

# TRAILER ESTATES PARK AND RECREATION DISTRICT

Employee Handbook

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## **WELCOME**

On behalf of Trailer Estates Park and Recreation District (the "District") and our employees, we would like to take this opportunity to welcome you. We are pleased that you have joined us and look forward to working with you.

Our management philosophy is one of respect for the abilities, contributions, and rights of the individual employee. We strive to create an atmosphere that supports a high self-esteem culture, where ideas and opinions are openly expressed.

We hope you will find satisfaction in your work and enjoy being a part of a progressive, team-oriented organization. We're delighted you have joined us!

Sincerely,

Trailer Estates Park and Recreation District

## INTRODUCTION

### PURPOSE

The purpose of this Employee Handbook is to serve as a guide to the employer/employee relationship, to provide information regarding expectations of workplace conduct and benefits. It contains general information and guidelines and is not intended to be comprehensive or to address all possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Board Chairman.

Neither this handbook nor any other District document confers any contractual right, either expressed or implied, to remain in the district's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the District, or you may resign for any reason at any time.

After receiving this Employee Handbook, employees are required to sign an Acknowledgment of Receipt form, found in the back of the Employee Handbook. Signing this document expresses agreement to comply with the guidelines, policies and procedures as outlined. Trailer Estates Park and Recreation District, herein referred to as "Employer" or "Company", may review and change its policies and benefits at any time at its sole discretion.

Any questions about the material contained in the Employee Handbook or about any other aspect of employment, should be directed to the Board Chairman.

## EMPLOYMENT

### AT-WILL NOTICE

Employees are not hired for any definite or specified period of time, rather employees are at-will with the District and their employment can be terminated at any time, with or without cause and with or without prior notice by either party. The at-will employment nature and this policy cannot be changed by any oral modifications, verbal agreements or promises. There is no implied employment contract created by this handbook or any other Company document or written or verbal statement or policy.

### EQUAL OPPORTUNITY EMPLOYMENT

We are an equal employment opportunity employer and do not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, childbirth and related medical conditions, gender identity and sexual orientation), marital status, age, disability (physical/mental), genetic information, covered military or veteran/military status, AIDS/HIV status, sickle cell trait, or any other non-merit based classification protected by federal, state or local law. This protection applies to all management practices and decisions and to all aspects of employment and application for employment with Trailer Estates Park and Recreation District.

### CLASSIFICATIONS

It is the intent of Trailer Estates Park and Recreation District to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Trailer Estates Park and Recreation District.

### FAIR LABOR STANDARDS ACT (FLSA) JOB CLASSIFICATIONS

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

- Nonexempt employees are employees whose work is covered by the FLSA. They are *not* exempt from the law's requirements concerning minimum wage and overtime and are therefore eligible for overtime pay of time and one half, after 40 hours worked in a workweek
- Exempt employees are generally executives or managers or professional, administrative or outside sales staff who are paid on a salary basis, exempt from the minimum wage and overtime provisions of the FLSA, and are therefore not eligible for overtime.

### DISTRICT JOB CLASSIFICATIONS

Trailer Estates Park and Recreation District has established the following categories for both nonexempt and exempt employees:

- Regular full-time employees are hired for full-time employment in an established job, with particularly described duties and skill requirements, and are regularly scheduled to work 40 hours or more per week.
- Regular part-time employees are hired for part-time employment in an established job, with particularly described duties and skill requirements, and are regularly scheduled to work less than the full-time schedule but at least 30 hours each week.

- Variable-Hour Employees are employees whose expected hours are uncertain at the time of hire or whose hours fluctuate above and below 30 hours per week where they cannot be classified as either Full-Time or Part-Time Employee.
- Temporary full-time employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work the district's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- Temporary part-time employees are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and are temporarily scheduled to work less than the district's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

## OPEN DOOR POLICY

It is the intent of the District to provide an available and effective means for you to communicate problems or concerns to the appropriate personnel. The District employs an informal open-door policy which seeks to establish open, honest and responsible communication across the lines of the District in order to adequately address and resolve any and all employment-related problems.

To report discriminatory harassment, please refer to the Harassment section of this Handbook. For all other matters, the following steps will likely bring resolution:

1. Promptly bring any problem or complaint to the attention of your immediate supervisor.
2. If you are unable to obtain satisfaction or do not wish to discuss the situation with your immediate supervisor, you may go to your department head or manager in charge. If you still have concerns, we encourage you to speak with any member of management.

In the event you have a concern, or for personal reasons, cannot follow the steps outlined above, feel free to contact the Board Chairman for guidance.

The establishment and utilization of an Open-Door policy does not alter the mutual at-will employment relationship.

## PERFORMANCE & WAGE REVIEW

Employee performance is reviewed informally on a daily basis. Formal performance appraisals are conducted on an annual basis from November 15<sup>th</sup> to November 15<sup>th</sup> each calendar year and salary adjustments are considered each September for an October 1<sup>st</sup> effective date. The performance appraisal reviews strengths, areas for improvement and job goals for the next review period. Performance evaluation forms will be retained in the employee's personnel file.

Pay increases are based on the employee's overall performance and salary level relative to the employee's position responsibilities, as well as district performance and financials. A performance review does not always result in a wage increase. The effective date of a pay adjustment will be communicated during your review. Pay adjustments may be made at other times of the year as deemed necessary by management.

## INTERNAL TRANSFER/PROMOTIONS

Employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the district may initiate transfers of employees between departments

and facilities to meet specified work requirements and reassignment of work requirements as the District deems necessary. Trailer Estates Park and Recreation District offers employees promotions to higher-level positions when appropriate. In each of these circumstances, the employee's performance record and corrective action history, as well as knowledge, skills and ability, shall be considered.

## WORKING REMOTELY

The District considers remote working to be a viable alternative work arrangement for employees in appropriate situations. Working remotely allows an employee to work at home, on the road, or in a satellite location for all or part of their regular workweek.

All remote working arrangements are made on a case-by-case basis and must be approved in advance, based on the needs of the District. Consideration will be given to operational requirements, the job duties of the employee, the employee's work performance and attendance, and other logistical information. Individuals requesting remote working arrangements must be employed with the District for a minimum of 1 year and have acceptable work performance to be eligible. Any remote working arrangement made may be discontinued at any time at the request of either the remote worker or the District.

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to clocking in and out, working their normal schedule, and maintaining productivity.

The District will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting; nor for repairs or modifications to the home office space. The District will supply the employee with appropriate office supplies necessary for successful completion of job responsibilities. The District will also reimburse the employee for all other business-related expenses such as phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities. Any equipment supplied by the District is to be used for business purposes only and employees are expected to adhere to the District equipment policy.

## PERSONAL RELATIONSHIPS AND EMPLOYMENT OF RELATIVES

Trailer Estates Park and Recreation District wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism as prescribed by Florida statute 112.3135. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Board Chairman of the relationship. At the sole discretion of the District, an employee may be terminated or required to transfer to another position.

Trailer Estates Park and Recreation District reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.



## CORRECTIVE ACTION

Every employee has the duty and responsibility to be aware of and abide by District rules and policies. Employees also have the responsibility to perform their duties to the best of their ability and to the standards as set forth in their job description or as otherwise established.

Disciplinary action may be taken by management in cases of violations of the policies set forth in this manual, or for any instance of conduct deemed inappropriate by management.

Trailer Estates Park and Recreation District supports the use of progressive corrective action to address issues such as poor work performance or misconduct. This policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Trailer Estates Park and Recreation District reserves the right to administer the corrective action process, in any order, depending on the facts of each situation and the nature of the offense.

Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. Outlined below are the levels of progressive corrective action.

- **Verbal warning:** Verbal counseling with the employee and written record of the discussion placed in the employee's file for future reference
- **Written warning:** Written warnings may be used when a verbal warning has not helped change unacceptable behavior or for behavior or violations more serious in nature. Written warnings are placed in an employee's personnel file
- **Termination:** Termination may occur if established corrective action goals are not met, for repeated unacceptable behavior, gross misconduct, or other unacceptable performance or behavior

Trailer Estates Park and Recreation District reserves the right to determine the appropriate level of corrective action for any inappropriate conduct or performance. It is the policy of the District to regard corrective action as an instrument for developing total job performance rather than as punishment. Corrective action is one tool the District may select to enhance job performance. Consistent with the at-will employment relationship between the District and its employees, the District is not required to take any corrective action before making an adverse employment decision, including termination. The District may skip any or all steps, as it deems necessary. Corrective action may be in the form of a written or oral reprimand, notice(s) of inadequate job performance, suspension, demotion, termination or in any combination of the above, if the District so elects. The District reserves its right to administer corrective action at its sole discretion.

Good judgment on your part will make disciplinary action unnecessary. Should you be in doubt, consult this Handbook, the District's policies, or the Board Chairman.

## SEPARATION OF EMPLOYMENT

All employment with the District is on an at-will basis. This means that the employee has not been hired for a specified duration, but that they can terminate their employment with the District or the District can terminate the employment relationship at any time, with or without cause, and with or without prior notice.

Should employees wish to resign, they are required to submit a minimum of two weeks' working notice in writing to their supervisor or manager. An exit interview may be requested. Any District property issued to employees, such as

computer equipment, keys, tools, parking passes or District credit cards must be returned to the District at the time of employment separation. Employees may be responsible for any lost or damaged items.

## **BRIDGE OF SERVICE POLICY**

All employees separating on good terms, according to policy or approved leaves of absence, may be eligible for rehire. If an employee is rehired within 90 days, all applicable employee benefits will be reinstated at the same status as the time of separation. In some cases, benefit waiting periods may apply.

## **COMPENSATION AND WORK HOURS**

### **PAY PERIOD**

The workweek for the District is the seven-day period that starts at 12:01 AM Friday. The designated pay period for all employees is bi-weekly. Paydays are Wednesday. Except as otherwise provided, if any date of pay distribution falls on a weekend or holiday, employees will be paid on the preceding scheduled workday.

Employees may be paid by direct deposit. In the event of a lost or missing payment, the employee should notify the Office Manager as soon as possible.

Employees should carefully review their pay every pay period to ensure that their pay accurately reflects all time actually worked. Any discrepancy should immediately be reported to Office Manager for resolution.

### **PAYROLL DEDUCTIONS**

The District is required by law to make certain deductions from all employees' pay. Such deductions include federal, state, and local taxes and court-ordered wage garnishments. Voluntary deductions, if applicable, might include premiums for benefits, retirement plan contributions, and disability insurance. Any questions concerning pay should be directed to the Office Manager.

### **WORK HOURS AND SCHEDULE**

The district's operational hours may change depending on business requirements. Any changes in these hours will be communicated with as much advance notice as possible by the Manager or Board Chairman. Employees will be given their individual schedules upon hire and at time of any change in position.

All employees are expected to be at their respective work areas during all working hours when scheduled, except for scheduled rest and meal breaks. Employees who need to leave their work area for personal reasons, must inform a co-worker in their immediate work area, or advise the Manager. If the normal duty hours are changed or if the District changes its operating hours, employees will be given as much notice as possible to facilitate any personal planning.

### **TIMEKEEPING**

To ensure that the District has accurate time records and that employees are paid for all hours worked in a timely manner, all non-exempt employees are required to track and record their hours worked.

Non-exempt employees are required to clock in/out for time off and other leave tracking purposes. Employees must record their individual time only. Employees may not ask another employee to clock in/out for them.

Time worked is all the time actually spent on the job performing assigned duties. Therefore, employees must not punch in until ready to start work and may not start work until their scheduled starting time. Employees should clock in no sooner than five (5) minutes before their scheduled shift and clock out no later than five (5) minutes after their scheduled shift. Additionally, employees are required to clock in/out for their designated lunch periods. The length of the lunch period in no event shall be less than 30 minutes in agreement with the employee's manager. Lunch periods are unpaid time when employees are relieved of all duties. Waiver of the lunch period requires prior approval of the employee's manager. Under no circumstance may the waiver of the lunch period result in overtime work.

Nonexempt employees are specifically prohibited from performing any work "off the clock". No one has the authority to allow or ask, directly or indirectly, any nonexempt employee to perform any work for "off the clock". In all cases, all time worked by nonexempt employees MUST be recorded on the time record and will be compensated. There will be no retaliation against any employee for reporting any "off the clock" work or any request for "off the clock" work.

Non-exempt employees are not permitted to work overtime or unscheduled time without prior authorization from their manager. This includes clocking in early, clocking out late, or working through the scheduled lunch period. If approved, work performed off the premises or job site or at home by a nonexempt employee, will be counted as time worked. A nonexempt employee will not be permitted to perform work away from the premises, job site or at home unless approved in advance by their supervisor.

Should an employee miss an entry into the timekeeping system, the employee must notify their manager as soon possible for correction. Any errors or accidental omissions on the timecard requiring correction must be signed and corrected by the Manager. Any employee who alters, tampers with, or falsely records actual time worked, alters another employee's timecard, or violates any timecard procedure may be subject to corrective action, up to and including termination.

Accurate time reporting is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

Exempt employees who have exhausted all available paid time off may be subject to salary deductions of full day increments for time off from scheduled work.

The District is not required to approve advances of sick leave or leave of any type for exempt and part-time employees who have exhausted all available leave.

## OVERTIME

The District complies with all applicable federal and state laws with regard to payment of overtime work. Non-exempt employees are paid overtime at the rate of one and one-half times the regular rate of pay for all hours worked over 40 in a workweek, unless otherwise required by state law. Employees are required to work overtime when assigned. Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. Working unauthorized overtime or the refusal or unavailability to work required overtime is not acceptable, and may be subject to corrective action, up to and including termination.

## **BREAKS**

The standard workweek is 40 hours a week, Monday through Friday, with 30 minutes unpaid for lunch and two fifteen (15) minutes paid breaks, one in the morning and one in the afternoon.

## **BREAKS FOR NURSING MOTHERS**

The District provides a supportive environment for non-exempt employees, who are nursing mothers. These employees shall be provided reasonable break time to express breast milk as needed, for a period of up to one (1) year after the child's birth. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public.

## **EXPENSE AND TRAVEL REIMBURSEMENT**

It is District policy to reimburse employees for ordinary, necessary, and reasonable expenses, such as travel or other business expenses, when directly related to the transaction of District business. Employees are expected to exercise responsible business judgment regarding expenses covered by this policy. Reimbursement for expenses requires the prior approval of management. Employees who utilize personal cars for business travel will be reimbursed at the per mile rate based on the U.S. General Services Administration Guidelines. Personal use of district credit cards is prohibited.

Receipts and other expense documentation are to accompany the form submitted for reimbursement. Expense reimbursement forms and documentation must be submitted no later than 1 day after the expenses occurred to the employee's immediate supervisor for review and approval.

### **Per Diem Meals**

Per Diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler's home or primary worksite.

Per Diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler's home or primary worksite.

The District Per Diem rates are based on the U.S. General Services Administration Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per Diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated accordingly.

If a free meal is served on the plane, included in a conference registration fee, built into the standard, single hotel room rate or replaced by a legitimate business meal, the Per Diem allowance for that meal may not be claimed.

Receipts are not required for Per Diem allowances. Per Diem allowances are reimbursed after the trip is completed.

## WORKPLACE EXPECTATIONS

### DIVERSITY AND INCLUSION

Trailer Estates Park and Recreation District is committed to fostering, cultivating and preserving a culture of diversity and inclusion.

Our employees are the most valuable asset to our district. The collection of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent our employees invest in their work represents a significant part of not only our culture, but our reputation and district's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status and all other characteristics and protected classes that make our employees unique.

Trailer Estates Park and Recreation District's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations and the ongoing development of a work environment of gender and diversity equity of:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of Trailer Estates Park and Recreation District always have a responsibility to treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site and at all other district-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action, up to and including termination of employment.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the district's diversity policy and initiatives should seek assistance from the Board Chairman.

### HARASSMENT/DISCRIMINATION

Trailer Estates Park and Recreation District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Trailer Estates Park and Recreation District expects that all relationships among persons in/with the district, including customers, vendors/suppliers, etc., will be respectful and free of bias, prejudice and harassment. Trailer Estates Park and Recreation District prohibits any such discrimination or harassment against any protected class, listed in the Equal Opportunity Employment policy). Compliance with this policy is expected in the workplace and in any work-related setting outside the workplace.

Trailer Estates Park and Recreation District encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Trailer Estates Park and Recreation District to promptly and thoroughly investigate

such reports. Trailer Estates Park and Recreation District prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

For the purposes of this policy, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may involve individuals of the same or different gender and may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of the employee's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct may include epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on district time or using district equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals who believe they have been the victims of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with the Board Chairman, or any member of management. When possible, Trailer Estates Park and Recreation District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Trailer Estates Park and Recreation District recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Trailer Estates Park and Recreation District encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although there is no fixed reporting period, early reporting and intervention is the most effective method of resolving actual or perceived incidents of harassment. Any reported allegations of harassment, discrimination or retaliation will be investigated within 10 days of report submission. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation and appropriate corrective action. It is the obligation of Trailer Estates Park and Recreation District to report any/all instances of harassment involving customers or vendors/suppliers to those organizations.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to corrective action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. False and malicious complaints of harassment, discrimination or retaliation are not allowed and may result in corrective action.

## WORKPLACE BULLYING

Trailer Estates Park and Recreation District defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the district policy which clearly states that all employees will be treated with dignity and respect.

Examples of bullying may include:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or the employee’s family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

The district will not tolerate intentional or unintentional bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

## WORKPLACE VIOLENCE

It is the intent of the District to provide a safe workplace for employees and to provide a comfortable and secure atmosphere for customers and others with whom the District does business. The District has zero tolerance for violent acts or threats of violence. All employees are expected to conduct themselves in a non-threatening, non-abusive manner at all times. Acts of violence or intimidation of others, including direct, conditional, or veiled threat of harm to any employee or District property, will not be tolerated.

Employees within the District share the responsibility in identification and alleviation of threatening or violent behaviors. Any employee who is subjected to or threatened with violence, or who is aware of another individual who has been subjected to or threatened with violence, should immediately report this information to the Board Chairman. Any threat reported will be carefully investigated and the identity of the individual making a report will be protected as much as possible.

The District will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, the District may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation. Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

## SUPERVISORS' RESPONSIBILITIES

All managers are expected to ensure a work environment free from sexual and other harassment. They are responsible for the application and communication of this policy within their work area. Managers should:

- Encourage employees to report any violations of this policy before the harassment becomes severe or pervasive.
- Make sure the Board Chairman is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment is not permitted.

## EMPLOYEE AND CUSTOMER RELATIONS

All employees of the District are charged with the responsibility of providing high quality customer service and maintaining appropriate and professional conduct at all times. This includes interactions with all individuals that employees come in contact with (i.e., the public, customers, suppliers, other employees, etc.). Employees are expected to maintain a professional attitude, and congenial manner and to always treat all individuals with courtesy, dignity and respect. Additionally, teamwork and collaboration are an expectation of all employees.

## ATTENDANCE AND PUNCTUALITY

Employee attendance as scheduled is an expectation of the District. Employees shall be at their workstation ready to begin work at the start of their scheduled work time or resumption of work duties. Unsatisfactory attendance including tardiness and leaving work early without authorization is unacceptable. If an employee is ill, injured, or an emergency arises which prevents them from coming to work, the employee must notify Supervisor before the start of their shift before the start of their scheduled workday. Sending notice by text is not acceptable. If an employee's supervisor, manager or designee is not available, the employee should contact a member of management. If an employee is physically unable to contact the District, they should direct another person to make the contact on their behalf. Leaving a message with a fellow staff employee or on voicemail is not considered proper notification. Notice is required for each day of absence. A note is required from your medical provider in order for you to return to work after 3 consecutive scheduled workdays of absence.

Management reserves the right to require proof of illness, injury or accident, including a doctor's statement or notice for any temporary disability, unless otherwise prohibited by law. Repeated absences, excessive absences (excused or unexcused) or a pattern of absences are unacceptable. If an employee is absent for 2 consecutive scheduled workdays and has not provided proper notification, the District will assume that the employee has abandoned their position and will be treated as having voluntarily terminated employment with the District unless otherwise prohibited by law.

## PROFESSIONAL APPEARANCE & HYGIENE

It is important for all employees to project a professional image while at work by being appropriately attired. Trailer Estates Park and Recreation District employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with District standards and must be appropriate to the type of work being performed.

All employees are expected to maintain clean and appropriate oral and bodily hygiene. Hair (including facial hair) should be clean and neat. Accessories should be moderate and should not interfere with an employee's work. The excessive use of perfume or cologne is unacceptable, as are other odors that are disruptive or offensive to others or may exacerbate allergies.



The District wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following are generally not acceptable:

- Flip flops or shoes that present a safety hazard given the work area
- Spandex, sweats, or work out attire
- Pants, shorts, or skirts worn below the waistline
- Sexually provocative clothing or exposed undergarments
- Clothing with offensive slogans or pictures, including drug/alcohol related material
- Clothing showing excessive wear and tear
- Any clothing or accessories that would present a safety hazard
- Tattoos that are not appropriate in content

Trailer Estates Park and Recreation District is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or may be sent home, without pay, to change clothes. Continued disregard of this policy may be cause for corrective action, which may result in termination.

Any question about this policy should be directed to your supervisor.

## CONFLICT OF INTEREST AND ETHICAL STANDARDS

The successful business operation and reputation of Trailer Estates Park and Recreation District is built upon the principals of fair dealings and ethical conduct of the employees. Trailer Estates Park and Recreation District's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. This includes the use of an employee's position with the District for personal profit, advantage, or entering into transactions or relationships where it may appear that an employee has a conflict of interest, are improperly benefiting from an affiliation with the District, or are violating laws governing fiduciary relationships.

Employees are prohibited from either directly or indirectly accepting, receiving, asking for, demanding, or soliciting anything of value for themselves or for any other person or entity, or in connection with any transaction or business of the District. District property, information or business opportunities may not be used for personal gain nor conflict with individual status as a District employee. Good judgment should supplement these provisions to avoid even the appearance of impropriety.

The District is judged by the collective and individual performance of its employees and has a particular interest in preserving its reputation and the reputation of its employees for the utmost honesty and integrity. Thus, the District holds itself and its employees to the highest standards of lawful and ethical conduct. Before engaging in any activity, transaction or relationship that might present a conflict of interest or ethics, employees should seek review from their manager or the Chairman, Board of Trustees.

## OUTSIDE EMPLOYMENT

Trailer Estates Park and Recreation District recognizes that some employees may need or want to hold additional jobs outside their employment with the district. Employees of Trailer Estates Park and Recreation District are

permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns or the district's interests such as:

- Working hours that conflict with current schedule/job requirements
- Any outside work activity adversely affecting job performance

In addition, employees are prohibited from performing any services for residents of Trailer Estates Park and Recreation District that are normally performed by Trailer Estates Park and Recreation District. Employees are not authorized to use district equipment, tools or other district property for work performed outside of work performed for Trailer Estates Park and Recreation District.

## SOCIAL MEDIA

Employees should not speak to the media on the District's behalf without contacting the Board Chairman. All media inquiries should be directed to the Board Chairman. Employees must refrain from using social media while on work time or on District equipment, unless it is work-related as authorized by a manager and consistent with the Electronic Communication, Phone and Internet Use policy. Employees may not use District email addresses to register on social networks, blogs, or other online tools utilized for personal use.

The District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Employees with questions or in need of further guidance should contact the Board Chairman

## SOLICITATION

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged or should be engaged in performing his/her work tasks for the District. Solicitation of any kind by non-employees on the District premises is prohibited at all times.

## DISTRICT EQUIPMENT

Upon employment and thereafter, employees may be issued supplies or other District equipment. This equipment is essential in accomplishing job duties and may be expensive and/or difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Employees are expected to use and maintain supplies and equipment in a conservative manner, are responsible for the general condition of District equipment and issued supplies and should notify the Manager when any equipment is broken, damaged, 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 others. The unauthorized, excessive, improper, careless, destructive, or unsafe use or operation of District equipment may result in corrective action, up to and including termination of employment. All issued district equipment is to be returned upon separation of employment.

## ELECTRONIC COMMUNICATION, PHONE, AND INTERNET USE

The following guidelines have been established for using various electronic communications, such as the Internet, personal cell phones/district-provided phones, e-mail etc., for business purposes in an appropriate, ethical and professional manner:

- District phones are for business calls for District business. All employees are required to be professional and conscientious at all times when using District phones and when using personal cell phones for District business.
- Personal cellphones used for District business may become a public records concern.
- Use of District phones for non-work purposes should be held to a reasonable limit, as determined by management. Employees should use non-work time, such as rest or lunch breaks, for personal phone use.
- Internet, district-provided equipment (e.g., cell phone, laptops, computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are not allowed: using abusive or profane language; creating, viewing or displaying materials that might adversely or negatively reflect upon Trailer Estates Park and Recreation District or be contrary to Trailer Estates Park and Recreation District's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and district-provided equipment such as cell phones and laptops. These same expectations apply to the use of personal cell phones, while being used for business purposes.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees may not use the system in a way that disrupts its use by others.
- Employees may not send or receive large files that could be saved/transferred via thumb drives. Thumb Drives are considered district property and must be treated in the same manner as all confidential and proprietary documentation, including but not limited to approval to use and password protection of all documents.
- Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the district.
- Downloading or disseminating of copyrighted material may be an infringement of copyright law. Permission to copy the material must be explicitly obtained from the publisher.

## SECURITY AND RIGHT TO MONITOR

Security procedures in the form of unique user sign-on identification and passwords have been provided to control system access for the purpose of safeguarding information. Attempts should not be made to bypass, or render ineffective, security facilities provided by the District, including access to document libraries of other users. Passwords should not be shared between users and should be securely stored. Individual users should never make changes, modifications or additions to the standard District software programs and/or configuration, nor the hardware configuration of computer equipment. This practice risks the introduction of a computer virus into the system. Requests for such changes should be directed to computer support or the Board Chairman for approval and to ensure such action does not present a security risk.

No individual should have any expectation of privacy for messages or other data recorded in District systems. This includes documents or messages marked "private," which may be inaccessible to most users but remain available to the District. Trailer Estates Park and Recreation District has the mandatory public records obligation. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system. All district-supplied technology and district-related work records belong to the district and not to the employee. Email and other data are not considered to be private or confidential. Trailer Estates Park and Recreation District routinely monitors use of district-supplied technology and reserves the right to examine and regulate email messages, directories and files, as well as internet usage. Inappropriate or illegal use or communications may be subject to corrective action up to and including termination of employment.

## PERSONAL CELL PHONE USE

For both productivity and safety reasons, personal cellular phones and other mobile devices may only be used during lunch and break time. Unauthorized personal use of mobile devices, whether District-issued or your personal cellular phone or other mobile device, during work time is prohibited. This applies to incoming and outgoing calls, texting and social media activity. Employees are expected to provide the district's main number to those needing an emergency contact number.

Except in the case of an emergency, we expect employees to use non-work time, rather than paid work time, to conduct any personal phone calls and/or text messaging. (For employees with district-issued phones or who are authorized to use their personal cell phone for work purposes, please see "District Equipment" section for usage and security expectations.)

## PERSONAL PROPERTY

The District is not liable for lost, misplaced, or stolen personal property, nor damage to such. Employees should take all precautions necessary to safeguard their personal possessions. Personal items must be professionally appropriate and shall not violate expectations communicated through any other District policies.

## PERSONNEL FILES

To the extent required by state law, the District will maintain a personnel file for each employee. Personnel files are confidential and maintained by Trailer Estates Park and Recreation District Office. Trailer Estates Park and Recreation District Office strives to maintain accurate and complete personnel records. Employees must promptly notify Trailer Estates Park and Recreation District Office of any changes to their personal information, such as changes in home address, home telephone number, legal name, marital status, number of dependents, named beneficiaries, and so on.

## BREAKROOM/WORK AREAS

The District provides break areas and work areas for its employees. We expect each employee to clean-up after him/herself as a matter of courtesy to all. Food and drinks should be consumed in the break area, rather than in work areas. Employees are also expected to monitor their refrigerated items and to discard spoiled foods as necessary. Each employee should do their part in ensuring the breakroom and building is clean and orderly and that it presents a positive image to employees, customers, and visitors.

## **WORKPLACE HEALTH & SAFETY**

### **EMPLOYEE SAFETY**

Employee safety is a top priority for Trailer Estates Park and Recreation District. To help ensure a safe work environment, it is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards.

Although most safety regulations are consistent throughout the organization, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for their working area.

Should an incident occur, it is the responsibility of the employee to complete appropriate documentation. An accident investigation and incident report will be performed by the employee's immediate supervisor. Failure to report a personal or witnessed incident, may result in corrective action. Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow district safety and health guidelines or engaging in conduct that places the employee, client or district property at risk may lead to employee disciplinary action and/or termination. The District will not retaliate against employees solely for reporting accidents or injuries.

### **LEAVE OF ABSENCE**

Employees do not have job protection if they take a leave of absence due only to their fear of the epidemic infection. Our district's other paid leave policies may be applied in these cases up to the duration of allowed time but will be dependent upon business needs. Any employee requesting time off because of a fear of the disease should use any accrued vacation time as per our district policy. Otherwise, the time off will be unpaid time off. Trailer Estates Park and Recreation District will adhere to any federal, state, or local laws involving a local epidemic/pandemic.

### **EXPOSURE TO ILLNESS IN THE WORKPLACE**

Employees should not come to work if they have been diagnosed with or are showing symptoms of a contagious disease, so as not to infect others in the office. The employee's supervisor and Board Chairman should be notified immediately if an employee has been diagnosed with a contagious disease. Please review the District's Remote Work policy in the Employee Handbook.

In some instances, employees will be required to provide a medical certification from their physician in order to return to work. During a domestic epidemic or pandemic, they may be able to carefully follow the guidelines of the District or the CDC.

### **VEHICLE SAFETY**

Employees who use District vehicles as part of their job are expected to use and maintain them in a conservative manner. In addition, employees, whether operating district or personal vehicles for business purposes, are expected to exercise care, and follow all applicable laws and safety standards, such as wearing safety belts and pulling over when using cellular telephones or other mobile devices. Use of a mobile device while driving is not required by the District. Safety must come before all other concerns.

This also includes no consumption of alcoholic beverages immediately prior to or during use and no smoking during use of district vehicles. Employees should notify the Manager in the event a vehicle is damaged or in need of repair.

In addition, all employees who drive for work purposes are required to have and maintain a valid driver's license, insurance (for personal vehicles) and may be required to show proof of such.

Personal use of District vehicles is prohibited without prior authorization from the Manager. If approved, employees are held to the same standards during personal use as with business use. Careless operation of District vehicles, as well as excessive or avoidable traffic and parking violations while operating or in possession of a District vehicle, may result in corrective action, up to and including termination of employment and sole responsibility for all liabilities that result from such actions. Employees involved in accidents with district vehicles must promptly report any accidents to local law enforcement as well as to the District.

### **INCLEMENT WEATHER/EMERGENCY CLOSING**

At the discretion of the District, in the event of inclement weather or other emergencies, if the situation warrants or requires it, a work facility may be closed. When operations are officially closed due to weather/emergency conditions, time off from scheduled work will be unpaid for nonexempt employees. However, with Manager approval, employees may use available paid time off for their scheduled work hours. When a weather/emergency closing has not been determined and an employee chooses not to report to work, or to arrive late or leave early, the employee may be required to use paid time off for their scheduled work hours. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. Nonexempt employees must report to duty if required by the Board Chairman.

## **DRUG AND ALCOHOL-FREE WORKPLACE**

To provide employees a safe, healthy and productive workplace, the District's policy prohibits employees from the use, sale, possession, or being under the influence of illegal drugs, including marijuana, or inappropriate or excessive use of alcohol while conducting business for the District, whether or not consumed during working hours or whether or not consumed on the District's premises. Furthermore, the use of prescription drugs and/or over-the-counter drugs may also affect an employee's job performance and ability to make sound business decisions. Driving a vehicle on District time while under the influence is strictly prohibited.

In addition, the use or possession of these substances constitutes a potential danger to the welfare and safety of other employees and exposes the District to risks of property loss, damage, or injury to other people. The District reserves the right, in certain circumstances, to test for the presence of illegal or controlled substances when reasonable suspicion exists.

## **WORK RULES**

The District strictly prohibits the use, sale, solicitation, purchase, possession or transfer of alcohol or unlawful drugs as classified under local, state, or federal laws on any of the District's premises, work sites, and parking lots, wherever located. The District also strictly prohibits any employee under the influence of drugs (unless medically prescribed) or alcohol from reporting to work, wherever such work is being performed, including off the District's property. This prohibition includes the operation of any District vehicle while used in furtherance of the District work at any time.

It is a violation of the District's policy to engage in (1) any use, sale, solicitation, purchase, possession, or transfer of drugs or alcohol, in any amount, while on the District premises, work sites, or parking lots, in the District's vehicles or other property, or performing the District business anywhere; (2) any improper or unauthorized use, sale, solicitation, purchase, possession or transfer of any over-the-counter or prescription drug while on the District premises, work sites, or parking lots, in the District vehicles or other property, or while performing the District business anywhere; and (3) any use, sale, solicitation, purchase, possession or transfer of drugs or alcohol in any manner which is detrimental to the interests of the District.

Except as otherwise noted, this policy applies to all the District property and premises, including private vehicles or other property on the District premises or work sites operated or used by the District.

It is the collective responsibility of the entire district to maintain a drug free working environment. If, at any time you have concerns regarding an employee under the influence of drugs or alcohol while on duty it is expected that you report this to management.

## ALCOHOL AND DRUG TESTING

### TESTING BASED ON REASONABLE SUSPICION

Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs or alcohol, or both. Employees who take over-the-counter medication or other lawful medication that can be legally prescribed under both federal and state law to treat a disability should inform the Board Chairman if they believe the medication will impair their job performance, safety or the safety of others or if they believe they need a reasonable accommodation before reporting to work while under the influence of that medication.

### PERIODIC/RANDOM TESTING

Employees in safety or security-sensitive positions are subject to drug and alcohol testing on a random or annual basis.

### POST-INCIDENT TESTING

Employees involved in any work-related accident or incident involving the violation of any safety or security procedures may be required to submit to drug and alcohol testing if there is a reasonable possibility that drug or alcohol impairment by the reporting employee was a contributing factor to the reported injury or property damage.

### TESTING PROCEDURES

All drug and alcohol testing under this policy will be conducted in accordance with applicable state law. The District will pay for the full cost of the initial screening test and the confirmatory test. Employees will be compensated at their regular rate of pay for time spent submitting to a drug and alcohol test required by the District.

### CONFIDENTIALITY

All records relating to an employee's or applicant's drug and alcohol test results will be kept separately from the individual's personnel file.

### CONSEQUENCES OF A POSITIVE TEST

Employees who test positive will be subject to discipline. Job applicants who test positive will have their conditional job offers withdrawn.

### CONSEQUENCES FOR REFUSING TO SUBMIT TO TESTING OR FAILING TO COMPLETE THE TEST

Employees who refuse to submit to testing as required by the District or who fail to complete the test will be subject to discipline. Job applicants who refuse to submit to drug and alcohol testing will be deemed to have withdrawn themselves from the application process and will no longer be considered for employment.



## BENEFITS

Employees may be eligible for certain Districts benefits in effect from time to time, in accordance with and subject to the eligibility and other provisions of such plans and programs.

The operation of benefit plans, including events making you eligible or ineligible for benefits, the amount of benefits to which you (or your beneficiaries) may be entitled, and actions you (or your beneficiaries) must take to request and support a claim for benefits will be governed solely by the terms of the official Plan document. To the extent that any of the information contained in this employee handbook, a summary plan description ("SPD"), or any information you receive orally is inconsistent with the official Plan document, the provisions set forth in the Plan document will govern in all cases. If you wish to review the Plan document, please refer to the section of the SPD for this benefit plan entitled "YOUR RIGHTS," which discusses your ability to review the Plan document.

Trailer Estates Park and Recreation District reserves the right, in its sole discretion, to prospectively modify or terminate any of its benefits plans or programs at any time and for any reason, to the extent permitted by applicable law.

## HOLIDAYS

The District observes the following Holidays for Full-time and Part-time personnel as follows:

- New Year's Day
- Memorial Day
- Labor Day
- Independence Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Day
- Floating Holiday

All holiday benefits are paid at the regular rate. In order to be considered eligible for holiday pay, employees must work their last regularly scheduled day before the holiday, and the first regularly scheduled day after it. An exception may be considered for an illness that is verifiable by senior management.

An employee who is not actively working for any reason (such as layoff or disability or any other leave recognized under federal, state, or local law or this Handbook) when a holiday occurs and who is on unpaid leave, shall not be entitled to holiday pay.

If a holiday falls on a Sunday, the Monday following shall be observed as a holiday. If a holiday falls on a Saturday, the holidays will be observed on the preceding Friday.

## VACATION

Full-time employees earn vacation on employee's anniversary date each calendar year according to the following table:

<b>Years of Service</b>	<b>Days of Vacation</b>
1+	5
3+	10
5+	15
10+	20

Part-time employees earn vacation on employee's anniversary date each calendar year according to the following table:

Years of Service	Days of Vacation
2+	5
4+	10

Vacation must be approved in advance.

No more than two (2) weeks of vacation will be taken at one time unless approved by the board of trustees. The Supervisor through the Maintenance Trustee or designee will coordinate scheduling of vacations and seniority will be given priority when conflicts arise, except for last minute changes.

Vacation and holiday time may not be carried over from year to year. Any unused vacation at the end of the year will be forfeited. The board reserves the right to waive this under exceptional circumstance.

On separation of employment for any reason, employees will be paid for any earned but unused vacation at the employee's final rate of pay.

## SICK TIME

After the first 30 days of employment, full time and part time employees will be granted one (1) day of sick time per month from first date of employment. A maximum of twenty-four (24) days of sick time may be accumulated. If all sick time is exhausted, employee is required to use all available vacation time. If no vacation time is available, employee will be required to take unpaid time off. The Board may request verification of any illness over three (3) days duration. No overtime will be paid for sick time.

In case of accidents a doctor's approval for return to work may be required.

Sick time can be taken only for personal illness, injury, or exposure to a contagious disease, which could endanger other employees or illness or injury to a member of the employee's immediate family. Immediate family is spouse and these blood relatives: Son, Daughter, Mother, Father, Brother, or Sister.

The employee is responsible for prompt notification of his/her supervisor when sick time is necessary. After 24 work hours of sick time credits, the Board of Trustees may require medical certification of the employee's injury/illness before authorizing additional sick leave credits.

Sick time may not be used prior to completion of the initial probationary period. If an employee is found to be abusing sick time privileges, disciplinary action may be taken.

On separation of employment for any reason, employees will be paid for any earned but unused sick leave at the employee's final rate of pay.

## PERSONAL TIME

After six (6) months of continuous employment, full time employees will be granted two (2) days per year of personal time from first date of employment and cannot be accumulated. Personal time must be approved in advance and shall not be accumulated year to year.

## COMP TIME

Non-Exempt employees that perform occasional or irregular overtime work may be granted up to 40 hours of comp time at a rate of 1.5 hours for each overtime hour worked.

Any comp time must be used within 30 days of receipt. An employee who fails to take earned compensatory time off within the 30-day window will forfeit the unused comp time.

## **INSURANCE COMPENSATION**

### **WORKER'S COMPENSATION**

Employees are covered by worker's compensation insurance in accordance with state law. Trailer Estates Park and Recreation District carries this insurance on all employees to provide benefits for time lost from work and the cost of medical expenses due to disabling job-related injuries and illnesses as defined by the law. This protection starts on the first day of work. To safeguard employee benefits under the law, it is important that employees report any accident or injury (no matter how minor) to your manager as soon as possible after it happens. Failure to report claims in a timely manner may result in loss of benefit. False claims may result in disciplinary action, up to and including termination. For employee protection, after the claim has been reported, the manager will work with the employee to ensure that all necessary paperwork is completed in accordance with the law.

Trailer Estates Park and Recreation District and its insurance carrier shall not be responsible for the payment of worker's compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

### **UNEMPLOYMENT COMPENSATION**

Benefits under this insurance law are available to those who meet the requirements if they become unemployed. Eligibility for receiving benefits is determined by state compensation laws.

## **LEAVES OF ABSENCE**

### **BEREAVEMENT LEAVE**

Full-time and Part-time employees are eligible for 3 days of bereavement leave to attend funeral services for the death of an immediate family member.

For purposes of this policy, a family member includes spouse, son, daughter, mother, father, brother, sister, mother-in-law, or father-in-law.

The eligibility for bereavement leave will not commence until the next regularly scheduled workday which is lost. All time off in connection with bereavement leave should be scheduled with your supervisor.

Additional days may be granted if enough accrued time off is available for use. Additional unpaid time off may be granted at the discretion of the District on a case-by-case basis based, among other things, on business needs.

### **MILITARY LEAVE OF ABSENCE**

Trailer Estates Park and Recreation District is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the district's policy to honor employee obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or District policy.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services as required by applicable law.

## ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the Employee Handbook and understand that it is my obligation to read and comply with its contents.

The employee handbook describes an overview of important information about Trailer Estates Park and Recreation District, and its policies. I understand that I should consult with the Board Chairman regarding any questions. I have entered into my employment relationship with Trailer Estates Park and Recreation District voluntarily and acknowledge that there is no specified length of employment.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Trailer Estates Park and Recreation District, and the district reserves the right to change my hours, wages and working conditions at any time. I understand that revised information may supersede, modify, or eliminate existing policies.

I realize that nothing in this handbook is intended to infringe upon my rights under Section 7 of the National Labor Relations Act (NLRA) or on any other federal, state, or local employment acts.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Trailer Estates Park and Recreation District is employment at-will, which may be terminated at the will of either Trailer Estates Park and Recreation District or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date