

# **HUMAN RESOURCE POLICY & PROCEDURES MANUAL**



**PARK DISTRICT  
OF THE  
CITY OF LINCOLN ND**

**BOARD APPROVAL 4/16/2019**

## **LINCOLN PARK DISTRICT VISION STATEMENT**

Lincoln's parks and trails system provides a safe and welcoming environment

for all residents and visitors

to recreate, relax, socialize, and engage with the outdoors.

## **DISCLAIMER**

Neither this Manual nor any of the policies herein constitute a contract of employment, expressed or implied, with Lincoln Park District (Parks).

It should be noted that this Manual is not all-inclusive and is only a set of guidelines.

## **PREFACE**

The purpose of this Manual is to provide each employee with information about the Park's policies. The policies in this Manual are not conditions of employment nor do they represent any contract between the employee and the park. Lincoln Board of Park Commissioners (Board) reserves the exclusive right to change any or all policies contained in this Manual, at any time and without notice.

Employees should be aware that this Manual is not intended to create any employment contract with them which promises that they will be employed for any set period of time. In particular, the provisions in this Manual are not intended to create any promise for lifetime employment or any guarantee that employees will be discharged only for "cause".

Lincoln Park District is an at-will employer. This means that either the employee or a majority vote of Board is free to terminate the employment relationship at any time, for any reason, with or without notice.

## **CHANGES, CORRECTIONS AND UPDATES**

As the Parks needs change and expand, necessary changes, corrections and updates will be reviewed and approved for implementation. This policy will be reviewed annually.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Lincoln Park District is an Equal Opportunity Employer and will not discriminate in its hiring practices because of race, color, creed, sex (gender), religion, nationality, age, marital status, physical or mental handicap, sexual orientation, gender identity, arrest or conviction record, status with regard to public assistance, membership in the National Guard, the state defense force or any other reserve component of the military forces of the United States or the state of North Dakota.

These same principles require our employees to abide by applicable federal and state non-discrimination laws in their dealings with customers, visitors, vendors, and suppliers. This includes providing appropriate accommodations to individuals with disabilities in order to permit them comparable access to our services and facilities as provided to non-disabled individuals. Employees who receive requests for such accommodations should relay the request to the Board.

## **EMPLOYMENT OF FAMILY MEMBERS**

It is the policy of the Park to be an equal opportunity employer and to hire individuals solely upon the basis of their qualifications and ability to do the job. Therefore, a member of an employee's immediate family will be considered for employment by the Park, if the applicant possesses all qualifications for employment.

## **RE-HIRE OF FORMER EMPLOYEES**

Former employees of the Park who terminate employment in good standing will be considered for re-hire. Any decision to re-hire is at the sole discretion of the Board.

## **REFERENCE AND BACKGROUND CHECKS**

The Park reserves the right to check or verify an employee's previous employment, background check, academic records, and citizenship.

## **REPRIMANDS FOR VIOLATION OF POLICIES OR FOR PERFORMANCE BY AN EMPLOYEE**

If a reprimand of an employee becomes necessary, the Board will have a conference with the employee, making a written report of the conference and the matters discussed, including any warnings, or appropriate discipline. A written memorandum will be discussed with the employee and the employee will be given a copy. The memorandum will be dated and signed by all present. A copy will be placed in the employee's personnel file. During this time, the performance of an employee must improve.

## **GRIEVANCE PROCEDURE**

Grievances are a cause for concern and should be resolved in a speedy manner. If an employee has a grievance or complaint, he should discuss the matter frankly with his Supervisor or with the Board.

## **KEYS**

Park keys held by any Park employee are not transferable and the loss of any Park keys must be reported to the Board. If lost keys are not found within twenty-four hours the employee will be responsible for the cost incurred by the lock change.

## **TERMINATION OF EMPLOYMENT**

Upon termination of employment, keys *MUST* be turned in to their supervisor. All employees are responsible for all property, materials or written information issued to them or in their possession or control. All Park property must be returned on or before an employee's last day of work.

## **CLASSIFICATIONS OF EMPLOYMENT**

Full-time Employees: These employees are scheduled to work an average of 40 hours per week and 2,080 hours per year. Currently there are no full-time employees.

Part-time Employee: These employees are scheduled to work an average of 35 hours (or less) per week and 1,820 hours (or less) per year.

## **PERSONNEL RECORDS**

The Park will establish a personnel file for each employee at the beginning of employment. This information will help the administer payroll in an accurate and timely manner.

Any records regarding an employee's health, disabilities, or accommodations will be maintained in a separate file in a secure location.

## **PERSONAL CONDUCT**

The following violations may result in discipline or termination. These violations are not all-inclusive:

1. Neglect of duties
2. Discourtesy or abusive language to customers, visitors, or fellow employees
3. Chronic absenteeism
4. Habitual tardiness
5. Willful failure to follow Park policies
6. Failure to report an on-the-job injury
7. Incompetence (poor quality or inadequate quantity of work)
8. Removing or posting notices without permission
9. Misappropriating or stealing, deliberately abusing or destroying Park property, tools, equipment, or material.
10. Violence in the workplace, including threats of violence against another employee and/or a customer.

## **SEXUAL HARASSMENT**

Lincoln Park District wants to create an environment for every employee and every citizen what is free from all forms of sexual harassment. The Park will not tolerate verbal or physical conduct of a sexual nature by any employee. Any individual who is found, after appropriate investigation, to have engaged in sexual harassment of any kind will be subject to appropriate disciplinary action up to and including termination of employment.

## **HARASSMENT AND WORKPLACE VIOLENCE**

Any individual who is found, after appropriate investigation, to have engaged in a violent act or threats of violence against another employee will be subject to appropriate disciplinary action up to and including termination of employment.

## **SERVICES AND EQUIPMENT**

Lincoln Park District will provide staff and equipment necessary for employees to fulfill the responsibilities of their jobs. The services and equipment provided for and used by the Park employees are to be used for legitimate Park business purposes.

## **APPEARANCE AND DRESS CODE**

The appearance of our employees is important in conveying professionalism to the community we serve. Park employees are to wear a Lincoln Park District vest.

## **DRUG AND ALCOHOL USE**

Lincoln Park District is a drug-free, healthful, and safe workplace for its employees. To promote this goal, employees are required to report to work in appropriate mental and physical condition in order to perform duties safely and in a satisfactory manner. No employee may report to work under the influence of alcohol or any illegal drug.

## **COMPENSATION**

Payroll hours will be logged on a 'LINCOLN PARK DISTRICT HOURS LOG' and reported to the Board Treasurer on the 15<sup>th</sup> of each month and the last working day of each month. Payroll will be processed no later than the 20<sup>th</sup> and 5<sup>th</sup> of the following month. Wages are based on qualifications and experience. Direct Deposit is available if desired.

## **ACCIDENTS OR INJURY**

It is the obligation of every employee to be on the alert for unsafe conditions in the workplace and it is *mandatory* that employees report these unsafe conditions to the President of the Board. It is also *mandatory* that all accidents or injuries be reported immediately and an incident report made. If necessary to the situation, employees should be sure to get the name and addresses of any witnesses. In the absence of the President, the Vice President should be notified.

## **BENEFITS AND INSURANCE**

Lincoln Park District currently provides no employee benefits at this time.

## **PROTECTION OF LINCOLN PARK DISTRICT LOGOS, COPYRIGHTS, AND TRADEMARKS**

Respect all copyright and other intellectual property laws. For the employer's protection as well as your own, it is critical that you show proper respect for the laws governing copyright fair use of copyrighted material owned by others, trademarks and other intellectual property, including Park copyrights, trademarks and brands.

Do respect the laws regarding copyrights, trademarks, rights of publicity and other third-party rights. To minimize the risk of a copyright violation, you should provide reference to the source(s) if information you use and accurately cite copyrighted works you identify in your online communications.

## **EXPENSE REIMBURSEMENT**

From time to time it may be necessary for an employee to incur job related expenses. All expenses reimbursement requests must be accompanied by a receipt. In the case of missing receipts, either attach a note or write on the face of the Report the reasons for the missing receipts as well as an adequate description so the item can be expensed in the proper general ledger category.

