



**SOUTH
SUBURBAN**
PARKS & RECREATION

Employee Handbook

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Introductory Statement

This guide is designed to acquaint you with South Suburban Park & Recreation District (the “District” or “South Suburban”) and provide you with information about working conditions and some of the policies affecting your employment. You should read, understand and follow the provisions of the guide. This guide describes many of your responsibilities as an employee.

The policies in this guide are intended to inform employees of the District’s position on basic, employment-related subjects. The District expects employees to use common sense and good judgment and to engage in behavior that reflects positively on the District. These policies cannot define all instances of poor judgment or behavior and are not all inclusive, but address those general topics most likely to be of interest to employees in the course of ordinary day-to-day operations of the District. The policies establish guidelines to be used as a reference source by employees and supervisors. The District expects that they will be followed.

These policies apply to all District employees, except the overtime compensation policies, which do not apply to positions that are classified as “exempt” by the District pursuant to the federal Fair Labor Standards Act.

DISCLAIMER

IMPORTANT

THE POLICIES CONTAINED IN THIS EMPLOYEE HANDBOOK DO NOT REPRESENT A CONTRACT, NOR SHOULD THEY BE RELIED UPON AS BINDING, INFLEXIBLE PROMISES MADE BY THE DISTRICT. THE DISTRICT RESERVES THE RIGHT TO INTERPRET AND CHANGE OR RESCIND THESE POLICIES AT ANY TIME, AS WELL AS THE RIGHT TO DETERMINE THEIR MEANING, PURPOSE, AND EFFECT. THE DISTRICT ALSO RESERVES THE RIGHT, IN ITS SOLE DISCRETION, TO DETERMINE WHETHER, AND TO WHAT EXTENT, THESE POLICIES AND PROCEDURES SHOULD BE APPLIED IN ANY GIVEN CIRCUMSTANCE. NO PERSONAL CONTRACT OR AGREEMENT SHALL BE IMPLIED BY THESE POLICIES OR THE STATEMENT OF ANY EMPLOYEE OF THE DISTRICT, UNLESS IN WRITING, SIGNED BY THE PRESIDENT OF THE DISTRICT BOARD OF DIRECTORS.

EMPLOYMENT AT-WILL

EMPLOYMENT WITH THE DISTRICT IS "AT-WILL." ANY EMPLOYEE MAY BE TERMINATED, WITH OR WITHOUT CAUSE, STATEMENT OF REASONS, HEARING, OR APPEAL, JUST AS ANY EMPLOYEE MAY RESIGN AT ANY TIME, WITH OR WITHOUT REASON. NOTHING IN THIS EMPLOYEE HANDBOOK IS INTENDED TO MODIFY THE DISTRICT'S AT-WILL EMPLOYMENT POLICY.

Our Mission, Vision, Values & Guiding Principles

Adopted in 2017, our Mission and Guiding Principles drive both our daily operations and future growth. The Mission statement communicates the commitment South Suburban Park & Recreation District has to the people we serve. Our Guiding Principles represents what we aim to achieve. It guides us in our decision-making process and also rewards employees as individuals. The Mission & Guiding Principles are as follows and are on display at all facilities and available on our intranet site.



Strategic Goals & Recommendations

Strategic Goals & Recommendations *(Our Focus)*

	EMBRACE OUR GUIDING PRINCIPLES	VALUE OUR STAFF	ENGAGE OUR FUTURE
STRATEGIC GOALS	<p>Become a recognized leader in the parks and recreation industry</p>	<p>Become a responsive, well-respected, and desired employer for parks and recreation professionals</p>	<p>Increase the organizational sustainability of SSPRD to ensure we can serve our communities well into the future</p>
RECOMMENDED OBJECTIVES	<ul style="list-style-type: none"> Become and remain a CAPRA-accredited organization Deliver new projects and improvements that support our guiding principles Drive net revenue through improving/maintaining the quality and value of our facilities and services Address capacity needs and facility improvements to meet the needs and desires of the community Provide opportunities for the community to engage with and celebrate nature Continue sustainability improvements to reduce spending on resources and help fulfill our mission as stewards of the environment 	<ul style="list-style-type: none"> Uphold our mission, vision, and values through the daily work of our employees Use our values as criteria for hiring decisions and career advancement Improve communication between employees of different departments and staffing levels Improve staff access to electronic communication and processes Find creative ways to attract and retain the best and brightest employees Demonstrate a commitment to staff for retaining and expanding the growth of each employee 	<ul style="list-style-type: none"> Improve organizational efficiencies to reduce operations costs Increase our financial sustainability Grow our customer base through opportunities for community engagement and marketing Maintain, improve, and expand partnerships to benefit SSPRD and the surrounding region

Section 1 - General Employment

1.1 District Operations

Ultimate responsibility for operation of the District is vested in the Board of Directors. The Board has authorized the Executive Director to manage and oversee District personnel. This authority includes, and is not limited to, the right to adopt, amend, or rescind any administrative and ministerial guideline, policy, procedure, or benefit, direct the work of employees, hire, promote, demote, classify, evaluate, discipline, suspend, terminate, and lay off employees.

1.2 Equal Employment Opportunity (EEO)

The District is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. The District prohibits unlawful discrimination against applicants and employees on the basis of age, race, sex, color, creed, religion, national origin, ancestry, disability, sexual orientation, gender identity or expression, marital, military or veteran status, genetic information, pregnancy, childbirth and related medical conditions, or any other applicable status protected by federal, state or local law. This prohibition includes unlawful harassment based on any of these factors. This policy applies to all forms of communication, including but not limited to social media. In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on the needs of South Suburban, in conjunction with the merit, qualifications, and abilities of the applicant.

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 Human Resources Department.

1.3 Non-Harassment Policy

The District prohibits harassment against employees, applicants, or any individual who may conduct business with the District. Violation of this policy will not be tolerated. This policy applies without exception to all employees, the Board of Directors of South Suburban Parks and Recreation, and non-employees, such as patrons, vendors, visitors, consultants, etc. The District expects its employees to conduct themselves in an appropriate, respectful manner at all times.

Types and Definitions of Harassment

Harassment can take many forms. Harassment is defined as an act of engaging in unwanted verbal or physical conduct or expression, which has the purpose or effect of substantially interfering with an individual's work performance or creating a hostile, offensive, or intimidating work environment. Harassment based on any of the factors listed in the EEO Policy will not be tolerated. Harassment may include, but is not limited to:

- Epithets, slurs, hate words, jokes, stereotyping, intimidation, threatening or any hostile act that relates to any of the factors listed in the EEO Policy; and
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group on the basis of any of the factors listed in the EEO Policy.

While all forms of harassing behavior identified in the EEO and Non-Harassment Policy are prohibited, sexual harassment requires special definition. The District opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as 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;

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- 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 substantially interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include, without limitation, 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.

Investigation of Harassment Complaints

If an employee believes there has been a violation of this Non-Harassment policy, he or she should immediately report the matter to his or her immediate supervisor or any other manager or Board member with whom the employee feels comfortable. In order to assist us in investigating the complaint, all employees are encouraged to file a written complaint detailing the nature of the harassment and identifying the alleged harasser(s). Anyone reporting claims of harassment must be acting in good faith and reasonably believe the reported information represents a violation of the Non-Harassment policy.

The person receiving the complaint will be responsible for ensuring that a prompt, thorough, and impartial investigation into the complaint occurs, either by the individual who receives the complaint if that person is capable of investigating the matter, the Board of Directors, the Executive Director, or a third party investigator hired for the purpose of conducting an investigation. It is the District's policy to investigate each and every complaint, be it in writing or verbal, of harassment and attempt to keep complaints and the results of an investigation confidential to the fullest extent practical. If a violation of this policy has occurred, then appropriate disciplinary actions, up to and including termination of employment, may be taken regardless of whether the Policy violation also constitutes a violation of applicable law. The employee who originated the complaint may be notified at the conclusion of the investigation, but the District will not provide a detailed report to the employee, nor is the employee entitled to such a report.

1.4 No Retaliation

The District prohibits retaliation against any employee for filing a complaint under this policy, assisting in a complaint investigation, appearing as a witness at a hearing, or opposing an unlawful act or discriminatory practice. Employees who believe there has been a violation of this retaliation policy should follow the complaint procedure contained in the Non-Harassment policy.

1.5 Religious Accommodation and Americans with Disabilities Act (ADA)

The District will provide reasonable accommodations to individuals with known disabilities to perform the essential functions of the job, unless doing so constitutes an undue hardship or causes a direct threat to the health and safety of the individual or other employees. The District will also provide reasonable accommodations for employees whose work requirements interfere with a religious belief or practice unless the accommodation would result in an undue hardship to the District or constitute a direct threat to the health or safety of the individual or other employees. Employees needing such accommodations are instructed to contact their Supervisor or Human Resources immediately. The District will not deny employment opportunities or retaliate in any way against an employee who requests a reasonable accommodation.

Pregnancy Accommodation

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. A reasonable accommodation will be provided unless it imposes an undue hardship on the District's business operations. The District may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Department.

The District will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to pregnancy, or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

1.6 Workplace Accommodations for Nursing Mothers Act

An employee who is a nursing mother, at her discretion, may take reasonable breaks as needed to express breast milk onsite at her workplace. 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 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.

In general, lactation breaks are unpaid. If employees would like to receive their usual compensation, they may choose to use the time allowed for lunch and/or breaks. Employees may also discuss the issue with their supervisor, and agree to a plan that might include, but is not limited to, the employee using vacation time, coming into work earlier, or leaving later.

1.7 Service Animals

Animals are generally prohibited from all District facilities and premises with the exception of approved service animals permitted as a reasonable accommodation to an individual with a disability under the Americans with Disabilities Act (ADA) and/or similar state law.

Service animals generally are dogs or miniature horses that have been individually trained to do work or perform tasks for the benefit of an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, or pulling a wheelchair and fetching dropped items. Pets that serve as non-therapeutic companions are not considered service animals and are not permitted in the workplace.

Employees requesting accommodation for a disability that includes a service animal must contact the human resource department. In order to evaluate the accommodation request, an employee may be required to provide specific information regarding the employee's disability, how the service animal's presence will enable the employee to perform the essential functions of their job, and how the animal will not be disruptive to the workplace.

Employees with any medical condition affected by animals (e.g., respiratory diseases, asthma, severe allergies) should contact human resources so those concerns can be addressed appropriately.

Employee are responsible for the care of any service animal and will be responsible for any property destruction and/or personal injuries caused in whole or in part by the service animal. Human resources must be notified if a service animal is no longer needed. The DISTRICT may request recertification of the continued need for the service animal.

Owners of service animals must:

- Maintain control of any service animal through the use of a leash, harness, tether, office gate, or voice, signal, or other effective controls.
- Ensure the service animal is not aggressive, disruptive, or does not otherwise interfere with the work performed by others.
- Ensure that the service animal is pest free and in compliance with all vaccination and licensing requirements.
- Provide proper nutrition and sanitarly dispose of any waste. Solid waste must be secured in plastic bags and disposed of in outside trash containers.

A service animal may be excluded from District property or certain restricted areas if it poses a direct threat to the health or safety of others, interferes with business operations, is unduly disruptive, or the owner does not comply with the owner responsibilities set forth in this guideline.

1.8 Reports of Misconduct and Procedures

If you believe there has been a violation of the law or District Policy, the District expects employees to make a timely complaint to enable the organization to promptly investigate and correct any behavior which may be in violation of the law or District Policy. Employees who have questions, concerns, suggestions, complaints, and reports of violations of other District policies, should share such information with their immediate Supervisor. If the employee is not comfortable speaking with their Supervisor or not satisfied with the Supervisor's response, the employees should report the concern or comment to Human Resources or Senior Management. Human Resources or Senior Management will assess the matter and take appropriate action.

Anyone filing a complaint concerning a violation or suspected violation of District policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation.

The District is committed to high standards of ethical, moral, and legal conduct. Anyone who retaliates against someone who has reported a wrongdoing or suspected wrongdoing will be subject to disciplinary action up to and including termination of employment.

1.9 HIPAA Privacy and Security

The District protects the privacy and confidentiality of protected health information (PHI) whenever it is used by District representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. Any questions about the District's HIPAA policy should be directed to Human Resources.

PHI-Defined

PHI refers to individually identifiable health information received by the District's group health plans or received by a health care provider, health plan or health care clearinghouse that relates to the past or present health of an individual or to payment of health care claims. PHI information includes medical conditions, health status, claims experience, medical histories, physical examinations, genetic information and evidence of disability.

HIPAA Compliance Officer & Security Officer

The District has designated the Human Resources Director as the HIPAA compliance officer (HCO) and the Director of Information Technology as the Security Officer. Any questions or issues regarding PHI should be presented to the HCO for resolution, and breaches of data or data transfers should be presented to the Security Officer.

Use of PHI

Annually or more frequently as necessary, the District performs enrollment, changes in enrollment and payroll deductions; provides assistance in claims problem resolution and explanation of benefits issues; and assists in coordination of benefits with other providers. Some or all of these activities may require the use or transmission of PHI. Thus, all information related to these processes will be maintained in confidence, and employees will not disclose PHI from these processes for employment-related actions, except as provided by administrative procedures approved by the HCO. General rules for acceptable disclosure follow:

- Disclosures that do not qualify as PHI-protected disclosures include:
 - Disclosure of PHI to the individual to whom the PHI belongs.
 - Requests by providers for treatment or payment.
 - Disclosures requested to be made to authorized parties by the individual PHI holder.
 - Disclosures to government agencies for reporting or enforcement purposes.
 - Disclosures to workers' compensation providers and those authorized by the workers' compensation providers.
- Information regarding whether an individual is covered by a plan for claims processing purposes may be disclosed.
- Information external to the health plan is not considered PHI if the information is being furnished for claims processing purposes involving workers' compensation or short- or long-term disability and medical information received to verify Americans with Disabilities Act (ADA) or Family and Medical Leave Act (FMLA) status.

Section 2 – Employee Responsibilities

2.1 Code of Ethics

As a District employee, you are employed in a position of public trust, and your duties are carried out for the benefit of the people. The Code of Ethics includes rules of conduct that provide the parameters in which you are required to comply. In performing the duties of your position, you shall not place your personal interests above the best interests of the District or its constituents. If you are not certain if a particular situation is a conflict of interest, you should discuss the situation with your Supervisor or Department Director, and the Human Resources Department, who may direct you to disclose the situation in writing to the Executive Director for final determination.

Accordingly, you shall not engage in the following conduct unless written approval is received by the Executive Director:

- You may not disclose or use confidential information acquired in the course of your official duties in order to further your personal financial interests.
- You may not engage in a financial transaction for your private business purposes with a person you inspect or supervise in the course of your official duties.

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- You may not perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which you have a substantial financial interest or are engaged as counsel, consultant, representative, or agent.
 - You shall disclose to the Executive Director and disqualify yourself from representing the District in any transaction in which you have a personal interest, and you shall not:
 - Hold a position with the bidder or contractor who is soliciting the District for its business;
 - Be employed by the bidder or contractor in a capacity involving substantial participation in creating a relationship with the District;
 - Have a financial interest in the bidder or contractor;
 - Be negotiating, or have an arrangement concerning prospective employment with the bidder or contractor.

2.2 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. The prohibition of disclosing confidential information is effective while you are actively employed, on leave, and after your employment with the District ends.

In addition, employees are not permitted to photograph, record, photocopy, or otherwise preserve District forms, lists or other materials belonging to the District without prior authorization. Employees may request certain public records covered by the Colorado Open Records Act through an open records request.

2.3 Workplace Conduct

The District is well known as being friendly, efficient and energetic. The integrity of our employees, our quality facilities and high standard of programs are the cornerstone of our reputation. To the customer, vendor, community, and co-workers, you ARE South Suburban Park and Recreation District. Whether you work in a position that directly serves our patrons or in the numerous support areas, it is your professional conduct, helpful manner, and superior service that will enhance and maintain the image of the District. As such, it is a District expectation that you exercise high standards of ethics in all of your decisions and conduct yourself in an appropriate business-like manner.

You are expected to build positive relationships with others, treat each other, customers, and the public with courtesy and respect at all times, and address workplace issues in a professional manner. You are not to initiate or engage in conversations or activities, particularly those that are not directly work-related, that could be seen as distracting, offensive, uncomfortable, or inappropriate for the workplace.

2.4 Problem Resolution

The District encourages employees to resolve concerns, issues, or complaints they may have promptly, sincerely, and candidly when they arise. 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. If the issue involves the employee's supervisor, the employee should discuss the matter directly with the Department Director.

An employee who disagrees or is dissatisfied with a supervisor's action should, if possible, discuss the

concern with his or her supervisor. 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 to allow for a timely resolution.

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 Human Resources Director for review. If the Human Resources Director is unable to resolve the problem, the employee must submit such a written complaint to the Executive Director or his or her designee for review and a decision. The Executive Director or his designee will typically respond in writing to the complaint within 30 days and the decision will be final.

2.5 Attendance and Punctuality

Dependability, regular attendance, punctuality, and a commitment to do the job right are essential to the successful operation of the District. As such, regular attendance is expected of all employees, including reporting to work on time and working assigned shifts in accordance with shift schedules, and where directed, to assist the Supervisor in finding coverage when unable to work.

Procedure

If you cannot report to work as scheduled, you must notify your immediate supervisor prior to your normal start time so arrangements can be made to cover your work. Please check with your supervisor regarding the timeframe for notifications. When you contact your immediate supervisor you must explain why you are going to be late or absent, estimate how long you will be out and when you expect to return or, as the case may be, when you will arrive for work. It is your responsibility to provide proper notification and to speak to your supervisor or other representative of the District personally. Asking another employee, friend or relative to give notification is not acceptable absent true emergency situations. 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.

If your need for time off is foreseeable, you must provide as much notice as possible. All employees, including part-time employees, must notify Human Resources if they are going to miss three or more consecutive work days. Employees that fail to call in when absent for two consecutive days will be terminated.

2.6 Dress Code and Personal Appearance

South Suburban 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. 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. 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.).

Employees are expected to maintain a high level of personal hygiene at all times and failure to do so will be brought to an individual's attention typically by their line manager. Body and mouth odors should be addressed by being freshly showered and the use of deodorants and mouth wash before the start of a working day. The use of personal fragrance, other than deodorant, body spray, or aftershave is discouraged. Employees who choose to wear fragrances in the workplace are highly encouraged to be aware of the sensitivities or allergies of their coworkers. If employee complaints become an issue, the employee may be asked to stop wearing fragrances.

Uniforms: Certain departments require uniforms, swim suits, etc. Your Supervisor will make you aware of any uniform or other clothing requirements. If you work at a public facility, you are required to wear a District-furnished nametag, as a general rule.

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

2.7 Drugs and Alcohol Policy

The District is committed to a safe, healthy, and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. Use of drugs and alcohol alters employee judgment, resulting in increased safety risks, employee injuries, and faulty decision making. Therefore, the following activities are strictly prohibited and may be cause for disciplinary action, up to and including immediate termination:

- Reporting to work impaired by or under the influence of alcohol or illegal drugs to the slightest degree, including illegally used prescription drugs. For purposes of this policy, marijuana is considered an illegal drug, regardless of whether it is used for medical or recreational purposes in accordance with Colorado law.
- The unauthorized use of alcoholic beverages on or off District premises while conducting District business.
- The illegal use, sale, manufacture, distribution 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.

Alcoholic beverages served in conjunction with an authorized District event are an exception to the above prohibition. The District asks that employees at District-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.

Employees are expected to use prescription or legal over-the-counter drugs in an appropriate manner and dosage and are expected to know whether the appropriate use of such drugs may impair their ability to perform their jobs safely and competently. If an employee becomes aware that a prescription or legal over-the-counter drug is impairing, or may impair, his or her job performance, the employee should notify his or her supervisor. An employee may be required to use accrued leave time in order to address and remedy any situation where job performance is impaired.

Any employee who is convicted or pleads no contest under any criminal drug statute regarding a violation occurring on the job or in the workplace is required to notify the District of the conviction or plea within 72 hours.

Drug & Alcohol Testing

All District employees required to hold commercial drivers' licenses shall be subject to a drug and alcohol testing program that fulfills the requirements of Code of Federal Regulations Title 49, Part 382. Tests shall be conducted under the following circumstances:

- Each such employee shall be tested before the first time they perform any safety-sensitive function for the District. Such functions including driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading or unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driver requirements related to accidents; and performing any other work related to vehicle maintenance or operation. Pre-employment tests shall be required only after an applicant is offered a position.
- Alcohol and controlled substance tests shall be conducted after any accident involving any safety-sensitive function. Such tests shall be conducted as soon as is practicable following an accident if the accident involved personal injury, property damage, or a citation for a moving traffic violation. Employees involved in accidents shall make themselves available for testing unless they need immediate medical attention, and shall not use alcohol for eight hours after any accident or until after a post-accident alcohol test, whichever occurs first.
- Tests shall be conducted on a random basis at unannounced times throughout the year. Such random tests shall be conducted just before, during, or just after the performance of safety-sensitive functions.
- Tests shall be conducted when a supervisor or District official trained in accordance with law has reasonable suspicion that an employee has violated the District's alcohol or drug prohibitions. Reasonable suspicion must be based on specific, contemporaneous observations concerning the employee's appearance, behavior, speech or body odors. Such observations may include indications of the chronic and withdrawal effects of controlled substances.
- A drug or alcohol test shall be conducted if and when an employee who has violated the District's drug or alcohol prohibition returns to performing safety-sensitive duties. No employee may be assigned to a safety-sensitive position until a return-to-duty drug test is administered with a negative result.
- An employee who violates the District's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Such follow-up testing shall be conducted just before, during, or just after the performance of safety-sensitive functions.

Any driver who refuses to submit to a drug or alcohol test required by this guideline shall not perform or continue to perform safety-sensitive duties and will be subject to discipline up to and including dismissal. An employee will be deemed to have refused to submit to testing if he or she is unavailable or fails to provide samples sufficient for testing absent any medical necessity. Verified positive tests for alcohol or drugs (including marijuana) shall subject employees to disciplinary action up to and including dismissal.

In addition, any employee may be subject to reasonable suspicion or post-accident drug testing as described in this Section.

The District protects the confidentiality of the results of drug and alcohol testing the extent practical. 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 through our Employee Assistance Program.

****Reasonable suspicion may be based on visual or other evidence that an employee is under the influence of, or using or in possession of drugs at the workplace. Indications of drug and alcohol use include, but are not limited to: slurred speech, lack of balance, excessive aggressiveness, docility or drowsiness, the detection or smell of drugs or alcohol; an employee's unusual demeanor, appearance, or conduct; irrational, threatening or violent behavior. Supervisors are expected to notify Human Resources immediately if they have a reasonable suspicion that an employee has reported to work impaired. A Supervisor or Manager, in conjunction with Human Resources, will make the determination whether to have the employee submit to tests for alcohol and/or drugs at a District designated testing facility.**

In the case of a minor (under the age of 18), South Suburban must receive consent from their parent/guardian before being sent for drug/alcohol testing.

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 and approved for alcohol use.
- Alcohol must not be consumed and/or served to or by minors.
- Alcohol will not be served to anyone visibly impaired.
- 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 South Suburban 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. This also holds true for employees drinking after work at any South Suburban facility that serves alcohol.
- Non-alcoholic beverages must be provided during after-work gatherings.

2.8 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, computers, laptops, tablets, telephones, cellular phones, pagers, copying machines, facsimile machines, stamps, mail facilities, desks, filing cabinets, lockers, etc.

2.9 Purchases

All purchases made in the name of the District must be made in compliance with the purchasing procedures established by the District. Under no circumstances should personal purchases be charged to District funds. Ordering goods or services in the name of the District without proper authorization will not be tolerated and you may be held personally liable for the payment of the purchase. Under no circumstances should the District's tax exemption number be used for personal purchases.

2.10 Outside Employment

District employees may hold jobs outside of regular working hours if it does not interfere with the satisfactory performance of your job, if there is no conflict with working hours, your efficiency is maintained, and when there is no conflict of interest with the District. Any conflicts with a second job will not be an acceptable excuse for failing to maintain required performance and/or attendance requirements. If you have any questions as to whether your outside employment constitutes a conflict of interest, please discuss the matter with your supervisor.

District Employees are prohibited from engaging in other business activities during designated working hours with the District. District facilities, equipment and other resources may not be used to perform tasks or services on behalf of outside employment, unless otherwise approved in advance by the Executive Director.

2.11 Political Activities

Your political beliefs, activities, and party affiliation are private. Employees are encouraged to take an active part in any political organization and to vote with complete freedom in any election. Employees may seek and accept nomination or election to local public office. However, Colorado State law prohibits any employee from serving on the South Suburban Park and Recreation District Board of Directors.

District employees cannot engage in political activities during working hours, nor can District property or resources be used in political activities.

Section 3 – Employer Practices

3.1 Employee Classifications

The District has two position classifications:

- **Exempt:** Employees who are not eligible for overtime compensation of any kind.
- **Nonexempt:** Employees who are paid for overtime worked at a rate of 1.5 hours for each overtime hour worked in excess of forty (40) hours during the work week. Part-time employees will earn overtime pay. For full-time staff the District has elected to substitute compensatory time off in lieu of wages to pay for any overtime hours worked. Compensatory time off shall be accrued at 1.5 hours for each hour of overtime worked.

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

- **Full-Time:** Employees assigned to a position in the full-time official roster as adopted annually by the Board of Directors. Full-time employees are normally scheduled to work at least 40 hours per week year-round.
- **Medical Eligible Part-Time (PTME):** Employees assigned to a position in the medical eligible part-time roster as adopted annually by the Board of Directors. PTME employees are regularly

scheduled to work a minimum of 29 and up to a maximum of 35 hours per week in a medical eligible position year round.

- **Part-Time:** Employees not expressly included in the Full-Time or Part-Time Medical Eligible official rosters. Part-time employees are further classified as:
 - **Year-Round:** Part-time variable hour employees that are typically scheduled to work a minimum of 14 hours and up to a maximum of 28 hours per week, on average year round.
 - **Occasional:** Part-time variable hour employees that work intermittently or occasionally for less than 14 hours per week, on average year round.
 - **Seasonal:** Part-time employees that work during a designated season, no more than six months per year, and are scheduled to work a minimum of 14 hours per week through the season.

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

3.2 Recruitment and Vacancies

When a vacancy occurs within a department, a personnel requisition form must be approved by the hiring supervisor and sent electronically to the Human Resources Department. The Human Resources Department prepares a job posting specifying the minimum educational and experience requirements for the position. Employees are welcome to apply for any open job vacancy in the District. Job openings are typically posted on the District Careers site.

Application Process: Applicants for vacant positions are required to complete the District application on the District's website. In the case of department promotional opportunities, current District employees may be required to complete an application, letter or resume as required in the position announcement. Based upon the requirements of the position, additional documentation may be required.

Submission of false, incomplete, or misleading information is grounds for rejection of the application or termination of the employee after hire.

External Candidates: In addition to completing an application external candidates must complete employment screening required for the position including but not limited to: interview(s), a background check, drug screen, MVR, reference checks, employment verification, etc.

Internal Candidates: Internal candidates classified as a District employee applying for an open position or additional or alternate jobs, must complete an application to the job posting. A qualified employee within the hiring department or another District department may be selected to fill the vacancy without conducting the full recruitment process (such as interviews or reference checks) per Human Resources; or, the District may use the services of consultants, independent contractors, a temporary employment agency, or use an employment pool. An internal candidate will not need to undergo a background check or drug screen if they have already completed one for employment with the District. In all situations, the recruitment procedures will comply with the District's equal opportunity policies.

A promotion is when an employee is moved to a position of a higher classification or to a position of greater responsibility and/or a higher classification.

A transfer is when an employee moves laterally into a position within the same or similar pay range (Full or Part-time).

The District hires the most qualified candidate for the position. Current employees are not guaranteed any positions they for which they apply. Internal applicants may be considered along with external applicants.

Employee Onboarding

All employees are required to participate in the Employee Onboarding. An online onboarding program provides a process of information sharing which will help all new employees adjust to a new work setting.

3.3 Transfer and Promotional Opportunities

Transfer and promotional opportunities may be available to employees who are qualified for a vacant District positions. To be considered, employees must meet the minimum qualifications for the position. While qualified internal candidates may be given deference over external candidates, the District will hire the most appropriately qualified candidate and internal candidates are not guaranteed selection for any transfer or promotion opportunity.

District vacancies are posted on the District's Careers Site. A qualified employee from within the hiring department or another District department may be selected for a promotion or transfer without conducting a full recruitment process (such as preliminary interview(s) or a background check), although any missing background check information required of the new position should be completed. Some jobs may only be posted internally. Any employee interested in an opportunity must apply to the job posting.

If more than one internal candidate applies to a job that was only posted internally, and are qualified for the position, the hiring supervisor will conduct interviews. If only one internal candidate applies to an internal posting and meets the qualifications, the hiring supervisor may forego interviews, or decide to re-post the position to search for a larger candidate pool. (See Recruitment & Vacancies for more information.)

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 have been on a performance improvement plan in the last six (6) months.

3.4 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, certain independent contractors, and volunteers. 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. Employees may be required to submit to a background check every five years. An employee transferring to a position with access to or control over sensitive financial information will be required to submit to additional screenings. Refusal to comply with the background screening requirements will not be tolerated and may result in the offer for the promotion or transfer to be withdrawn.

All criminal background screens are conducted post-offer. This information cannot be used as a basis for denying employment, unless it is determined to be job-related. South Suburban reserves the right to make the sole determination concerning, any employment decision arising out of the background check.

If you are arrested you must contact Human Resources immediately. HR will use this information to determine if we have to take steps to protect the District's best interest. Simply being arrested is not grounds for discipline or termination.

3.5 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 (as defined in Section 9, Bereavement Leave) 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 one's immediate family member is a current member of the Board.

When either cohabitation or marriage between two employee's results in any of the above conditions, one of the two employees will be transferred to a different location, shift, or position, provided a position is available, or resign. If neither affected employee voluntarily transfers or resigns, the District shall terminate or transfer one of the employees, at its discretion.

Please inform your supervisor and the Human Resources Department if: (1) there is a change in your relationship with another employee; or (2) you have an immediate 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 an immediate family member on the Board.

3.6 Working Multiple District Jobs

If a District employee seeks a secondary position with the District, the part-time job may not interfere with the satisfactory performance of the primary job, conflict with the working hours of the primary job. Employees working in a Seasonal position are not eligible to hold additional positions while working as a Seasonal employee.

When a part-time employee holds multiple positions that are classified as non-exempt, the combination of the hours worked in all positions within the District each week will be used for purposes of calculating overtime. Communication between employees and Supervisors is imperative in these situations. Employees may not be scheduled for more than 40 hours per week between all jobs without prior approval from all Supervisors.

3.7 Personnel Records

Personnel files for all employees are retained by the Human Resources Department and are generally deemed confidential by the District.

Access to Personnel Files

If an employee wishes to view the contents of his or her personnel file, the employee should contact Human Resources at least 24 hours in advance of when they would like to review their file. Personnel files must be reviewed in the presence of a Human Resources staff person and no part of the personnel file may be removed from the office. Photocopies of the file, or portions of the file, may be requested by the

employee. Within reason, the Human Resources staff person will provide photocopies, however, for extensive copying, the employee will be required to pay for the photocopies.

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

During the course of your employment, the District will collect certain information that is classified as “personal identifying information,” or PHI, under applicable laws. Such information may include, but is not limited to:

- Your first and last name or initials;
- Username(s) and password(s);
- Social security number;
- Driver license or other identification card number;
- Medical documentation;
- Biometric data;

The District may keep these records in paper and/or electronic format. When such documentation is no longer needed, pursuant to records retention requirements and best practices, the District will either (a) destroy the records or (b) arrange for their destruction, e.g. by shredding, erasing, or otherwise modifying the personal identifying information in such a manner as to render it unreadable or indecipherable through any means.

Notification of Changes & Qualified Events

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personal data. 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, etc.

Release of Personnel Information

All inquiries regarding a current or former District employee must be referred to the Human Resources Department. Should an employee receive a written request for a reference, he/she should refer the request to the Human Resources Department for handling. No District 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 the District over the telephone. All telephone inquiries should be referred to the Human Resources Department.

In response to an outside request for information regarding a current or former employee, the Human Resources Department typically furnish or verify an employee’s name, dates of employment, job title, pay rate, department, and eligibility for rehire.

3.8 Training and Development

Employees are encouraged to participate in professional development activities.

Conferences & Seminars: District employees may be eligible for single-day workshops and/or conferences that relate to their job function. If you are authorized to attend a conference/workshop, registration fees may be paid for, in whole or part, by the District and a per diem may be paid to you for meals and incidental expenses. District staff may attend national or regional conferences. An employee's ability to attend conferences and seminars is based on pre-approval of the Department Director and availability of funds.

Professional Membership Dues: The District may pay the professional dues for state and/or national organizations for the Executive Director, Department Directors, Managers, Supervisors, and employees who are certified in a specific profession. The professional organization must relate to your job function. The payment of such membership dues by the District is at the discretion of the Department Director, dependent on the availability of funds within the District and Department budget, and considered on a year-to-year basis.

Leadership Academy: Annually, the District provides both required and elective trainings through its Leadership Academy Program. The District may require employees to complete other training, coaching, or mentoring in addition to those required in the Leadership Academy Program. Employees may take more elective trainings than required, so long as they complete their course requirements and the additional trainings are approved by their supervisors.

Tuition Reimbursement: The District supports those employees who desire to improve themselves by contributing their time and effort to furthering their education. The District offers a tuition reimbursement program to qualified employees. Please see the Benefits Guide for further details.

3.9 Disciplinary Action

The District may discipline an employee for a violation of any of the District's policies, or for any behavior by an employee that reflects poorly on the District, or evidences poor judgment. The level of discipline to be imposed for the infraction shall be that which the District, through its managers, or supervisors, deems appropriate under the circumstances. District management retains the right to determine in its discretion, that any of the following disciplinary actions is appropriate without using lower levels of discipline first.

Disciplinary action may include:

- A verbal warning or reprimand, which may be accompanied by a written notation in the supervisory record or in the employee's personnel file.
- A written reprimand, signed by the employee's supervisor and acknowledged by the employee. Written reprimands are intended to be placed in the reprimanded employee's personnel file. Employees may provide written explanations or responses to reprimands for placement in their personnel file.
- Suspension without pay. A suspension without pay shall be accompanied by a written statement, signed by the employee and his or her supervisor, setting forth the fact of the suspension, the reason for the suspension, and the duration of the suspension.
- Demotion. All disciplinary demotions must be reflected by a written statement placed in the demoted employee's personnel file stating that the demotion was for disciplinary purposes and setting forth the reason for the discipline.
- Termination.

3.10 Separation of Employment

An employee may separate from employment by disciplinary termination, discharge, resignation, or retirement. Any employee that desires to end their employment relationship with the District is asked to notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return District property, review eligibility for continuation of insurance, and make arrangements for your final pay.

Employees who are terminated for disciplinary reasons shall not be eligible for re-employment.

An employee who resigns in good standing may be eligible for re-employment with the District, but shall have no preferential rights to re-employment. An employee resigns in good standing if the employee does not resign under threat of termination, and gives the District at least two weeks' notice. Vacation and personal days may not be included in the two week notice period and do not extend the period of employment. An employee's separation date will be considered the last day they actually work.

Full-time employees who resign in good standing and are rehired within 90 days will receive service credit for their prior period of employment with the District for purposes of vacation leave.

Employees who retire may be eligible for re-employment, but shall have no preferential rights to re-employment. Employees who plan to retire are asked to provide sufficient advance notice to the District so we can timely process any pension forms or other retirement benefits to which an employee may be entitled.

The District reserves the right to lay off employees for reasons of efficiency, economy, lack of work, or for such other reason as the Board deems sufficient. Employees who are laid off may be eligible for re-employment, but shall not have preferential rights to re-employment.

Exit Interview

Full-time employees who are laid off, resign, or retire may be asked to participate in an Exit Interview. It is designed to ascertain data, suggestions, and recommendations to help the District improve the workplace environment. The exit interview is conducted by the Human Resources Department and provides separating employees with a review of benefits and answers any questions that the employee may have.

Return of District Property

Employees must return all District property immediately upon separation from employment (keys, credit cards, laptops, etc.) to their supervisor.

Section 4 – Pay Practices

4.1 Insurance Benefits

All full-time and PTME employees are eligible to receive group insurance benefits as established by the Board. The terms and conditions of all group insurance plans offered by the District are subject to change from time to time at the discretion of the Board. District insurance plans may require employee contributions as a condition of participation. Required contributions must be made through payroll deductions. Please see the Benefits Guide for further details.

4.2 Compensatory Time Off/Overtime

The District may require employees to work overtime, which is defined as hours required to be worked beyond the usual forty (40) hours in a work week. Overtime shall not be worked unless approved by the employee's supervisor. Whenever feasible, efforts should be made to avoid working overtime by adjusting the employee's work hours within the same work week.

Full time, non-exempt employees will earn compensatory time at a rate of 1.5 hours off for each hour worked in excess of 40 during the work week in lieu of the appropriate wage payments for overtime. The maximum allowable accumulation of compensatory time is 160 hours; time in excess of this limit is paid down to 160 hours the following pay period at the overtime rate.

PTME and part-time employees will be paid for overtime worked at a rate of 1.5 hours for each hour worked in excess of 40 during the work week. PTME and part-time employees are not eligible for compensatory time.

An employee working two or more jobs at different rates of pay is paid overtime at the rate corresponding to the job that the employee is performing while working overtime.

Requests to use accrued compensatory time are handled in the same manner as leave requests and must be requested in advance. Supervisors may establish rules or limitations on the use of compensatory time consistent with organizational parameters. Accumulated compensatory time will be paid at the overtime rate upon separation from the District at the employee's current rate of pay.

Exempt Compensatory Time

The accrual of compensatory time for exempt employees will cease as of January 1, 2019 and affected employees will have until December 31, 2019 to use any accumulated exempt compensatory time. Exempt compensatory time will not be paid out upon separation from employment. Any accrued, unused exempt compensatory time will be forfeited on January 1, 2020.

Requests to use accrued exempt compensatory time are handled in the same manner as leave requests and must be requested in advance. Supervisors may establish rules or limitations on the use of compensatory time consistent with organizational parameters.

4.3 Severe Weather or Emergency Closing

The District may declare severe weather days or emergency closings for the safety and welfare of employees and/or the general public.

Pay Practices

If the Executive Director or designated alternate declares such offices and/or facilities to be closed, full-time employees will be compensated for the work hours missed due to the closing, and those hours will be included in the calculation of overtime or compensatory time. Part-time employees will not receive any compensation for hours not worked due to severe weather or facility closing.

Some part-time employees may be required to work even though the District offices and/or facilities are officially closed. If you are required to report to work under these conditions you will be paid for actual hours worked at your regular rate of pay. Full-time employees who work hours during the time the District is declared closed, will be paid for actual hours worked plus the amount of time the District was closed as compared to the employee's normal schedule.

If you are already on vacation, sick, personal, or other leave during a closedown you will not receive additional compensation or additional time off because of the closedown. You should only report your approved scheduled vacation, sick, personal, or compensatory leave hours.

If you are a full-time employee and you are unable to get to work because of severe weather conditions, you may take leave without pay, choose to use earned vacation, personal, or compensatory time, or at the discretion of your Supervisor, may work extra hours during the same work week to make up the missed time.

4.4 Time Keeping Procedures

The established workweek begins at 12:00 am on Monday and ends at 11:59 pm on Sunday, and a pay period is every two weeks. All time must be entered and approved no later than 12:00 P.M. Wednesday 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.** Any questions regarding completion of time cards should be addressed to your supervisor.

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

Employee procedures:

- Non-exempt employees are required to accurately record time worked via the computerized system to ensure they are compensated accurately. Time worked means all time actually spent on the job performing assigned duties whether on the work premises or at home; this includes checking/reading/reviewing work-related emails or listening to work-related voicemail messages while away from the office or workplace, answering phones, emails, or attending to work while clocked out for a lunch break. All work time must be recorded and will be paid. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited.
- Non-exempt employees must record the beginning and ending time of any split shift or departure from work for personal reasons and/or lunch. Employees who work in Parks, Golf, or Facility Maintenance Departments may have a 30 minute lunch automatically deducted. If an employee works during the meal period or uses more or less than the amount of time to be automatically deducted; they must notify their immediate supervisor in writing and the supervisor will notify Payroll to adjust the number of hours worked on the employee's time sheet.
- Employees should report to work no more than five 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 required to fill out time sheets in certain circumstances involving intermittent leave or when on family or medical leave to ensure proper crediting of sick, vacation, or personal hours used.

Supervisory duties in tracking and approving time:

- Supervisors must authorize in advance all time worked in excess of the number of hours in an employee's normal work week. This allows the supervisor time to determine if the employee's schedule should be adjusted to accommodate the increased hours.
- Supervisors who are aware, or who have reason to suspect, that a non-exempt employee is working in excess of the normally scheduled hours without prior approval, must take action to stop the employee. If an employee continues to work unauthorized overtime, the employee must

be informed that this cannot continue and, if such behavior continues, disciplinary action will result. Whether or not overtime has been approved in advance, it must be paid if it is worked.

- Supervisors are required to approve an employee's time record to ensure the verification of all hours reported.
- Any corrections to time that occur *after the close of a pay period* will also require the Payroll Department be informed.

4.5 On Call Status

Employees may from time to time be required to be available on-call to be paged and respond during off-duty hours. Employees who are on-call will leave a telephone number, or carry a mobile phone for the purpose of being contacted. Employee's on-call may utilize their time while on-call for their own purposes, in any pursuit that does not prevent them, if called to duty, from responding within a reasonable time. Supervisors will work with on-call employees to determine the response time required. During call hours, personnel are prohibited from consuming alcohol, using drugs, or using controlled substances that may impair their physical or mental functioning in any respect in the event they are called to duty.

Pay

On-call status is not considered time worked and employees are not compensated for on-call time unless the employee is called to duty. A non-exempt employee called to duty will be compensated for a minimum of 2 hours or the time actually worked, whichever is greater. Any on-call or call-out time considered compensable under these guidelines must be approved by your Supervisor.

4.6 Pay Practices and Direct Deposit

The District currently operates on a bi-weekly payroll system. Employees are normally paid every other week on the day of the week designated by the District. When pay day falls on a holiday, payroll will be available the following work day. No advance payroll checks will be issued.

Direct Deposit

All employees are encouraged to enroll in direct deposit at an institution of their choice. The direct deposit option may require two (2) full pay periods to implement. All non-direct deposit "live checks" will be mailed via the United States Post Office first class mail to the employee's home address of record. If you have any changes in your bank or account information, including a closed bank account, you must notify payroll immediately.

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 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.

4.7 Meal and Break Periods

Employees may receive, as scheduled by a Supervisor, an unpaid meal period, typically 30 or 60 minutes. Meal periods may vary according to the work schedule. Meal periods not taken may NOT be accumulated or taken at the beginning or end a shift without Supervisor pre-authorization. If you do any work, even for a few minutes, during a meal period, that time must be counted as time worked.

Breaks may be provided at the Supervisor's discretion and are not to exceed 15 minutes. If provided, break periods may vary according to the work schedule. Break periods are counted as time worked. Break

periods may not be accumulated, used at the beginning or end a shift, or used in conjunction with meal periods.

Employees are required to pay for all food and/or beverages served at any District-operated facility. Lunchroom areas are provided at some District facilities for employee use during meal and break periods. Your cooperation is requested to maintain these areas in a neat and orderly fashion.

4.8 Tipped Occupation Employees

Employees that work in a tipped occupation position (for example: wait staff, bus tables, bartend, serve cocktails), and receive tip income – whether cash, credit card, or service charge –must report all tips for every shift worked. This ensures the base hourly rate plus tips earned meets minimum wage requirements. If the amount of tips earned by an employee are insufficient to cover the gap between the tipped wage rate and the minimum wage rate in any workweek, the District will pay the employee the difference.

Employees must keep sufficient proof to show the amount of tip income for the year. A daily record of tip income is considered sufficient proof. The District provides a way for employees to record daily tips within our timekeeping system. Tip income will be reflected on the W-2 form at the end of the calendar year. If you are a tipped employee and tip income is not reported, you may be liable for tax consequences and failure to report tipped income may be considered falsification of your time keeping report.

4.9 Volunteering

South Suburban utilizes volunteers from our community in a variety of ways across our District. If you wish to volunteer for the District when you are not scheduled at work, without contemplation of pay, and if your regular job assignment is not related in any way to that activity, then the time volunteering would not be compensable. You cannot work and volunteer in the same Department. If you have questions about volunteering with the District, please see Human Resources or your Supervisor.

Section 5 – Safety and Working Conditions

5.1 Safe Work Environment

The District values and promotes a culture of safety. Our goal is to maintain a work environment free from intimidation, threats, hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, or any other violent acts, which in Management’s opinion are inappropriate to the workplace.

It is the responsibility of each employee to learn and observe all applicable safety practices, polices, directives, or procedures. In addition, employees must refrain from making offhand or offensive comments regarding violent events and/or behavior and from fighting, “horseplay”, or other conduct that may be dangerous to others.

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.**

The District 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.

The safety of our employees and patrons is of paramount importance. While employees who lawfully possess a valid concealed-carry firearm permit recognized in the state of Colorado may possess a concealed firearm on District premises, such firearms must remain in the possession and control of the permit holder at all times in a safe manner. Any misuse of a concealed firearm, even if such misuse is unintentional and does not result in property damage or bodily harm, may result in immediate termination. The District prohibits the possession of weapons (other than a concealed handgun owned by a valid conceal-carry permit holder) on District property. "Weapons" includes, but is not limited to, any unpermitted or unconcealed handgun, rifle, illegal knife (including hunting knives), club, stun gun, taser, high-velocity, explosive, or similar device. District property includes, but is not limited to, property owned, leased, or managed by the District and District-owned or leased vehicles.

Any employee who has reason to believe another employee has an unpermitted firearm or other prohibited weapon in his/her possession should notify a member of management immediately.

5.2 Employee Safety

Safety must be everyone's concern. It is up to each of us to make the District a safe place for employees and the public, alike. You are expected to do your job in a reasonable and safe manner whether or not specific safety rules apply. Safety rules that apply to your specific job may be obtained through your immediate supervisor. If your Department issues safety equipment, you must use the equipment in the manner in which you are instructed to do so or the equipment is intended to be used.

If you notice a safety hazard, immediately notify your Supervisor or someone qualified to remedy the situation.

Each facility has a copy of the District's Emergency, Security and Crisis Plans. The manual provides general guidelines and emergency action plans. 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. Additional safety information is available through the Safety Committee.

5.3 Workers' Compensation

Workers' compensation benefits are designed to provide medical and compensation benefits for work-related injuries and illnesses that arise 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, but no later than seventy-two (72) hours following the accident. Please log onto SubHub for details.
- **Seek medical attention**, through one of the District's designated medical providers or, if the illness or injury requires immediate medical attention, an Emergency Room. If an employee is treated by an authorized emergency medical facility, the employee is required to follow-up with one of our designated providers to recommended treatment.
- 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.

Delaying or failing to report injuries and/or to report for treatment to the provider(s) designated by the District may be cause for a reduction or denial of Workers' Compensation Benefits for services provided. **If you are treated by an unauthorized medical provider, you may be responsible for payment of said treatment.** Designated Workers' Compensation clinics and forms are available at all facilities and on the intranet.

Employees injured on the job should be aware that the District might offer modified duty to injured employees when practical and applicable. In the event modified duty is not available, or per the treating physician's restrictions you are not able to return to work, you will be placed on Workers' Compensation Injury Leave. Injury leave runs concurrent with Family and Medical Leave (FMLA), for those employees that qualify. Please contact Human Resources for any questions regarding modified duty and/or Workers Compensation Injury Leave.

Responsibilities of the Supervisor

- **Report the incident to Human Resources within 24 hours**
- **Complete the Supervisor Accident Investigation Report** and return to Human Resources **within 48 hours** of the incident/accident.

Pay

An employee will be paid by the District 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. Absence from work due to a work-related injury or illness is compensable only when supported by the treating doctor's report, which the doctor must submit in writing to the Human Resources Department. After that point, Workers' Compensation will pay the employee's lost wages which is two-thirds of the employee's average weekly wage to a maximum benefit rate set by the state.

Full-time employees on workers' compensation leave may elect to use accrued leave time to supplement the worker's compensation payment provided that the employee is not compensated more than their pre-injury net wages as a result of using leave time.

5.4 Inspections and Searches

The District reserves the right to conduct searches and inspections of any employee or District-owned property without notice. Any employee who refuses to submit to a search may be subject to disciplinary action up to and including termination.

Employees do not have a reasonable expectation of privacy in District owned property, including, but not limited to lockers, desks, cabinets and/or file draws, computers, email account and mobile phones.

If the District finds an employee to be using or in the possession of illegal or unauthorized items, the employee may be subject to disciplinary action up to and including termination.

5.5 Smoking and Tobacco Products

South Suburban is a smoke-free environment. Smoking and other use of tobacco products including but not limited to e-cigarettes is prohibited inside all of our facilities and within 15 feet of any public entrance into a building, District vehicles, where posted, or while operating motorized equipment in the performance of job duties. In no case is smoking to be allowed near chemicals and other flammable materials (including waste paper) or near computers or other sensitive equipment. This policy applies to all employees, patrons, and visitors while on the District premises.

Section 6 – Employee Drivers

6.1 Driver Categories & Requirements

Only authorized employees are allowed to drive a District vehicle (excluding golf carts or maintenance equipment) or a personal vehicle for District business where the following minimum standards are met and approved by the Human Resources Department:

- Must have a valid driver's license at all times in their possession;
- Current proof of insurance at the state-required minimum level of liability coverage;
- Must be a minimum of eighteen (18) years of age;
- Have reasonable experience driving the type of vehicle being used, and could reasonably be expected to operate the vehicle in a safe and prudent manner
- Must have no more than 8 points in a 12 month period from date of MVR check to drive for the District.

Individual departments may impose additional standards, restrictions, or driver education or training requirements. This policy is in addition to any requirements, standards, operating restrictions, or suspensions imposed by law. A review of the Motor Vehicle Record of all individuals will be conducted prior to hire, transfer or promotion into a position that requires the operation of a motor vehicle for District business.

6.2 Motor Vehicle Records and Moving Violations

Authorization and Motor Vehicle Record Review

Supervisors are responsible for notifying the Human Resources Department as to what driver designation the applicant/employee must qualify for in relation to the position. Employees including re-hires shall not drive a commercial motor vehicle until all required Driver Qualification documents have been completed/updated, and signed.

Persons applying for new employment will not be eligible for hire and current employees will not be eligible for transfer or promotion into positions requiring them to operate a motor vehicle if their driving history record does not meet the minimum standards for driving.

Employee drivers must notify a Supervisor and Human Resources within 72 hours of receiving any motor vehicle moving violation. Additionally, employees must notify a Supervisor and Human Resources within 24 hours if you have your Driver License or insurance coverage revoked or suspended for any reason.

If at any time an employee no longer carries auto insurance or if a violation results in a driving record becoming unacceptable under these guidelines, employment with the District may be terminated or you may be re-assigned to a non-driving position. Reinstatement to a position which requires driving may only be considered when an employee's driving record becomes acceptable under the current policy.

6.3 Driver Safety

If you are driving a vehicle on District business, you are expected to drive safely, responsibly, and defensively at all times, in addition to these general rules:

- **Seat Belts:** Use of seat belts is required for all persons occupying the vehicle. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put in motion. The number of passengers may not exceed the number of seatbelts. Standing in open bed trucks is prohibited. All laws regarding the use of seat belts must be followed at all times.
- **Cell phone use:** The District encourages you to avoid the use of cell phones, either hands on or hands free, or similar devices, while driving. This includes receiving or placing calls. It is Colorado state law that texting on your phone while driving is illegal. This includes text messages, emails, tweets, etc. It is also illegal for anyone under the age of 18 to use a cell phone while driving. Exceptions are using a phone during an emergency or to contact a public safety entity.
- **Hitchhikers:** Picking up hitchhikers is prohibited during any business-related use of any vehicle, except in an emergency situation, such as a stranded motorist in severe weather. Your Supervisor should be immediately notified in these types of cases.
- **Transporting non-employees and non-vendors:** Providing transportation for friends, relatives, off-duty employees, etc. while driving for business purposes for the District is prohibited and may result in disciplinary action up to and including termination. The exception to this policy, is the District will allow for transporting District volunteers.
- **Deviations from normal business functions during the business day either using your own vehicle or a District vehicle may negate Worker's Compensation coverage in case of an accident resulting in injury.** Such deviations would include but are not limited to: personal shopping, personal errands, lunch, etc.
- **Smoking is not permitted in District-owned, leased, or rented vehicles.**
- **Traffic Laws:** The driver is required to obey all state and federal traffic laws pertaining to the safe operation of a vehicle. The driver is personally liable for any fines, traffic or parking violations received.

6.4 Vehicle Accident Reporting

Accident Reporting Procedures for Personal Owned Vehicles

The employee driver involved in a motor vehicle accident must immediately notify their Supervisor. District employees are required to carry insurance on their privately owned vehicles. When an employee is using their personal auto for official District business, the employee's auto insurance is primary. Physical

damage to an employee's auto while driven on official District business is not covered by the District's auto insurance. However, the District may cover expenses not paid by the employee's insurance policy. Please contact the Human Resources Department for details.

Accident Reporting Procedures for District Owned Vehicles

If, while operating a District owned vehicle an employee is involved in an accident resulting in personal injury or property damage, the employee immediately notify their Supervisor and the Fleet Supervisor. In addition, the employee must complete a District Vehicle Accident report and submit it the same day/shift if practical.

If an accident results in an injury to the employee driver, passenger or other individual at the scene of the accident, or the Supervisor has reasonable suspicion that drugs and/or alcohol may be involved, an alcohol and drug test shall be conducted on the employee driver.

If you are injured, Human Resources should be notified immediately and you must go to one of the District designated Workers Compensation providers or nearest emergency facility.

Any liability arising out of the unauthorized use of a District owned, rented or leased vehicle is the sole responsibility of the driver and his or her personal auto insurance.

Post-Accident Drug and Alcohol Testing

Alcohol and controlled substance tests shall be conducted after any accident involving any safety-sensitive function. Such tests shall be conducted as soon as is practicable following an accident if the accident involved personal injury, property damage, or a citation for a moving traffic violation. Employees involved in accidents shall make themselves available for testing unless they need immediate medical attention, and shall not use alcohol for eight hours after any accident or until after a post-accident alcohol test, whichever occurs first.

6.5 Vehicle Usage

District vehicles may be used only for the purpose of conducting District business.

The District has an "Anti-Idle" guideline for District-owned vehicles. Your Supervisor can provide you with detailed information. If you drive your personal vehicle for approved business use, you will be paid the current IRS mileage rate. Normal commute miles to and from home are not reimbursed.

Unauthorized use of a District vehicle is prohibited and may result in disciplinary action up to and including termination.

Section 7 – Information Technology

7.1 Electronic Systems

Electronic communications systems are property of the District and intended for business use. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate and does not result in expense or harm to the District. The District prohibits the display, transmittal, or downloading of material that 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. The use of District computers, networks and Internet access is a privilege granted by management and may be revoked at any time for conduct viewed as inappropriate by management and carried out on such systems.

Employees may not solicit, promote, or advertise any outside organization, product or service through the use of District email, except for by subscription and use of the District Staff Marketplace email account.

Internet transactions, email and text messages are not private. The District reserves the right to access, monitor, or audit computer files, use of software, Internet usage, e-mail and voice mail, and organization issued cell phones at any time with or without notice to the employee. All files stored on a District owned device or a personal device used for District business are subject to review and inspection at any time, with or without notice to the employee. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work or on District equipment. Additionally, correspondence in the form of email, work product, or other documents created in the course of your employment with the District may be a public record under the Colorado Open Records Act (CORA) and may be subject to public inspection.

7.2 General Computing Policy

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.

Use of District computers, networks and Internet access is a privilege and may be revoked at any time for inappropriate conduct carried out on such systems, including but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email (spam) that is unrelated to legitimate District purposes
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms.
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or approved authorization.
- Making unauthorized copies of District files or other District data.
- Destroying, deleting, erasing, or concealing District files or other District data, or otherwise making such files or data unavailable or inaccessible to the District or to other authorized users of District systems.
- Misrepresenting oneself or the District.
- Engaging in unlawful or malicious activities.
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designated to disrupt, disable, impair or otherwise harm District networks or systems, or those of any other individual or entity.
- Using abusive, profane, threatening, racist, sexist, or otherwise prohibited language in either public or private messages.
- Sending, willfully receiving, or accessing pornographic materials.
- Becoming involved in partisan politics.
- Causing congestion, disruption, disablement, alteration, or impairment of District networks or systems.

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- Failing to log off, and/or secure, any controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended.
 - Playing recreational games.
 - Defeating or attempting to defeat security restrictions on District systems and applications.
 - Or any other action the District deems to be inappropriate conduct.

7.3 Compliance

The District has procedures for maintaining compliance with all Federal and State laws and merchant agreements. These procedures can be obtained from the Information Technology Director.

If any employee has reason to suspect any of the following, that employee has a duty to report such information to their Supervisor and the Information Technology Director immediately for further investigation:

- That an attempt was made to fraudulently obtain individual account information.
- That an account was opened with a forged, altered or fraudulent form of identification.
- That a security breach has resulted in protected personal information potentially being compromised.
- That law enforcement, a credit reporting agency or a victim of identity theft has notified a staff member of such information being compromised.

If the employee's immediate Supervisor is unavailable or is otherwise involved, the employee has a duty to report such information to the Information Technology Director, Human Resources, and/or the Executive Director for further investigation.

All information regarding access to District computer resources, such as user identifications, access codes and passwords are confidential and disclosing this information to non-District personnel is prohibited without lawful authorization.

It is the responsibility of all District computer users to guard against abuse of the Internet. This includes and is not limited to, changing your password regularly, respecting the privacy of others, respecting the legal protection provided by copyright and licensing of programs, and complying with state and federal laws governing information technology. Sharing your password with any other person, including your Supervisor is strongly discouraged.

Computer equipment should not be removed from District premises without appropriate approval from a Department Director, Administration (for laptop and equipment check-out), the Information Technology Director or the Executive Director. Upon separation all electronic equipment should be returned to the District immediately.

Violating the provisions of this policy will not be tolerated and may result in disciplinary action up to and including termination of employment.

7.4 Smart Phones, Tablets and Mobile Devices

It is the responsibility of users of smart phones or other similar devices to protect any sensitive information that may be stored or accessed via the device. If you use such devices to retrieve information from District resources, such as email servers, you must adhere to the following guidelines:

- The District has a username and password you must use to enter your District email account or SubHub. When email is not in use, you should log off of your email account.

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- You should use the password-locking feature on your phone. Passwords should be changed frequently.
 - If your phone is lost or stolen, you must contact the IT department immediately.
 - You should not store any data on the phone if at all possible.
 - Encryption functions should be enabled on the phones, if the phone has it available.

Devices with cameras should not be used in a way that violates District guidelines such as, but not limited to, EEO, Harassment, Sexual Harassment and/or Confidential Information.

7.5 Telephones and Voicemail

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use break or lunch periods for personal phone calls whenever possible. Your Supervisor will determine whether you can have your cell phone turned on or in your possession while on duty. If you have questions about cell phone use at work, talk to your Supervisor.

The District voice mail system is intended for transmitting business related information. The District reserves the right to access and disclose messages sent over the voice mail systems. Employees must use judgment and discretion in personal use of voicemail and must keep such use to a minimum.

7.6 Personal Devices

With the approval of your immediate Supervisor and the Information Technology Director, personal devices may be authorized for conducting District business. Personal Devices may include but are not limited to employee owned smart phones, tablets or computers. All business uses of a personal device is governed by the policies as set above. Any device that is used for District business may be found to have content that is discoverable under the Colorado Open Records Act (CORA).

Section 8 – Communications

8.1 Communicating with the Media

South Suburban Parks and Recreation seeks to work cooperatively with the media to disseminate information in an accurate, complete and timely manner.

To achieve our goal, the Communications Manager and Marketing Specialist are responsible for the implementation of this policy. When either is unavailable, he or she shall designate an authorized spokesperson. Any media inquiries received by the District will be referred immediately to their department director who, in turn, will immediately forward the contact to the Communications Department for a response.

When contacted by the Communications Department for information needed to respond to a media inquiry, employees should provide them timely, accurate and complete information available for the response. If the Communications Department determines that our goal can best be achieved by having someone with more background or expertise speak for the District on a particular topic, he or she may designate one of the authorized spokespersons to assist with or give a response.

Personal points of view: It is recognized that all employees and board members, have the right to express their personal points of view regarding matters of general public concern. However, personal points of view may conflict with SSPR's official position. Therefore, employees or board members who write letters to the editor may not use official District stationary. If an employee or board member chooses to identify himself or herself as a District employee or as a board member in a letter or email to the editor, he or she must state that the views set forth in the letter do not represent the views of South Suburban but are the employee's or member's personal opinions.

A similar disclaimer must be given if an employee addresses a public meeting, participates in a radio talk show, or is interviewed for radio or television, unless the employee has been designated as a spokesperson for the District.

District-initiated information: Proactive media contact on behalf of the District is processed through the Communications Department—this includes press releases and personal contacts with reporters and editors for coverage. Departments seeking publicity for events or activities, or needing to collaborate with the media to communicate important information to the public, will coordinate with the Communications Department.

Crisis or emergency issues: During a crisis or major emergency (i.e. Flooding, tornado, earthquake, etc.), the procedure for communicating with the media is highlighted in the District's Crisis Response Plan. The plan designates the Communications Manager as the main point of contact for the media.

8.2 Social Media Guidelines

Social media is a diverse range of Internet-based tools that allow users to create and share information and ideas. This policy is intended to minimize the risk of propagation of slanderous or unprofessional content that could impair the public's trust in the District or lead to legal claims. It is not intended to restrict communications protected by state or federal law.

All District accounts on social media sites are considered an extension of District communication networks and are governed by the rules listed in this Employee Handbook.

Departments that use social media are responsible for complying with the applicable Federal and State laws regarding copyright, records retention, Freedom of Information Act, privacy laws and District information security policy. Employees are expected to assume any and all communication using social media will remain in the public domain indefinitely.

All District social media accounts representing an aspect of the District must be approved by the managing Department Director and the Communications Department. For best practices when using a District social media account, refer to the South Suburban Social Media Guidelines Document that can be accessed by contacting the Communications Department.

Definition

Social media includes all means of communicating or posting information or content on the Internet, including forums, blogs, online profiles, wikis, podcasts, pictures, videos, email, instant messaging, as well as any other form of electronic communication.

Using social media at work

Personal use of social media should be done outside of the work day, unless online activity has been assigned to an employee and is related to an employee's scope of duties. Employees are reminded to use discretion when using social media to express ideas related to the District, its personnel, or the employee's position with the District. The District's EEO/Anti-Harassment Policy extends to social media.

Employees are prohibited from doing any of the following on social media:

- Disclosing confidential information regarding the District, or persons relying upon District services (e.g., posting a photo taken in the course of official duties);
- Making defamatory comments about Board members, District employees, citizens using District services, or volunteers; and
- Making comments or discriminatory references about District personnel that would violate District policy if made in the workplace (e.g. comments that violate the anti-harassment policy).

Personal Accounts

While using personal accounts as an employee of the District is permissible, any conduct that adversely affects job performance, performance of fellow employees or otherwise adversely affects board members, patrons, or vendors may result in disciplinary action.

Carefully read these guidelines, the Code of Conduct, and the Anti-Discrimination Policy, and keep in mind our Mission Statement and Guiding Principles to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated by the District.

The line between professional and personal relationships can become blurred; therefore, District employees should exercise discretion when "friending" direct reports or supervisors, and always maintain professionalism when communicating with other employees and patrons via social media.

Employees that work with children under the age of 18 years old are not permitted to post work related items on personal sites; for example staff are not permitted to post photos of children, staff, or work related activities on their personal pages.

Employees may express only their personal opinions. Never represent yourself as a spokesperson for the District.

8.3 Photographs of Employees and Board Members

The District may photograph employees or Board members and use such photographs for District purposes, including on the District website. Any photographs of District employees taken for these purposes are the property of the District. Employees and Board members are not entitled to compensation or further notice regarding the District use of photographs consistent with this policy.

Section 9 – Leaves of Absences

9.1 Vacation Leave

The District provides paid vacation leave to full-time employees. Unless otherwise provided in an employment agreement, vacation leave is earned monthly based upon years of service at the rate defined below, beginning on the first day of the calendar month following an employee's date of hire.

In the event that all vacation leave is not used in the year accrued, the accumulation of vacation leave will be capped at the maximum accrual shown below 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 leave again at the point when vacation leave is taken and thus reduces the accrued vacation balance below the maximum.

Eligible Years of Service	Annual Vacation Leave (Hours/Year)	Monthly Vacation Leave (Hours)	Maximum Accrual of Earned Vacation (Hours)
0-3 years	92.04 hours (11.5 days)	7.67	160 hours (20 days)
4-7 years	132 hours (16.5 days)	11.00	240 hours (30 days)
8-14 years	160.08 hours (20 days)	13.34	280 hours (35 days)
15 + years	176.04 hours (22 days)	14.67	320 hours (40 days)

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

Approval of Vacation Requests

Vacation leave should be requested at least two weeks in advance and must be approved 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 hourly increments. Time away from work using vacation leave will not be counted in the calculation of overtime.

Payment upon Termination

Employees shall receive payment equal to their pay rate at the time of separation for accrued unused vacation hours up to their maximum limit, as per the table above.

9.2 Sick Leave

Full time employees are credited with eight hours of sick leave per month and may accumulate a maximum of 1,000 hours of sick leave. At separation from employment, accumulated but unused sick leave is not paid out and time away from work pursuant to this policy will not be included in the calculation of overtime.

Use of Sick Time

Sick time for full-time employees is to be used only for illness or injury, medical/dental appointments for themselves or immediate family, or if the employee needs to care for an injured or ill 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 before the start of their shift and notify them of the time they will be out of work. Please check with your supervisor regarding specific call in procedures and timing.

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. In the event you are absent for more than three days, a note from a healthcare provider may be required.

Abuse of sick time privileges will not be tolerated. Employees suspected of abusing sick time may be required by their supervisor to provide medical documentation 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 accumulated but unused sick time.

9.3 Personal Leave

All full-time employees are currently given 32 hours of paid personal time per year prorated based on their hire date.

Hired Between	Allotted Hours
January 1 and March 31	32 hours
April 1 and June 30	24 hours
July 1 and September 30	16 hours
October 1 and December 31	8 hours

Approval and Scheduling of Personal Leave

Use of personal leave should be requested in advance and must be approved by the employee's supervisor. Personal leave can be used in hourly increments.

Personal Leave Benefits at Time of Separation

Personal leave is not an earned or accrued benefit. Any unused portion of personal leave cannot be carried over from year to year, nor is it paid at the time of separation.

9.4 Holidays Observed

The District has designated the following seven (7) 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
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday Following Thanksgiving Day
- Christmas Day

Holiday Pay

The District will grant paid holiday time off to full-time employees immediately upon date of hire. Full-time exempt and nonexempt status employees will be paid their regular pay for the actual holiday. Full-

time exempt employees who work on a holiday may designate another day to take in lieu of an additional eight (8) hours of holiday pay with approval from their supervisor. Full-time nonexempt employees required to work on holidays are paid their regular rate, plus the eight (8) hours of holiday 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.

9.5 Family and Medical Leave Act (FMLA)/ Colorado Family Care Act Leave

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. In addition, under the CO Family Care Act, the District provides up to 12 weeks of unpaid leave to eligible employees to care for their partners in a civil union or domestic partnership, who have serious health conditions. Generally, leave under the CO Family Care Act is administered consistent with FMLA regulations. Contact your supervisor or Human Resources Department if you need family care leave.

Eligibility Requirements

To be eligible to take FMLA leave, an employee must have worked for South Suburban for at least 12 months and for 1,250 hours over the previous 12 months. *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 employee's first leave usage, for the following events or circumstances:

1. Incapacity due to pregnancy, prenatal medical care or child birth.
2. To care for the employee's child after birth, or placement for adoption or foster care.
3. To care for the employee's spouse, child, or parent who has a serious health condition (described below).
4. The serious health condition (described below) that makes the employee unable to perform the employee's job.
5. 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 cover 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.
6. 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.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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 five (5) above and up to 26 weeks of FMLA leave during a 12-month period for circumstance six (6) 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 "inlaw") 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.

Procedure to Request FMLA

When the need for the leave is foreseeable, the employee must provide at least 30 days advance notice to the 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 absence 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 South Suburban at the time leave began.

Call-In Procedure

An employee taking FMLA leave must comply with the department's established absent call-in procedures appropriate for the situation. Failure to do so may result in the time not being approved. When calling in absent, 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 absent 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 a 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 the 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. Extended leave may be provided as a reasonable accommodation. Employees needing such an accommodation are instructed to contact Human Resources.

Continuation of Insurance Benefits

Health and dental benefits will continue during FMLA leave provided the employee makes his/her regular, monthly contributions to the plan. Failure to pay premiums may result in lapse of coverage.

Paid versus Unpaid Leave

FMLA does not provide paid leave. Employees eligible for FMLA are required to use all of their applicable time off accruals/paid leave benefits concurrently with FMLA. When the employee's 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, sick, and paid time off will not accrue during unpaid FMLA leave. Holiday pay or employer's jury duty pay 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 Human Resources Department.

9.6 Sick Bank Program

The Sick Bank Program is designed to provide participating employees additional paid leave if an employee suffers a serious or catastrophic illness or injury that requires them to be absent from work for more than 14 consecutive days. When all other accumulated leave options have been exhausted by an employee, the employee can receive a distribution of time from the Sick Bank Program.

To qualify to use the Sick Bank Program, the employee's catastrophic illness or injury must require the services of a health provider. Catastrophic injury or illness is defined as a life-threatening condition or combination of conditions affecting the health of the employee, and includes, but is not limited to, a serious, debilitating illness, impairment, or physical/mental condition that involves treatment in connection with an extended stay in a hospital or residential medical facility. Exclusions include elective surgery and most leave associated with pregnancy unless complications arise resulting in a serious health condition, which may qualify as a catastrophic illness or injury.

Employees may voluntarily elect to participate in the District's Sick Bank Program at the time of hire or during the annual Open Enrollment period. Contributions are confidential, non-refundable, and irrevocable.

Eligibility:

- The employee must be an active full-time employee of the District.
- The employee must be actively contributing to the Sick Bank Program.
- The employee must have a documented, certified medical condition that prevents them from being able to work for longer than 14 consecutive days. HR will provide the required forms to be completed by the employee's physician.
- The employee must be on approved leave related to the medical condition for 14 days or longer of concurrent time off. Sick Bank leave will only be applied to blocks of consecutive work days missed for a particular medical condition and will not be awarded for intermittent situations.
- The employee must have exhausted all of their accrued sick, personal leave, vacation and compensatory time prior to receiving a distribution from the Sick Bank Program.
- Employees are not eligible to use Sick Bank leave if they are receiving workers compensation benefits or been approved for long-term disability payments.

Donating Sick Leave:

- An employee may elect to participate in the Sick Bank Program by donating 1 hour of sick leave each month at their time of hire or during annual Open Enrollment.

Program Benefits:

Employees who participate in the Sick Bank Program may be eligible for up to 480 hours of donated Sick Bank leave per occurrence and may not receive more than 960 hours of donated Sick Bank leave throughout their employment with the District. The amount of time available in a distribution will be based on any factors deemed relevant to the situation by management at the time of the request for a distribution.

The hours withdrawn from the Sick Bank Program will be based on the employee's regular rate of pay. Existing payroll deductions including benefit premiums will continue to occur.

Donated sick leave will only be applied to blocks of consecutive work days missed for a particular medical condition, and will not be awarded for intermittent situations. If approved, donated sick leave will be applied retroactively to the beginning of the unpaid leave period for the medically eligible event. Any balance of days approved but not required for the illness/injury will remain the property of the Sick Bank Program.

Sick Bank hours terminate:

- When the employee separates from the District, or
- Upon the death of the employee, or
- When the health care provider releases the employee to return to work, or
- The maximum sick leave benefit has been exhausted.

9.7 Personal Leaves of Absence

A personal leave of absence may be granted for up to twelve (12) weeks, in a rolling 12-month period for non-medical reasons that require an employee to be absent from work for more than one consecutive workweek. A written request for a personal leave of absence must be submitted to the employee's supervisor, stating the purpose or reason for the leave. Each request 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 duration of the leave with the employee paying the employee portion of any premium.

Upon return from a personal leave of absence, the employee may be reinstated to the same position or a position of like status and pay if such a position is available. An employee may be terminated at the expiration of a personal leave of absence if the same position is not available. Failure to return to work from an approved personal leave may result in termination of employment.

Substitution of Paid Leave

Employees are required to use any accrued vacation, sick, compensatory, and personal leave time during a personal leave of absence, except that sick leave cannot be used for personal leaves of absence. Employees shall be on paid leave while they are using accrued paid leave. After all accrued paid leave is used, personal leave shall be unpaid. Vacation, sick, and personal leave will not accrue during periods of unpaid personal leave. Holidays, bereavement, and jury leave pay are not granted while on unpaid personal leave.

9.8 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. 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.

Additional Time Off

The District understands the deep impact that death can have on an individual or a family. Therefore, additional unpaid time off or use of the employee's accrued paid leave may be granted by the employee's supervisor.

9.9 Jury Leave

Full-time employees summoned to jury duty will receive regular pay for all hours they would have normally been scheduled to work, including holidays observed by the District, up to a maximum of three (3) months.

Part-time employees receive pay for actual scheduled hours they would have worked for the first three (3) days of jury duty. Jury duty beyond three days for part-time employees is without pay from the District.

Employees requesting time off for jury duty must submit a copy of the juror service certificate to your Supervisor, and must turn in all jury pay for days in which the District is compensating them for jury time. If employees are excused from jury duty or court time during regular work hours, they are expected to return to work to complete their scheduled work day.

9.10 Voting Leave

Voting is an important responsibility we all assume as citizens. South Suburban Park and Recreation District encourages you to exercise your voting rights in municipal, state and federal elections. Under most circumstances, it is possible to vote either before or after work, or by mail. However, any employee whose work schedule effectively prevents voting before or after work shall be permitted up to two (2) hours of paid leave for the purpose of voting. The District may specify the hours during which the employee may be absent, but the hours shall be at the beginning or end of the work shift, if the employee so requests. Written requests for time off to vote must be submitted to the employee's Supervisor or Manager at least one day prior to Election Day.

9.11 Domestic Abuse Leave

Any employee who has worked for the District for twelve (12) months or more may take unpaid leave for up to three (3) days in any twelve (12) month period if the employee is a victim of domestic abuse, stalking, sexual assault, or any other crime determined by a court to have an underlying basis in domestic violence, as defined by Colorado law. Such leave may be taken to seek a restraining order, obtain medical care or mental health counseling for the employee or the employee's children, make the home secure, seek new housing, seek legal counsel to address issues arising from domestic violence, or attend or prepare for court-related proceedings. Except in cases of imminent danger to the health or safety of the employee, an employee shall provide the District with ten (10) days advance notice prior to taking Domestic Abuse Leave. All information related to an employee's Domestic Abuse Leave shall be kept confidential by the District.

9.12 Military and Reserve Training Leave

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights. Please contact Human Resources if you have questions or need to request leave under this policy.

Employees who are in the Reserves or National Guard and are called for training will receive a military leave of absence for a period not to exceed 15 workdays each calendar year which will be paid at the employee's regular pay. You are to give your Supervisor as much advance notice as possible, and you must

furnish your Supervisor with a copy of your military orders. Upon your return to work, evidence of satisfactory completion of the training is required.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE DISTRICT'S EMPLOYEE HANDBOOK DATED _____. I UNDERSTAND THAT THE HANDBOOK PROVIDES A SUMMARY OF THE DISTRICT'S GUIDELINES AND ITS EXPECTATIONS REGARDING MY CONDUCT. I UNDERSTAND I AM TO BECOME FAMILIAR WITH ITS CONTENTS.

I UNDERSTAND THAT, EXCEPT AS MAY BE REQUIRED BY STATE LAW, MY EMPLOYMENT WITH THE DISTRICT IS AT-WILL. THIS MEANS THAT NEITHER I NOR THE DISTRICT IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A SPECIFIC PERIOD OF TIME AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY ME OR THE DISTRICT AT ANY TIME, FOR ANY REASON.

THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION.

I UNDERSTAND THAT NO REPRESENTATIVE OF SOUTH SUBURBAN PARK AND RECREATION DISTRICT, OTHER THAN THE BOARD OF DIRECTORS, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND ANY SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT OF THE DISTRICT BOARD OF DIRECTORS AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

FURTHER, I UNDERSTAND THAT THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THE HANDBOOK OR ANY SUPPLEMENT. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE DISTRICT RESERVES THE RIGHT TO REVISE, DELETE, OR ADD TO ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF SOUTH SUBURBAN PARK AND RECREATION DISTRICT. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

Employee Signature: _____ Date: _____

Print name: _____