

PERSONNEL MANUAL



**GRAND FORKS
PARK DISTRICT**



**PARK DISTRICT
OF THE
CITY OF GRAND FORKS**

BOARD APPROVED 1/5/16

GRAND FORKS PARK DISTRICT PERSONNEL POLICIES

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SECTION 1
OVERVIEW

1.1 WELCOME TO THE GRAND FORKS PARK DISTRICT

An interesting and challenging experience awaits you as an employee of the District. This document is a manual that will introduce District employees to the organization and will familiarize you with the guidelines and benefits that affect the employment relationship between you and the District.

The management and employees of the District wish you the best of success in your position and hope that your employment relationship with the District will be a rewarding experience.

A listing of facilities and parks that are currently utilized, maintained and operated by the District is located on the website, www.gfparks.org.

1.2 DISCLAIMER

This manual includes personnel policies and procedures regarding employment with the Grand Forks Park District and is compiled in accordance with official action of the Grand Forks Board of Park Commissioners.

The Grand Forks Board of Park Commissioners may at any time abolish, alter, revise, make additions to, or otherwise amend regulations by a majority vote at any Board meeting which becomes effective immediately upon revision or designated date except as otherwise required by law.

The Executive Director shall be responsible for the appointment and discharge of all employees and for the direction of their activities.

From this point forward, the Grand Forks Park District shall be referred to as the “District” and the Grand Forks Park Board of Commissioners shall be referred to as the “Board”.

This manual is intended solely as a guide. The language used in this manual should not be construed as creating a contract, express or implied, between the District and any of its employees or a guarantee of employment for any specific duration or upon any specific terms.

This manual follows local, state and federal laws at the time of approval of the Board. Current local, state or federal laws supersede this manual if applicable.

The policies and procedures described in this manual are not conditions of employment and do not create a contract between the District and its employees. The District and its employees have an employment relationship which is known as “employment at will.” Specifically, this means that either the District or an individual employee has the right to terminate the employment relationship at any time, for any reason, or for no reason at all, with or without advance notice.

The District reserves the right to amend or terminate any of these provisions, programs and benefits at its discretion.

The District employees and the Board will be able to view the most up to date personnel manual on the District’s website at www.gfparks.org.

1.3 MISSION STATEMENT

Our mission is to provide the best parks, programs, facilities, forestry services and other services possible to promote a healthy and enjoyable lifestyle for all citizens of Grand Forks.

1.4 ORGANIZATIONAL STRUCTURE

CHAIN OF COMMAND-RANK ORDER:

Board of Commissioners
Executive Director
Superintendent
General Manager
Manager
Assistant Foreman/Coordinator/Assistant Manager/Supervisor
Full-Time Employee
Part-Time Employee
Seasonal Employee

The District believes all employees have the right to access all levels of management. The District encourages all employees to discuss work related problems with their immediate supervisor. If you would rather not approach your supervisor, or if the problem is not addressed adequately by a supervisor, employees may approach a Superintendent or the Executive Director.

The District promotes an open door policy. All employee input will be considered and can be presented without fear of personal recrimination of his or her position.

A list of the current Board is located on the website, www.gfparks.org.

All full-time employees have job descriptions, and are expected to perform their jobs according to those job descriptions. Furthermore, all employees are expected to represent the District in an ethical and responsible manner.

SECTION 2
EMPLOYMENT POLICIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

It is the policy of the District to comply with all state and federal equal employment opportunity laws and regulations. Therefore, recruiting, hiring, training, promotion, compensation benefits, employment decisions, and all similar matters will be decided without regard to race, religion, sex, national origin, age, marital status, disability, or public assistance status.

The District does not unlawfully discriminate on the basis of citizenship or national origin but at the same time is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information are encouraged to contact the Payroll/Human Resource Department. Employees may raise questions or complaints without fear of reprisal.

2.2 AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the District, in compliance with the Americans with Disabilities Act and the North Dakota Human Rights Act, to provide equal opportunity in employment for all qualified persons with disabilities.

2.3 POLITICAL ACTIVITY/HATCH ACT

No person employed by the District, shall engage in political activities while on duty. Such conduct is prohibited under federal and state law.

For penalties and more information relating to the violation of the Hatch Act, refer to Section 5 of the (1974) United States Code Chapters 7, 13, 15; (especially Section 5 Chapter 7325 (1979)). Also see N.D.C.C. Sec. 34-11.1-02, Chapter 39-01, and Sec. 44-08-19.

2.4 CHILD LABOR LAWS

State child labor provisions establish a minimum age of 14 to be employed and regulate the employment of teens ages 14 and 15. Persons age 14 and 15 are required to file an Employment and Age Certificate (work permit) with the Department of Labor and their attending school.

Federal child labor laws limit the hours they can work and prohibit certain types of work that the Department of Labor deems to be hazardous.

2.5 HOSTILE WORK ENVIRONMENT

It is the policy of the District to foster an environment of respect for the dignity and worth of all its employees. Because incidents of workplace harassment are demeaning to all persons involved and impair the ability of the District to perform its functions, the District has adopted this policy defining and prohibiting a hostile workplace.

A hostile work environment is a form of harassment. It is demonstrated by such severe and pervasive conduct that permeates the work environment and interferes with an employee's ability to perform his or her job. A hostile work environment is actionable in the EEO process when it is based on allegations of discrimination; e.g., race, color, gender, national origin, religion, age, disability, sexual orientation, or reprisal.

Examples of actions which may result in hostile work environment harassment include, but are not limited to:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which could offend a particular racial or ethnic group
- Comments about an individual's skin color or racial/ethnic characteristics
- Making disparaging remarks about an individual's gender
- Negative comments about an employee's religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an employee's birthplace or ancestry
- Negative comments regarding an employee's age when referring to employees 40 years of age or over
- Derogatory or intimidating references to an employee's mental or physical impairment

A hostile work environment can also exist when an employer acts in a harassing manner designed to cause a significant change in an employee's employment status. Examples include unjustly causing the employee to quit his/her job, an unjust firing, unjust failure to promote, unjust demotion, unjust formal discipline such as suspension, an undesirable unjust reassignment, an unjust significant change in benefits, an unjust negative compensation decision. Only individuals with supervisory or managerial responsibilities can commit this type of harassment.

Another form of workplace harassment is sexual harassment. Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964. Sexually harassing conduct is prohibited in the work place and can be committed by management, coworkers, vendors, visitors, and customers of the District. Sexual harassment is generally divided into two categories:

Quid Pro Quo is defined as a form of sexual harassment when a manager or supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.

Hostile Work Environment is defined as an environment where employees feel unsafe, uncomfortable, or are subjected to unwanted advances or implied or actual threats of a sexual nature. Sexually harassing conduct includes, but is not limited to: derogatory remarks, epithets, offensive jokes, display or circulation of offensive materials.

Any person who has a complaint of workplace harassment against a superior, co-worker, vendor or person we serve should bring the problem to the attention of the District. Complaints may be brought to the employee's Supervisor or up to the next level in the chain of command if the complaint is about the Supervisor.

Complaints will be investigated and handled as confidentially and promptly as possible. The allegations of the complaint and the identity of the persons involved shall remain confidential, in order to conduct a full and impartial investigation, remedy violations, monitor compliance and administer the policy. The District prohibits retaliation against anyone for having raised a harassment complaint or for cooperating with an investigation of a complaint.

2.6 WORKPLACE LACTATION POLICY

Pursuant to the FMLA “PPACA” (Patient Protection and Affordable Care Act), the District’s intent with this policy is to support breastfeeding in the workplace, for one year after a child’s birth, while ensuring the business needs of the District are met.

The scheduling of breaks and work should be flexible to provide time for expression of breast milk. Time provided should run concurrent with break times that are already provided whenever possible. Daily work schedules, including lunch/break times and lengths will be established by the supervisor based on District needs. For time that may be needed beyond the normal scheduled breaks, employees may use vacation time or may make up time as discussed and approved by the supervisor.

The District will provide a room or location, other than a restroom, in close proximity to the work area where the employee can express breast milk. In locations where possible, consideration should be made to provide a convenient and sanitary facility with a water source for washing hands and equipment in a private location with access to a refrigerator designated for breast milk storage.

Employees expressing milk in the workplace are expected to do so in a discrete and professional manner.

2.7 TOBACCO POLICY

The District offers a smoke-free work environment to all employees. Smoking is prohibited while operating any District vehicle or equipment.

No person shall use, chew, smoke, inhale e-cigarettes, or otherwise engage in the usage of tobacco, tobacco products within or on any playground, fitness center, arena, pool, Park District parks, baseball diamonds and outdoor tennis courts. Except for chewing tobacco products at Lincoln Golf Course, King's Walk Golf Course and Ulland Park, all tobacco products and all tobacco usage is banned on all property owned, lease or managed by the Park District.

All additional state and local laws and ordinances will also be followed related to tobacco products.

2.8 ALCOHOL/CONTROLLED SUBSTANCE POLICY

Transfer, sale, receipt, possession or use of alcohol or other drugs, legal or illegal, while on District premises during work hours or meal breaks is prohibited. This includes all forms of alcohol, narcotics, depressants, stimulants, hallucinogens, marijuana and other mood altering substances or substances that could influence job performance. Employees are expected to be in suitable mental and physical condition to be at work and to perform their job. At no time, on or off duty, should an employee operate a District vehicle or equipment while under the influence of alcohol or drugs. Violation of this policy may be grounds for disciplinary action up to and including termination.

Employees charged with criminal offenses involving the possession, use, distribution, manufacture or sale of alcohol and /or controlled substances may be grounds for disciplinary action up to and including termination. Employees shall inform their supervisor of all alcohol and/or drug incidents immediately after becoming aware of the incident.

The District reserves the right to search, as allowable by law, all areas and property in which the District maintains full control or joint control with the employee when a manager or supervisor has a reasonable suspicion that an employee is involved in the possession, use, distribution, manufacture or sale of alcohol and/or controlled substances. The District may also notify the appropriate law enforcement agency that an employee may have illegal controlled substances in his/her possession or in an area not jointly or fully controlled by the District.

DRUG AND ALCOHOL TESTING

Employees who possess a commercial driver's license:

Employees who possess a commercial driver's license for their employment with the District are subject to the Federal Highway Administration and Department of Transportation drug and alcohol testing requirements. Federal regulations mandate urine drug testing and breath alcohol testing for these safety-sensitive positions and prohibit performance of safety-sensitive functions when there is a positive test result. Drug and alcohol testing of these employees will be conducted according to federal regulations.

All other employees:

Reasonable Suspicion Testing

At the discretion of Management, all employees may be subject to a urine and/or breath test when there are reasons to believe that drug or alcohol use is affecting job performance. This test will be performed at a local healthcare facility by a qualified professional.

A confirmed positive test or if employee refuses testing may be grounds for disciplinary action up to and including termination.

2.9 SEATBELT USAGE

All employees who operate District vehicles or are passengers in District vehicles are required to comply with North Dakota seat belt laws. All employees who operate a personal vehicle or a passenger in a personal vehicle, while on District business, are required to comply with North Dakota seat belt laws.

If an employee is ticketed for not wearing a seat belt, said employee will be responsible for the ticket or fine.

If an employee is seen by a supervisor either driving or as a passenger in a District vehicle and not wearing a seat belt, said employee may receive disciplinary action.

2.10 OPEN RECORDS POLICY

It is the policy of the District to maintain records open to the public in accordance with the North Dakota open records law N.D.C.C. Chapter 44-04. The District, upon request for public records shall make such records available to any person, except as otherwise provided by law.

Each employee's individual personnel file is regarded as confidential information, but by state law is open to individuals and the public. This excludes medical and personal information.

2.11 DRESS CODE

Appearance and dress should be in keeping with the job being performed, both for safety reasons and to reflect a positive image for the District. Should an employee arrive for work wearing clothing or accessories that, in the opinion of their supervisor, is inappropriate, they may be required, without pay, to go home and change clothes prior to commencing work.

In those departments where uniforms have been implemented, the wearing of said uniform is mandatory.

Employees are encouraged to wear clothing with the District or facility name and logo.

2.12 TECHNOLOGY AND EQUIPMENT POLICY

LAND LINE PHONES

Employees will conduct themselves in a professional manner at all times during duty hours. District land line phones are for official business and personal calls should be kept to a minimum. Personal use of District phones for long-distance calls by employees are not allowed, except in the case of emergency.

DISTRICT PROVIDED CELL PHONE

In order to provide for the efficient operations of District services, certain employees are designated and provided cell phones. The Manager of each department will approve who receives a cell phone provided by the District. Any unauthorized charges will result in disciplinary action including reimbursement for the charges. No employee shall talk or text on a cell phone while driving a District owned vehicle.

EMPLOYER REIMBURSED PERSONAL CELL PHONE

In order to provide for the efficient operations of District services, certain employees are designated and reimbursed for personal cell phones. The Manager of each department will approve who is reimbursed for a cell phone. No employee shall talk or text on a cell phone while driving a District owned vehicle.

EMAIL

The email system belongs to the District and is subject to open records laws. Employees should use the email system for business purposes only. Personal use of the email system should be kept to a minimum.

Employees should not state in an email anything which they would not write in a memorandum or repeat in an open meeting. Employees should be aware that deleting an email does not necessarily destroy it, but merely marks it to be written over at a later date.

The display or transmission of sexually explicit or pornographic images, messages, or cartoons, or any transmission or use of email communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassing, threatening, or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religion, political beliefs, or any other protected class status, is strictly prohibited. Employees also are prohibited from using the District's email system for other unlawful, unethical, defamatory or tortuous activities.

COMPUTERS

Computers belong to the District and is subject to open records laws. Employees should use District computers for business purposes only. Personal use of District computers should be kept to a minimum.

The creation, display, transmission, receipt or storage of sexually explicit or pornographic messages, images or cartoons, or any documents, programs or files that contain ethnic slurs, racial epithets, or anything that may be construed as harassing, threatening, or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religion, political beliefs, or any other protected class status, is strictly prohibited. Employees also are prohibited from using the District's computer system and/or the internet for any unlawful, unethical, defamatory or tortuous activities.

Employees should not use and/or install their personal computer games, financial software, or other programs on the District's computer system.

INTERNET

Internet history is subject to open records laws. Employees should use the internet on District provided devices for business purposes only. Personal use of the internet on District provided devices should be kept to a minimum.

The creation, display, transmission, receipt or storage of sexually explicit or pornographic messages, images or cartoons, or any documents, programs or files that contain ethnic slurs, racial epithets, or anything that may be construed as harassing, threatening, or disparaging of others based on their race, national origin, sex, sexual orientation, age, disability, religion, political beliefs, or any other protected class status, is strictly prohibited. Employees also are prohibited from using the internet on District provided devices for any unlawful, unethical, defamatory or tortuous activities.

EQUIPMENT

District owned equipment is to be used for District business purposes only. Personal use of equipment is considered an employee benefit and must be approved by Management before being used. Any damage or loss of District equipment is the financial responsibility of the employee.

Employee owned equipment is not allowed to be used for business purposes.

2.13 MEDIA INTERACTIONS

Employees may not speak to the news media on a legal issue as an official or unofficial spokesperson of the District without prior clearance from the Executive Director. All other inquiries from the media should be referred to the Executive Director or appropriate Manager. No other person or employee is authorized to make comments without prior approval.

2.14 OUTSIDE EMPLOYMENT

Employees are permitted to engage in outside employment subject to the following restrictions:

1. Any outside employment is secondary to District employment and will not interfere with proper performance of District employment, except for military service obligations.
2. Employees will not accept pay or compensation from anyone for time during which they are on duty with the District.
3. Employees are prohibited from working on any District project for any contractor or company that has a current contract with the District or for any employer that would constitute a conflict of interest with the District.
4. Employees will not accept outside employment which requires the use of District equipment, facilities, or materials.
5. Employees will not accept or solicit private work at any time during which they are on duty with the District.

2.15 DISCIPLINARY ACTION & SEPARATION OF EMPLOYMENT POLICIES

Any District employee may be subject to disciplinary action (warning or probation) by his or her Supervisor.

Any District employee may be subject to additional disciplinary action (suspension, demotion, or dismissal) by his or her Supervisor with the approval of the Executive Director.

The following are some, but not all, guidelines that may be relied on by the District. The list is not intended to be all-inclusive or to change the status of District employees from employment at will. Employees are not guaranteed that they will receive any warnings or progressive discipline prior to termination for offenses deemed serious by management. The following are activities which may result in disciplinary action:

1. Drinking alcohol or using illegal drugs on the job, or arriving on the job under the influence of alcohol or illegal drugs.
2. Failure to follow orders from one's supervisor or manager.
3. Inability to get along with fellow employees, which hinders work being done.
4. Absence from work without permission or failure to report to the supervisor or manager when one is absent.
5. Habitual absence or tardiness.
6. Failure to perform assigned work in an efficient manner.
7. Waste of District material, property or time.
8. Neglect of duty.
9. Conviction of a felony.
10. Conviction of a felony/misdemeanor involving moral character.
11. Failure to obey the laws of the City of Grand Forks, the State of North Dakota, and the United States.
12. Offensive conduct in public, toward the public, or toward other employees.
13. Incompetence.
14. Careless or negligent use of District equipment.
15. Insubordination.
16. Foul, abusive or offensive language.
17. Threats against persons or property.
18. Sleeping on the job.
19. Negligence.
20. Disruptive behavior.
21. Threat of destruction of District property.
22. Misuse of District electronic devices pertaining to the viewing, distribution, or storing of inappropriate or offensive materials.

DISCIPLINARY ACTION POLICY

This disciplinary action policy is not intended to change the at will nature of the employment relationship.

WARNING, PROBATION, SUSPENSION, DEMOTION AND DISMISSAL

1. Any employee in the District may be warned, put on probation, suspended, demoted or dismissed by his or her supervisor and at the discretion of the Executive Director. No disciplinary action shall be taken by reason of race, color, religion, sex, sexual orientation, national origin, age, status with regard to marriage or public assistance, participation in lawful activity off the employer's premises during nonworking hours, or solely on the basis of handicap or political affiliations or opinions.
2. A written notice of the warning, probation, suspension, demotion or dismissal with details of the infraction will be reviewed with the employee. A copy of such notice of warning, probation, suspension, demotion, or dismissal shall be filed in the employee's personnel file.

PROCEDURE

The following procedure is a guideline to provide the supervisor with a method to handle disciplinary action:

1. For infractions deemed minor by the supervisor, he/she should first discuss the matter with the employee. It is recommended that a written summary of events be placed in the personnel file and copied to the employee.
2. If the conduct warrants the need for disciplinary action, a supervisor may take immediate action subject to review by the supervisors' Manager or the Executive Director.
 - a. The supervisor shall prepare a written report, retain a copy of the document in the personnel file, and forward a copy to the Manager and employee.

PENALTIES

The severity and time period of the penalty shall be determined by his or her supervisor and at the discretion of the Executive Director.

1. **WARNING**
 - a. The employee's action may warrant a verbal or written reprimand.
 - b. This action will be recorded and placed in the employee's personnel file for permanent record.
2. **PROBATION**
 - a. The employee's actions may warrant putting the employee on probation for a period of time determined by his or her supervisor and at the discretion of the Executive Director.
 - b. This action will be recorded and placed in the employee's personnel file for permanent record. The disciplinary probation period begins when the supervisor provides the employee with a written and signed document which identifies the problem(s), indicates the necessary improvement, specifies length of probation period, and informs the employee of further disciplinary action which could result

from failure to show satisfactory improvement within the specified probation period.

3. SUSPENSION

- a. The Executive Director may suspend an employee for disciplinary reasons without pay. An employee who is suspended will be given written notice of the reasons for the action, and a copy will be made a part of the employee's personnel record.
- b. Employees can be suspended for incidents that merit termination if the employee's participation is suspected, but unclear. Under these circumstances, the Executive Director can suspend the employee with or without pay while an investigation is conducted.
- c. Supervisors will meet formally with suspended employees upon their return to work, and define clearly and specifically the improvements in job-related behaviors required as a condition of the employee's continued employment. This meeting will be documented and a copy will be added to the employee's personnel file.

4. DEMOTION

- a. The Executive Director may demote an employee from a position classification to a position in a lower classification and pay.
- b. This action will be recorded and placed in the employee's personnel file for permanent record.

5. DISMISSAL

- a. Any Supervisor may dismiss their employee at will, with the approval of the Executive Director.
- b. Incapacity. Any Supervisor, with the Executive Director's approval, may dismiss an employee who is physically or mentally unable to perform the essential job related functions of his/her position as permitted by the Americans with Disabilities Act and state law.
- c. Immediate Dismissal. Some offenses warrant immediate dismissal as deemed necessary by the Supervisor with the Executive Director's approval.

GRIEVANCE PROCEDURE

Any employee who has a complaint concerning disciplinary action, suspension, termination, demotion, denial of promotion or merit increase, layoff, or discrimination based on a category i.e., sex, race, age, disability recognized by federal and local civil rights laws has the right to file a grievance according to procedures outlined in this policy.

No employee will be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If an employee feels that he or she is being subjected to any of the above, that employee has the right to appeal directly to a Manager or the Executive Director.

Employees should attempt to resolve the problem informally with their Supervisor as soon as possible. If a solution cannot be reached, the employee may present a formal grievance, in writing,

following the chain of command to the Manager, Superintendent, Executive Director and President of the Board.

REDUCTION IN FORCE

The District intends to minimize the negative impact on current employees if a reduction in the work force becomes necessary. However, from time to time, cutbacks or reductions may be unavoidable due to forces beyond the District's control. In some cases, a program may have to be reduced in size or terminated entirely if funds for its operation are no longer available. If this type of cutback must occur, the District will reduce employees as they deem appropriate.

RESIGNATION

1. The District requests, as a courtesy to other employees and for staffing purposes, a written resignation be given in advance of the resignation date by at least two (2) weeks. However, employment with the District is at will and may be terminated by the employee or the District at any time and for any reason.
2. Employees should submit their written resignation to their immediate Supervisor.

FINAL PAY

Employees who leave the service of the District for any reason shall receive all pay which may be due them, with the following qualifications:

1. Full-time employees will be paid for all unused vacation days.
2. Termination date for all employees is the last day of actual work or approved leave. Paying for unused vacation or sick leave will not extend the termination date.
3. Failure to return District issued equipment, keys, uniforms, material, or other items will result in a deduction of the amount owed from your final pay as allowable by law.
4. Employees will be advised of their rights under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). This act entitles employees and their dependents to continue their coverage under your District health insurance plan at their own expense, but at a group rate for eighteen (18) months after they leave.

2.16 SAFETY PROCEDURES

Please note the District has a separate Safety Manual. Please review this manual as part of your orientation process and address any questions you may have to your Supervisor.

Contact the Payroll/Human Resources Department for the Safety Manual.

SECTION 3
GENERAL PROVISIONS

3.1 HIRING PROCESS

It is the policy of the District to recruit, hire, train and promote persons in all job classifications with the most qualified applicants. The following summarizes the major elements of the District's hiring policies.

- All job postings may be posted internally before announced publicly.
- All employees must complete an application before assuming duties of employment.
- All employees must compete in a selection process based upon merit of their skills and abilities as they relate to the position they are seeking. The selection process is determined by the Manager of the open position.
- Returning seasonal employees, with a previous years' evaluation rating of favorable, must fill out a current year's application. These employees, at the discretion of their Supervisor, may be exempted from further current year's selection processes.
- Job descriptions may be written for part-time positions. Full-time positions are required to have job descriptions.
- Relatives of current District employees are welcome to apply for District job openings; however, they must compete and be selected based upon the merits of their technical qualifications, and not their relationships. The District will not permit a relative (spouse, child, parent, sibling, and in-law) to supervise another relative except with approval of the Executive Director.

PREFERENCE FOR INTERNAL CANDIDATES

Job openings are filled by qualified persons from within the District whenever possible. Preference is given to internal candidates over external candidates when both are equally qualified. However, internal candidates are not guaranteed the positions for which they apply. The District may begin an external search for applicants simultaneously with the job posting.

TESTING/SCREENING

Applicants for certain positions may be required to fill out a standard screening instrument and take a test as a condition of being considered for employment. All such tools will not discriminate against any ethnic, religious, disabled or other minority groups.

INTERVIEWING

Applicants will be screened to determine who should become candidates for a job. Job candidates may be interviewed by more than one person, including the position's Supervisor.

REFERENCES

References may be checked on all candidates.

LETTER OF HIRE

When it has been determined which candidate will fill an open position, Management may send the candidate a letter of hire. This letter will include:

- Position title

- Starting date
- Starting pay or salary
- Offer of employment

The prospective employee is asked to sign and return the letter.

3.2 BACKGROUND CHECKS

It is the policy of the District to request authorization for background checks from job applicants as appropriate for the particular employment position. The purpose of this background check procedure is to preserve the safety and well-being of all those who participate in District activities and to verify information provided by the applicant on the job application. The background checks will be utilized and disclosed in accordance with fair Credit Reporting Act, North Dakota Human Rights Act and Federal Equal Employment Opportunity laws.

Applicants for employment will be required to sign a written authorization form allowing the District to order a background check of the applicant prior to the start of employment. The applicant's employment, if started before the background check is completed, is conditional on the results of the background check.

The District will administer the process of requesting and reviewing background checks. The District will protect the confidentiality, as allowed by law, of any information received as a result of the background check. The results of the background check will be reviewed with Management and the Executive Director if necessary.

3.3 NEW EMPLOYEE ORIENTATION

New employees will undergo an orientation to acquaint them with the District policies and procedures, their jobs, and their internal and external working relationships. New employees will be asked to complete all necessary payroll paperwork at this time. It is the employee's responsibility to notify the Accounting Department or their immediate supervisor of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, and other such status reports should be accurate and current at all times.

Please use this orientation time to familiarize yourself with the District policies and benefits. We encourage you to ask any questions you may have so you will understand all the guidelines that affect and govern your employment relationship with us.

PROBATIONARY PERIOD

Wherever the term probationary period is used in the personnel manual, it shall mean the first or sixteenth of the month, whichever occurs first, following 60 days of employment by a newly hired employee. Employees whose service is satisfactory in the probationary period will become a full-time, part-time, or seasonal employee.

An employee may be terminated at any time during the probationary period if his or her performance continually fails to meet minimum performance standards.

After completing the probationary period and any required waiting period, the prospective full-time employee is eligible for health insurance and other benefits through the District.

Upon successful completion of the probationary period, the employee may receive a performance evaluation at that time. Future performance evaluations will be given annually at year-end.

3.4 DIRECT DEPOSIT

Direct deposit is required for all new employees. Employees hired before January 1, 2016, and not on direct deposit as of that date, will be grandfathered in and have the option to continue receiving a paper check.

3.5 WORK SCHEDULES

The normal business hours for each department shall be established by the department's Superintendent or Manager. Management should not normally schedule an employee for more than forty (40) hours of work in the department's seven-day (7) work cycle. Management and employees are required to maintain accurate records of employee attendance, hours of work, and hours of leave, and shall provide these records to the Payroll Department.

An employee must receive a minimum of a thirty (30) minute unpaid lunch break, if so desired, in each shift exceeding five (5) hours when there are two (2) or more employees on duty. An employee will not be allowed to carry over a break from one day to the next and will not be allowed to accrue compensatory time for a missed break. Exempt employees may be required to work beyond the designated work schedule in order to adequately fulfill their duties.

The work cycle is Saturday morning through Friday at midnight. This work cycle is used to determine the employee's eligibility for overtime payments under the Fair Labor Standards Act, 29 U.S.C. section 207(k).

3.6 PAYROLL DEDUCTIONS

Deductions from each employee's paycheck include mandatory and voluntary deductions.

Mandatory deductions include, but not limited to:

- A. Social Security
- B. State Taxes
- C. Federal Taxes
- D. Pension
- E. Court ordered withholding for child support, alimony, delinquent loans, or for some other reason by court order.

Voluntary deductions may include:

- A. Insurance
- B. Flexible Benefits
- C. Deferred Compensation
- D. Charitable Contributions
- E. Employee Advances

Voluntary deductions are made only with the written authorization of the employee. An itemized statement of all deductions from the employee's wages accompanies each paycheck.

3.7 DISTRICT CLOSING POLICY

Inclement Weather and Emergency Closing

Adverse weather is defined as emergency conditions rather than normally expected seasonal weather conditions. At various times throughout the year, primarily the winter months, adverse weather conditions may require that for the safety and well-being of employees, work schedules be adjusted. This may include arriving late to work, leaving early from work or other schedule adjustments.

The following procedure will be followed:

- a. The District will follow the City of Grand Forks office closure announcements to determine if the District will close. These announcement are normally made by local radio and television stations in storm updates.
- b. District closing may also be made at the discretion of the Executive Director.
- c. Unless specific notification is received from City of Grand Forks office closure announcement or from the Executive Director, all employees have the responsibility for reporting to work at their scheduled time.
- d. All full-time employees will be paid for the remainder of their work day when the District closes.
- e. All part-time employees will not be paid for the remainder of their work day when the District closes.
- f. If a full-time employee previously was not scheduled to work (vacation time, sick time, off day) then they will not be compensated for the District closing on that day.
- g. All full-time non-exempt employees reporting late to work or leave early shall be charged appropriate vacation time for the time not worked up until the District is closed.
- h. At the discretion of the Executive Director, there may be full-time employees that must provide continuing or essential services during periods of emergency conditions. If the full-time employee is required to work during a period of time the District is closed, then that employee will be provided time and a half (comp time hours or overtime) for each hour worked in addition to being compensated for when the District is closed.

Other District Closing

The District may be closed for various reasons, other than weather, at the discretion of the Executive Director. In these situations the above procedures will be followed in relation to employee compensation.

3.8 TRAVEL REIMBURSEMENT

Employees who incur expenses for the purpose of District business, such as use of personal car, out-of-pocket miscellaneous expenses, travel expenses, etc. shall be reimbursed for such expenses based on current IRS per diem guidelines or actual expense incurred.

For actual expenses incurred, receipts are required for reimbursement.

No receipt is required for taxi or cab fares up to and including \$20.00.

Meals that are included in a registration fee do not qualify for reimbursement to the employee.

Travel reimbursement forms are available from Accounts Payable.

3.9 PROFESSIONAL LICENSES AND CERTIFICATION

Applicants whose jobs require professional license or certification must present documentation of their license or certification prior to employment.

Licenses and certifications that are required by the District, for that position, will be paid for by District.

Copies of the license or certification, plus copies of all renewal or changes, must be provided by the employee for inclusion in his or her personnel file if requested by Manager.

Employees must notify their supervisors before the next scheduled workday of any changes in the status of their license or certification.

An employee of the District who needs a valid driver's license in order to satisfactorily perform duties assigned to them and who loses the license due to suspension or revocation, must apply for a temporary restricted license. If the application is denied, the employee will be demoted to a position within the department which does not call for the employee to drive a motor vehicle. This demotion shall last for the term of the license suspension or revocation.

If such a position is not available, the employee will be placed on approved leave, for the duration of the suspension or revocation, without pay. The employee may utilize any accumulated vacation time. Depending on length of suspension and availability of alternate position, employee may be terminated at Manager's discretion.

An employee whose license is suspended or revoked more than once due to an alcohol and/or drug offense shall be required to report to a licensed facility for an addiction evaluation or may be disciplined by suspension and/or possible discharge from employment with the District.

3.10 RELEASING JOB REFERENCES

All requests for information about a current, retired or terminated employee must be transferred to the Payroll Department. The Payroll Department may disclose to prospective employers only the information they are allowed under open records laws.

3.11 EXIT INTERVIEW

An employee's immediate supervisor, whenever possible, should hold an interview with any employee separated from employment with the District for purposes of gathering information that may facilitate control of the turnover of employees.

If the employee prefers, the interview may be conducted with the next member of the chain of command.

In conducting the exit interview, the District will use a termination checklist to provide structure for the discussion. After the exit interview, the Manager will submit the termination checklist to the Payroll Department.

If an exit interview is not conducted, the Manager will still complete a termination checklist and submit it to the Payroll Department.

SECTION 4

COMPENSATION POLICIES

4.1 CLASSIFICATION OF EMPLOYMENT

Employee categories as established by the District are:

- a. Full-time: An individual employed to work 40 hours a week with an unlimited employment duration and eligible for benefits. These positions may be classified as either exempt or nonexempt for overtime per the Federal Labor Standards Act.
- b. Part-time: An individual who is expected to work less than 40 hours per week and is not eligible for full benefits.
- c. Seasonal: An individual employed for a specified, limited period of time, not to exceed one year, either on a full-time or part-time basis.

JOB DESCRIPTIONS

The District will maintain a written job description for all full-time employee positions. In the event new paid positions are created through expansion or reorganization, written job descriptions will be prepared and then Board approved prior to filling the position.

A job description must contain the following elements: title, summary of job duties, performance requirements, definition of the essential and non-essential functions of the position, qualifications (education, experience, other), attributes, and immediate supervisor.

Job descriptions are to be as detailed and explicit as possible. However, employees occasionally may be required to perform related duties not specified in the job description. In the event new major responsibilities or other significant changes occur, the job description must be rewritten to reflect these changes.

Written job descriptions play a key role in assuring the District organization's compliance with the Americans with Disabilities Act, and other federal and North Dakota employment laws.

4.2 SALARY RANGES

For all employees, pay ranges and classification will be established by management during the annual budget process. Employees will receive compensation according to requirements of applicable minimum wage laws.

4.3 PAY ADJUSTMENT POLICY

Employees may receive pay increases based on annual evaluations.

Pay increases are based on performance as indicated in the written evaluation. The fulfillment of a certain period of time in a position does not, in itself, justify a salary increase.

Pay ranges for any job classification may be increased (or decreased in time of financial difficulty) by management.

The provisions of this section do not apply to part-time and seasonal employees. The pay of such employees are individually determined by management.

Cost of living adjustments may be made by the Board. Such adjustments depend on the overall financial status of the District.

Performance bonuses may be made by the Board. Such bonuses depend on the employee's performance and the overall financial status of the District.

4.4 PERFORMANCE EVALUATIONS

All full-time employees shall receive, at year end, a performance evaluation, which will objectively assess their performance accomplishments relative to the job description.

Standardized forms will be used to record all formal performance evaluations. These records will be used to help determine salary reviews, advancements, transfers, layoffs and other personnel actions, which are based on performance.

All employees will be given the opportunity to review and make copies of their performance evaluations. Employees are encouraged to include written comments on the evaluation, if appropriate. Employees who disagree with evaluations are encouraged to discuss areas of disagreement with their supervisor, or follow the appropriate chain of command. Employees must sign and date their evaluation after all comments have been noted.

Performance evaluations become a permanent part of the employee's personnel file.

4.5 OVERTIME AND COMPENSATORY TIME

OVERTIME

The District recognizes that overtime is sometimes necessary. All overtime hours must be approved in advance by the employee's supervisor. Any employee working unauthorized overtime may be subject to disciplinary action.

Overtime must be paid at one and one-half (1 ½) times the regular rate of pay to any employee who works in excess of forty (40) hour in any one (1) workweek in a non-exempt (hourly) position. Exempt (salary) positions do not qualify for overtime.

Overtime is paid on actual hours worked, this does not include sick, vacation or holiday paid time off.

For on-call or emergency hours worked, overtime may be paid at the Manager's discretion.

Overtime Seasonal Exceptions:

Any District employee working in a facility that operates less than seven months in any calendar year may be exempt from overtime or comp time pay. The total hours worked would be paid at the regular hourly rate of pay. Examples of these facilities are outdoor pools and golf course pro shops. This is in accordance to The Fair Labor Standards Act (FLSA) Seasonal Amusement/Recreation Establishment Exemption.

COMPENSATORY TIME (COMP TIME)

The District recognizes that overtime is sometimes required and may provide an employee comp time in lieu of monetary overtime pay. There must be an agreement or understanding between the Supervisor and employee, prior to the performance of work, to substitute comp time for overtime pay.

Comp time is accrued at a rate of one and one-half hours of comp time for each hour of overtime worked.

Comp time is to be used and approved using the same guidelines as vacation time. Comp time is to be used before vacation time is used. The maximum number of comp time hours accrued is 240 hours (480 hours for seasonal activities). This is in according to the Fair Labor Standards Act (FLSA).

4.6 POSITION RECLASSIFICATION POLICY

Within the District, the essential components and functions of certain jobs and general job categories are reviewed annually. Due to this review, positions may be reclassified to the duties actually being performed. After this process, Management will determine if a different pay structure is appropriate.

PROCEDURES

1. Employee initiated requests for position evaluations will be considered during the year-end evaluation process.
2. The employee's Supervisor and other members of Management will evaluate the reasons for changing the position classification.
3. If a change is approved, effective date will be determined by Management.
4. Management may initiate requests for position changes in their department at any time. An evaluation process would be conducted as stated above.

CRITERIA

1. In order for a reclassification to be considered, the job assignment must have been completed and the employee performing the new duties for at least two months prior to consideration.
2. The new duties must be approximately sixty percent (60%) of the employee's workweek to qualify as a significant and substantial change in position status.

SECTION 5
EMPLOYEE LEAVE

5.1 VACATION LEAVE

The District provides paid vacation for rest and relaxation.

Full-time employees accrue vacation time, per pay period, according to the schedule below. Years of service is adjusted based on employee's hire date.

<u>Years of Service</u>	<u>Vacation Earned During Year</u>	<u>Maximum Carryover Hours Allowed on January 1</u>
0-12 months	40 hours	40 hours
1-3 years	80 hours	120 hours
4-7 years	100 hours	140 hours
8-11 years	120 hours	160 hours
12-15 years	140 hours	180 hours
16+ years	160 hours	200 hours

Newly hired employees may start at a different vacation level, deemed appropriate by the hiring Manager, due to their education and/or previous work experience.

Employee may submit a vacation request only for their earned vacation hours. Employees are not allowed to go negative (in the hole) on vacation hours.

Vacation hours are earned on the basis of hours worked, authorized earned vacation, or sick leave.

Vacation hours in excess of the maximum carryover amount on January 1st will be forfeited.

No employee shall waive his/her annual vacation for the purpose of receiving pay.

Terminated employees from the District shall be compensated for 100% of unused vacation time.

Request for vacation shall be submitted in writing. Vacation requests are to be approved and turned in prior to taking vacation. All requests shall be approved at the discretion of the Supervisor.

5.2 HOLIDAYS AND HOLIDAY PAY

The following shall be considered as official paid holidays for full-time employees:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

When a holiday falls on a Sunday, the following Monday shall be a holiday or if the holiday falls on a Saturday, the preceding Friday shall be a holiday.

If an employee is on vacation or sick leave at the time of the holiday, the day will be counted as a holiday and not as a day of vacation or sick leave.

If a full-time employee is required to work during a holiday, then that employee will be provided time and a half (comp time hours or overtime) for each hour worked in addition to being compensated for the holiday.

5.3 SICK LEAVE

Full-time benefited employees are eligible for paid sick leave. Sick leave provides time off with pay for periods of illness or incapacity resulting from injury. Sick leave may also be used for healthcare appointments that can't be scheduled at times other than during the work day. Sick leave may also be used to attend a funeral of someone not covered under Bereavement Leave, should a supervisor deem it appropriate.

ADMINISTRATION OF SICK LEAVE

- A. Eligible employees will accrue sick leave at the rate of ninety-six (96) hours per year (eight hours per month).
- B. Sick leave is accrued from date of employment.
- C. Sick leave has no limit on total hours accrued or carried over from previous year.
- D. Payment of 50%, up to a maximum of 720 hours, is made for unused sick leave upon separation, if the employee has a minimum of five years of eligible service.

USE OF SICK LEAVE

- A. An employee shall provide any requested medical documentation.
- B. Each employee is responsible for directly notifying his or her supervisor at the beginning of each working day when illness prevents the employee from working.
- C. Employees may use sick leave to care for ill immediate family members. Immediate family members are defined as: spouse, son, stepson, daughter, stepdaughter, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, grandparents, father-in-law and mother-in-law.
- D. Employees are not allowed to go negative (in the hole) on sick leave.
- E. Sick leave can be used after the three days bereavement leave is used with the approval of the Supervisor.
- F. Supervisor may grant use of sick leave to attend a funeral of someone not covered under the definition of immediate family should they deem it appropriate.

5.4 SICK LEAVE DONATION PROGRAM

A District employee may donate sick leave to another District employee who is suffering from a severe illness, injury, impairment or condition that has caused or is likely to cause the employee to take leave without pay. An employee shall provide any requested medical documentation to Management.

The receiving employee must have used all forms of paid leave prior to using donated sick leave. The employee's use of donated leave may not exceed 500 hours in any twelve (12) month period. Leave is donated on a per pay period as needed. The receiving employee shall be paid leave at the receiving employee's normal rate of compensation.

Approval of donating and receiving sick leave shall be determined by the Executive Director upon recommendation of the employee's Supervisor.

5.5 MATERNITY AND PATERNITY LEAVE

This policy assumes using accrued sick time for a normal pregnancy. If there are complications from the pregnancy, then the sick leave policy would apply.

MATERNITY LEAVE

Sick leave would be available from admittance to hospital for child birth to discharge from hospital.

Sick leave would be available from discharge from hospital to two weeks from discharge or until medical clearance to go back to work is given from a physician, whichever is later. Documentation from a physician may be requested by Management.

After the sick leave process has been followed, vacation leave or unpaid leave may be used. The total paid and unpaid leave under this policy is not to exceed 12 weeks which corresponds to the amount of time authorized by Family Medical Leave Act (FMLA). See the Department of Labor's website, www.dol.gov, for full details related to FMLA.

PATERNITY LEAVE

Sick leave would be available from admittance to hospital for child birth to discharge from hospital.

Sick leave would be available from discharge from hospital to two weeks. If additional sick time is needed then documentation from a physician and Executive Director's approval would be required.

After the sick leave process has been followed, vacation leave or unpaid leave may be used. The total paid and unpaid leave under this policy is not to exceed 12 weeks which corresponds to the amount of time authorized by Family Medical Leave Act (FMLA). See the Department of Labor's website, www.dol.gov, for full details related to FMLA.

5.6 BEREAVEMENT LEAVE

Full-time benefited employees are eligible for bereavement leave to be used for the need of out-of-town travel and handling funeral arrangements. Absence from work because of a death in the immediate family may be excused without loss of pay, to a maximum of three (3) calendar days.

The immediate family includes the following: spouse, son, stepson, daughter, stepdaughter, mother, stepmother, father, stepfather, brother, stepbrother, sister, stepsister, grandparents, father-in-law and mother-in-law.

Supervisor may grant use of sick leave to attend a funeral of someone not covered under the definition of immediate family.

Supervisor may grant use of sick leave to an employee for the death of an immediate family member after the 3 days eligible under Bereavement Leave have been used.

5.7 MILITARY LEAVE

All District employees who have been employed for ninety (90) days and are members of the National Guard or the Armed Forces Reserve shall be granted a leave of absence in accordance with Section 37-01-25 of the North Dakota Century code.

Health insurance premiums will be paid at the regular rate while the employee is on military or vacation leave. When the employee is placed on leave without pay, health insurance can be continued if the employee makes payments in advance to the District.

5.8 JURY DUTY AND SUBPOENAED LEAVE

The District encourages employees to fulfill their civic responsibility by serving on jury duty when required. If an employee is called to serve on jury duty, they will need to notify their supervisor immediately. All full-time employees will be on paid status while serving on jury duty. Employees will be paid the difference between their regular pay and the amount received as jury pay (where applicable). Management may request employees to provide documentation of their jury duty summons. The employee is expected to report for work whenever the court schedule permits.

If an employee is served with a subpoena requiring him or her to serve as a witness, that employee will be permitted time off to attend hearings/trial without loss of pay or threat of loss of pay or job. Subpoenaed employees will be paid the difference between their regular pay and the amount received as the witness fee (where applicable). Documentation of witness times and fees may be requested by the employee's Supervisor.

Victims of a crime that require court attendance will be required to use accrued vacation time or the employee may opt for time off without pay.

5.9 FAMILY MEDICAL LEAVE ACT OF 1993 WITH 2008 AMENDMENTS (FMLA)

The FMLA requires the District to provide eligible employees with up to 12 weeks of unpaid leave in a 12 month period if the leave is necessary. In order to be eligible to take leave under the FMLA, an employee must:

- A. Have worked 1,250 hours during the 12 months prior to the start of leave;
- B. Have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to an employee's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

REASONS FOR TAKING LEAVE

The District must grant an eligible employee up to a total of 12 workweeks of unpaid, job protected leave in a 12-month period for one or more of the following reasons:

- A. For the birth of an employee's child;
- B. For the placement with the employee of a child for adoption or foster care;
- C. To care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- D. When the employee is unable to perform his or her functions due to a serious health condition; or
- E. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.
- F. Applicable accrued leave benefits must be substituted for all or part of any otherwise unpaid FMLA leave. The total of paid and unpaid leave under this policy is not to exceed 12 weeks.

PROCEDURE FOR REQUESTING FMLA

Communication is critical in the determination process of eligibility for FMLA benefits and in the development of a FMLA plan. Please contact Management for the appropriate steps to take in this process.

FMLA BENEFITS

During FMLA leave under this policy, the employee is responsible for any insurance payments normally deducted through payroll. Sick, annual leave, and seniority does not accrue while an employee is on FMLA leave. An employee on FMLA leave will not lose any employment benefits prior to FMLA leave, unless a benefit is used by the employee during the FMLA leave such as accrued annual or sick leave.

See the Department of Labor's website, www.dol.gov, for full details related to FMLA.

SECTION 6

BENEFITS ADMINISTRATION

6.1 PENSION

PENSION – ADMINISTERED BY DISTRICT

Effective January 1, 2010, this pension plan, administered by the Park District of the City of Grand Forks, North Dakota, was closed to new employees. New employees are now eligible to be part of NDPERS.

The Pension Plan is a single employer defined benefit pension plan. All employees became a member of the pension plan at the time they started employment with the District if they met certain criteria.

Retirement benefits at normal retirement date are 2% of average monthly earnings, of last 5 completed calendar years, times years of benefit service.

All participants contribute 3.7% or 5.9% of monthly earnings, depending on years of service and when they started participating in the plan.

“Rule of 90” is a combination of years of service and age that equal 90 years. Participants qualifying for the “Rule of 90” or reach the age of 65 are eligible for full-retirement benefits based on current pension formula.

The Board approved adopting an Early Retirement Benefit plan (temporary supplement) under the rule of 90. If an employee chooses to retire after reaching the rule of 90, that employee will be eligible to receive 12.5% of their final monthly salary each month. The benefit expires at age 65 or after 48 monthly payments, whichever comes first. If an employee does not choose to retire after reaching the rule of 90 that employee may continue to work and remain in the pension plan until he or she chooses to retire.

A full copy of the Pension Plan is located in the main District office.

PENSION – ADMINISTERED BY NDPERS

Effective January 1, 2010, new employees are eligible for this pension plan that is administered by North Dakota Public Employees’ Retirement System (NDPERS). See Pension Plan document for eligibility requirements.

The Pension Plan is a multiple employer defined benefit pension plan. Employees, who meet certain criteria, become a member of the pension plan at the time they start employment with the District.

Retirement benefits at normal retirement date are 2% of average monthly earnings, of the highest 36 months of last 180 months, times years of benefit service.

All participants and the District contribute a certain percentage that is established by the North Dakota Century Code.

“Rule of 85” is a combination of years of service and age that equal 85 years. Participants qualifying for the “Rule of 85” or reach the age of 65 are eligible for full-retirement benefits based on current pension formula.

You are eligible to retire and draw benefits as early as age 55 under early retirement provisions. If you begin drawing retirement benefits before you are age 65 or meet the Rule of 85, your retirement benefit will be reduced by one-half of one percent (.005) for each month in which you are less than age 65 or would have met the Rule of 85, whichever occurs first. This amounts to a reduction of 6 percent per year from your single life retirement benefit.

A full copy of the Pension Plan is located in the main District office.

6.2 457(b) DEFERRED COMPENSATION PLAN

The District offers its employees an optional deferred compensation plan created in accordance with Internal Revenue code Section 457(b). The Plan permits employees to save and invest on a pre-tax or post-tax basis for their retirement.

6.3 HEALTH INSURANCE

Health insurance coverage is available for eligible employees and their dependents, on the 1st or 16th of the month (whichever comes first) following 60 days after their hire date.

Employees have the option to waive health coverage provided by the District. Employees who waive health insurance coverage do not receive any additional salary compensation.

Additional details about the health insurance benefit may be obtained from the Payroll/Human Resources Department.

FULL-TIME EMPLOYEES

Group health insurance is available with the Classic Blue 500 Plan through Blue Cross Blue Shield of North Dakota for full-time employees. Single coverage, single plus dependent coverage and family coverage are available. The District pays 90.25% of the cost of the coverage as selected by the employee. Employee responsibility is 9.75% of the cost.

PART-TIME EMPLOYEES

Group health insurance is available with the BlueSaver 100 5000 Plan through Blue Cross Blue Shield of North Dakota for part-time employees who qualify for health insurance under the Affordable Care Act. Single coverage, single plus dependent coverage, and family coverage are available. The District pays 75% of the cost of single coverage. Employee is responsible for 25% of single coverage. Employee is responsible for 100% of any additional costs above single coverage for single plus dependent or family coverage.

6.4 LIFE INSURANCE

Full-time employees have life insurance protection paid for by the District and becomes effective after successfully completing the waiting period.

Additional details about this life insurance benefit may be obtained from the Payroll/Human Resources Department.

6.5 LONG TERM DISABILITY/WORKER'S COMPENSATION

LONG-TERM DISABILITY

The District pays the insurance premium for salary continuance as specified in the contract in case of severe illness or injury requiring absence from work for 3 months or longer. Coverage under this policy is effective after completing the waiting period for all full-time employees.

Additional details about the long-term disability policy may be obtained from the Payroll/Human Resources Department.

WORKER'S COMPENSATION

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by Workforce Safety and Insurance (Workers' Compensation Insurance). The amount of benefits payable and the duration of payment depend of the nature of your injury or illness. In general, however, all medical expenses incurred in connection with an injury or illness are paid in full. If you are injured or become ill on the job, you must immediately report such injury or illness to your Supervisor. This ensures that the District can assist you in obtaining appropriate medical treatment. Your failure to follow this procedure may result in the appropriate Workforce Safety and Insurance (workers compensation) report not being filed in accordance with the law, which may consequently jeopardize your right to benefits in connection with the injury or illness.

An injury report form will be completed promptly by the employee to ensure documentation and expedite compensation. Failure of an employee to document job-related injuries may result in disciplinary action. Reporting job-related injuries protects both the District and the employee. Employees who are receiving compensation from Workers' Compensation will not receive payment from the District.

6.6 OTHER BENEFITS

FULL-TIME EMPLOYEES

All full-time employees, including their spouse and dependents, are eligible for the following benefits:

Park District

All programs and activities are free of charge except any program or activity run by an outside organization that utilizes District facilities. Ice time is available at discounted prices. Shelter rentals are free of charge.

Choice Health & Fitness

Membership, childcare, and group programs will be free of charge. Private, semi-private or specialty programs/activities/lessons/merchandise/party rooms will be discounted.

King's Walk and Lincoln Golf Courses

Free green fees and driving range. Discounted merchandise is available. No discount on cart rentals and guests must pay normal prices.

These benefits are subject to change at Management's discretion.

PART-TIME AND SEASONAL EMPLOYEES

Part-time and seasonal employees may receive access to certain facilities or programs as determined by Management.

RETIRED EMPLOYEES

A former employee will only qualify if they are receiving pension benefits from the Park District. In addition, they must have retired from the Park District and not have been terminated or quit and subsequently reached retirement age.

If the former employee qualifies they would be eligible for lifetime membership at Choice Health & Fitness, King's Walk Golf Course, and Lincoln Golf Course. This benefit would only apply for gym and green fees memberships. Normal fees would apply to all other services and activities (personal training, tennis, driving range, carts, etc.). The membership would qualify only for the former employee and spouse. All other immediate and extended family members would not qualify.

6.7 OPTIONAL INSURANCE SERVICES

Various insurance services are offered through the District that employees may choose to participate in. These insurance services are 100% paid by the employee.

These services include, but are not limited to:

- A) Flexible Benefits
- B) Dental Insurance
- C) Cancer Insurance
- D) Accident Insurance
- E) Hospital Confinement Insurance
- F) Critical Care Insurance
- G) Additional Life Insurance

These services are subject to change.

6.8 PROFESSIONAL DEVELOPMENT

The District encourages its personnel to take advantage of opportunities for professional growth and development.

Leave to attend a professional conference or meeting may be granted if it can be shown by the participant the District will benefit from the knowledge and experience acquired by participation. Employees must submit request to attend conference or meeting to their Supervisor prior to registration for approval. Employees attending approved conferences or meetings will be reimbursed for registration, lodging, meals, and travel.

Upon returning to work the employee must be prepared to share acquired knowledge and skills with other personnel who would benefit from this information.

The District will not approve conference or meeting attendance to employees who wish to participate in activities which are not clearly job related. If employee still wishes to attend conference or meeting that is not approved, vacation time may be used.

6.9 TUITION REIMBURSEMENT

To further develop staff skills, the District encourages employees to continue their education. Employees requesting a tuition reimbursement will need to discuss the matter with their immediate supervisor.

The District may pay up to 100% of tuition only costs if funds are available and if:

- a. The employee has been a regular full-time employee for at least six months.
- b. In the opinion of management, the courses selected are directly related to the employee's job and/or the purpose of the District.
- c. The employee has obtained prior approval from his or her Supervisor and the Executive Director.
- d. The employee completes an undergraduate-level course with a final grade of "C" or better. A final grade of "B" or better is required for a graduate-level course.
- e. The employee remains employed at the District for a full year after completion of the course. If the employee is not employed for the full 12 months, he or she may be required to repay 100% of the cost of the course or a portion of the cost based on the number of months he or she was employed following completion of the course. That sum may be deducted from the employee's final paycheck.

Employees may attend classes during the workday at the discretion of their Supervisor and the Executive Director.