

JOHNSON COUNTY PARK AND RECREATION DISTRICT  
**Seasonal Employment And Safety Manual**

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## **EMPLOYMENT PRACTICES**

The Johnson County Park and Recreation District is an equal opportunity employer. It is the policy of the District to hire and retain individuals based upon their relative merits, abilities, experience, and availability to best serve the public interest. The District does not condone discrimination or harassment regarding factors such as race, color, sex, religion, creed, national origin, age, disability, or political affiliation or belief. All policies, practices, and actions taken will conform to applicable Federal and State laws, and all employment processes will be in accordance with Equal Employment Opportunity and Affirmative Action.

The District is in compliance with the Americans with Disability Act (ADA) and is committed to the provision of accessible parks, facilities, and services. The District's Administration Manager serves as the ADA Coordinator, and any questions, comments, or information related to the ADA should be directed to the Administration Manager's attention at (913) 438-7275.

All employment by and with the District, other than officials duly appointed by law, shall be employment-at-will, subject to termination at anytime, with or without cause. No person shall be considered to have tenured employment with the District or any expectation of continual or permanent employment.

The procedures and guidelines established shall not constitute or be considered an employment contract. The terms and provisions of this manual may be changed, altered, amended, or deleted at anytime.

## EMPLOYMENT PROCEDURES AND RELATIONS

### *Beginning Employment Procedures*

Before you begin your employment with the Johnson County Park and Recreation District, you must submit the following information, **complete and correct with all required signatures**, to the District Human Resources Department, located in the Shawnee Mission Park Administration Offices, 7900 Renner Road, Shawnee Mission, Kansas 66219 ( Phone (913) 438-7275).

- ◆ Application Form.
- ◆ W-4 Form. (See Examples A, B, & C.)
- ◆ Personnel Data Sheet.
- ◆ I-9 Form. (See Example D.)
- ◆ Signed Social Security Card for payroll purposes. (Photocopy will be taken by your supervisor.)
- ◆ I-9 document(s). ( Photocopy(ies) will be taken by your supervisor.)
- ◆ Signed and Notarized Oath of Office
- ◆ Signed Waiver of Liability and Release (if driving a District vehicle).

*You will **not** be allowed to work or be paid until this information is completed.*

#### **A. How To Fill Out Your W-4 Form.**

*(NOTE: See Examples A, B, and C. **Legibly** complete the form in ink with **no scratch outs or white outs.**)*

1. BOX 1 - Print your name and address.

2. BOX 2 - Print your social security number.
3. BOX 3 - Choose the correct status for your situation and mark accordingly.
4. BOX 4 - Check box if your last name differs from that on your social security card and call the number listed.
5. BOX 5 - Write the number of allowances you wish to claim. If you want to claim exemption from withholding, leave Boxes 5 and 6 blank and follow instructions for Box 7.
6. BOX 6 - Leave this line blank unless you intend to have an additional amount of money deducted from every paycheck.
7. BOX 7 - If you are qualified to claim exempt after reading Example C, write the last two numbers of the year and print EXEMPT in this box. Remember Boxes 5 and 6 have to be left blank to claim exempt. Please look at Example B before claiming an exemption.
8. Sign and date the form.

If any of these boxes are not filled out correctly and completely, it may cause a delay in receiving your first paycheck.

*INSERT EXAMPLES A & B HERE*

*INSERT EXAMPLE C HERE*

**B. How To Fill Out Your I-9 Form.**

*(NOTE: See Example D.)*

1. Print your last name first.
2. Do not write your birth name again, unless your last name has been changed due to marriage, adoption, or other legal change of name.
3. Fill out your address completely.
4. It is very important to write down your correct birth date and social security number.
5. Mark the appropriate box pertaining to your residency status.
6. Sign your name in the box marked signature and date.
7. Do not fill out the translator boxes unless someone has completed the form for you.
8. Leave Sections 2 & 3 totally blank. They are for your supervisor to fill out.

*INSERT EXAMPLE D HERE*

## C. How And When You Will Get Paid.

### 1. Timesheets.

*(NOTE: See Example E for a properly completed time sheet. This example time sheet should answer any questions on how to record your hours. If you need additional information, please ask your supervisor or call the payroll department at (913) 438-7275.)*

- a. Print your name clearly on the top of the time sheet.
- b. Be sure to record your employee number in the appropriate place on your time sheet. This number appears on your copy of the Personnel Change Notice and on your paycheck stub. You can write "NEW" on your first time sheet.
- c. Record the dates and times you actually worked. All fractions of time are to be rounded off to the nearest quarter (.25, .50, and .75). Time worked must be recorded and turned in each payroll period; the payroll department must approve any exceptions. Please be sure to code all types of hours in the division-department-class code section so payroll will know where to charge the hours. You may use more than one line if you need to record more than one division-department-class code in a day. The code must have ALL nine digits.
- d. All time sheets must be signed by your supervisor to be processed by payroll.
- e. Always sign the bottom of the time sheet to insure receiving a paycheck.

### 2. Paychecks.

Paychecks are issued on a biweekly Friday basis. Please consult your supervisor on your department's payroll dates and when your time sheets are due. If you fail to make the deadlines, you will have to wait until the next pay period to receive your paycheck. NO EXCEPTIONS! If it is necessary to mail your time sheet, please address it to your supervisor.

Please consult your supervisor on your department's policy for paycheck pick-up. If your department has no standardized pick-up, your check will be available for pick-up in Antioch Park Building A from 8:30 a.m. through 5:00 p.m. on paydays. Paychecks will be mailed to your home address if not picked up. If your paycheck is not at its designated place, contact your supervisor.

*INSERT EXAMPLE E HERE.*

## ***General Policy***

### **A. Dress And Appearance.**

Your personal appearance conveys a general impression of the District to the public. Your attire should be appropriate for the duties to be performed. Clothing advertising alcohol, drugs, or other inappropriate activities or places are not allowed. Clothing should not create or cause public embarrassment, ridicule, social complaint or otherwise adversely reflect upon your job performance or duties of your job. If you have been issued a staff shirt or uniform, unless you are otherwise directed, you are required to wear it.

### **B. Telephone Calls And Mail.**

Personal telephone calls and mail are discouraged while performing job duties. In case of emergency, if you do not have a designated District telephone, you may be contacted through the District's Human Resources Department at (913) 438-7275.

### **C. Employee And Community Relations.**

Courtesy and helpfulness to the public are of utmost importance. Citizen complaints must be handled courteously and promptly. Do not attempt an answer if you are not fully aware of all involved. All complaints made by the public should be recorded and sent to your supervisor for review and possible administrative action. A permanent record is kept on all complaints received by the District Administration Manager. Be sure to record the name and contact information of the complainant.

### **D. Employee Conduct.**

All District employees are expected to maintain the highest standards of conduct in the performance of their duties and in representing the District. Incidents of misconduct will not be tolerated and will subject the employee to termination.

### **E. Alcohol And Drugs.**

It is the policy of District to have and provide a drug-free, healthy, and safe work environment. Therefore, employees are expected and required to report to work in a mental and physical condition free from impairment. An employee with any signs of use, including the odor of alcohol, will be removed from the workplace and could be subject to termination. Federal law requires employees to report any conviction of an alcohol or drug criminal violation within five (5) days of the conviction.

## **F. Smoke-Free Workplace.**

It is the policy of District to have and provide a smoke-free, healthy, and safe work environment. Therefore, smoking is prohibited in District facilities.

## **G. Emergencies And Park Ranger Services.**

In the event of an emergency requiring medical, fire, or police assistance, call 911. The dispatcher will notify the appropriate authority to respond to the situation. District Park Rangers will be notified by the dispatcher and will respond along with Med-Act and fire officials.

In non-emergency situations or on occasions you may need assistance or information and your department supervisor is unavailable, you may call (913)782-0720 (Johnson County Sheriff's Office dispatcher). A District Park Ranger will be contacted to assist you within their ability to do so.

## **H. Harassment**

It is the policy of the Johnson County Park and Recreation District to prohibit all forms or manner of harassment of any person employed by the District to provide a workplace environment free from unsolicited and unwelcome overtures that weaken morale and interfere with work efficiency and productivity. Harassment shall be defined as deliberate or repeated unsolicited verbal comments, gestures, physical contacts, visual affects or written offenses in a nature that is unwelcome. This includes employee relationships with Supervisors, subordinates, coworkers, customers, Vendors, contractors, subcontractors, or members of the general public. This policy applies to all harassment including, but not limited to, race, age, religion, sexual, or any actions that can be construed as harassment.

### Responsibilities

- A. Every District employee, Supervisor, Division Head, and the Director, are responsible to ensure that solicitations, contacts, and harassment does not occur in the workplace and to maintain a work environment free of harassment.
- B. Any person receiving notice or knowledge of any act or conduct of harassment shall be responsible to notify the Human Resources Director, as well as the responsible Division Head or the Director.
- C. Any employee who believes that he/she has been, or is being, subjected to harassment, solicitation, or overtures on the job may, without fear of retaliation or publicity, complain or discuss the matter with the Human Resources Director, Supervisor, Division Head, or the Director.

### Procedures

- A. District employees, while in the course of conducting agency business, shall refrain from coercive behavior that hinders the work environment and the career, salary, or job of an employee. Any employee so aggrieved shall bring the matter to the attention of his/her immediate Supervisor, Human Resources Director, or other appropriate official.
- B. The Human Resources Director shall promptly investigate the allegations with the appropriate Supervisor, Division Head, or the Director and resolve the matter immediately.
- C. If the aggrieved party is not satisfied with the resolution of the matter, he/she shall follow the procedures outlined for grievances.
- D. Incidents of harassment misconduct will not be tolerated and will subject the harassing employee to disciplinary action up to and including termination.

### Sexual Harassment

While sexual harassment conduct is to be included in the above policy, this additional section is added for clarification of sexual harassment by and against employees of the District.

#### A. Definition

- 1. Unwelcome sexual advances or requests for sexual activity by a District employee in a position of power or authority over another District employee, or
- 2. Other unwelcome verbal or physical conduct of a sexual nature by a District employee to another District employee when:
  - a. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for employment decisions; or
  - b. The purpose or effect of such conduct is to interfere unreasonably with the work performance of the person being harassed; or
  - c. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.

#### B. Non-Retaliation

This policy also prohibits retaliation against any person who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, the District may discipline an employee who has been determined to have brought an accusation of sexual harassment in bad faith.

To report potential violations notify the Human Resource Director at telephone number **(913) 438-7275 x 320**, after hours or weekends, leave a message.

## **H. Workplace Violence**

It is the policy of the Johnson County Park and Recreation District to guard against any threats or acts against the safety and security of its employees and property. Intimidation, threats of violence, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will not be tolerated. Violations of this policy by employees may lead to disciplinary action up to and including termination, and criminal penalties.

## INJURIES AND ACCIDENTS TO PATRONS

Johnson County Park and Recreation District policy requires that all reported accidents or injuries to patrons be given proper attention by employees. (*For injuries and accidents to employees, see the **WORKERS COMPENSATION** section of this manual.*) The following procedures should be followed by employees in so far as they may apply to a particular situation involving a patron injury or accident:

- ◆ Dial 911 for an ambulance in cases of traumatic injury or accident (i.e., severe bleeding, loss of consciousness, not breathing, chest pain, head injury, or whenever the employee feels an ambulance may be needed). Injured persons often cannot judge the extent of their own injury.
- ◆ First aid should be rendered only within the trained and certified ability of the employee to do so.
- ◆ As soon as the situation has stabilized, record the name, address, and date of birth of the injured person on the Incident Report Form #112. (See Example F.)
- ◆ Record the names and addresses of any witnesses and their accounts of the incident.
- ◆ Make no responses to questions or accusations concerning liability for the accident. Concentrate efforts on care of the injured person and gathering information.
- ◆ Prepare an Incident Report Form #112 before completion of duty and leave it with your supervisor if the incident involves a patron or property damage.

### A. How To Fill Out An Incident Report Form #112 For Patrons.

Every District employee needs to be aware of the location of this form and have forms on hand when leading an activity. Ask your supervisor for the nearest form location to you. All incidents must be reported. **NO EXCEPTIONS!** Be specific (i.e.: right fender, left eye, etc.). If you have any questions, please contact your supervisor.

*INSERT EXAMPLE F HERE.*

## WORKERS COMPENSATION

The Johnson County Park and Recreation District adheres to the provisions of the Workers Compensation Act, as governed by the State of Kansas. An employee incurring an on-the-job injury must complete a JCPRD Workers' Compensation Reporting Form #95. A. (see Example G) and submit it to the Human Resources Department as soon as possible.

### *Life-Threatening On-The-Job Injuries*

**Immediately call 911 for life-threatening injuries occurring at any time** (during office and non-office hours). Direct the ambulance driver to any one of the following hospitals, if possible. If not possible, the ambulance driver will transport to the nearest health care provider's emergency room.

#### Johnson County

- ◆ Overland Park Regional, 10500 Quivira Rd in Overland Park, KS
- ◆ Shawnee Mission Medical Center, 9100 W. 75<sup>th</sup> St. in Merriam, KS

The injury should be reported to the employee's supervisor and the Human Resources Department as soon as possible. A JCPRD Employee Workers' Compensation Reporting Form #95 (located in the Forms Drawer at District facilities) must be completed and submitted to the Human Resources Office as soon as possible.

## ***Non-Life-Threatening On-The-Job Injuries Requiring Medical Care***

Dial 911 for an ambulance in cases of traumatic injury or accident (i.e., severe bleeding, loss of consciousness, not breathing, chest pain, head injury, or whenever the employee feels an ambulance may be needed). Injured persons often cannot judge the extent of their own injury.

### **A. On-The-Job Injuries Occurring During Regular Office Hours.**

Injuries occurring on the job **during regular office hours** (8:30 a.m. – 5:00 p.m.) that are **not life-threatening but require medical care** should be reported to your supervisor and the Human Resources Office (913-438-7275 X1321) immediately. Unless you have experienced a traumatic injury, you will be directed to go to either Employer Health Services in Lenexa, KS (7:30 a.m. – 4:30 p.m.) or Employer Health Services in Olathe, KS (8:00 a.m. – 5:00 p.m.). A JCPRD Workers' Compensation Reporting Form #95 (located in the Forms Drawer at District facilities) must be completed and submitted to the Human Resources Office immediately.

### **B. On-The-Job Injuries Occurring Before/After Office Hours And On Weekends.**

Injuries occurring on the job **not during regular office hours** (8:30 a.m. – 5:00 p.m.) that are **not life-threatening but require medical care** should be reported to your supervisor and the Human Resources Office (913-438-8075 - at recording, press 1321 to leave message) as soon as possible. Unless you have experienced a traumatic injury, you may walk in to the Emergency Room at either Overland Park Regional or Shawnee Mission Medical Center for medical attention. A JCPRD Workers' Compensation Reporting Form #95 (located in the Forms Drawer at District facilities) must be completed and submitted to the Human Resources Office as soon as possible.

## ***Non-Life-Threatening On-The-Job Injuries Not Requiring Medical Care***

Injuries occurring on the job that are **not life-threatening and do not require medical care** should be reported on a JCPRD Workers' Compensation Reporting Form #95 (located in the Forms Drawer at District facilities) and submitted to the Human Resources Office immediately.





*INSERT EXAMPLE G HERE.*

## **SEASONAL EMPLOYEE BENEFITS**

Seasonal employees of the Johnson County Park and Recreation District are eligible for one complimentary enrollment in certain District-sponsored classes each season. Employees should contact the Registration Manager to see if the class qualifies. Seasonal employees wanting to take a complimentary class must complete a standard registration form and submit it to their supervisors for verification of employment.

The supervisor will then forward the approved registration form to the Registration Manager. At the completion of the complimentary class, participating employees are required to submit a written evaluation. Restrictions do apply to this policy, and you should contact your supervisor for the details on restrictions.

Seasonal employees are eligible for a maximum of two (2) paid Personal Leave days per payroll year. Seasonals must work 260 hours during the payroll year to earn 1 paid Personal Leave day. After working 520 hours you will earn your second paid Personal Leave day. A personal Leave day must be used as a full day (the equivalent of the seasonal's normally scheduled hours) and scheduling is subject to supervisor approval. No carryover or payout is allowed for unused days. You will need to fill out a Seasonal Personal Leave Form and provide a copy of your payroll stub to verify hours worked. ( See Example J)

Seasonal employees are eligible for a Seasonal Employee Pass as follows:

- One pass per month following one full month of seasonal employment.
- Passes are non-transferable – ID required.
- Passes are valid one year from the date of issue.
- Passes will be good for:
  - One complimentary District annual fishing permit (does not include District trout fishing or State of Kansas fishing license)

And

- One of the following of the seasonal employee's choice:
  - 50% discount on one golf round (does not include cart) at Heritage Park Golf Course or Tomahawk Hills Golf Course. Pass allows seasonal employee one discounted play on any day the courses are open for play **with the following exceptions:**
    - ◆ *Weekend days before 3:00 p.m.*
    - ◆ *Holidays before 3:00 p.m.*
    - ◆ *During special events, tournaments, etc.*
  - One racquetball/cardio/weight room at the Athletic Training Center
  - One admittance to SMP beach or Kill Creek Park beach
  - One pedal boat rental at Heritage Park, Kill Creek Park or Shawnee Mission Park.

As a seasonal employee, you are not paid for holidays, vacation and sick hours, or other absences.



## **SUGGESTIONS PROCEDURE**

All Johnson County Park and Recreation District seasonal employees are urged to make any suggestions they feel will be of benefit to the District and that would save time, reduce waste, promote safety, increase efficiency, and contribute to an improved District. Such suggestions should be presented by letter, memorandum, or in person.

Suggestion boxes are located in the Administration Office Building and John Barkley Visitor Center in Shawnee Mission Park, Building A in Antioch Park, and the golf pro shop concession area in the Tomahawk Recreation Complex Building. The District's Administrative Staff reviews all suggestions.

## **QUARTERLY PERFORMANCE AWARDS**

### **A. Purpose.**

To select and honor employees and volunteers of the Johnson County Park and Recreation District for Outstanding Performance.

### **B. Categories.**

Awards will be presented in two (2) categories as follows:

- ◆ Regular employees (includes full-time and part-time).
- ◆ Seasonal/On-call/Volunteer.

### **C. Timing.**

Quarterly Performance Awards will be selected as follows:

- ◆ 1<sup>st</sup> Quarter - January through March.
- ◆ 2<sup>nd</sup> Quarter - April through June.
- ◆ 3<sup>rd</sup> Quarter - July through September.
- ◆ 4<sup>th</sup> Quarter - October through December.

### **D. Eligibility.**

The Quarterly Performance Awards Program is open to full-time and part-time regular employees, seasonal employees, on-call/irregular employees, and voluntary personnel of the District. Administrative Staff members are not eligible to receive a Quarterly Performance Award. Group

nominations, while permissible, are not encouraged. (If a group is selected, the prize will be divided among all members of the group.)

**E. Nominations.**

All District employees (including Administrative Staff) and volunteers are eligible to submit nominations for the Quarterly Performance Awards Program.

In order to be considered for recognition, a nomination must be submitted to the Administration Manager by the noted deadline. Only one nomination per category per nominator may be submitted at any time during a calendar year. The same person may be nominated for more than one performance during a single year or for the same performance more than once.

**F. Award.**

Quarterly Performance Award winners in each category will be recognized at the regular Board Meeting following award selection, where the winner(s) will be presented with:

- ◆ A personal plaque indicating the category, quarter, and year.
- ◆ A check in the amount of \$25.

**G. Judging.**

At the end of each year, the Administrative Staff will select four (4) Quarterly Awards Judging Committees for the following year, consisting of eight (8) committee members each. A committee shall consist of an equal number of four (4) males and four (4) females if possible. All divisions shall be represented as follows: two (2) members from Parks, two (2) members from Park Safety and Interpretation, two (2) members from Recreation, and two (2) members from the Administration, Finance, and Community Education divisions. Any judging committee member not able to participate in the committee meeting is responsible for his/her replacement, and the replacement shall be of the same division and, if possible, the same gender. Administrative Staff members are not eligible to be on a judging committee. In the event a committee member has nominated an employee or has been nominated for the award being considered, an appropriate alternate as designated previously in this paragraph will replace him.

The Administration Manager will notify the Judging Committee following the deadline for nominations and provide the members with copies of the nominations submitted. The nominee's name and the person making the nomination will be omitted from the material submitted to the judging committee. The nomination will be judged solely on the written material submitted.

At the beginning of each judging committee meeting, the committee members will elect a chairman, who will be responsible for facilitating the meeting. The committee will reach a consensus on each

nomination. Ties are not permissible and the committee has the option of not selecting a recipient for any award. Each category will be handled separately but with the same procedure.

The committee chairman will submit the committee's selection(s) to the Administration Manager, who will obtain the name(s) from the corresponding number on the winning nomination form(s); notify the winning nominee(s) with a standard letter (attaching a copy of their nomination form); and send copies of the letter to:

- ◆ District Board Members.
- ◆ Director of Parks and Recreation.
- ◆ Nominator(s).
- ◆ Division Head.
- ◆ Supervisor(s).
- ◆ Community Education Office (for inclusion in the District newsletter).

The Administration Manager will also notify all other nominees with a standard letter, copying their nominators, supervisors, and appropriate division heads.

The Administration Manager will make arrangements for the ordering of the personal plaque(s), \$25 cash award(s), and the taking of picture(s) for a photo display in the Administration Office Building.

#### **H. Deadline.**

The first Wednesday of each quarter will be the deadline for completed entry forms to be filed with the Administration Manager. Each committee will meet following that deadline to review the entry forms and finalize the selection, thus permitting time for the Director's approval and the engraving of plaques to be available at the Board Meeting on the third Wednesday.

This procedure is to be repeated each year and coordinated by the Administration Manager, who will also accept any suggestions for changes to be reviewed by the 4<sup>th</sup> Quarter Judging Committee, which will make recommendations for action to the Administrative Staff.

## EMPLOYEE SAFETY AND WELLNESS PROGRAM

### *General Policy*

#### A. Purpose.

The purpose of the is policy is to establish and maintain uniform guidelines for the effective management of the Johnson County Park and Recreation District, Employee Safety and Wellness Program.

#### B. Procedures.

It is the policy of the District that every employee is entitled to work under the best possible conditions. District management considers no phase of its operations and administration as being of greater importance than employee safety and accident prevention. To this end, every reasonable effort is made in the interest of accident prevention.

The District endeavors to maintain a safe and healthy work place. It provides safe working equipment, necessary personal protection supplies, employee safety-related training, and in case of injury, procedures for the provision of first aid and medical services.

The District believes accidents that injure people, damage machinery, and destroy materials or property cause needless personal suffering, inconvenience, and expense. Most accidents can be prevented by taking common-sense precautions.

Further, to strengthen this policy, the District believes that careful inspection and monitoring are necessary if all employees are to reduce the hazards that contribute to accidents and injuries. **Violation of safety regulations or safe practices could result in severe and painful consequences.** No hazard is too small for it to be brought to the attention of the proper authorities so that corrections can be made before someone is hurt or property is damaged. As has been implied by this Policy Statement, compliance with accepted safety regulations is a condition of employment.

### **C. Responsibilities And Roles.**

While the Director of Parks and Recreation has been charged with the responsibility of overall administration and monitoring of the District's Safety Program, each division superintendent, supervisor, manager, and employee is accountable for the day-to-day monitoring and administration of the program.

In conjunction with the District's overall safety and wellness program, each division is allowed and encouraged to develop its own division safety and wellness practices and procedures.

### **D. Employee Responsibilities.**

1. Perform your assigned job responsibilities in compliance with established District and/or division safety guidelines and policies.
2. Immediately report any on-the-job accidents and/or injuries to your supervisor.
3. Follow supervisor's instructions regarding safe work habits and practices.
4. Correct all unsafe conditions when possible or report them to your supervisor.
5. Keep work areas clean and orderly.
6. Use all safety equipment as prescribed by your job assignment.
7. Operate only the equipment authorized by your supervisor and in the manner for which it was designed.
8. Lift and handle material properly.
9. Be familiar with evacuation procedures and fire-fighting equipment locations and its proper use.
10. Do not become involved in inappropriate behavior, which is strictly prohibited in any form.

## ***Employee Safety Regulations***

Accidents occur as a result of the failure of people, methods, equipment and/or materials. However, accident frequency and severity can be reduced with heightened awareness, consistent training, and adherence to safety-related regulations and procedures.

The District is committed to maintaining a safe work environment for its employees and has developed safety procedures for this purpose. It is the responsibility of all employees to follow these regulations and adopt them as daily guides to safe work habits.

The following safety procedures were developed as general, common-sense guidelines for all District employees and does not cover all safety procedures. Individual departments have unique job duties that require procedures specific to that department. Employees should ask their supervisors about safety regulations specific to their departments, and supervisors are responsible for training their employees.

**A. Housekeeping.**

Basic housekeeping practices are every employee's responsibility and should be in cooperation with maintenance personnel. Work areas should be kept clean and orderly. Materials, tools, supplies, etc. should be returned to their designated locations upon completion of their use. Employees should remember they must pick up after themselves.

**B. Material Handling And Storage.**

*"Handle with Care"* is a frequently seen label. Many materials have the potential to cause problems if they are not handled or stored properly. Check with your supervisor for the location of MSDS (Material Safety Data Sheets). You have the right to know of any hazardous chemicals in your work area and how to protect yourself when using them.

As appropriate for each material imported or used, a review will be completed to determine the known hazard(s) (if any) of that material. The facility proposing to bring in a chemical is responsible for ensuring that Material Safety Data Sheets are obtained and kept on record as a part of the chemical-screening procedure identified in the District's Hazard Communication Manual.

**C. Clothing And Special Equipment.**

Protective clothing and special safety equipment are extremely important in preventing injuries and accidents. Although the use of protective clothing or safety devices may appear to be a nuisance, uncomfortable, or unpopular, they are designed to prevent serious injuries. Any employee who fails to properly use protective clothing or safety equipment is not satisfactorily performing the duties of the job.

**D. Fire Safety.**

Fire is one of the most-common and serious types of accidents. Not only can fires cause damage to District property and injure employees, they can negatively affect the provision of services to the public. Learn the location of fire extinguishers within your work area and the types of fires they can extinguish.

## **E. Electricity.**

“Warning: High Voltage” is a commonly seen sign, which message of warning actually applies to all electrical systems. It must be remembered that electricity available from a regular 110 volt wall socket can electrocute individuals. Only authorized electricians or qualified personnel shall make electrical repairs, and extreme caution should be exercised when using electrical equipment near water.

## **F. Office And Clerical.**

Although most serious accidents occur in workshop areas and in the field, accidents do occasionally happen in office areas. Fortunately, most of the accidents in office areas are likely to be minor and are easily prevented by keeping work areas orderly, keeping telephone and electrical cords away from walk through areas, and not standing on chairs that swivel or have rollers.

## **G. Motor Vehicle And Heavy Equipment Operation.**

The safe operation of motor vehicles and heavy equipment is an important matter since these accidents are the No. 1 cause of accidental deaths. Certain precautions must be taken to prevent vehicular accidents. These range from driving defensively to obeying all traffic laws.

1. Employees must have on file a signed waiver of liability and release that is pre-approved before they can operate a District-owned vehicle.
2. Only employees specifically authorized and who possess valid operator’s or chauffeur’s licenses or permits shall operate District-owned motor vehicles and equipment or personally-owned vehicles on District business.
3. Drivers shall know and obey all State and local vehicular laws, as well as any rules set by the department.
4. Drivers shall not permit unauthorized persons to drive, operate, or ride in a District-owned vehicle.
5. Prior to operating any District-owned vehicle or piece of equipment, the driver or operator should complete a safety check for defects or hazards.
6. No one shall operate or authorize another person to operate a vehicle or piece of equipment that has a known defect directly affecting its safe operation.
7. Every vehicular accident shall be reported to the Police Department and to the employee’s supervisor, even if damage or injury is not apparent. The Superintendent of Park Safety & Interpretation must also be notified of any liability damage that has occurred. (913-438-7275 x 385)

8. No person shall operate any equipment that he/she is not authorized, trained, or certified to operate.
9. Persons backing up District vehicles with an obstructed or partial view shall have an observer assisting and/or a backup signaling device.
10. Employees shall not mount or dismount vehicles/equipment in motion.
11. All drivers and passengers in District-owned vehicles (including maintenance equipment with safety belts provided) shall wear safety belts. No driver shall proceed until passengers have fastened their safety belts.
12. All employees operating District-owned or District-insured vehicles shall, at all times, do everything he/she reasonably can to prevent an accident. All drivers, especially when responding to emergency calls, shall drive defensively.
13. Employees shall not operate the vehicle when under the influence of alcohol or any controlled substance.
14. Employees shall promptly notify appropriate persons of any maintenance problem(s) with District-owned vehicles.

#### **H. Hazardous Chemicals: Your Right To Know.**

Within each District facility there is located a notebook containing Material Safety Data Sheets (MSDS). MSDS are provided by chemical manufacturers and identify products' physical and health hazards. They also describe methods for their safe use. You can protect yourself and co-workers from chemical hazards by using safe handling procedures and personal protective equipment. You must remember to read all labels and follow instructions listed on the MSDS.

### ***Incentive Program - Safety Bingo***

The District offers an employee incentive program called Safety Bingo to encourage safety awareness and practices.

#### **A. Player Qualifications.**

1. All regular and seasonal employees of the District are eligible to play.
2. Any employee who has an incident meeting the criteria for stopping play is ineligible for the next game. An employee must have a doctor's release to return to full duty and to resume play.

#### **B. The Game.**

1. Bingo cards will be issued in pay envelopes. When there is a bingo or an incident that meets the criteria to stop play, the current cards will be void. New cards will be issued with the next pay envelope. Bingo will be suspended until the Saturday following payday.
2. A bingo game will end when, and if, the following work-related circumstances occur:
  - a. An employee has eight (8) or more hours of loss time (includes doctor appointments and therapy).
  - b. Property liability damage occurs of \$500 or more.

***NOTE: When an incident occurs meeting either of the above parameters, the immediate department supervisor or his/her designee must notify a member of the Game Coordination Committee of the incident by phone ASAP.***

3. Two new bingo numbers will be drawn each workday, Monday through Friday, by 12 noon. The Game Coordination Committee will draw and issue the number to all departments by computer messages. Numbers will also be recorded on the Bingo Safety hotline (913-438-8075, X1302). Divisions and departments will determine their procedures for further dissemination of the information to their outlying work areas.
4. The daily bingo numbers may be listed on master score sheets posted at appropriate locations in the various District facilities. Each division/department will be responsible for its specific locations.
5. Play will continue until a play-stopping incident is reported and verified or an employee scores a bingo (vertically, horizontally, diagonally, or however specified for special games). A bingo stops play for both regular and seasonal categories. The prize award will carry over to the next game for whichever category is not claimed. A play-stopping incident cancels everything, including carryover awards. Special games may be announced by the Game Coordination Committee as an additional incentive.
6. If more than one player scores bingo, the prize will be divided equally to those players submitting their game-winning cards.

**C. To Claim Bingo.**

1. Any player may claim bingo if he/she has filled any vertical, horizontal, diagonal line (including the free space) with numbers drawn during eligible play.
2. If more than one player claims bingo on the same number, the prize will be divided equally to all winners.
3. If a player gets bingo but fails to claim it before a new number is drawn, he/she may still claim it but must divide the prize with any subsequent winners

4. To claim bingo, call the District's Benefit Coordinator (913-438-7275 X321) or another member of the Game Coordination Committee. After a bingo occurs the player has until 12p.m. midnight on that day to call and leave a message to claim bingo.
5. The employee must either fax (913-492-7275) a copy of the winning bingo card (front and back of the card) or deliver the original to the Benefits Coordinator no later than 9:30 a.m. the following business day in order to confirm the called-in bingo and to stop the game.
6. The winning employee will receive payment by check within a one-month period.

**D. Incentives.**

1. Standard prize.
  - a. Regular full-time and part-time employees - \$50.00.
  - b. Seasonal staff - \$25.00.

*(NOTE: Winning employees are responsible for reporting this income for tax purposes.)*

**E. Bingo Game Coordination Committee.**

- ◆ Human Resources Director.
- ◆ Personnel Coordinator.
- ◆ Benefits Coordinator.
- ◆ Payroll Manager.
- ◆ Superintendent of Park Safety & Interpretation

**F. Bingo Hotline.**

The Bingo Safety Hotline phone number is (913) 438-8075 (X1302).