to confidential information of the other, such as personnel records or involved with the processing of payroll records or be responsible to audit, verify, receive or be entrusted with money handled by the other.

An employee engaged in a personal relationship with another employee should promptly disclose the relationship to Executive Director/Human Resources. Erring on the side of disclosure as openness helps to avoid future misunderstandings. The District will work with the employees involved to determine whether it is appropriate and possible to adjust reporting or working relationships.

212. Employee Political Activities

Employees are free, on their own time and away from any office of the District, to participate in all federal, state and local partisan campaigns and to openly express their views and support for candidates. Employees must refrain from participation in any political activities that give the appearance that the District or an officer of the District endorses them.

Candidates for Office

Employees desiring to be a candidate for political elected office must submit a notice indicating the office and date of election to the Executive Director. Candidates who are elected must resign from the employ of the District, if, in the opinion of management, the duties and responsibilities of the office will impede or conflict with the employee's obligations to the District. In view of such, any employee who is elected to the Board of Directors of the District will be terminated from employment with the District.

Activities

Employees, while on District time or while utilizing their office or position, must not publicly support or endorse any candidates for political office, or circulate or cause to be circulated, any nominating petitions for the Board of Directors. Furthermore, while on District time, employees must not distribute any campaign literature, nor display any campaign buttons or car stickers or placards on behalf of any candidate for the Board of Directors. No employee will be required by management or the Board of Directors to perform political activities.

Solicitation of Contributions for Political Parties or Candidates

Employees are not required to contribute to a political party, elected official, or candidate, and their refusal to do so will not be used to penalize them in any way. Employees must not solicit any such contributions from any other employee while on District time or on District property.

Chapter 3 – Performance

301. Performance Reviews

The informal communication process between an employee and his/her supervisor should be ongoing throughout the course of employment. To supplement this, an annual performance review process will provide employees with a formal opportunity to discuss their development with their supervisor. Seasonal employees are normally evaluated at the end of the season. The annual performance evaluation feedback should be a culmination of the past year. The District believes this annual event is critical to each employee's development. We encourage all employees to take an active role in the process, as the outcome of each annual performance review should include the employee working with their supervisor to develop expectation standards, goals and performance improvement plans for the coming year.

Please note that a performance review is not a guarantee of a pay adjustment. Pay adjustments will be based on employee performance, District budget, date and amount of last compensation adjustment, as well as market rate for the position. This formal review is used to partly determine merit pay increases as well as eligibility for promotions and transfers.

Pay Increase

Pay increases usually are effective at the beginning of the year for the District based on the performance of the previous year.

Seasonal employees may be eligible to receive a merit increase when they return for the following season.

302. Promotion and Transfer

To provide our employees with opportunities for growth and advancement, BPRD encourages qualified internal candidates to apply for available positions within the organization. Internal candidates may be identified by management selection or through response to a job posting. Prior to interviewing for any other position within the organization, it is the employee's responsibility to first speak to his/her supervisor.

Eligibility for Promotion or Transfer

To be eligible for promotion or transfer, an employee must:

- Be unrelated to an individual who directly supervises the open position, and
- Not be on a performance improvement plan in the last six (6) months.

303. Discipline

Occasionally performance or other behavior falls short of our standards and/or expectations. When this occurs, management takes action, which, in its opinion, seems appropriate.

Disciplinary actions can range from an informal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

Chapter 4 - Personnel and Payroll

401. Immigration Law Compliance

Each new employee, as a condition of employment, must complete section one of the Employment Eligibility Verification Form I-9 by end of the first day of work and present documentation establishing identity and employment eligibility within three working days of the employee's date of hire. Former employees who are rehired must also complete the I-9 Form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States and will be Employment Eligibility Verified (e-verify) at <https://e-verify.uscis.gov/emp>

402. Job Descriptions

BPRD believes job descriptions are important tools for documenting the essential requirements and skills needed to successfully perform on the job. Accordingly, efforts have been undertaken to develop and maintain job descriptions for all positions. A job description should be provided to a prospective employee during the hiring process.

403. Employment Applications

All applicants must complete an employment application in order to be considered a candidate for employment. The District may also require a resume depending upon the position.

Any misrepresentations, falsifications, or material omission of information on the application may result in the District's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment at any time.

404. Employment Background Checks

In fulfilling its Mission to be the leading provider of quality services to the public, the District conducts background checks on **all** job candidates post-offer (contingency offer), certain independent contractors, and its volunteers. The District utilizes a third party company to conduct the background checks. The background check consists of multiple parts and includes all records allowable by law. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment, contract or participation.

The Executive Director/Human Resources Department will ensure that all background checks are held in compliance with applicable federal and state statutes, such as the Fair Credit Reporting Act.

All criminal background screens are conducted post-offer (contingency offer). However, as part of Title VII of the Civil Rights Act, this information cannot be used as a basis for denying employment, unless it is determined to be job-related. BPRD reserves the right to make the sole determination concerning, any employment decision arising out of the background check.

General Guidelines:

- **New Hires:** Background checks are required for all new hires. This includes all fulltime, part-time, seasonal, intern, and reoccurring volunteer positions. The background check must be completed and results verified **post employment**. BPRD reserves the right to make the sole determination concerning, any employment decision arising out of the background check
- **Rehires:** A background check is required for all rehires that have been separated for longer than twelve months.
- **Active Employees & Volunteers:** Background checks are required every five years for all active employees, volunteers, or if a current staff member transfers to a position with access to or control over sensitive financial information. Refusal to provide a new written release or to submit to the new background check(s) will be cause for refusal to be granted a new position and/or termination from employment.
- **Employment Contingency:** Background checks are to be processed after a contingent offer of employment has been extended to the applicant. Note: *The offer of employment is contingent upon the successful results of the background check.*
- **Independent Contractor:** Background checks on independent contractors shall be performed at the discretion of the District, consistent with its mission and policies. For certain contractual relationships, the Contractor shall be responsible for performing background checks on its employees and for ensuring the suitability for employment in association with a District related contract.
- **Authorization by Applicant:** The candidate must authorize the background check. This is done by having the applicant complete the ***Employment Inquiry Release Form***.

Verification of Background Checks

The results of the background check will be sent directly to the Executive Director/Human Resources Department which in turn will notify the hiring supervisor.

Adverse Action Notifications

If a background check is returned with unfavorable results, the Supervisor will contact the candidate to inform him/her that the District is rescinding its contingent offer of employment and that he/she will receive written notification. The Executive Director/Human Resources Department will mail the adverse action letter along with a copy of the report to the candidate. The candidate will then have the opportunity to dispute any inaccurate information with our third party administrator.

405. Release of Personnel Information

All inquiries regarding a current or former BPRD employee must be referred to the Executive Director/Human Resources Department. Should an employee receive a written request for a reference, he/she should refer the request to the Executive Director/Human Resources Department for handling. No BPRD employee may issue a business reference on District letterhead to any current or former employee or independent contractor.

No employee should release any information about any current or former employees or independent contractor of BPRD over the telephone. All telephone inquiries should be referred to the Executive Director/Human Resources Department.

In response to an outside request for information regarding a current or former BPRD employee, the Executive Director/Human Resources Department will furnish or verify an employee's name, dates of employment, job title, and department. No other data or information regarding the employment of a current or former employee or independent contractor will be furnished unless the employee authorizes BPRD to provide this information. This authorization must be made in writing and it must contain a release.

406. Access to Personnel Files

The Executive Director/Human Resources Department is responsible for maintaining records relating to employment in a personnel file. All personnel files of each individual employee are secured within the Executive Director/Human Resources Department file area, and are deemed confidential by the District.

If an employee wishes to view the contents of his or her personnel file, the employee should contact Executive Director/Human Resources with 24 hours notice. Former employees, or people unknown to the Executive Director/Human Resources staff, must present identification to access the personnel file. Personnel files must be reviewed in the presence of the Executive Director/Human Resources staff person. No part of the personnel file may be removed from the office by the employee. Photocopies of the file, or portions of the file, may be requested by the employee. Within reason, the Executive Director/Human Resources staff person will provide photocopies. For extensive copying, the employee will need to pay for the photocopies.

If the employee is dissatisfied with a document in his or her personnel file, in the presence of the Executive Director/Human Resources staff person, the employee may write an explanation or clarification and attach it to the disputed document.

407. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Executive Director/Human Resources Department of any changes in personal data by completing a *Personnel/Payroll Change Form*. Personal data includes mailing addresses, telephone numbers, number and names of dependents, individuals to contact in the event of an emergency, tax status, marital status, beneficiaries, educational accomplishments, etc.

408. Compensation Philosophy

BPRD recognizes that competitive compensation is the cornerstone for recruiting, retaining, and motivating the type of employees needed to fulfill the District's mission. To this end, the District's compensation philosophy is to pay all categories of employees at competitive levels established by the external labor markets and internal equity, considering both salary and benefits as a total compensation package.

409. Employment Categories

The District has two position classifications:

- **Exempt**: Employees are not eligible for overtime pay or compensatory time after working 40 hours in one workweek.
- **Nonexempt**: Employees are eligible for paid overtime or may be granted compensatory time, at the discretion of the District, at one and one-half (1 ½) times their regular rate of pay for all hours worked in excess of 40 hours in one workweek.

In addition to the above classifications, each employee will belong to one other employment category:

- **Full-Time**: Employees who are paid bi-weekly and are regularly scheduled to work 40 hours or more per week in one position. Generally, they are eligible for the full benefit package, subject to the terms, conditions and limitations of each benefit program.
- **Part-Time**: Employees who do not meet the full-time employment classification. Part-time employees are paid an hourly rate, work less than 37.5 hours per week, and whose scheduled hours per week may fluctuate over the course of the year. Part-time employees are eligible for limited benefits offered by the District subject to the terms, conditions, and limitations of each program.
- **Seasonal**: Employees who are hired to temporarily supplement the work force or to assist in the completion of a specific project who are temporarily scheduled to work up to the District's full-time schedule for a defined period of time at which time the position ends. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Substitute**: Employees who are paid an hourly rate and work an intermittent schedule with no defined number of hours or works as a replacement for another employee on an as needed basis in cases of vacation, illness, or other need as decided by the supervisor of the department.
- **Intern**: Students who contribute work hours to BPRD in exchange for academic credit and learning opportunities in compliance with the FLSA. Such individuals are eligible for facility benefits. An intern may be paid or unpaid, dependent upon the internship program.

Regardless of classification an employee who does not work for the District within any three month period, and is not on an approved leave, will be terminated and removed from payroll.

410. Pay Practices

The District pays employees on a bi-weekly basis (26 pay periods a year). Hourly employees earnings will include all work performed through the end of the previous two week pay period. Paydays for exempt and nonexempt salaried employees include hours worked through the end of business on the last day of the pay period with the exception that benefit time used in the pay period is reflected on the next payday.

If the regular payday occurs on a holiday, employees will be paid on the last working day before the regular scheduled payday.

Questions about Pay

Employees should first discuss any questions or concerns regarding their rate of pay and other compensation issues with their supervisor. If the supervisor is unable to answer the employee's questions, the employee or supervisor should contact the Payroll Department/Executive Director.

411. Pay Checks

All paychecks will be placed in the employee file located in the front office. If the employee is no longer employed at BPRD the check will be mailed via the United States Post Office first class mail to the employee's home address of record.

In Case of Errors or Loss

It is the employee's responsibility to review his or her own pay stub for errors. In the unlikely event that there is an error, the employee should notify their supervisor and the Payroll Department/Executive Director immediately. In the case of a mistake, the error will be remedied promptly. In the case of loss or theft, Payroll will attempt to stop payment on the check and reissue a new one. However, the employee is solely responsible for the monetary loss, and the

District cannot be responsible for the loss or theft of a check if it cannot stop payment on the check.

Advances

It is not the practice of the District to issue advances.

412. Time Keeping Guidelines

Nonexempt employees are required to accurately record time worked on the appropriate time sheet or computerized system. Time worked is all time actually spent on the job performing assigned duties. Employees should also record the beginning and ending time of any split shift or departure from work for personal reasons and/or lunch.

A nonexempt employee should report to work no less than fifteen minutes prior to their scheduled starting time nor stay more than five minutes after their scheduled stopping time, without expressed, prior authorization from his or her supervisor.

Exempt employees may be requested to fill out time sheets in certain circumstances involving intermittent leave or when on family or medical leave to ensure proper crediting of sick or vacation hours used.

All time sheets must be received by your supervisor no later than closing time Saturday following the end of the pay period. **All employees are responsible for keeping their time records up to date and obtaining approval from their supervisor. Paper time sheets will not be processed without the required signatures.** Any questions regarding completion of time cards should be addressed to your supervisor.

Altering, falsifying, tampering with time records, or recording time for another employee is strictly prohibited.

413. Overtime/Compensatory Time

Nonexempt employees must be approved, in advance by his or her supervisor, to work more than forty (40) hours in a workweek. Nonexempt employees will only earn compensatory time with the exception for hours worked when the District is officially closed due to inclement weather; in that case employees will earn overtime. Seasonal employees are only eligible for overtime pay, not compensatory time.

Nonexempt employees are eligible for compensation at the rate of one and one-half times their base hourly rate for all hours worked in excess of 40 in a workweek. Under the FLSA overtime provisions, when an employee works at two or more different hourly rates during one week, his/her "regular rate" for that week is the weighted average of all rates (total earnings from all rates divided by the total number of hours worked). Only time an employee "physically" works in a given week is counted towards the calculation of overtime (i.e. if an employee records 48 hours in a one-week period, eight (8) hours of which were vacation time, the employee would earn his or her regular rate for those 8 hours, not time and a half).

The maximum allowable accumulation of compensatory time is eighty (80) hours; time in excess of this limit is paid as overtime at the end of the year. Supervisors can dictate the use of compensatory time. Accumulated compensatory time will be paid upon separation from the District at the employee's current rate of pay.

414. Rest/Lunch Periods

Employees are normally allowed a rest break during the working day. A break is not to exceed fifteen minutes and should be coordinated to maintain coverage. Since this time is paid as time worked, employees must not be absent from their workstations beyond the allotted rest time. Supervisors are authorized to establish and arrange rest breaks and lunch periods during each workday, which are most consistent with departmental operation. Lengths of lunch periods vary depending upon departmental requirements, scheduled working hours, and are unpaid.

415. Hours of Work

In general, the normal workweek consists of forty hours during a seven-day period. The workweek starts on Sunday and goes to Saturday at midnight. The work schedule for full and part-time employees is subject to the operational needs of the department. Each department will determine the overall working hours for the department and individuals' scheduled work hours within that framework. Management reserves the right to change the hours of work assigned to employees to ensure smooth and continuous operation including requiring employees to work overtime.

416. Non-Competition

Employees may not sell any product or service that would compete with any of BPRD's products or services without permission from the Executive Director. This includes, but is not limited to trainings, lessons, and freelance instruction. If in doubt, discuss this matter with your Supervisor or Executive Director.

Chapter 5 - Benefits

501. Health Benefits

BPRD does not offer Health Benefits at this time.

502. Workers' Compensation Insurance

BPRD will provide benefits under the Workers' Compensation Act for an employee who suffers an accidental injury or a disabling occupational disease arising out of and in the course of employment by the District.

Responsibilities of the Employee

An employee who is injured, has an accident, or becomes ill on-the-job, no matter how minor the injury may seem, should:

- **Report the incident immediately** or as soon as reasonably possible to his/her supervisor and **complete the Employee's Written Notice of Injury to Employer Form, HIPAA Compliant Authorization for Release of Medical Information, and the Designated Medical Provider List**. If the employee refuses medical treatment, the employee must complete the Refusal of Medical Treatment Release Form.
- **Seek medical attention**, through Plains Medical Center, Strasburg, Urgent Care, or an Emergency Room.
- If an employee must be off work due to the incident, he/she is expected to comply with all treatment regimens and cooperate in a good-faith effort to return to work. The District may require an employee to submit to examinations by physicians selected by the District.

- **Prior to returning to work, an employee must present a medical certification verifying the employee's ability to return to work.** The work release should be submitted to the department supervisor for review and approval prior to the employee's return to work. No employee will be allowed to return to work without proper medical clearance. Three days, no-call, no show will be considered a termination of employment.

Failure to report injuries and/or to report for treatment to the provider(s) designated by the District may be cause for denial of Workers' Compensation Benefits for services provided. Employees injured on the job should be aware that the District might offer modified duty to injured employees when practical and applicable.

Pay

An employee will be paid by BPRD for the first twenty-four (24) hours of their scheduled work time lost due to a job-related illness or injury under the Workers' Compensation benefit. After that point, Workers' Compensation will pay the employee two-thirds of the employee's average weekly wage to a maximum benefit rate set by the state.

Return to Work (Modified Duty)

BPRD utilizes a temporary modified duty guideline with the intent to utilize eligible injured workers in a productive capacity while they are recovering from an injury. Modified duty may be offered whenever practicable and applicable. The goal of temporary modified duty is to provide a progression of job duties that will return the employee to their regular job. The injured worker receives his/her pre-injury wage while on Modified Duty. Contact the Executive Director/Human Resources Department for procedures to follow when implementing the Modified Duty Program.

503. Employee Use of Facilities

Our employees are encouraged to participate in activities contributing to individual and family well being. Facility and program benefits vary by employee classification. Employees should request a listing of program benefits from their supervisor.

504. Employee Wellness

BPRD supports and is committed to the overall health and well being of its employees. A healthy workforce results in a more productive workforce with less absenteeism, fewer accidents, lower health care demands, and greater overall savings by reducing the incidence of disease and disability. To help BPRD employees take a more active role in maintaining or achieving good health, the District's Wellness Program plans activities and promotes changes in the workplace that support employees in becoming more physically active, making healthier food choices, avoiding tobacco, and better managing stress. These changes can have the greatest impact on preventing the onset of chronic diseases and helping individuals enjoy a healthier life.

505. 401(k) Salary Deferral Plan

BPRD does not offer 401(k) Salary Deferral Plans at this time.

506. Employee Development

The District supports the development of each employee. Employees are encouraged to attend job related training seminars/workshops or join professional associations that will enable them to remain abreast of best practices in their respective fields.

Employees desiring to enroll in job related training courses must receive approval in advance from his or her supervisor in a written request. The completed written request must then be submitted to the Executive Director for final approval. Approval for training functions will be subject to the availability of funds in the department's annual budget. These funds may be used to cover program enrollment fees and books/learning tools during the training program. Management reserves the right to determine which training functions and association memberships are in the best interests of the District, its future planning and direction.

If an employee resigns or is terminated they may be required to reimburse the District for any training development monies paid for the employee during the previous twelve (12) months preceding the separation date.

Chapter 6 - Leave

601. Summary of Employee Benefits

BPRD continually strives to provide a work/life balance to its employees. The leave benefits offered are based on employment classification and hire date, meaning the date on which the employee begins to accrue the benefit and may request use of the benefit from his or her supervisor.

602. Vacation Time (Full-Time Employees)

Paid vacation time for all full-time employees is accrued based on full-time length of service only with the District. Vacation time is accrued on a per paycheck basis for each pay period the employee works in full. The District observes the vacation accrual and usage schedules for full-time employees as set forth below:

Length of Continuous Service	Earning Rate	Accrued Vacation Time Can Be Taken	Max Accrual
Beginning on the hire date through 5 full years of continuous employment	3.08 hrs (.0385 days) per pay period (2 weeks)	As accrued	120 hours
Beginning 6 through 10 full years of continuous employment	4.62 hrs (.0577 days) per pay period (3 weeks)	As accrued	180 hours
Beginning 11 or more full years of continuous employment	6.15 hrs (.0768 days) per pay period (4 weeks)	As accrued	240 hours

In the event that all vacation time is not used in the year accrued, the accumulation of vacation time will be capped at the maximum accrual based on years of service. Once an employee reaches the maximum accrual based on their years of service, vacation time will cease to accrue. The employee will begin to accrue vacation time again at the point when vacation time is taken and thus reduces the accrued vacation balance below the maximum.

No vacation time will be accrued while an employee is on any type of paid or unpaid leave (i.e.: long term disability, FMLA, etc).

Employees whose work hours are reduced from full-time to part-time will no longer qualify for vacation time. Any vacation time accrued prior to becoming a part-time employee will be transferable and still available for use.

Approval of Vacation Requests

All vacation time should be requested and approved at least two weeks in advance by the employee's supervisor. The approval of all vacation requests are at the discretion of management and will be based on the District's needs and staffing availability. Employees may use vacation in any hourly increment.

Employees must accrue time prior to taking time off from the District.

If an employee has maxed out their accrual of vacation hours and would like to "sell" unused vacation time back to BPRD, they may sell no more than 100 hours of their accrued vacation hours per calendar year to BPRD. The hours sold back will then be deducted from their vacation accrual at the time of sell back. They may sell a minimum of 20 hours and a maximum of 100 hours per year. A separate check will be issued for "sold" vacation time. A calendar year is defined as January through December in the same year.

603. Sick Time (Full-Time Employees)

The District accrues 2.46 hours per pay period or 64 hours per year for all full-time employees. Accumulated sick time may be carried over from year to year, with a maximum cap of 480 hours. The District will not advance sick time prior to it being earned.

Employees who exhaust their accumulated sick time balance may use accrued vacation time or compensatory time for subsequent illness or situations where sick leave would ordinarily be used. If the employee does not have any accrued time, then the employee will be charged with leave without pay for the time away from work.

Employees whose work hours are reduced from full-time to part-time will no longer qualify for sick time. Any sick time accrued prior to becoming a part-time employee is nontransferable and will no longer be available for use.

Use of Sick Time

Sick time for full-time employees is to be used only for illness or injury, medical/dental appointments, or if the employee needs to care for a member of his/her immediate family.

Approval and Scheduling of Sick Time Requests

If an unexpected illness or injury occurs, a full-time employee must call his or her supervisor directly at least 60 minutes (1 hour) before the start of their shift and notify them of the time they will be out of work. Note: Please check with your supervisor as some departments may have an earlier call in time.

If a full-time employee is aware of the needed time off in advance, such as in the case of a scheduled doctor's appointment, the sick time must be requested and approved in advance by the employee's supervisor. When possible, approval should be obtained at least two weeks prior to the requested sick time off.

Abuse of sick time privileges will not be tolerated. Employees suspected of abusing sick time may be required by their supervisor to provide certification for sick time absences of any length.

Sick Time Benefits at Time of Separation

Upon separation from the District, a full-time employee will not be paid for any accrued but unused sick time.

604. District Holidays (Full-Time Employees)

The District has currently designated the following eight (8) days as official District paid holidays for all full-time employees. Generally, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Paid Holidays:

New Year’s Day	First day of January
Memorial Day	Last Monday in May
Independence Day	Fourth of July
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	Twenty-fifth of December

Holiday Pay

The District will grant paid holiday time off to all eligible employees immediately upon date of hire. Full-time exempt and nonexempt status employees will be paid their regular pay for the actual holiday if it falls on a regularly schedule work day. An exempt employee will not be paid holiday pay in addition to their salaried pay.

Paid time off for holidays is not counted as hours worked for the purposes of determining overtime. Holidays are not paid if they occur during an unpaid leave.

605. Family and Medical Leave (FMLA)

FMLA established certain requirements for providing job-protected leave for employees to tend to their own or a family member’s needs. The following information describes eligibility and an employee’s rights and responsibilities under FMLA.

Employee Eligibility

To be eligible to take FMLA leave, an employee must meet *all* of these criteria:

The employee must have been employed by BPRD for at least 12 months. Employment need not be continuous. Hourly employment does count toward fulfilling this requirement. Separate periods of employment in which the break in service exceeds seven (7) years will not be used to determine FMLA eligibility.

For the 12 months immediately preceding, the first day of the FMLA leave, the employee must have worked at least 1,250 hours. *These hours must be actual work hours, not compensated hours.* Hours using any type of paid time off benefits or holiday time do not count.

Type of Leave Covered

Employees may take up to 12 weeks of unpaid FMLA leave, measured forward from the date of the employees first leave usage, for the following events or circumstances:

1. Incapacity due to pregnancy, prenatal medical care or child birth.
2. Care for a newborn child.
3. Adoption or foster placement of a child and care.
4. Care for spouse, child, or parent with a serious health condition (described below).
5. The serious health condition (described below) of the employee.

- A serious health condition for purposes of the FMLA means:
 - A health condition lasting more than three (3) consecutive days, requiring continuing treatment. For example, examination to evaluate a condition, plus a course or treatment such as antibiotics or physical therapy.
 - Any period of incapacity from a condition requiring inpatient care, including recovery from the condition (i.e. hospitalization or post surgery examination).
 - Any period of incapacity due to pregnancy or prenatal care (i.e. prenatal doctor visits, absences due to morning sickness).
 - Any period of incapacity due to a chronic, serious health condition that continues over an extended period of time and requires multiple visits to a health care provider although not necessarily for each episode associated with that condition (i.e. kidney dialysis).
 - A permanent or long-term condition for which treatment may not be effective, requiring supervision by a health care professional (i.e. terminal cancer, Alzheimer's disease, stroke).
 - Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if left untreated, such as radiation treatment and chemotherapy.
6. Qualifying exigency leave for families of members of the National Guard or Reserves or regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
- Qualifying Exigency situations may include:
- Short-notice deployment;
 - Attending certain military events and activities;
 - Arranging for alternative childcare;
 - Addressing certain financial and legal arrangements; or
 - Attending certain counseling sessions or post-deployment reintegration briefings.
7. Care for a covered service member who has suffered a serious injury or illness in the line of duty if the employee has a qualified family relationship with the covered service member. A qualified family relationship is a spouse, parent, child, or next of kin. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves or veteran, who has a serious injury or illness incurred in the line of duty, that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or in outpatient status; or on the temporary disability retired list.

Amount of Leave

An eligible employee is entitled to take up to 12 weeks of FMLA leave during a 12-month period for circumstances one (1) through six (6) above and up to 26 weeks of FMLA leave during a 12-month period for circumstance seven (7) above.

The 12-month period is measured forward from the date the employee's FMLA leave first begins. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy from the 12-month period measured forward from the date an employee first takes FMLA leave and subtract it from the leave available and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the District and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave but not simultaneously.

Procedure to Request FMLA

When the need for the leave is foreseeable, the employee must provide at least 30 days advance notice to the Executive Director/Human Resources Department. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day and must comply with the normal call-in procedures.

At the time of the request, the District will require certification. The employee must provide complete and sufficient medical or military documentation in support of a request for FMLA leave within 15 calendar days of the request. Failure to provide such documentation may result in the denial or delay of FMLA.

The District may directly contact the health care provider for verification or clarification purposes. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the certification.

The District has the right to ask for a second or third opinion if it has reason to doubt the certification, and may also request reasonable updates of supporting documentation. The employee may also be required to provide documentation of the familial relationship to support service member leave.

The District will promptly notify the employee, if the employee is eligible for FMLA and, if so, whether the requested leave will be counted as FMLA leave. The District may not retroactively designate an absence as FMLA unless the reasons for the absence were not known to BPRD at the time leave began.

Call-In Procedure

An employee taking FMLA leave must comply with the department's established call-in procedures appropriate for the situation. Failure to do so may result in the time not being approved. When calling in, employees must also inform the department if the requested leave or absence is for a reason for which FMLA was previously taken or certified. If an employee simply calls in sick, does not follow the department's call-in procedure, or does not provide sufficient information, the time off may not be designated as FMLA.

Use of Leave

An employee may take FMLA leave in 12 consecutive weeks, intermittently (leave taken periodically and may be taken from less than an hour to weeks at a time), or by reducing the workweek or workday, resulting in a reduced hour scheduled when medically necessary or for a qualifying situation due to a call to active duty. When intermittent or reduced schedule leave is needed to care for an immediate family member or for the employee's own illness and is for planned medical treatment, the employee must consult with the supervisor and make a reasonable effort to schedule treatment so as not to unduly disrupt the department's operation.

Return to Work

An employee on leave for his or her own medical condition must contact their direct supervisor at least a week in advance before their first day of return to work and employee must present a medical certification verifying the employee's ability to return to work. Failure to submit a sufficient and complete release may delay the employee's return to work.

Failure to return to work on the day after the expiration of leave may result in termination of employment.

Paid versus Unpaid Leave

FMLA does not provide paid leave. Employees eligible for FMLA are required to use all applicable paid leave benefits concurrently with FMLA. When the time off accruals are exhausted, the remainder of the FMLA leave is without pay. If collecting workers' compensation or disability payments, an employee may not use vacation, sick, or paid time off.

Time Off Accrual

Vacation and sick time off will not accrue during the FMLA leave. Holiday pay, or emergency leave are not granted on unpaid leave or if employee is collecting workers' compensation or disability payments.

No Retaliation or Interference

The District will not discriminate or retaliate against an employee who exercises his or her rights under the FMLA, or otherwise interfere with those rights.

If an employee has concerns or complaints regarding FMLA, the employee may contact the Executive Director/Human Resources Department.

606. Personal Leave of Absence

A non-medical leave of absence **without pay** may be granted for up to thirty (30) days for personal reasons after completion of one year of continuous service. A full-time employee must have exhausted all accrued time before beginning personal leave. A written request for personal leave of absence must be submitted to the employee's supervisor, stating the purpose or reason for the leave. Each case will be reviewed and must be approved by the department manager and the Executive Director before the leave is authorized. Benefit coverage, if applicable, continues for the thirty (30) day period of the leave with the employee paying the employee portion. If leave is granted, upon return the employee may be reinstated to the same position or a position of like status and pay if such a position is available. Failure to return to work from an approved personal leave will be grounds for termination of employment.

607. Bereavement Leave

When a death occurs in an employee's immediate family, full-time employees may take up to three (3) consecutive scheduled days off with pay to attend the funeral or make funeral arrangements. If the employee must travel out of state for the funeral, the supervisor may grant a maximum of five (5) consecutive days off. Employees must notify their supervisor of a need for such a leave immediately. The District may require verification of the need for the leave.

Immediate Family Defined

Immediate family members are defined as an employee's spouse/domestic partner, employee's or employee's spouse's parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, and/or any relative living in the same household with the employee.

Non-family Member Funeral Leave

All regular, full-time employees may take up to four (4) hours off with pay to attend the funeral of a close, non-family member or employee or retiree of the District. This time off will be considered by the employee's supervisor on a case-by-case basis. The supervisor should confirm that the time is recorded accurately on the timecards.

Additional Time Off

The District understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off or use of the employee's accrued time may be granted. The employee may make arrangements with his or her supervisor for an additional three days off in the instance of the death of an immediate family member. Additional time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

608. Jury Duty

The District recognizes jury duty as a civic responsibility of everyone. Therefore, BPRD will grant leave for as long as an employee is required to serve on jury duty. In the event you receive notice to report for jury duty, please notify your supervisor immediately so that arrangements can be made to have your duties covered until you return to work.

Court Summons

Employees who receive a summons to testify in court on District related issues will be granted leave and will not be required to use vacation time. For all nonexempt employees, court time should be noted on the time sheet as hours worked. An employee who has a court appearance for non-district related matters may request vacation time from his/her supervisor. If the employee does not have any available vacation time to take, he/she may request unpaid leave for the absence.

609. Time Off to Vote

The District encourages employees to fulfill their civic responsibilities by voting. Employees must request time off to vote in advance from their supervisor prior to election day so that necessary time off to vote can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work operations.

610. Military Leave

The District will comply with the Uniform Services Employment and Reemployment Rights Act of 1994 (USERRA) pertaining to military leave. This policy permits employees who serve in any branch of the United States armed services to take military leave.

Eligibility for Military Leave of Absence

In accordance with USERRA, District employees who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from their positions. Upon receiving an assignment for military service, an employee should promptly notify their supervisor prior to going on military duty.

611. Domestic Violence Victim Leave

The Domestic Violence Victim Leave (DVVL) requires that employees who are victims of domestic or sexual violence be provided with up to three (3) working days of unpaid leave within a 12-month period. To be eligible, the employee must have been employed for at least 12 months preceding the commencement of leave. The basic purpose of DVVL is to allow victims of domestic or sexual violence to seek medical help, legal assistance, counseling, planning for their safety and other assistance. Please contact the Executive Director/Human Resources Department for more details as needed.

Chapter 7 – Communications

701. No Solicitation or Distribution

The District recognizes that employees may have interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work time. BPRD defines solicitation as including verbal or written communication, raffle tickets, for-sale merchandise, e-mail distributions, circulars, handbills, business cards, or other kinds of literature.

Posting or distribution of non-work related materials should be limited to non-work areas during non-work times. Non-work times include break periods, meal times, or other specified periods during the workday when staff are not expected to be performing their work tasks.

702. Email Usage/Personal Use of the Internet and District Computers

Email and Internet usage is to be for business purposes only. Personal use of the Internet should not be on business time, but rather before/after work, during breaks or lunch periods. The District prohibits the display, transmittal, or downloading of material that in violation of BPRD guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. If an employee receives any messages in violation of this policy, they should report it immediately to their supervisor.

Keep in mind that BPRD owns any communication sent via email or that is stored on District equipment. Management has the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

Computers are loaded with software approved by the District. Any software needed must be authorized by your supervisor and downloaded by the IT Department only.

Unauthorized Use

Employees are not to reveal confidential passwords, let unauthorized employees/patrons access terminals via their password, or to send a message under someone else's name without the latter's express permission.

Employees are strictly prohibited from using the communication systems in ways that management deems to be inappropriate.

If you have any question whether your behavior would constitute unauthorized use, contact your immediate supervisor before engaging in such conduct.

703. Cell Phones/Texting/District Telephones

Employee work hours are valuable and should be used for business. Excessive personal phone calls/texting can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls/texting.

Confidential information should not be discussed on a cell phone. Cell/camera phones should not be used in a way that violates other company guidelines such as, but not limited to, EEO/Sexual Harassment.

704. Phone Voice Mail System Usage

The District's voice mail system is intended for transmitting business-related information. Although the BPRD does not monitor voice messages as a routine matter, the District reserves the right to access all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail.

705. Social Media Guidelines

With the rise of new media, the way in which District employees can communicate internally and externally continues to evolve. BPRD views social media and networking sites as powerful tools to strengthen our brand and messaging. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for District employees.

Social media can take many different forms, including internet forums, blogs, online profiles, wikis, podcasts, pictures, videos, email, instant messaging and music-sharing to name just a few. Examples of social media applications are Facebook, Twitter, LinkedIn, MySpace, Wikipedia, YouTube – the list is endless.

When you are participating in social networking, you are representing both yourself personally and BPRD. It is not our intention to restrict your ability to have an online presence or to control what is said on personal social networking websites. We believe social networking is a very valuable tool and we would like to provide you with a District policy and a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium. Common sense is the best guide if you decide to post information in any way relating to BPRD. If you are unsure about any particular posting, please contact your supervisor for guidance.

Policy Guidelines:

- You may not disclose any sensitive, proprietary, confidential, or financial information about BPRD, its vendors, or patrons. The use of the District logo, trademarks, or branding is prohibited. Remember to comply with all applicable laws including copyright.
- Employees may not use or disclose any patron identifiable information of any kind without the express written permission of the patron (e.g. pictures taken in programs). In addition, any photos you intend to utilize must be your personal photos and not those taken by the District.
- Speak respectfully about our current, former and potential patrons, partners, employees, board members and competitors. Do not engage in name-calling or behavior that will

reflect negatively on your or the District's reputation. Remember you are legally responsible for your postings and you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law.

- Beware of comments that could reflect poorly on you and BPRD. Social media sites are not the forum for venting personal complaints about supervisors, co-workers, board members or the District. It is also not an appropriate place to make a complaint regarding alleged discrimination, unlawful harassment, or safety issues. Such complaints must be made consistent with the complaint procedures in this handbook.
- As a District employee, be aware that you are responsible for the content you post and that information remains in cyberspace forever. Use privacy settings when appropriate.
- If you are posting to personal networking sites and are speaking about job related content or about BPRD, identify yourself as a District employee and use a disclaimer and make it clear that these views are not reflective of the views of Bennett Park & Recreation District. *"The opinions expressed on this site are my own and do not necessarily represent the views of Bennett Park & Recreation District."*
- Any social media accounts for Bennett Park & Recreation District must be maintained by the Marketing & Community Outreach Department. No one outside of the Marketing Department shall create any accounts, avatars, blogs, videos, etc. on any social media sites without the expressed interest and authorization from the Marketing Department.
- Do not announce District news/events/programs prior to the District formally announcing any activity. When the District wishes to communicate publicly it has a well-established process to do so. Only those officially designated by BPRD have the authorization to speak on behalf of the District.
- If contacted by the media, please refer them to the Executive Director, Board of Director's Chairperson or the Public Information and Outreach Specialist.

Note that the breach of privacy and confidentiality, use of copyrighted materials, unfounded or derogatory statements, or misrepresentation may be considered illegal and is not accepted by the Company.

Each person at BPRD is personally responsible, and may be legally liable, for the content he or she publishes online. You can be sued for not disclosing your relationship to BPRD, or for purposely spreading false information. You can also be sued by company employees, competitors, and any individual or company that views your commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. In addition to any legal action, your activity can result in disciplinary action up to and including **employment termination**. If you have any questions, please ask your supervisor or the Executive Director for guidance on compliance with the laws.

No expectation of privacy

The computers and computer accounts given to employees are the exclusive property of BPRD. No individual should have any expectation of privacy in any communication over this System. The System is to be used solely for company-related business, and is not to be used for personal business or pleasure.

Chapter 8 - Separation of Employment

801. Separation of Employment

Notice of Voluntary Resignation

Employees are requested to provide advance written notice to their supervisor of an employee's intent to resign. It's suggested that employees give at least two weeks' notice (bear in mind that vacation or personal days may not be included in the two-week notice period). The supervisor is responsible for immediately forwarding the original letter of resignation to the Executive Director/Human Resources Department.

Final Pay

Employees will receive their final paycheck on the next scheduled pay date. All leave used will be deducted before the final paycheck is generated. Any unused paid time off (PTO, vacation, comp, and sick time if applicable) is included in the final paycheck. Leave without pay will apply if the employee does not have vacation time and his/her paycheck will be docked.

The District may withhold the amount of outstanding obligations (i.e. education reimbursement, etc.) of the employee from his or her paycheck, when appropriate, unless the employee has made other arrangements with the Finance Department.

Remember to notify the Executive Director/Human Resources of any changes in your address to ensure that you receive your final W-2 form.

Reduction in Workforce

Should it become necessary to reduce the workforce because of shortage of work, financial, re-organization, or other reasons, the District may institute a workforce lay off. Employees will be laid off with due consideration for merit and length of service. Seniority is the determining factor only where all other factors are deemed equal.

Exit Interview

All full-time employees who separate from the District are asked to participate in the Exit Interview Process. It is designed to ascertain data, suggestions, and recommendations to help the District improve the workplace environment. The exit interview is conducted by the Executive Director/Human Resources Department and provides BPRD, other relevant information, and answers any questions that the employee may have.

802. Return of District Property

Employees must return all District property immediately upon termination (keys, clothing, etc.) to their supervisor.

Statement of Understanding

I have received, read, and agree to abide by the Company Employee Handbook. I understand the policies and procedures set forth in the handbook. I also understand that the handbook is not a contract of employment, does not in any way limit the right of the Company to terminate my employment and that my employment may be terminated at any time, with or without notice, within the sole discretion of the Company management.

Employee Name

Date