

## **Preface**

This personnel manual provides information concerning the rights and responsibilities of employees of the Greybull Recreation District, hereinafter also referred to as the District, Recreation District or GRD. This manual describes policies and procedures that apply to employment with the District. Each employee is encouraged to read and study the information contained within the manual. These policies are intended as a guide for the efficient and professional performance of your job. These policies are not, nor are they intended as, a contract of employment between the Greybull Recreation District and any of its employees, board members or volunteers. The District retains the right to terminate any employee at any time, with or without cause, and with or without notice, at any time. The Greybull Recreation district retains the right to change the contents of these policies, as it deems necessary, with or without notice.

This manual replaces all previous manuals and supersedes all earlier oral or written material concerning or related to Greybull Recreation District policies and procedures. The District reserves the right to make changes as deemed necessary.

## **Equal Employment Opportunity Statement**

The Greybull Recreation District shall be an equal opportunity employer. Discrimination on the basis of race, color, national origin, religion, handicap, sex, age, or political affiliation with respect to terms and conditions of employment, including, but not limited to, recruitment, reinstatement, termination, training, or any other personnel action is prohibited.

# **CONFIDENTIAL INFORMATION & CONFLICT OF INTEREST**

## **Confidentiality**

It is the policy of Greybull Recreation District, hereafter referred to as GRD, that board members and employees of the District may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with GRD to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom GRD has authorized disclosure.

Board members and employees shall use confidential information solely for the purpose of performing services as a trustee or employee for the District. This policy is not intended to prevent disclosure where disclosure is required by law.

Board members, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

At the end of a board member's term in office or upon the termination of an employee's, volunteer's or contractor's relationship with GRD, he or she shall return, at the request of the District, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

## **Conflict of Interest**

No employee, board member or volunteer shall derive any personal profit or gain for himself or herself or a member of his or her family, directly or indirectly, by reason of his or her participation with the Greybull Recreation District. Each individual shall disclose written advance notice of any personal interest which he or she may have in any matter pending before the board and shall refrain from participation in any decision on such matter.

Any board member who is an officer, board member, committee member or staff member of a vendor, supplier or other party doing business or involved with the District shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, he or she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

# **GENERAL EMPLOYMENT**

## **Pre-Hire Requirements**

At which time an applicant is selected for employment, he/she must consent to a background check and comply with the policy for a Drug Free Workplace before being officially hired. The prospective employee will obtain instructions and fingerprint cards, have his/her fingerprints taken by local law enforcement and return the cards to the office.

The prospective employee will also sign the "Employee Acknowledgement of Drug Free Workplace" form. If these two requirements are met and the background check returns without any offenses deemed to be undesirable, the position will be secured.

Failure to complete the aforementioned form or undesirable results on a background check will result in termination.

## **Employee Classification**

Greybull Recreation District employees are either full time or part time. The District may occasionally hire temporary or seasonal employees, who are not eligible for benefits.

Part time employees work no longer than 29 hours per week. The District shall provide certain benefits, in addition to basic wages, to permanent employees who work at least 20 hours per week. Part time positions which are eligible for benefits will be determined by the Board. Not all part time employees are eligible for benefits.

Employees who work over 29 hours a week are classified as full time.

## **Employee Records**

The Director shall maintain a file on all personnel.

Employees are responsible for notifying supervisors of any changes in personal information. Misrepresentation of any facts provided on an application or other document is sufficient reason for termination.

Personnel records are the property of the Greybull Recreation District. Employees may review their files under supervision.

## **Performance Evaluations**

An evaluation will be conducted by the employee's supervisor(s) at least once a year. The Director will be evaluated by the board.

Supervisors and employees are encouraged to discuss performance and goals, informally, at any time.

## **Employment of Relatives**

The District may hire relatives of employees where there are no potential problems of supervision, safety or potential conflict of interest. Employees who marry or become related will be permitted to continue working as long as no conflicts arise.

Employees must notify the District of any relations or possible future relations in a timely manner.

## **Termination, Resignation and Discharge**

Employment with the Greybull Recreation District is on an “at will” basis and may be terminated at any time with or without notice. Similarly, employees may resign their employment at any time. If an employee deems a resignation necessary, the District requests at least two weeks notice.

## **Disciplinary Action**

Employees who violate policy may be subject to disciplinary action or termination, even for a first offense.

## **CONDUCT STANDARDS**

### **Use of Alcohol, Drugs, and Tobacco:**

The Greybull Recreation District maintains a workplace free of drugs and alcohol and discourages drug and alcohol abuse by its employees. No employee shall use alcohol or drugs while on the job, nor shall they report to work under the influence of drugs or alcohol. Additionally, employees will not be allowed to use any tobacco products while inside District facilities or on the property.

Employees under medical supervision and taking prescription or OTC medication that may impair their effectiveness must contact their supervisor to determine if they are able to perform their duties. This policy does not prohibit the proper use of medication under the direction of a physician; however misuse and or distribution of such medications is prohibited. The District reserves the right to request a doctor’s certification for any prescription drugs taken.

### **Harassment**

The Greybull Recreation District strives to maintain a workplace free from harassment. The District does not and will not tolerate any type of harassment of our employees, applicants or customers. The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person’s gender, ethnicity, religion, sexual orientation, nation origin, age, disability, marital status, military status or any other protected classification. Sexually harassing behavior includes, but is not limited to, unwelcome conduct such as: sexual advances, request of sexual favor(s), offensive touching and/or other verbal or physical conduct of a sexual nature.

Any employee, board member, or customer that becomes aware of a possible incident of harassment should promptly advise their supervisor or any other appropriate member of management. An incident report will be filed on the matter and the District will conduct a prompt investigation.

When a concern is raised, the party who raises concern and/or reports in good faith can do so without fear of reprisal; at the same time this person has an obligation to cooperate with the District in enforcing the policy, investigating and remedying complaints. Local law enforcement will be involved if an act could be considered illegal.

An employee that files a false complaint will be subject to disciplinary action and may be terminated.

Harassment of any kind is prohibited and anyone engaging or involved in this type of behavior will be subject to appropriate discipline, which may include termination.

### **Use of Recreation District Property:**

Employees shall not use any property, equipment, or District-owned materials for private gain. When using District property, including all equipment, tools, computers, cleaning supplies, etc. employees are required to exercise care, perform maintenance and follow all operating instructions, safety standards and guidelines.

Employees may be asked to replace any lost, stolen or damaged property at the discretion of the Director.

### **Telephone & Internet Procedures:**

Employees are expected to limit personal cell phone use while at work. Personal talking, emailing, gaming, engaging in social media exchanges and texting should not take place while working. Cell phone use while at work may be cause for disciplinary action, up to and including discharge.

Employees are prohibited from making personal long-distance telephone calls from District telephones. Any employee who charges a long-distance call to the District will be personally responsible for the charges incurred and may be subject to disciplinary action.

Employees are encouraged to use the internet and computers properly. Unacceptable use of the District computers or internet include but are not limited to non-work related social media use, personal emails and gaming; such use may be cause for disciplinary action, up to and including discharge.

### **Appearance:**

All employees are expected to conduct themselves in a manner that favorably reflects upon themselves and the Greybull Recreation District and which demonstrates tact and good judgment. Dress shall be appropriate for the position held. If a supervisor deems a staff member's clothing, jewelry, or footwear unsafe or inappropriate in any way, that person may be asked to change or go home for the day.

### **Maintaining a Clean Work Place**

Greybull Recreation District employees are responsible for their work area. Any materials (i.e. craft supplies, tools, cleaning supplies, extension cords, etc.) that are used during the day must be returned to their proper place. Any waste that is created must to properly taken care of and the workplace clean when you are finished. This may include sweeping, vacuuming, wiping tables and counters, mopping, etc. Employees are expected to stay until the job is finished or dismissed by a supervisor.

### **Attendance & Punctuality**

Every employee is expected to attend work when scheduled and to report to work on time. If you are unable to report to work on time for any reason you must speak with a supervisor as far in advance as possible.

Unsatisfactory attendance, including reporting late and leaving early, may be cause for disciplinary action, up to and including discharge.

## **Safety & Security**

The District is committed to maintaining a safe and healthy environment for all employees and customers. Report all accidents, injuries, potential safety hazards, health and/or safety issues immediately. When necessary, seek help from outside emergency agencies.

Staff members must complete incident reports in the event of an accident. When at all possible a witness signature is required.

District staff are responsible for securing the premises. All lights and equipment must be turned off and doors and windows locked.

Staff members who arrive on the property and suspect a break-in or other security breach will contact law enforcement immediately and then their supervisor.

## **LEAVE AND FRINGE BENEFITS FOR EMPLOYEES**

The Recreation District shall provide certain benefits, in addition to basic wages, to permanent employees who work at least 20 hours per week:

### **Sick Leave**

Full-time employees will be given 12 days of sick leave per year. Eligible employees shall not be entitled to accumulate more than 30 working days of sick leave.

Permanent part-time employees will be given 6 days of sick leave per year.

### **Holidays**

The following paid holidays will be granted to full time employees:

- New Year's Day
- President's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

If a holiday falls on a Saturday, Friday will be considered the holiday and if on a Sunday, Monday will be considered the holiday. In the case of Christmas, if Christmas Day is on a Saturday, Thursday and Friday will be the holidays. If it falls on a Sunday, the Monday and Tuesday following will be the holidays. In the case of Easter the holiday will be Friday.

## **Vacation:**

Full time staff is granted vacation according to the following schedule:

0-4 years	4 hours per month
5-9 years	6 hours per month
10-14 years	8 hours per month
15 + years	10 hours per month

Permanent part-time employees will accrue vacation leave at exactly half the above rates.

No paid vacation in excess of that earned will be granted to an employee. All vacation leave must be scheduled in advance. Vacation leave will not be granted until the employee has worked for a minimum of 3 months. Leave shall not be taken in periods of more than 10 consecutive working days without authority of the Board. No more than five days of leave may be carried over into the next employment year.

\*\*For the purposes of accounting and the computation of vacation or sick leave, the employee's date of hiring will be indicated in the following manner: if an employee is hired during the first part of any month (1<sup>st</sup> to 15<sup>th</sup>), their anniversary date for the purposes of computing vacation and sick leave will be the first month inclusive. If they are hired during the latter part of the month (16<sup>th</sup> to end of month), their anniversary date for accounting purposes will advance to the first day of the following month.

## **Leave of Absence With Pay**

Leave of absence with pay may be granted to employees by the Recreation Board to permit attendance at professional meeting, training, and conferences, or other justifiable purposes, which the Board considers in the best interests of the Recreation District.

## **Leave of Absence Without Pay**

If an employee desires to take a leave of absence for a specified period of time, the employee may do so upon consent of the Board. The employee wishing to take a leave of absence must request the leave in writing well in advance and state the reasons for the leave, the length, the purpose and career plans which would justify such a leave of absence (for example, an employee wishing to enter an extended training program which would benefit the Recreation District). The Board may grant the leave as long as they wish to retain the employee. The Board will consider failure to return to work from this leave as a resignation by the employee. At the end of the approved leave, the employee will return to the same position.

## **Witness or Jury Service**

Employees shall be excused for jury duty with no jeopardy to their employment or compensation.

Employees must inform a supervisor as soon as possible after receiving a jury summons. Employees will be expected to report to work during service whenever the court schedule permits.

## **Military Leave**

The District will grant employees leave if they are members of the National Guard or Armed Forces Reserve. If an employee is called to active duty or is required to attend extended training sessions, the District will grant up to 30 work days of unpaid leave annually.

## **Bereavement Leave**

For the purpose of attendance at funerals and family obligations occasioned by the death of a member of the employee's family. Arrangements are to be worked out with the appropriate supervisor according to the need. Up to three days of leave may be used for this purpose. If additional time is needed, an employee may request use of earned personal, sick, or vacation leave days neither to exceed the maximum allowable personal days nor to exceed five sick leave days. Any further leave in this situation may occur only upon a doctor's written recommendation.

## **Health Insurance**

Full-time employees may be granted health and life insurance benefits in amounts and participation percentages as established by the Recreation Board and through the Wyoming School Board Association Insurance Trust. Permanent, part-time employees will not be eligible for health insurance benefits.

## **Retirement**

Full-time employees will receive retirement benefits through the Wyoming Retirement System. Permanent, part-time employees will not be eligible for retirement benefits.

## **Travel Reimbursement**

If an employee or a board member uses a personal vehicle for out-of town and business-related travel, mileage will be paid in accordance with the current maximum IRS mileage rate. Plane, bus, train, taxi, etc. fares will be paid upon submission of receipts through the voucher system.

## **Meals**

Employees and board members will be reimbursed for actual expenses of meals upon submission of receipts through the voucher system. Meals will be reimbursed up to \$35.00 per day per person. Expenses for alcoholic beverages are not reimbursable.

## **Lodging**

Employees and board members will be reimbursed for lodging upon submission of receipts for reasonable expenses through the voucher system. If a spouse or other non-employee accompanies the employee or board member, lodging reimbursement will be based on the single room rate.