

TRI-PAR ESTATES PARK AND RECREATION DISTRICT POLICY AND PROCEDURE MANUAL

ITEM 4.2 PERSONNEL POLICIES

These provisions are not retroactive except in calculating anniversary dates. A copy of these policies shall be given to each employee upon satisfactory completion of probation.

4.2.1 DEFINITION OF EMPLOYEES

4.2.1.1 FULL-TIME HOURLY EMPLOYEES

All employees scheduled to work forty (40) hours per week are considered full time employees.

4.2.1.2 PART-TIME HOURLY EMPLOYEES

All employees hired on an hourly basis for fewer than 40 hours per week will be considered part time hourly employees.

4.2.1.3 NON-HOURLY EMPLOYEES

Persons assigned to a specific task with no definition of hours to accomplish the task are non-hourly employees. Rate of pay will be by mutual agreement, with the legally required deductions for F.I.C.A., and Withholding Tax. An employee doing a non-hourly task will be paid the rate determined for that task and the employee's regular hourly rate will be suspended for this task.

4.2.1.4 PROBATIONARY EMPLOYEES

All new employees shall serve a probationary period of ninety (90) calendar days. At the close of the probationary period they shall be given an evaluation by their supervisor and informed whether they are eligible for regular employment. Probationary employees will be paid an hourly rate as agreed, and are not eligible for holiday or other benefits during the probationary period. Probationary employees completing the probation period satisfactorily and continuing employment will be considered for a raise by the Executive Committee with the approval of the Board of Trustees.

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4.2.2 OFFICE HOURS

The office will be staffed and open to the public as determined by the Park Manager. The schedule may be adjusted from time to time as required for seasonal or other variations of need.

4.2.3 WORK SCHEDULES

Employees working more than six (6) hours per day shall take an unpaid half-hour lunch break approximately the middle of their work day. Employees may also take a 15-minute break during each half of the workday.

4.2.4 WAGE RATES AND RAISES

Increases and wage rates for the following year shall be determined each December by the Executive Committee with the approval of the Board of Trustees. Any bonuses will be determined by the Executive Committee with the approval of the Board of Trustees.

4.2.5 WAGE PAYMENTS

Weekly pay period will be Monday through Sunday. Employees will be paid no later than Thursday for the work performed the previous week, subject to all legal deductions. Each hourly employee shall be responsible to see that their time card is filled out completely and co-signed by the responsible Trustee for the hours actually working during the week. These shall be turned in to the office each Monday.

4.2.6 SATURDAY AND SUNDAY WORK

Routine required Saturday and Sunday work will consist of cleaning the pool and pool area, checking the chemicals, checking paper products in all restrooms and emptying trash cans. The Employee will be paid for the actual time worked at their regular rate. Other emergency or necessary work may be authorized by the Park Manager or the Buildings/Grounds Trustee.

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4.2.7 OVERTIME

Hourly employees will be paid overtime rate of one and one-half (1-1/2) times their regular hourly rate for all hours over forty (40) per workweek. This applies to actual time worked including breaks, but not including lunch break, holiday, sick, or other paid time off. All overtime must be specifically approved by employee's supervisor.

4.2.8 BONDING

All employees who handle money in any way for the District shall be bonded for at least \$10,000.

4.2.9 EMPLOYEE BENEFITS

- a. Full time hourly employees will receive holiday pay, vacation pay, and other paid benefits as listed in this section.
- b. All other employees are not eligible for paid benefits. Lack of paid benefits shall be given due consideration when establishing hourly rates.

4.2.9.1 HOLIDAYS

Holidays for which employees will be paid:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve, half day, only if falls on a regular workday
- Christmas Day

Full time employees will receive 8 hours holiday pay if they have worked the workday preceding and the workday following the holiday. Prearranged vacation the week of the holiday will be considered as working, and a legitimate paid sick day will also be considered as working.

No employee will be paid for holiday if on leave of absence the day holiday is observed.

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When holidays (except Christmas Eve) fall on Saturday or Sunday, the holiday will be observed on Friday or Monday of that weekend. Decision will be made by the Park Manager, and notice posted a minimum of one week in advance.

A full time hourly employee with duties that require working on a holiday will receive pay for hours worked at one and one-half (1-1/2) their normal hourly rate in addition to holiday pay as outlined above. Other employees working on a holiday will receive pay for hours worked at one and one-half (1-1/2) their normal hourly rate. Minimum pay for holiday work will be one hour.

4.2.9.2 VACATION

Vacation for full time hourly employees will be granted and paid on the following basis:

One (1) week of vacation after one (1) full year of continuous service.

Two (2) weeks of vacation after two (2) years of continuous service.

Three (3) weeks of vacation after five (5) years of continuous service.

Vacation time will be paid at the current hourly rate at time of vacation.

Upon request, vacation pay for a full week of vacation will be given to employee the last work day prior to the vacation. Payment will not be given in advance when vacation is taken on a daily basis of less than the full week.

Vacation is earned only on the employee's anniversary date each year, and must be taken within the following twelve (12) months. Vacation time not taken within that period will be lost, as vacation time may not be accumulated from one anniversary date to the next.

Each employee should submit to their supervisor a schedule of dates on which vacation is desired at least thirty (30) days prior to the date on which the vacation is requested. In the event the same time is requested by several employees whose combined absence from work would not be in the best interest of the District, the employee with most seniority will prevail. Requests for vacation not submitted in advance as specified above shall be at honored at the discretion of the employee's supervisor.

In the event of an employee's resignation or dismissal all unused vacation will be forfeited, unless otherwise determined at the discretion of the Executive Committee.

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4.2.9.3 FUNERAL BENEFIT

Full time hourly employees will be paid up to three (3) days for attending and/or making arrangements for the funeral of a spouse, parent, spouse's parent, child, brother, sister, or other person who through circumstances have had a major role in the nurturing and care of the employee or by the employee. The amount of time will be mutually worked out with the Park Manager.

4.2.9.4 SICK BENEFIT

Full time employees are eligible for sick pay for absences due to illness. The sick pay benefit is earned at rate of four (4) hours per month of service. Up to a maximum of thirty (30) days may be accumulated. A doctor's confirmation of illness may be required after five (5) consecutive days of absence. After ten (10) consecutive days of illness, the employee must have a doctor's written permission to return to work. Regular medical appointments are not eligible for sick pay.

4.2.9.5 PERSONAL DAY

After three (3) years of continuous service each full time hourly employee will be granted one (1) paid personal day per year. This day must be used during the year earned. Pay will be at the employee's current rate. This day may be used at any time with the approval of employee's supervisor. The personal day may not be used in connection with a holiday, or taken in partial day installments.

4.2.10 HEALTH INSURANCE

With the availability of individual coverage under the Affordable Care Act, effective January 1, 2015, group health insurance was discontinued. Lack of this benefit shall be given due consideration when establishing hourly rates for full time hourly employees.

4.2.11 TRANSFER FROM PART-TIME TO FULL-TIME

A part-time employee who subsequently becomes a full time hourly employee will begin accumulating service on the date employee becomes full-time, for determining vacation and other full-time benefits.

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4.2.12 JURY DUTY

Full time hourly employees will be paid for working hours spent on jury duty. The employee must present the jury duty attendance sheet and copy of the check received for jury duty. Tri-Par will pay the difference between employee's regular pay and that received for jury duty. Transportation allowance paid by jury duty will not be deducted from the amount paid by Tri-Par.

4.2.13 PHYSICAL EXAMINATIONS/DRUG & ALCOHOL TESTING /BACKGROUND CHECKS

All prospective employees shall have a physical examination by a properly certified medical physician and shall submit to drug testing, blood alcohol testing and a background check prior to employment. Annual physical examinations shall be required of all maintenance personnel as of each anniversary date. All of the above shall be at Tri-Par expense.

Approved 1/3/2017