



Part Time Employee Handbook 2020

*Part Time Employee Handbook
Charleston County Park & Recreation Commission
CAPRA Standard 4.1.C Part Time Employee Handbook*

*Approved: October 2019
Next Review: October 2020*

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Charleston County Park & Recreation Commission
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001: GENERAL INFORMATION

001-1: IT TAKES TEAMWORK

Employees with Charleston County Park and Recreation Commission (CCPRC) are a very dedicated group of people with an important purpose. CCPRC is responsible for operating a countywide park and recreation system and providing a quality experience for visitors. All of our staff members are a valuable part of providing an awesome park and recreation agency for the public to enjoy. An employee's attitude and enthusiasm directly affect the quality of the visitor's experience. Employees should remember that when they are working their actions create a public opinion of the agency.

This handbook is intended to be an introduction and guideline to the agency and provide an overview of its general policies and procedures. Each employee is required to read and understand this handbook and use it as a personal reference. There are variables such as weather, visitor attendance and special events that may affect the nature of our parks and programs. Since it is impossible to address in writing every responsibility or situation an employee may encounter, it is important that staff ask questions and maintain communication with their supervisors.

An employee's job may require work that is routine or work that requires adapting to a new procedure all of which is a serious responsibility, requiring a diligent effort on the part of each employee. The agency's challenge is great, but as a result of the commitment of all employees to work hard and observe the highest standards of performance, CCPRC will ensure our mission to improve the quality of life in Charleston County is met.

WELCOME TO THE TEAM!



001-2: GENERAL GUIDELINES

CCPRC has a wide variety of employment positions in the agency. One thing that is consistent throughout is CCPRC's standard of quality. Regardless of the employee location or role, staff members function as a representative of the agency and an employee's attitude and performance have a direct impact on the quality and reputation of the agency.

Employees are expected to follow some basic guidelines throughout their employment. While there may not always be an easy answer for every occasion, there are guidelines of do's and don'ts to mix with common sense and good judgment.

Smoking Policy - There is a no smoking policy governing employees in the administrative offices and park facilities while on duty with Charleston County Park and Recreation Commission. This policy includes chewing tobacco, pipes, cigars, cigarettes, electronic cigarettes, and vapor-emitting products. To make it clear, smoking while on duty is strictly prohibited. Smoking is strictly prohibited in any agency vehicle. When off duty or on an approved break, smoking is permitted only in designated areas. . Employee designated smoking areas located out of public view are provided at CCPRC facilities please consult a supervisor for this location if necessary. Cigar and cigarette butts and tobacco from pipes are to be thrown into the receptacles provided. No combustible material is to be stored in an area where smoking is permitted. No trash is to be thrown into these receptacles.

Electronic Devices - are not allowed while on duty unless specific permission has been received from the employee's supervisor.

Radios and Music Devices - are not allowed while on duty unless specific permission has been received from the employee's supervisor. If approved, these devices must be kept at a low volume and not detract from performance of job duties.



Eating - Eating at a work station is not permitted unless permission has received from the employee's supervisor.

Studying/Reading - Employees may not study or read while on duty unless specific permission has been received from the employee's supervisor.

Sleeping - Sleeping while on duty will not be tolerated and is grounds for immediate termination.

Tips/Gratuities - As an employee of the Charleston County Park and Recreation Commission, **staff are NOT allowed to accept personal monetary gifts from facility patrons.** If a customer is insistent, please explain that the Manager on Duty will be happy to put the money towards the agency's Parklands Foundation. In addition any money found, if not claimed, will be put towards the Parklands Foundation.

Friends and Relatives – When in uniform, all staff members are in the public eye. Employees should use good judgment when interacting with friends and family while on duty. Visitors can create an interruption and detract from the performance of an employee's job duties. In addition to this, employees who are on break or have just gotten off of a shift should not visit other staff members who are still on duty.

Policies and Procedures - The established operating policies and procedures are intended to be followed. Part time staff are not authorized to make exceptions to established procedures without the express permission of a supervisor.

Drugs and Alcohol – Being under the influence or possession of alcohol or illegal drugs while on duty or on any CCPRC property is strictly prohibited and grounds for immediate termination. If an employee is taking a physician prescribed medication that could alter judgment or awareness, staff must notify their supervisor of any possible side effects to



include but not be limited to drowsiness, sensitivity to the sun, and inability to operate machinery.

Cell Phones and Bluetooth Technology - The use and wearing of cell phones or Bluetooth technology is not permitted while on duty or while in uniform in the public eye. These devices should be turned off for the duration of an employee's shift. Note: The exception to this is for full-time employees and part time staff who have been issued agency cell phones to aid in the performance of their jobs. When avoidable, such devices should not be used in the public eye.

Staff are required to be familiar with their position description, facility policies and procedures, and facility rules and regulations. If an employee has any questions, they should ask a supervisor.

001-3: RULES OF PERSONAL CONDUCT

Certain guidelines of personal behavior for all employees are essential. CCPRC employees are to use common sense and abide by standards of respect and honesty. Actions and/or conduct that may subject an employee to discipline up to and including termination, include, but are not limited to, the following:

1. Possession, use or selling of alcohol (except at Commission sanctioned events), narcotics, drugs, or other controlled or intoxicating substances on CCPRC property, or reporting to work under the influence of such substances.
2. Possession or use of firearms or other dangerous weapons on Commission property.
3. Theft or dishonesty.
4. Sleeping on the job.
5. Insubordination or willful disobedience.
6. Disclosure of confidential trade or business secrets, or other such confidential data or material.
7. Falsification of time cards or other Commission or job related documents.



8. Gross negligence which results in personal injury or damage to Commission property or the property of another individual.
9. Engaging in harassment (sex, age, race, etc.).
10. Fighting on the job or on Commission property.
11. Horseplay on the job or on Commission property.
12. Failure to report immediately a personal injury, however slight, sustained on Commission property.
13. Engaging in obscene, profane or abusive language or behavior.
14. Disorderly or immoral conduct on Commission property.
15. Willful disregard for Commission workspace.
16. Abuse or destruction of Commission property or the property of any other individual.
17. Disregard for safety requirements or violation of Commission safety rules or policies.
18. Failure to report a felony arrest.
19. Violation of the No Solicitation - No Distribution rule.
20. Failure to perform work properly or to follow work instruction.
21. Being late for work or stopping work before the scheduled time.
22. Being out of assigned work area without permission.
23. Violation of the Commission's attendance policy.
24. Smoking in areas where smoking is not permitted.
25. Violating Commission work rules, policies or procedures.

The above rules are merely examples of conduct which cannot be tolerated and do not in any way limit the ability of the Commission to discipline or discharge an employee.

001-4: PERSONAL APPEARANCE

An employee's personal appearance is very important to the overall quality look of the agency. There are certain standards of appearance, which all employees must meet to



maintain this quality look. Keep in mind that the actions and appearance of CCPRC staff creates a public opinion of the agency.

ALL EMPLOYEES

Hairstyles - hair should be neatly groomed and should not detract from a professional appearance or an employee's ability to perform assigned job duties. If hair is shoulder length or longer, it must be restrained in certain work areas, consult a supervisor for any questions. Facial hair may be worn if neatly trimmed.

Piercings – two pair of earrings are permitted. Nose rings and other visible piercings such as tongue, eyebrow, etc. are not permitted.

Make-up – when worn, makeup should be applied in a manner that does not detract from a professional appearance.

Fingernails – should be neatly groomed and should not detract from a professional appearance. If polished/enhanced, fingernails should be fresh, neat and of a manageable length. Concessions employees cannot wear artificial fingernails.

Jewelry – should be minimal and not detract from a professional appearance. Jewelry or visible symbols that promote sexual or illegal activity or extreme behavior are strictly prohibited. Some positions further require that no jewelry be worn, consult a supervisor with any questions.

**** Lifeguards** - refer to the Aquatics Manual for additional requirements and procedures.



001-5: UNIFORMS

Uniform items will be issued to an employee when they first begin in their employment. Employees are required to pay 50% of the cost of the uniforms issued to them. This cost will be deducted through payroll deduction from the employee's paycheck. Additional uniforms can be purchased at any point in employment. See a supervisor for details on how to do this.

Each day employees are expected to arrive at their work area in a clean, neat, well-fitted uniform when working in a park setting or working a recreation program. If an employee is off the clock, and plans to remain on the property and use any facilities or activities, they are required to change out of the uniform into non-uniform clothes. No part of a uniform bearing the CCPRC logo should be worn outside work at any time other than when travelling to or from work.

- Uniform t-shirt and Polo shirts – sleeves may not be rolled up. White undershirts, as well as either the short or long sleeve gray CCPRC uniform shirt may be worn under collared shirts. **Shirts long enough to be tucked in must be tucked in at all times and be neat and clean.**
- Shorts and Pants – Each employee is responsible for his/her own pants and shorts. Uniform shorts should not be shorter than mid-thigh. The color of uniform shorts and pants is khaki. (Be sure not to confuse with white, brown or olive.) Jeans and leggings are not acceptable.
- Shoes – athletic type shoes, leather shoes or boots must be worn. No sandals, clogs or open-toed shoes are allowed. Personnel working in the field are allowed to wear appropriate task-related footwear with their supervisor's approval. Steel toed shoes



are required for all Maintenance staff. If socks are worn, they should not detract from a professional appearance.

- Sunglasses - should not detract from a professional appearance. As a general rule, sunglasses should not be worn when speaking with customers or while indoors. If further clarification is needed, please consult a supervisor.
- Coats and Jackets - may be purchased at 50% of cost. The cost for coats and jackets will be paid through payroll deduction. Personal coats, jackets or rainwear may not be worn as an outer layer while working.
- Hats – only designated uniform hats should be allowed while on duty. Note: Some positions may require a uniform issued hat to be worn.
- Belts – are required to be worn with the uniform and should not detract from a professional appearance.
- Name tags – are issued to employees working in the field and are mandatory. If a nametag is lost, employees should notify a supervisor so a replacement can be issued.
- Unapproved hats, pins, buttons, stickers or modifications to the uniform are not permitted.

Reminders about uniform - If the issued uniform needs repair, refitting or cleaning, it is the employee's responsibility. Broken buttons, rips, holes and stains take away from a professional appearance. A badly stained or damaged uniform must be replaced at the employee's expense. No part of the uniform is to be loaned or worn by anyone other than the employee who is on duty or traveling to or from work.



Wearing of the uniform and proper personal appearance is a condition of employment and any refusal, misuse or alteration without prior written approval from the employee's Director or Assistant Director is cause for disciplinary action.

** **Lifeguards** - refer to the Aquatics Manual for additional requirements and procedures.

001-6: IDENTIFICATION

Once employed, employees will receive an Employee Card. This card will be the employee's personal ID and proof of employment with the agency. It provides admission to each of our park facilities as well as some other privileges, which are identified later in this manual.

The card will remain the property of the agency and is not transferable. Loaning this card to another person for any reason or misusing it in any manner will lead to disciplinary action or termination. If a card is lost, it needs to be replaced immediately. Employees will be charged \$5.00 for a replacement card through payroll deduction.

When using the ID as admission at CCPRC facilities, stop completely at the gate and have the ID ready to present to the gatekeeper.

Employees will also be issued a nametag to wear when working with the public.

Remember that the Employee Card, timecard and nametag must be surrendered upon termination or completion of employment. If either are lost or stolen, the employee should notify their supervisor immediately.

001-7: HOME ADDRESS

In the event of an emergency or some problem at work, it may become necessary to reach an employee quickly. It is, therefore, extremely important the employee keeps their home

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address and telephone number current with their supervisor and Human Resources through the employee's Self Service account. If an employee changes either at any time during their employment, it is the employee's responsibility to notify their supervisor immediately.

It is also important that a correct permanent address is maintained through the employee's Self Service account and in payroll for their W-2 form (for tax purposes).

001-8: TRANSPORTATION

Having reliable transportation to and from work is a requirement of employment. We encourage employees to make carpooling arrangements whenever possible. Maintaining a dependable transportation system is the employee's continuing responsibility and one that should not interfere with their job.

001-9: EMPLOYEE PARKING

A supervisor will advise their employees on the proper procedure for employee parking. Please cooperate by parking in assigned areas and remember, courtesy requires that CCPRC customers and visitors always come first!

002 IN THE FIELD INFORMATION

002-1: RECORD KEEPING

Employees may be asked to complete official reports and paperwork in the course of their employment and adhere to record keeping retention schedules. Employees should refer to the cashier handbook or any specific training materials on how to complete all assigned paperwork. If further direction or clarification is needed, please consult a supervisor.



002-2: LOST AND FOUND

To ensure fairness and the return of as many lost items to the owners as possible, CCPRC's policy requires when any item is found without an apparent owner, it be turned in to the nearest park office, employee work station or supervisor immediately. No employee is allowed to take any found item home. The item will be logged, with the date, time, location and description recorded. If the item is at an employee work station, this information should be called in to the office, and the item taken to the office at the first opportunity. At an employee's specific work location an employee may be provided with more specific guidelines to ensure the proper handling of lost and found items.

002-3: RECYCLING

CCPRC actively participates in recycling efforts agency-wide and all employees should make every effort to recycle all appropriate items. Examples include aluminum, plastic, glass, corrugated cardboard, cooking grease, oil, batteries, newspaper, office paper, paperboard, and copper wire. A supervisor can provide guidance if needed on the appropriate items to be recycled, any new suggestions for recyclable items, and the locations of where to recycle specific items.

002-4: SOLICITATION

The Commission is committed to providing employees with a working environment free from unnecessary interruption. Thus, the Commission is a "no solicitation" and "no distribution" workplace. Employees cannot solicit or distribute materials to other employees on behalf of any cause or organization during the working time of either the solicitor/distributor or the employee being solicited/distributed. Employees cannot distribute literature on behalf of any cause or organization at any time in working areas.



Non-employees are not permitted on the Commission's premises for the purpose of soliciting employees and/or distributing literature on behalf of any cause or organization. All notices, literature, or advertising posted on the authorized staff notices board must be approved, prior to posting, through the employee's supervisor.

Violation of any provision of this section may subject an employee to discipline, up to and including termination of employment.

002-5: CONFLICTS OF INTEREST

Employees should not place themselves in a position of conflict between their personal interests and those of Charleston County Park and Recreation Commission. Employees may not engage in self-employment or any employment by another employer to the extent that such employment interferes with the performance of their duties at CCPRC.

002-6: THEFT

Employees are responsible for the honest handling of cash, credit cards, tickets, passes, products, agency property and equipment.

The agency takes the handling of cash at our revenue stations very seriously. Suspected dishonesty of any kind will be treated appropriately. Any and all documented dishonesty will result in disciplinary action and/or termination.

Persons found to be involved in stealing may be prosecuted and will be required to provide appropriate restitution to the CCPRC.

If an employee suspects another person of theft, it is the employee's responsibility to report the suspected actions to a supervisor immediately. Reporting theft can be done



anonymously by whatever means the employee is comfortable with. Not reporting a known or suspected theft leaves an employee vulnerable to possible prosecution.

002-7: NON-FRATERNIZATION

While CCPRC encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job. Any involvement of a romantic nature between an officer, director, manager, supervisor, or agent of the organization and anyone he/she supervises directly or through their supervisory chain is prohibited. Violation of this policy will lead to corrective action up to and including termination of the management individual involved in the relationship.

002-8: RESPECTFUL WORKPLACE

CCPRC strives to maintain a workplace that fosters mutual respect and promotes harmonious, productive working relationships. The agency expects our employees to treat each other in a manner in which they would like to be treated and to give others the respect that is due to every individual whether it is a fellow employee, member of management, customer, vendor, or visitor to our facilities. Therefore, CCPRC prohibits any behavior that is discourteous or demeaning to other employees. Disrespectful behavior may include, but not be limited to, the following:

- Jokes that demean another individual or group of individuals;
- Name calling or nicknames that may be offensive;
- Taking credit for another individual's work or ideas;
- Refusing to communicate or speak with another individual;
- Offensive verbal, visual, or physical conduct;



- Negative comments about others either orally or in writing;
- Threatening another individual;
- Invading another's privacy;
- Knowingly blaming other individuals for a mistake they did not make;
- Purposely invading another's personal space;
- Gossiping about another individual; and
- Any type of "bullying" behavior.

CCPRC expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of disrespectful behavior, the employee should report that conduct to his/her immediate supervisor, another member of management, or Human Resources within three calendar days of the offense. Employees are not required to approach the person who was disrespectful to them and may bypass any offending member of management. All employees should notify a member of management regarding any disrespectful behavior that they witness or are told another person received.

CCPRC will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible. However, CCPRC will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in disrespectful behavior.

The corrective action issued will be proportional to the severity of the conduct. The employment history and any similar complaints of prior disrespectful behavior will be taken into consideration.



CCPRC reserves the right to determine whether any type of behavior is disrespectful and injurious to the morale of the agency.

002-9: KEEPING OUR PARKS AND FACILITIES CLEAN

People tend to litter where litter exists. CCPRC's philosophy is one that includes maintaining our parklands so that litter exists only in trash cans.

Regardless of the position an employee is in, every staff member is required to pick up litter and keep our parks clean. A basic rule to follow is if an employee sees a piece of litter, pick it up, utilizing precautions if necessary. Some litter requires using precautions such as gloves to pick up. We consider litter to be anything that does not belong there (cigarette butts, cups, napkins, soda bottles, etc.).

We are committed to environmental responsibility and this is the responsibility of all employees.

002-10: MAINTENANCE

CCPRC facility staff performs routine and daily maintenance for facilities and equipment. If tools and/or instructions are needed, contact a supervisor. Follow the prepared schedule for performing routine maintenance tasks. The agency has personnel available to perform major and emergency projects that require additional skills and equipment. Report all maintenance needs to a supervisor.

003 SAFETY



003-1: EMPHASIS ON SAFETY

The Commission will endeavor to provide safe working conditions and encourage safe working habits on the part of all Commission employees. The Commission considers the safety of its employees a major responsibility; therefore it shall be the policy of the Commission to provide safe and healthful working conditions consistent with the standards of the Occupational Safety and Health Act. The Commission recognizes that accident control will be successful only with the support from all staff, adequate coordination and advice from staff members, and willing participation by employees who give their support to the program which is aimed at the elimination of unsafe actions and practices.

1. Reporting of Injuries/Accidents

All on-the-job injuries shall be immediately reported to the employee's immediate supervisor whether or not the injury requires medical treatment. Supervisors shall obtain facts relevant to the injury and submit a detailed Incident Report of the injury to their respective Division Director. Copies of any and all Incident Reports documenting on-the-job injuries by PRC staff are to be completed the day the incident occurs with a copy forwarded to the Director of Human Resources within 24 hours. In addition, when serious injury is involved the Executive Director is to be advised immediately, prior to receiving a completed Incident Report.

In accidents requiring medical treatment, an employee must contact the Worker's Compensation medical provider so that a South Carolina Workers Compensation Form 12-A, Employers First Report of Injury, can be prepared. A copy of the incident report must be submitted to the Director of Human Resources and the Safety Compliance Manager so that the Workers' Compensation Claim can be processed.



2. Prevention of Accidents:

First line supervisors are responsible to determine those safety procedures, training, and equipment required on-site at specific park facilities, visitor services centers, and at other Commission sites and events. All Commission personnel engaged in hazardous or potentially hazardous work environments are required to wear appropriate safety equipment as directed by their immediate supervisor. As a minimum, all Commission personnel engaged in general maintenance, landscape maintenance, janitorial and related activities are required to wear safety shoes/boots and other appropriate protection. The Commission will pay the expense of approved shoes/boots up to a limit designated by the agency. Other safety equipment which may be directed for wear by the immediate supervisor may include but are not limited to:

- * ear plugs
- * safety goggles
- * respirators
- * gloves
- * safety helmet
- * chaps
- * toe caps

In cases where an employee may appear to be careless or is involved in multiple accidents, counseling and appropriate action may be taken. Also, staff members and immediate supervisors who do not enforce appropriate standards of safety in their areas of responsibility are likewise subject to disciplinary action.

CCPRC is concerned for the safety of all employees and makes every effort to promote safe working conditions. Employees must realize that they are responsible for their own safety, as well as the safety of fellow employees and visitors. Employees may be required to attend safety training periodically.



Employees are encouraged to take every precaution to prevent accidents. Employees should be constantly aware of their environment and make sure they report all possible safety hazards to a manager or supervisor on duty. Discovering and eliminating the cause of accidents is the best way to prevent them and to ensure maximum safety. Employees should wear appropriate safety accessories and follow proper procedures when using equipment or performing tasks.

If an employee is asked to work on a project or complete a task that they believe is unsafe they should make a supervisor aware of this prior to beginning the task. Employees should always communicate whenever they have a concern about their safety, the safety of a coworker, or customer.

003-2: FIRST AID SITUATIONS

CCPRC has designated staff who are trained to administer first aid, oxygen and CPR. If an employee has not been trained in first aid or CPR as part of their employment with CCPRC, they should not administer first aid. For customer service reasons, employees may provide adhesive bandages for customers to apply themselves.

If a situation requires more than this, the employee should immediately call a manager or supervisor on duty.

Because there exists the potential an employee may be exposed to a bloodborne pathogen in the course of their employment, training is available for all staff. This training is mandatory for all designated first aid providers, including camp counselors and lifeguards.

003-3: ACCIDENT AND INCIDENT REPORTING

It is the policy of the Commission to provide safe facilities and programs for its employees and patrons. One method of achieving this is to analyze the cause of all accidents and,



where appropriate, to take corrective action to prevent reoccurrence. Complete information on all incidents and accidents is required for potential insurance claims and law suits. For these reasons, any employee who is either involved in or is a witness to an accident or incident is required to report it to a manager or supervisor on duty. Any situation involving contact with police, EMS, rescue, first aid administration, an accident, an incident, or other special attention requires an Incident Report Form be accurately and promptly completed by a supervisor. Do not discuss the accident or incident with anyone except a supervisor.

Incident reports are designed for in house communication only and should not be given to the public. If the patron wants a copy, they will need to request it in writing from the Director of Human Resources.

All forms should be filled out completely and require the signature of the staff members involved. In some instances, the Safety Compliance Manager or other designated staff may conduct an investigation that may require an employee's written statement.

003-4: WORKER'S COMPENSATION PROCEDURES

The Charleston County Park and Recreation Commission follows State law regarding Worker's Compensation Law. This law provides medical, hospitalization and other benefits when an employee is injured in the course of performing his or her job.

All accidents, no matter how slight, must be reported immediately to the immediate supervisor.

A report for all injuries and illnesses must be completed within twenty four hours and sent to the Director of Human Resources.



The Director of Human Resources must be kept informed of injuries and illnesses resulting in days away from work in order for the full time employee to receive the required compensation.

SC law states the injured employee is not entitled to compensation for the first seven days unless his disability lasts longer than 14 days. Payment of lost wages is based on two-thirds (2/3) of the average weekly wage of the employee, not to exceed the maximum amount allowed by law. This compensation will continue as long as the employee is unable to return to work if the inability is due to the accident, but shall not exceed 500 weeks.

If an injured worker has not completely recovered but returns to work at a lesser wage than he was making prior to his injury, he is entitled to 66 2/3% of the difference between his old wage and his new wage. This compensation may continue for 340 weeks from the date he returns. The Commission has an agreement with our Worker's Compensation medical provider to provide all occupational health care services for the agency. This will include any work related injury or illness care, all pre-employment physicals, preventive health services or consultative services. All employees must seek medical attention for injuries suffered on the job. Immediately following an accident or injury requiring medical attention the employee shall contact a supervisor and our Worker's Compensation medical provider. The closest medical facility will be called to notify them of the pending arrival of an injured employee. On weekends or after hours, the supervisor is authorized to make the call. In case of after hour's injuries, all injuries should be referred to the emergency rooms or urgent care facility. Employees must identify themselves as suffering from a workplace injury at any emergency room. In the case of a life-threatening trauma, employees should access the nearest emergency room.

Please refer back to the [Substance Abuse Policy](#) for CCPRC's policy and procedures for post-accident drug and alcohol testing.



003-5: MATERIAL SAFETY DATA SHEETS

Material Safety Data Sheets are referred to as MSDS sheets. These sheets contain important information about all potentially hazardous materials the agency uses. Some common yet potentially hazardous materials may include but are not limited to bleach, and dish soap. These sheets are located in the main office of each CCPRC facility and most maintenance areas and are accessible to all staff at any time.

003-6: COMMUNICABLE DISEASES

Decisions regarding any change in the status of an employee who is known by Supervisors to have any identifiable highly communicable disease (upon adequate documentation from the employee's physician) will be made on a case-by-case basis by the Executive Director. Employees with any identifiable highly communicable disease will not be excluded from employment on this basis alone. The Executive Director will make these decisions by using a team approach which includes the employee's physician, appropriate personnel from the Commission, local health department and any others deemed necessary.

The identity of any employee with any identifiable highly communicable disease will be confidential.

003-7: WILDLIFE CONFLICTS

While it may sometimes seem easier or faster for an employee to handle a wildlife related incident by themselves, doing so puts the employee and the agency at risk of litigation because of state and federal regulations. Additionally, it may put the employee or a patron at risk of bodily harm or death if a wildlife conflict is handled improperly. CCPRC has official procedures to give patrons and wildlife the protection and consideration they



require. For these reasons, employees should always call a supervisor if there is any incident involving wildlife.

Overall, the best action staff can take to prevent wildlife conflicts is to not allow people to feed animals either on purpose or as a result of carelessness. If it is specifically addressed in a CCPRC master plan or a resource management plan, a feeding area may be exempted from these procedures.

Because of the risk of dissemination of diseases and /or parasites or the danger of competition from a non-native introduced species, CCPRC does not allow people to release plants or animals of any kind.

CCPRC will not allow any plant or animal to be taken from developed parks or undeveloped parklands. This includes, but is not limited to, live sand dollars, live whelks, hermit crabs, fiddler crabs, and any plant species. The only exceptions are legally caught fishes, shrimps, crabs, and animals or plants taken through activities that are approved in writing by the Executive Director.

003-8: ENFORCING FACILITY RULES

It is the responsibility of each staff member to enforce facility rules and to inform the visitor if they are in violation. Should the visitor persist, a staff member should notify a supervisor. It is impossible in a handbook of this nature to state what should be done in every situation, but each and every situation must be handled using good judgment and tact. If an employee is in an uncomfortable situation with a patron, call a supervisor immediately.



004 JOB PERFORMANCE, EVALUATIONS AND RESIGNATIONS

004-1: TRAINING

Employees will be trained to work in specific areas. This training may be separate or on the job training. It may include customer service, safety, cleanliness, protocols, fees and pricing, cash registers, hand radios, emergency procedures, rules and regulations, and many other items important to running our programs and facilities. If an employee feels they need additional training they should consult a supervisor.

004-2: EMPLOYEE PERFORMANCE

The employee's supervisor will offer guidance and direction throughout an employee's employment. We welcome staff ideas and suggestions. Employees are encouraged to contact a supervisor if an employee has any special skills or abilities that could benefit the agency.

An important factor in maintaining high performance standards is cooperation. Employees should make a conscious effort to get along with all co-workers and supervisors and to prevent any personality conflicts that may arise and interfere with morale or the accomplishment of assigned duties. Employees should pay careful attention when tasks are assigned and explained. Employees should also accept criticism in a positive manner and make adjustments for improvement. Employees should contact a supervisor if they have questions concerning performance or responsibilities.

CCPRC is happy to provide recommendations and references for employees with good performance records. Let a supervisor know if assistance is needed.



004-3: PERFORMANCE EVALUATION

Employees should be engaged with their job performance and performance standards of their position, and should be given the opportunity to review a copy of their performance evaluation.

Part Time staff may receive a progress report during the season and/or at the end of season completed by supervisory staff and discussed with the employee. A wage rate increase may be awarded to returning employees annually. Below is an example of information an employee may see in an evaluation:

ELEMENTS OF PERFORMANCE	PERFORMANCE DESCRIPTORS
1. Disposition	<ul style="list-style-type: none"> • Smiles and responds positively • Functions well in stressful or busy situations • General attitude pleasant
2. Personal Appearance and Wearing of the Uniform	<ul style="list-style-type: none"> • Uniform worn and follows CCPRC standards • Nametag on and shirt tucked in • Consistently well groomed and follows all personal appearance rules according to CCPRC standards
3. Customer Service	<ul style="list-style-type: none"> • Responds to customers in a timely, pleasant manner Provides adequate assistance to customers and employees alike • Ensures the customers are satisfied • Enforces rules of the facility in a professional manner
4. Communication and Relations with Coworkers and Supervisors	<ul style="list-style-type: none"> • Accepts suggestions for improvement and criticism in a positive manner • Communicates effectively with coworkers and supervisors • Works effectively with his/her coworkers
5. Attendance	<ul style="list-style-type: none"> • Reports for all scheduled shifts on time, ready to go • Uses timecard as instructed • Can be called on to fill a need on a moment's notice



<p>6. Job Skills</p>	<ul style="list-style-type: none"> • Fully understands the scope of their job and responsibilities • Follows rules and regulations • Completes all assigned tasks without reminders • Respects CCPRC equipment and takes safety precautions when necessary • Performs assignments in a competent and complete manner, adhering to procedural requirements and accepted standards
<p>7. Initiative and Productivity</p>	<ul style="list-style-type: none"> • Accepts and carries out all duties and assignments given and then goes further • Strives to improve their overall skills and takes the initiative to learn new things • Completes all requirements of their position with little or no supervision • Stays busy regardless of what area of the facility they are assigned
<p>Supervisory Positions Only</p>	
<p>1. Organization, Planning and Budget Control</p>	<ul style="list-style-type: none"> • Finishes tasks that have been assigned and does so at a reasonable pace • Plans ahead and thinks through daily situations as well as projects • Tries to conserve CCPRC's property as to not waste resources • Exercises budgetary control
<p>2. Supervisory Skills</p>	<ul style="list-style-type: none"> • Delegates on the basis of organizational structure and in accordance with park regulations and accepted procedures • Subordinates receive the required instruction necessary to carry out tasks and assignments • Participates in routine trainings and takes the time to help employees who may need additional training

004-4: DISCIPLINARY ACTION

The Commission shall administer disciplinary action in an equitable, just, and consistent manner based upon careful documentation. This procedure shall apply to the documented



administration of discipline of all part-time Commission employees and is not to be considered all-inclusive. Employees may be discharged, disciplined or required to make restitution for damaged/destroyed equipment without recourse at any time; however, all Commission employees shall be disciplined in an equitable, just and consistent manner.

The following constitutes cause for written or oral reprimand, suspension, or termination. This list is not intended to cover every possible type of offense and is not considered an exhaustive list. Disciplinary action offenses not listed shall be addressed as required.

Oral /Written Reprimand/Termination

- Inefficient or unsatisfactory performance on the job.
- Failure to carry out orders, work assignments or instructions.
- Careless, negligent or improper use of Commission’s property/equipment.
- Excessive tardiness.
- Unexcused or unauthorized absence.
- Insults, arguments, general discourteousness or profane language.
- Acceptance of personal monetary gifts.
- Violation of Commission policies and/or procedures.
- Causing or contributing to disharmony of staff working relationships.
- Overages / shortages at revenue stations.
- Harassment of any employee or visitor (refer to Harassment Policy).
- Reporting for duty or being on duty under the influence of narcotics or intoxicants.
- Disorderly conduct such as fighting, threatening or attempting to inflict bodily injury to another person.
- Falsifying records for oneself or another employee.
- Failure to notify management of an arrest for a felony or an existing felony.
- Misuse of agency funds.



- Discrimination against an individual because of race, creed, color, religion, sex, age, political affiliation, national origin, physical disability, medical condition or marital status.
- Theft of equipment, money, food and drink, retail items or property or eating food from snack bars without paying in advance.

It is further noted that employment at CCPRC follows the fundamental rule that an employment relationship is "**at will**". This means that it can be terminated freely at the will of either the employee or the employer. Additionally, an employer is not required to hire any particular employee or provide any particular benefit.

004-5: RESIGNATION

Employees should submit written notice of intent to resign at the earliest possible date and not less than fourteen calendar days prior to such resignation. Employees not providing sufficient notice may not be considered for rehire.

Employees resigning or being terminated must check out with a supervisor in order to receive a final evaluation, and return equipment, ID cards, and any other Commission property.

005: CUSTOMER SERVICE

005-1: HANDLING COMPLAINTS AND INQUIRIES

CCPRC customers and visitors are typically great people having a great time making working with them easy and enjoyable. An employee's challenge is the 1% who may not be as understanding. If an employee is approached by a customer with a complaint, employees should listen to the customer and acknowledge the complaint. If a complaint happens that appears it will be a lengthy discussion, politely inform the customer that a manager on duty will address the problem, and call on the radio or telephone for

*Part Time Employee Handbook
Charleston County Park & Recreation Commission
CAPRA Standard 4.1.C Part Time Employee Handbook*

*Approved: October 2019
Next Review: October 2020*



“**Customer Service**” if working at a facility or contact a supervisor if programming offsite. Employees should not become defensive, lose their temper or speak rudely. Employees should calmly assure the patron that the complaint is understood and refer them to a supervisor.

At a facility, the Facility Manager or the manager on duty should deal with specific inquiries about any accidents or incidents. Questions from the news media should always be directed to a manager on duty. No staff member will speak to the media unless directed to by management.

005-2: CUSTOMER SERVICE

Providing exceptional customer service and a positive experience are a requirement for all staff when working with coworkers or the public. An employee’s attitude and actions are a direct reflection on the quality of the agency. Employees should consider a friendly smile and kind word "standard equipment."

Even if an employee has to deal with a customer that may be unhappy or not satisfied with their experience, employees should continue to provide outstanding customer service. Employees may never insult, argue, be discourteous, or use profane language in the presence of a visitor. Employees should notify a supervisor before a situation gets out of control.

Employees should practice the same kindness to fellow employees that is given to CCPRC visitors. Remember, a customer’s personal experience, good or bad, usually makes the greatest impression, and providing consistent, good customer service is the key to CCPRC’s success!



005-3: BE AN INFORMATION EXPERT

If an employee is working at a facility, they may be asked a wide variety of questions repeatedly throughout the day. It is an employee's responsibility to learn about the agency's resources in an effort to better assist our customers and provide them with correct information including park rules, amenities and general information about the local area.

When an employee does not know the answer to a particular question, they should find it or direct the customer to a place where they can easily get the answer. Employees will soon find that becoming an information expert is one of their most important roles.

005-4: ESSENTIAL TIPS FOR GREAT CUSTOMER SERVICE

- Be knowledgeable about the agency
- Be friendly, positive and cheerful when interacting with others
- Respond quickly whenever possible
- Ask a supervisor for assistance if needed
- Pay attention to what a customer may need
- Be respectful when interacting with others
- Seek help whenever overwhelmed or when dealing with a difficult situation
- Do more than is expected to exceed expectations
- Assist whenever possible with unique needs or special requests
- Be responsive



006: SCHEDULING AND TIME

006-1: WORK SCHEDULES

Employees are expected to be at their work place ready to be engaged in their work prior to the start of their scheduled shift and remain in that capacity until the shift ends.

Work schedules are prepared in advance. Copies of the schedules will be posted for facility based staff. Schedules are carefully prepared to ensure the most efficient operation of CCPRC facilities and programs and are intended to be followed. Schedule changes should be kept to an absolute minimum and must be submitted in writing and approved by a manager or supervisor in advance. An employee's employment is designed to accommodate a specific need and does not include allotment for vacation time. Consideration of specific days off will be given to staff members who are in good standing and who have provided, in advance, valid explanation for the requested time off. These requests must be directed to the employee's supervisor in writing. Requests may only be considered if sufficient staff coverage is available.

Employees will be responsible for adhering to their scheduled hours unless otherwise instructed by a manager or supervisor. Factors such as inclement weather and low visitor attendance may result in modified employee hours at the discretion of a manager or supervisor.

An employee's attendance at scheduled staff meetings and in-service training is mandatory.

006-2: TIME CLOCKS AND TIME WORKED

CCPRC uses electronic time clocks to track an employee's work hours for the majority of CCPRC's part time staff. An employee will be required to clock in and out. When CCPRC



staff work at a location that does not have a time clock such as a rural recreation site, staff will utilize a timesheet to submit their hours worked. Supervisors will review this process with their staff.

The only way supervisors can guarantee an accurate paycheck is if the employee does their part by clocking in and out correctly. Failure to clock in or out or to tell the Manager on Duty may result in an inaccurate paycheck.

If an employee has permission from a supervisor to leave work during a shift, the employee must clock out when they leave and clock in when they return. This does not apply if the employee is at work offsite on official agency business.

006-3: ATTENDANCE

CCPRC facilities and programs are designed to be operated by a set number of staff. Each person is scheduled for a specific function. If a staff member doesn't report to work, an extra burden is placed on the remaining staff. If a staff member is going to be late or unable to report to work due to illness or an emergency, they should notify a supervisor BEFORE the start of their scheduled shift. **Employees are expected to arrange for a staff replacement to cover their scheduled shift. An employee's direct supervisor will provide them with facility/area specific procedures.**

*** If at any point it is impossible for an employee to fulfill their job responsibilities, termination will occur.**

006-4: BREAKS

Depending upon an employee's work schedule and the duration of the shift, an employee may receive one 30-minute break per day. Employees are required to clock in and out for breaks and are expected to take the full 30 minutes, unless they have permission from a



supervisor. Lifeguards should consult with their supervisors about their specific break policy. Employees may not leave the facility during their break unless approved by the supervisor on duty. If an employee needs to be excused from a workstation other than at a scheduled break period, they should notify a supervisor.

006-5: PAYDAY

Payday occurs once every two weeks on Thursday (unless otherwise noted due to holidays). A schedule of the agency’s pay periods can be found in this handbook. Direct Deposit is **mandatory** for all staff. Employees will submit their direct deposit information through Munis Self Service.

006-6: PAY PERIOD SCHEDULE 2020

PAY PERIOD START DATE	PAY PERIOD END DATE	PAY DATE
January 22, 2020	February 4, 2020	February 13, 2020
February 5, 2020	February 18, 2020	February 27, 2020
February 19, 2020	March 3, 2020	March 12, 2020
March 4, 2020	March 17, 2020	March 26, 2020
March 18, 2020	March 31, 2020	April 9, 2020
April 1, 2020	April 14, 2020	April 23, 2020
April 15, 2020	April 28, 2020	May 7, 2020
April 29, 2020	May 12, 2020	May 21, 2020
May 13, 2020	May 26, 2020	June 4, 2020
May 27, 2020	June 9, 2020	June 18, 2020
June 10, 2020	June 23, 2020	July 2, 2020



June 24, 2020	July 7, 2020	July 16, 2020
July 8, 2020	July 21, 2020	July 30, 2020
July 22, 2020	August 4, 2020	August 13, 2020
August 5, 2020	August 18, 2020	August 27, 2020
August 19, 2020	September 1, 2020	September 10, 2020
September 2, 2020	September 15, 2020	September 24, 2020
September 16, 2020	September 29, 2020	October 8, 2020
September 30, 2020	October 13, 2020	October 22, 2020
October 14, 2020	October 27, 2020	November 5, 2020
October 28, 2020	November 10, 2020	November 19, 2020
November 11, 2020	November 24, 2020	December 3, 2020
November 25, 2020	December 8, 2020	December 17, 2020
December 9, 2020	December 22, 2020	December 31, 2020

007: TECHNOLOGY, RADIO AND MEDIA

007-1: TELEPHONE USE

Agency telephones in facilities have been installed for the purpose of conducting official business. It is important that the use of a telephone for personal local calls be kept to an absolute minimum. Personal long distance calls are prohibited except in the event of a personal or family emergency.

Employee's family and friends should not call an employee at work unless it is an emergency, in which case the manager or supervisor will notify the employee promptly.



When employees use an agency telephone on official business, they are expected to be friendly, polite and professional. This may be the only contact the customer will have with the agency, and it is vital to create a good impression.

007-2: CELL PHONE USE AND PERSONAL DIGITAL ASSISTANT

Texting While Driving

All employees are expected to follow applicable state and federal laws and regulations regarding the use of cell phones or personal electronic devices at all times.

This policy includes the use of personal cell phones, cell phones issued for business-use, and similar devices while operating all agency motorized vehicles as well as agency issued devices in personal vehicles. Employees are prohibited from writing, sending, or reading text-based communications while driving. This includes any instant message (IM), multimedia message (MMS), short message service (SMS text), electronic mail (e-mail), or any other such communications. This also includes accessing the Internet or otherwise using electronic devices while driving.

Regardless of the circumstances, including slow or stopped traffic, employees are required to stop the vehicle in a safe off-road location before writing, sending, or reading text-based communications. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

Cell Phone Use While Driving

Employees are prohibited from using hand-held cell phones for personal or business purposes while operating an agency vehicle as well as agency-issued cell phones in



personal vehicles. Should an employee need to make a call while in transit, the employee should safely stop in a safe off-road location to make the call or use a hands-free speaking device such as a speakerphone/earpiece.

In addition to the specific devices and situations listed above, employees are expected to exercise good judgment during any in-transit communication, in order to ensure safety and minimize unnecessary distraction.

Violations of the policy will be subject to discipline, up to and including termination.

Non-Exempt Employee Electronic Communications & Mobile Technologies

Employees of Charleston County Park and Recreation Commission may perform job duties using a variety of electronic communications and mobile technologies, such as cellphones, tablets, laptops, etc. depending on the nature of the work and responsibilities involved. In accordance with the Fair Labor Standards Act, as with other types of authorized work, all time spent by non-exempt employees utilizing electronic communications and mobile technologies for work purposes will be considered hours worked which is compensable and will count toward overtime eligibility as required by law.

Therefore, in order to avoid unauthorized compensatory time, electronic communications and use of mobile technologies to conduct work should not be used outside of regularly scheduled work hours, unless required by a supervisor. This includes ALL types of work-related communication through mobile and electronic technologies whether issued by CCPRC or remotely accessing CCPRC systems with the employee's own device.

- Do not check for, read, send or respond to work-related e-mails or phone calls outside of your normal work schedule unless specifically authorized by your supervisor.



- Employees will use the Non-Exempt Electronic Communications and Mobile Technologies Tracking Report to convey the time spent outside of work checking electronic communications or utilizing mobile technologies to complete work tasks. De Minimis time, less than 5 minutes, spent completing non-work duties, such as requesting a day off is not compensable and should not be added to the tracking form.
- Employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this policy.

007-3: SOCIAL MEDIA

CCPRC recognizes the growing importance of online social media networks as a communication tool and respects the right of employees to use these mediums during their personal time. Use of these mediums during regular work hours or on agency equipment, however, is prohibited unless otherwise approved by a supervisor due to the nature of the position.

In general, employees who participate in social media are free to publish their own personal information without censorship by CCPRC. Employees must avoid, however, posting information that could place CCPRC at risk.

All employees are responsible for maintaining the agency's positive reputation and presenting the agency in a manner that safeguards the positive reputation of themselves, as well as, the agency's employees, managers and commissioners.

If an employee chooses to identify him or herself as a CCPRC employee on any social media network, he or she must state in clear terms that the views expressed are the employee's alone and that they do not reflect the views of CCPRC. Employees are



prohibited from acting as a spokesperson for CCPRC or posting comments as a representative of the agency unless it is within the nature of the position.

There are some types of information employees are not permitted to discuss or display online, including:

- Information that is confidential or proprietary to CCPRC, or to a third party that has disclosed information to the agency.
- Negative statements or negative use of the agency logo may not be made while acting as a representative of the agency.
- CCPRC's logo on any social media network without permission. Also, images of co-workers and CCPRC facilities and properties.
- Statements, comments, or images referencing illegal drugs or that include profanity or could be considered obscene.
- Statements, comments, or images that disparage any race, religion, gender, sexual orientation, disability, or national origin. Also, any communication that engages in personal or sexual harassment, unfounded accusations, or remarks that would contribute to a hostile work environment (racial, sexual, religious, etc.). As well as, any behavior not in agreement with CCPRC's Standards of Ethical Conduct or general policies.

CCPRC maintains a presence on social media sites that are deemed appropriate for marketing the agency to the public. These pages are primarily maintained by the Marketing Division.

Employees will be subject to discipline for any social media posting that CCPRC determines is detrimental to the agency's business. Note that employees may be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or



proprietary agency information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media.

Misinformation Correction

Federal law requires that any employee who endorses the Agency online must disclose his or her employment in the endorsement. CCPRC appreciates that employees may be tempted to correct misinformation about the agency that might randomly appear online. If such a situation occurs, the employee should relay the information to the Marketing Division or Executive management, who will determine the best response, if any.

Violation of Policy

The nature of any social media posting and degree of harm to CCPRC will be factors in determining whether discipline will be imposed and the severity of any such discipline, up to and including termination of employment.

007-4: RADIO PROCEDURES

Radios are important and expensive equipment and must be cared for properly. Employees should never leave a radio unattended and should always keep it protected from the weather and extreme conditions. If a radio malfunctions or gets wet, the employee should notify a supervisor immediately. In emergency situations, radio contact will ensure that appropriate personnel are notified quickly. Employees should know the emergency procedure for their programming area or facility. All staff that use radios are responsible for returning them to the charging units so that the batteries will be charged daily.

Employees will receive specific training with a supervisor before they begin work as some of the procedures vary according to location, type of radio and type of position.



The Federal Communications Commission monitors radio procedures and transmissions. Daily radio checks should be made to ensure they are properly functioning. Employees should report any malfunctions to the manager or supervisor on duty. An employee's improper use of radios will result in disciplinary action.

EXAMPLES OF TOPICS NOT DISCUSSED OVER FACILITY RADIOS

1. Money
2. Personal matters or lunch orders/requests
3. Potentially dangerous wildlife (i.e. snakes, alligators, sharks, etc.) - call a supervisor immediately
4. Fictitious codes to alert someone of happenings
5. Scanning other facilities. Employees should always stay on their home talk group. Employees shall not monitor or switch to another talk group unless instructed to do so.

Remember that CCPRC patrons are listening as well as co-workers

008: PROPERTY, VEHICLES AND TRAVEL

008-1: PROPERTY AND EQUIPMENT

All Commission property (tools, clothing*, equipment, etc.) used by facility staff must be safeguarded and returned properly, promptly, and according to facility policy and/or standard procedures. Equipment must be maintained in good condition and in a response-ready state. If property should become worn, damaged, lost or stolen, report it immediately to a supervisor. An employee may be required to reimburse CCPRC for any intentional loss or damage, or any loss or damage due to negligence.

*This does not apply to uniform shirts, shorts, pants, sweatshirts and hats that were purchased by the employee.



008-2: VEHICLES

Permission and training must be obtained from a manager or supervisor on duty to use any agency vehicle. This applies to the use of all motorized vehicles including cars, vans, trucks, tractors, ATV's, Cushman's, golf carts, gators, and watercraft. Employees must be 16 years old and have a valid driver's license before permission and training is given to operate any motorized vehicle. Further employees must be 18 years old and have a valid driver's license before permission is given to operate an agency car, van, bus or truck. Any mishaps or accidents, no matter how minor, must be reported to a supervisor immediately.

It is the Commission's policy to provide agency owned vehicles to some of the CCPRC staff due to the nature of their responsibilities, hours of work or accessibility requirements. These vehicles are provided to enhance the productivity and availability of these staff members and they are provided for the convenience of the Commission.

It is the policy of the Commission that Commission vehicles shall be used when needed to conduct CCPRC business in lieu of privately owned vehicles whenever possible in order to get the greatest utilization from the vehicles.

Prior to using any Commission vehicle, drivers must read and become familiar with the Vehicle Procedures Manual.

The following guidelines shall be adhered to by all staff members using Commission vehicles:

- Commission vehicles are to be used for official Commission business only. The use of Commission owned vehicles for personal use is strictly prohibited.
- Gas credit cards assigned to each vehicle shall remain in the glove box of the vehicle at all times. It is the responsibility of the person utilizing the car to ensure that the car is not returned with the gas tank below a quarter of a tank.



- Interior and exterior upkeep of the vehicle is the responsibility of the person to whom the vehicle is assigned. Personal items should not be left in agency vehicles as the entire staff has access to any vehicle.
- All accidents should be reported immediately to the employee's supervisor, the Director of Human Resources, and the Safety Compliance Manager.
- All maintenance problems should be reported to the employee's supervisor.
- The Commission will not assume responsibility for traffic or parking violations occurring during the operation of a Commission vehicle.
- Failure to abide by the terms and conditions of this policy may subject an employee to discipline, up to and including termination of employment.

See [Drug Testing/Substance Abuse Policy](#) for further procedures.

008-3: TRAVEL AND SUBSISTENCE

Within prudent fiscal management requirements, the agency will authorize reasonable paid travel for official CCPRC business.

All agency travel, subsistence and related expenditures shall be approved via the agency's budget process. Travel requirements that arise that are not previously budgeted for or approved shall be reviewed by the Executive Director and approved prior to making reservations or otherwise committing the agency to this unbudgeted travel. Failure to obtain prior approval may delay or prevent reimbursement.

All employees are expected to show proper regard for economy in incurring travel expenses. The spouse or other family members may accompany an employee on an official trip, provided that their presence does not detract from the performance of duty and provided no expenses attributable to them will be borne by the Commission. Failure to abide by the terms and conditions of this policy may subject an employee to discipline, up to and including termination of employment.



Travel and Subsistence:

Transportation may be accomplished by common air carrier, personal vehicle or Commission vehicle and in no instance shall allowance exceed the cost of common air carrier, coach fare. Employees utilizing personal vehicles shall be paid the prevailing rate of mileage reimbursement, but such allowance shall not exceed the cost of common air carrier, coach fare. Employees are asked to use advanced reduced fare schedules, if possible. Employees will be reimbursed upon proper receipt for all ferry, bridge, road and parking tolls.

1. Subsistence or reimbursement for meals shall not exceed the first tier of the US General Services Administration per diem rates for breakfast, lunch and dinner. Current rates can be found at www.gsa.gov.

In extreme cases, the Executive Director can make appropriate adjustments in high cost markets.

Subsistence or reimbursement for all meals is provided at a per diem rate and no receipts are required for documenting employee meals.

When registration and/or tuition fees include any meals, the applicable per diem subsistence allowance shall be decreased by the meals provided.

Within Charleston County there is no allowance for meals.

2. When a Commission employee is traveling in or out of the State on official business, the following lodging reimbursement will apply:
 - a. Actual motel/hotel costs will be reimbursed for the single room rate or one-half the cost of the double room rate if shared with another County employee.



- b. A lodging receipt shall be provided to the Accounting Division upon return from travel.
3. Although overall cost may dictate that an employee travel early or stay late, additional expenses due to arrival earlier or departure later than scheduled by the Commission will be the responsibility of the employee.
4. Travel reimbursement will cover all reasonable expenses except registration fees and authorized transportation allowance; reimbursement for local transportation, tips and phone calls and other advanced reimbursable expenses shall be following established procedures.
5. All Commission employees engaged in authorized travel on Commission business are permitted reasonable long distance telephone communication with spouses/or other family members.
6. When appropriately approved through the purchase requisition process, prepayment for anticipated travel expenses may be made to staff personnel.

The Executive Director or his/her designee shall develop and implement procedures to ensure this policy is carried out in an efficient and effective manner.

Failure to abide by the terms and conditions of this policy may prevent or delay reimbursement and may subject an employee to discipline, up to and including termination of employment.



009: PRIVILEGES

009-1: EMPLOYEE PRIVILEGES

To express our appreciation for the efforts of our employees, we have extended certain discounts and privileges to park personnel with the presentation of their Employee Card. This card is not transferrable and is for the use of the employee only. This card entitles the employee to CCPRC facility admission, a 20% discount on souvenirs and a 20% discount on food and drink items (please note, select items are not eligible for an employee discount). Employees must present their Employee Card to the sales clerk before making a purchase. Employees are required to sign their full name on the back of each sales slip and return it to the cashier.

While off duty, employees are entitled to:

- Two chairs and one umbrella free of charge at Beachwalker Park, Isle of Palms County Park, and Folly Beach County Park.
- Two bicycles and one boat at James Island County Park, Palmetto Islands County Park and Wannamaker County Park.
- Admission to the waterparks for the employee and **two** guests only, at James Island County Park, Palmetto Islands County Park and Wannamaker County Park.
- Employees and one guest are entitled to climb the Climbing Wall, bouldering Wall, and Slackline Park at James Island County Park free of charge.
- Employees and one guest are entitled to free daily fishing passes at the Folly Beach Fishing Pier and Mt. Pleasant Pier and are not charged a rod rental deposit; however, full rod rental fees apply.
- Mullet Hall Equestrian Center offers trail riding free of charge to employees. If an employee owns a horse and would like more information about this benefit the employee should contact their supervisor.
- SK8 Charleston offers free admission and a free helmet rental with a \$25 deposit.
- 20% off most recreation programs advertised in the Quarterly Calendar.



- Festivals and Events: Receive admission to CCPRC sponsored special events and evening concert series unless the event is a limited admission program. The employee's CCPRC photo ID card admits one standard vehicle through the gate at a CCPRC facility hosting a special event when that employee is in the vehicle.
- Dances on CCPRC piers (excluding Uncle Sam Jam): Free onsite admission with employee's photo ID Card.
- Wine Down Wednesday and Brewsday: CCPRC employee receives 20% off with preregistration (no onsite discount).
- Staff will be given a 20% discount for souvenirs bought with cash at special events. The 20% discount will not be honored if paying with special event tickets.

** Be aware that on busy days (including weekends and holidays) employees may not be able to use rental equipment. Paying customers receive first consideration for availability.

**

009-2: RECIPROCAL PASS AGREEMENT

CCPRC and a group of area attractions honor a Reciprocal Admission Pass Agreement. An important aspect of this agreement is to expose employees to the local attractions so that they will be able to provide helpful information to visitors.

By presenting the employee's non-expired employee ID card, this agreement provides **the employee and one guest only** to be admitted at no charge to the participating attractions listed below. Please be aware that in some cases there are restrictions involving special events or certain seasons.

In a reciprocating fashion, CCPRC will honor the employee ID card of participating attractions to admit their employees and anyone in their vehicle to James Island County Park, Palmetto Islands County Park, Wannamaker County Park, Caw Caw Interpretive Center, Beachwalker Park, Folly Beach County Park, Isle of Palms and the Folly Beach Fishing Pier. A list of the accepted ID cards and passes will be posted at the gatehouse at



each facility. All gatekeepers should become familiar with the list and welcome those visitors appropriately.

Reciprocal passes will **not** be honored at Splash Island, Splash Zone, Whirlin' Waters, The Holiday Festival of Lights or CCPRC Special Events.

It is hoped that employees will enjoy the reciprocal pass as a recreational benefit, and also to obtain exposure to local attractions, gaining knowledge that can be used in customer services. This is a courtesy participation plan, and employees should use every consideration both as a guest and host.

2019 RECIPROCITY PASS

List of Participating Attractions

Staff Person/Volunteer and One Guest Receive Benefit



Aiken-Rhett House (operated by Historic Charleston Foundation)	Monday-Saturday 10-5; Sunday 2-5, last tour at 4:15. Closed Thanksgiving, Christmas Eve and Christmas Day. Not valid for special events or tickets to the Festival of Houses and Gardens. www.historiccharleston.org (843) 723-1159
American Military Museum	**** Temporarily closed*** www.americanmilitarymuseum.org (843) 577-7000
Audubon Center at Francis Beidler Forest	Tuesday-Sunday 9-5. Closed Mondays, Thanksgiving, December 24, 25, 31, & January 1. Not valid for canoe trips and special walks. (35 miles NW of Charleston, Exit 187 off I-26.) www.beidlerforest.com (843) 462-2150
Avian Conservation Center/The Center for Birds of Prey	Thursday - Saturday 10 - 5. Tour times are 10:30 a.m. and 2 p.m. Closed dates: New Year's Day, Feb. 16-18 (SEWE), July 4, Thanksgiving and Christmas. Schedule is subject to change. Passes are not valid for special events. www.thecenterforbirdsofprey.org (843) 971-7474
Berkeley County Museum and Heritage Center	Monday – Saturday 9 – 4:30, Sunday 1-4:30. Closed Thanksgiving, Christmas Eve, Christmas Day and Easter. Not valid for special events. www.berkeleymuseum.org (843)899.5101
Boone Hall Plantation	Open January 1, 2017 – March 12 th , 9-5; Sunday Noon – 5. March 13 th to September 4, 2017 8:30-6:30 and Sunday Noon-5. September 5 th to January 1, 2018 9 – 5; Sunday Noon - 5. Closed Thanksgiving and Christmas Day. Not valid for special events. www.boonehallplantation.com (843) 884-4371
Calhoun Mansion	Monday-Sunday 11-5, Closed Thanksgiving, Christmas. Not valid for special tours or special events. Call ahead, restrictions may apply during March, April and May, valid with ID only. www.calhounmansion.net (843) 722-8205
Charleston County Parks	Schedules vary depending on time of year, see Park website www.charlestoncountyparks.com Pass valid for main gate Park admission only. Passes not valid for special events. Holiday Festival of Lights, or water parks. (843) 762-2172 or (843) 795 - 4386
Charles Pinckney Site NHS (NPS)	Daily 9-5. Closed Thanksgiving, Christmas and New Years Day. www.nps.gov/chpi (843) 881-5516
Charleston Harbor Tours	Tour times 11:30, 1:30 and 3:30 daily. Open mid-February to December 1. Departs from the Maritime Center; must arrive 15 minutes early and check in with the crew. www.charlestonharbortours.com (843) 722-1112
Charles Towne Landing	Daily 9-5. (9-6 During Daylight Saving's Time)) Closed Christmas Eve and Christmas Day. Not valid for special events. www.charlestownelanding.travel (843) 852-4200
Charleston Visitor Center	November 1-March 31 8:30-5:00, April 1-October 31 8:30-5:30 Closed Thanksgiving, Christmas Day and New Year's Day. <i>Forever Charleston</i> , 38-minute movie daily 9-5. 10% discount on Visitor Center gift shop merchandise. (843) 724-7174
The Charleston Museum	Monday-Saturday 9-5, Sunday 12-5. Closed Easter, Thanksgiving and Christmas Day, 1:30 p.m. on Christmas Eve. Not valid for special events. www.charlestonmuseum.org (843) 722-2996
The Charleston Tea Plantation	Monday – Saturday 10 -4 and Sunday Noon – 4. Closed major holidays, including Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Easter and July 4 th . Trolley tours are included. Not valid for special events including First Flush FesTEAval. www.charlestonteatplantation.com (843) 559-0383
Children's Museum of the Lowcountry	Tuesday-Saturday 9-5 and Sunday 12-5. Closed New Year's Day, July 4 th , Thanksgiving, Christmas Eve and Christmas Day. Not valid for special events, classes, programs, birthday parties or field trips. Passes are good for admission for one adult and one child only. www.exploreqml.org (843)853-8962
City of Charleston Environmental Education Division	Call/ Visit Website Ahead for Programming www.charlestoncity.info/recreation Admission for one adult and one child to all Saturday and after school programs offered (excluding Huck Finn Children's Fishing tournament). Because of the small number of staff, we do not have defined open hours for our building, but the public is welcome to come view the animals if we are here. (843)965-4002
City Hall Council Chamber	Monday-Friday 8:30-5:00. Closed Major Holidays and Daily between 12:00 and 1:00. (843) 724-3799
Colonial Dorchester State Historic Site	Daily 9-5. Closed Christmas Day. Not valid for special events www.southcarolinaparks.com (843) 873-1740
Confederate Museum	Tuesday-Saturday 11-3:30, Closed on all Holidays. 188 Meeting St, Upstairs in Market Hall at Corner of Market and Meeting Streets. Excellent Confederate Research Library and artifacts. Handicap accessible. www.confederatemuseumcharlestonsc.com (843) 723-1541
Cypress Gardens	Temporarily closed please call for access. Daily 9-5. Pass applies for all attraction, but there is a \$5 charge for guided boat rides.. Closed Thanksgiving, Christmas Eve, Christmas Day and New Year's Day. (Take I-26 north to US 52, Moncks Corner exit past Goose Creek, turn right at Cypress Gardens Road to park.) Not valid for special events. www.cypressgardens.info (843)553-0515
Dorchester County Archives & History Center, St. George, SC	Tuesday – Friday 9:00 am – 4:00 pm (with last ticket sold at 3:00 pm), Saturday 10:00 am – 2:00 pm (with last ticket sold at 1:00 pm.) Closed on Sundays, Mondays and major holidays. www.dca-hc.com (843) 931-1020



Drayton Hall	Monday – Saturday: First tour 9:30 a.m. and last tour 3:30 p.m. Sunday: First tour 11:30 a.m.; last tour 3:30 p.m. Check website for details. Closed Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year’s Eve Day and New Year’s Day. Not valid for special events. www.draytonhall.org (843) 769-2600
Edisto Island Historic Preservation Society Museum	Tuesday-Saturday 1-4. Closed holidays. January and February 1-4. Tuesday, Thursdays and Saturdays. 8123 Chisolm Plantation Rd., Edisto Island 29438. www.edistomuseum.org (843) 869-1954
Edmondston-Alston House	Tuesday-Saturday 10-4:30, Sunday and Monday 1:00-4:30. Closed Thanksgiving, Christmas Eve afternoon, Christmas Day and one week in January. www.middletonplace.org Not valid for special events including Christmas 1860 (843) 722-7171
Fort Moultrie (NPS)	Daily 9-5. Closed Thanksgiving, Christmas and New Years Day. www.nps.gov/fosu (843) 883-3123
Fort Sumter (NPS)	See tour brochure for ferry-boat schedule. and www.nps.gov/fosu and www.fortsumtertours.com (843) 883-3123 / (843) 881-7337
Gibbes Museum of Art	Monday, Tues, Thursday, Friday and Saturday 10 - 5. Wednesday 10 - 8. Sunday 1- 5. Not valid for special events or program tickets. www.gibbesmuseum.org (843) 722-2706
Givhans Ferry State Park	Daily 9-9 (Daylight Savings), 9-6 (Standard Time). Free primitive camping based on availability. Call in advance. 746 Givhans Ferry Road, Ridgeville www.southcarolinaparks.com (843) 873-0692
Hampton Plantation State Historic Site	Grounds Open Daily, Nov – Mar 9-5, Apr – Oct 9 – 6. Mansion open by guided tour, call for current days and times. Not valid for special events. www.southcarolinaparks.com (843) 546-9361
Heyward-Washington House (operated by The Charleston Museum)	Monday-Saturday 10-5; Sunday Noon -5. Closed Easter, Thanksgiving, 1 p.m. on Christmas Eve and Christmas Day. Not valid for special events. www.charlestonmuseum.org (843) 722-2996
John Rivers Communication Museum	College of Charleston campus (Mon.-Fri. 12-4pm except school holidays).
Joseph Manigault House (operated by the Charleston Museum)	Monday-Saturday 10-5; Sunday Noon -5. Closed Easter, Thanksgiving, 1 p.m. on Christmas Eve and Christmas Day. Not valid for special events. www.charlestonmuseum.org (843) 722-2996
Karpeles Manuscript Library Museum	Tuesday - Friday, 11AM - 4PM Closed Thanksgiving, Christmas, and some National holidays 68 Spring Street www.rain.org/~karpeles/chasfrm.html (843) 853-4651
Kahal Kadosh Beth Elohim	Tours available Monday – Friday 10:15 am, 11:15 am, 1:15 pm and 2:15 pm; Sunday 1:15 pm and 2:15 pm; Museum open Sunday – Friday 10 am – 4 pm. Closed on Saturdays, some Jewish Holidays, Thanksgiving, Christmas and New Year’s Day. Close at noon on day before listed holidays. Not valid for special events. www.kkbe.org 843-723-1090
Magnolia Plantation and Gardens	Daily 8-5. Includes admission to gardens, grounds and Audubon Swamp Garden. Does not include house or nature tours. Not valid for special events. www.magnoliaplantation.com (843)571-1266
Middleton Place	Gardens daily 9-5. House open Tuesday-Sunday 10-4:30, Monday 1:30-4:30. House closed 2 weeks every January. Closed Thanksgiving and Christmas Day. Not valid for special events. www.middletonplace.org (843) 556-6020
Nathaniel Russell House (operated by Historic Charleston Foundation)	Monday-Saturday 10-5, Sunday 2-5, last tour at 4:30. Closed Thanksgiving, Christmas Eve and Christmas Day. Not valid for tickets to the Festival of Houses and Gardens. www.historiccharleston.org (843) 724-8481
North Charleston and American LaFrance Fire Museum and Educational Center	Monday-Saturday 10-5, Sunday 1-5, last ticket sold at 4, Closed Thanksgiving, Christmas Eve, Christmas Day, and New Year’s Day. www.northcharlestonfiremuseum.org (843) 740-5550
Old Exchange Building	Daily 9-5. Closed Thanksgiving, Christmas Day, New Years Day . Unlimited except special events. www.oldexchange.org (843)727-2165
Old Santee Canal Park	Monday – Sunday, 9:00 – 5:00, last entrance at 4:30 pm. All buildings close at 4:30; gates locked at 5. Closed Thanksgiving, Christmas Eve, Christmas Day and New Year’s Day. Not valid for special events. www.oldsanteecanalpark.org . (843)899-5200
Old Slave Mart Museum	Old Slave Mart Museum Open Mon.-Sat., 9am-5pm. Closed Thanksgiving Day, Christmas Day, and New Year’s Day, and Sunday’s. Not valid for special events. 6 Chalmers Street. www.charlestoncity.info . (843) 958.6467
Patriots Point	Daily 9-6:30. Closed on Christmas Day. www.patriotspoint.org (843) 884-2727
Powder Magazine	Monday – Saturday 10 – 4 p.m., Sunday 1-4 p.m. www.powdermag.org Not valid for special events (843) 722-9350

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Sewee Visitor and Environmental Education Center	Wednesday-Saturday 9-5. Closed major holidays. Pass holders and one guest receive 25% discount from Coastal Expeditions on boat trips to Bulls Island and 10% discount on Friends of Coastal SC gift shop merchandise. 5821 Highway 17N., Awendaw www.fws.gov/refuge/sewee_center (843) 928-3368
South Carolina Aquarium	Monday-Sunday 9-5. Last ticket sold 1 hour before closing. Closed Thanksgiving, Christmas Eve at 1p.m. and Christmas Day. Not valid for special events. www.scaquarium.org (843) 720-1990
South Carolina Historical Society	Museum hours: Open Tuesday - Saturday 10-4 Sunday 1-4 Closed on Mondays and major holidays. Museum located at 100 Meeting Street. Library hours: Open Monday – Friday 9-5. Check website for holidays/closings. Library located at 205 Calhoun, 3rd Floor. Not valid for special events. www.schistory.org
SpiritLine Cruises	Departs daily from the Aquarium Wharf and Patriot’s Point. Call for times. Valid for harbor tour only. www.spiritlinecruises.com (843) 722-2628
Summerville/Dorchester Museum	Tuesday-Saturday 10 – 4. Closed on Sunday and Monday and major holidays. 100 East Doty Avenue, Summerville. www.summervilledorchestermuseum.org (843) 875-9666

009-3: Variable Hour Employee Insurance Benefits

In accordance with the Patient Protection and Affordable Care Act of 2010 the Commission shall provide the necessary level of employee insurance benefits to those variable employees who meet the hours-worked requirements.

A variable hour employee is defined as any employee who works at least 1560 hours annually during a 12 month measurement period. If an employee is determined eligible after the measurement period the employee will be offered health insurance. The eligible employee will then be enrolled in insurance for a 12 month stability period. If the eligible variable hour employee elects to decline the insurance, that election cannot be revoked during the 12 month stability period unless there is a life changing qualifying event as outlined by the carrier’s Summary Plan Description. All variable hour employees’ insurance eligibility will be re-established each year.

1. **Health Insurance:** In compliance with the Patient Protection and Affordable Care Act of 2010 the Commission provides a comprehensive group health insurance plan. The plan, which is available to eligible Commission employees, provides health care benefits which include a comprehensive schedule of covered charges (e.g. hospital



room, physician charges, pharmacy items, etc.) as well as extended care facility benefits, psychiatric treatment and alcohol and drug addiction treatment. The Human Resources Division is responsible for coordinating coverage for the plan, and handling the necessary enrollment and administrative requirements. However, any actual claim submission will be handled between the employee and the carrier. The Commission will pay part of the health insurance premiums for eligible Commission variable hour employees. The Commission will contribute toward part of the health insurance premiums for eligible variable hour employees' dependent coverage but will not be responsible for additional premiums to cover those dependents. Announcements pertaining to premium rates and any changes to coverage will be provided to Commission employees by the Human Resources Division.

2. Tort Liability Insurance: Tort liability insurance in the amount of \$1,000,000 is provided to all Commissioners, full-time, part-time, temporary, variable hour and other classes of Commission employees and volunteers where such coverage may be desirable. This coverage is provided by the Insurance Reserve Fund of the South Carolina State Budget and Control Board. On an annual basis, the Human Resources Division will update the required personnel to be insured based upon the number of persons utilized by the Commission.
3. South Carolina Unemployment Compensation Insurance: The South Carolina Department of Employment and Workforce administers the provision of unemployment compensation benefits for eligible employees of the Commission. The purpose of this coverage is to assist employees in prompt re-employment in the event of lay-off, and to lighten the economic burden of economic hardship which may fall upon the unemployed worker and his or her family. The Human Resources Division is responsible for submitting a number of reports to the South Carolina Department of Employment and Workforce (SCDEW) with regard to reporting those employees



eligible for benefits. Basically, benefit payments are based upon wages paid in a covered period called a base period. An unemployed individual shall be eligible to receive benefits with respect to any week only if the SCDEW Commission finds that:

- a. the employee has earned qualifying wages within his base period;
- b. the employee has filed a claim for benefits;
- c. the employee has registered for work;
- d. the employee is able to work and is available for work;
- e. the employee has been unemployed for a waiting period of one week, within the benefit year, during which he was otherwise eligible for benefits;
- f. the employee has met all other requirements as described by the South Carolina Department of Employment and Workforce.

The Human Resources Division will be responsible for timely submission of any and all report of changes.

4. COBRA Provisions: The Consolidated Omnibus Budget Reconciliation Act of 1986 provides for the option of continuation of group health and dental coverage for certain employees and covered dependents. The continued group health and dental coverage provided must be identical to what is being provided to other employees, spouses and dependents who have not experienced a qualifying event. Evidence of insurability cannot be required. All new employees will be notified of their rights under COBRA, and employees experiencing a qualifying event will be notified of the option to continue group health and dental coverage by the Human Resources Division.



010: HUMAN RESOURCES

010-1: DRUG TESTING/SUBSTANCE ABUSE

1. Purpose

Persons who are impaired by substance abuse endanger Charleston County Park and Recreation Commission (CCPRC) park users, themselves, and their fellow workers. By prohibiting substance abuse, and by establishing a program to determine whether employees are engaged in substance abuse, this policy seeks to prevent its risks and ill effects. This policy replaces all existing policies concerning substance abuse and drug testing of employees.

This policy applies to all current employees, temporary employees, contract employees, consultants, and contractor employees including all subcontractors. In this policy, those persons are generally referred to as “employees”; although such designation is not intended to, and does not, affect a person’s status as an independent contractor or other legal designation.

2. Work Rules

Substance abuse is prohibited. Any employee who engages in substance abuse at work or on CCPRC property may be discharged. Employees who engage in substance abuse off of CCPRC property and not during working hours may be discharged if their substance abuse affects, or is likely to affect, their ability to perform their work duties.

Substance abuse means:

- a. The use or possession of any drug in a manner prohibited by law; and/or



- b. The use of alcohol or any other legal drug or other substance in such a way that the user's work performance is impaired.

Impaired means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability).

This does not preclude the ingestion of alcoholic beverages while representing the CCPRC at non-CCPRC sponsored conferences. It does however denounce intoxication as inappropriate behavior, unbecoming an employee of CCPRC. Employees shall inform their immediate supervisor when they are under a doctor's care, taking prescription drugs that may cause adverse side effects (e.g. drowsiness or impaired reflex action). Depending upon the duration of the medication regimen and its impact on safety or production, the supervisor may temporarily assign different duties or employee sick leave. Violations of this policy will result in disciplinary action, which may include termination.

If an employee is convicted (or given first offender treatment, or pleads nolo contendere) in any court for a crime which constitutes substance abuse, they must report this to their supervisor. Employees who fail to do so may be discharged.

3. Pre-employment Drug Testing Policy

All candidates, both new hires and rehires, who have received a written offer of employment, will be required to undergo testing for commonly-abused controlled substances.

i. Substances Covered By Drug Testing

Candidates will be tested for their use of commonly-abused controlled substances, including, but not limited to: Amphetamines; Barbiturates; Benzodiazepines;



Opiates; Cannabinoids; Cocaine; Methadone; Methaqualone; Phencyclidine (PCP); Propoxyphene; and chemical derivatives of these substances.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test, and to be prepared to show proof of such prescription to testing lab personnel

ii. Testing Methods and Procedure

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to insure privacy of the employee, while protecting against tampering/alteration of the test results. If a second test is administered, the testing procedure may allow for a single sample to be split for use in the first and second tests. CCPRC will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with State law, so that a candidate may request a retest of the sample at his/her own expense if he or she disagrees with the test result.

iii. Refusal to Undergo Testing

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

iv. Positive Test

If a candidate tests positive on an initial screening test, the test will be confirmed using gas chromatography. On receipt of the second positive confirmation test, the employment offer will be formally withdrawn and the candidate will be provided



with a copy of the test results and the reason why he/she is no longer being considered for employment.

v. Right to Explain Test Results

All candidates have the right to meet with the testing laboratory personnel, and with CCPRC, to explain their test results. These discussions shall be considered confidential except that information disclosed in such tests will be communicated to personnel within CCPRC or within the lab who need to know such information in order to make proper decisions regarding the test results or regarding the employment of the individual.

vi. Right to Review Records

CCPRC will only provide a written copy of test results to candidates who test positive.

vii. Confidentiality Requirements

All records concerning test results will be kept in medical files which are maintained separately from CCPRC personnel files.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual, and may not conduct general testing related to the medical conditions of the individual which are unrelated to drug usage.

Test results, information, interviews, reports, statements and memorandums received by CCPRC will be considered confidential but may be used or received in evidence, obtained in discovery or disclosed in any civil or administrative proceeding. The burden to protect against unauthorized release is placed not only upon CCPRC and any laboratory, medical review officer, or rehabilitation program



or their agents, but also upon the underwriting carrier. Those who receive or have access to information concerning test results, must keep all information confidential. Release of such information under any other circumstances shall be solely pursuant to a written consent form signed voluntarily by the employee tested or their designee, unless the release is completed through disclosure by an agency of the State in a civil or administrative proceeding, an order of a court of competent jurisdiction or the determination of a professional or occupational licensing board in a related disciplinary proceeding. The consent form must contain:

1. The name of the person who is authorized to obtain the information;
2. The purpose of the disclosure;
3. The precise information to be disclosed;
4. The duration of the consent; and
5. The signature of a person authorizing release of the information.

Information on test results shall not be released for or used or admissible in any criminal proceeding against the employee.

viii. Re-testing

If a sample tests positive, candidates may request a retest of their original urine sample, within five (5) working days after notification by CCPRC of such positive test result. This retest is at the expense of the individual.

ix. Re-Application and Rehire

CCPRC understands that individuals who are rehabilitated drug users or engaged in a supervised drug rehabilitation program and are no longer using drugs may be



protected under the Americans with Disabilities Act. Therefore, CCPRC will consider the applications of candidates who formerly tested positive for drugs if candidates can subsequently show evidence of rehabilitation.

4. For-Cause Drug Testing

Employees may undergo a drug screening test when reasonable cause exists to believe that they have committed substance abuse. Reasonable cause also may include, but is not limited to:

- i.** Any type of motor vehicle or other accident.
- ii.** Any Worker’s Compensation visit to a medical provider, other than for minor first aid or for an animal bite/sting.
- iii.** When a person is observed using alcohol or illegal drugs while on duty.
- iv.** When a supervisor observes an employee exhibiting a questionable appearance and behavior during, just preceding, or just after the work day.
- v.** When a person is allowed to return to duty after a violation of drug or alcohol rules.
- vi.** When a person is allowed to return to duty and has been identified by a substance abuse professional as needing assistance in resolving problems with drug or alcohol abuse. Such employees may be subjected to an unannounced follow-up drug or alcohol tests over the first 12 months following his or her return to duty.
- vii.** Arrest or conviction (including a guilty or no-contest plea) for a drug-related offense.
- viii.** Sudden change in work performance including unexplained or excessive absenteeism, tardiness or workplace negligence



- ix. A pattern of abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- x. Evidence that an employee has used, possessed, sold, solicited or transferred drugs (including alcohol) while working or while on the employer's premise or while operating the employer's vehicle, machinery, or equipment.
- xi. Evidence that an activity is carried out with disregard for personal safety or the safety of others and or that an employee has caused or contributed to a workplace accident or injury or a near accident or injury.
- xii. Other evidence that a person has recently used or consumed a prohibited item or substance and or evidence that an employee has otherwise violated CCPRC policies.

If any employee has reason to believe that an employee is engaged in substance abuse in violation of this policy, they must report this fact to their supervisor. If a supervisor has reasonable cause to believe that an employee under their supervision is engaging in substance abuse in violation of this policy, then they must seek permission to perform a drug test.

b. Authorization for a drug test for cause must be obtained from the Director of Human Resources. If authorization for a drug test for cause is given, then the employee shall be directed to provide a sample for testing immediately. The Director of Human Resources and the employee's supervisor shall coordinate with the laboratory to arrange the test. Pending the results of such a test, covered employees shall be placed on paid administrative leave, and they shall be removed from duty. Supervisors should advise impaired employees that they should not drive. It is the responsibility of the impaired employee to arrange for their own safe transportation from CCPRC.

c. An employee who refuses to consent and submit to a test when requested will be



subject to disciplinary action including termination pursuant to the CCPRC's discipline and dismissal procedures. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for testing, failure to provide adequate urine for controlled substances testing without a valid medical explanation after receiving notice of the requirement for urine testing, engaging in conduct that clearly obstructs the testing process, or leaving the scene of an on-the-job accident.

- d. In the case of such involvement in an accident, the employee will be tested for drugs (including alcohol) as soon as practicable following the accident. The employee must remain readily available for testing. If an alcohol test cannot be administered within eight hours following the accident, attempts to administer the alcohol test will end and the Commission may document the reason the testing could not be administered. Of course, an employee involved in an accident is expected not to consume alcohol for eight hours or until testing is completed.
- e. An employee is required to notify the Human Resources Division of any arrest or conviction of any drug or alcohol related incident.

REMINDER FOR WITNESSES: All employees who witness or are involved in any accident or any incident leading to injury are expected to immediately report the accident or incident to a member of management. Employees failing to do so will be subject to disciplinary action, up to and including termination

5. Random Drug Testing

If the Commission determines it is necessary to conduct random drug testing it will be done in accordance with this policy and all applicable laws.

6. Confidentiality

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All information from an applicant's or an employee's drug and alcohol tests will be confidential to the extent required by law.

Except as required or allowed by law, no CCPRC employee should discuss the results of testing with anyone outside the CCPRC or its agents. CCPRC employees with access to such information should only discuss the results with those within the CCPRC who have a need to know in the performance of their job duties.

7. Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to any request for medical information while taking your drug or alcohol test. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

8. Consent

Each conditional hire and employee has the right to refuse testing when the CCPRC requires it but if he or she refuses, the application process and/or employment relationship normally will be terminated. Failure to consent also includes failure to report for testing, failure to cooperate in testing process and/or adulteration or tampering with a sample. Failure to consent will be treated as a positive test result.

9. Searches

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CCPRC may conduct unannounced searches for illegal drugs or alcohol in its facilities. The search may include any property which belongs to the CCPRC even though it may be loaned to the employee (i.e., lockers, vehicles, etc.). Employees should have no expectation of privacy in CCPRC property. Employees are expected to cooperate in the conducting of such searches. Searches of CCPRC facilities and property can be conducted at any time with or without reasonable suspicion.

CCPRC reserves the right to retain possession of drugs or drug paraphernalia discovered in any search under this Policy and/or to make available such drugs or materials to appropriate authorities. Refusal to consent to or cooperate in the search may result in discipline up to and including termination.

10. Disciplinary Action And Other Actions

Violation of the Policy will result in a disciplinary action, up to and including immediate termination. An employee's failure to consent will be treated as a positive test result, and, therefore a violation of this Policy. CCPRC reserves the right to suspend or transfer an employee until the confirmation of test results is received and appropriate action determined and/or until appropriate and acceptable verification of medially prescribed current use of a legal drug without substantial threat to health and safety is received. Employees who are tested for reasonable suspicion may be suspended without pay pending the test results. If the test results are negative the full time employee may, at CCPRC's discretion or in accordance with applicable laws, be returned to work and provided his/her back pay. If the results are positive, adulterated or substituted, the employee may remain suspended pending confirmation testing.

Confirmed adulterated or substituted results will be treated as a refusal to test and, therefore, a positive result. If a sample is confirmed as dilute, an observed re-test will be required. For any confirmed positive test for alcohol or drugs (which is not determined as



a valid current use of a legally obtained drug), the employee will be subject to discipline up to and including termination.

11. Rehabilitation Programs

CCPRC coordinates rehabilitation programs with its employee assistance programs, or a similar evaluation or referral service. Additionally, certain health insurance benefits may provide help to employees who suffer from substance abuse and other personal and/or emotional problems. However, it is the responsibility of each employee to come forward and seek necessary professional assistance **before** alcohol and drug problems lead to disciplinary action.

Once a violation of this Policy occurs, subsequent participation or offering to participate in a rehabilitation assistance program on a voluntary basis will not necessarily lessen or revoke disciplinary action to be taken or which has been taken. Violations of the Policy will result in disciplinary action, up to and including immediate termination. Should violation of CCPRC policy warrant immediate termination, no rehabilitation option will be offered, or if offered, it may be withdrawn.

12. Notification Of Results

Conditional new hire/re-hires will be notified of the results of a conditional employment drug test in writing by regular or certified mail to the last known address, provided he/she requests the results within 60 days of being notified of the disposition of the employment application. If the results are deemed positive, employees will be notified and advised of consequences and options available, if any.

13. Not A Contract



This Substance Abuse Policy primarily governs CCPRC's actions in the area of alcohol, drugs or other controlled substances. Other CCPRC policies unrelated to alcohol, drugs or other controlled substances may be applicable to the extent they do not conflict with the Policy. As a condition of employment, I agree to abide by the terms of this statement. I also agree to notify Charleston County Park and Recreation Commission of any drug-related criminal conviction for a violation occurring in the workplace, within five days of the conviction.

010-2 FAMILY MEDICAL LEAVE ACT

Under the Family and Medical Leave Act (FMLA), eligible employees are entitled to take up to 12 weeks per year of unpaid leave for certain family and medical reasons.

Eligibility – To be eligible for FMLA leave, an employee must: (1) have been employed by the Commission for a total of 12 or more months; (2) have worked a minimum of 1,250 hours during the 12-month period preceding the requested leave; and (3) be employed at a location where 50 or more employees are employed by the Commission within 75 miles of his or her worksite.

Types of Medical Leave – Eligible employees can take FMLA leave for one of the following reasons:

1. The birth of your child or to care for that child;
2. The placement with you of a child through adoption or foster care;
3. To care for a spouse, son, daughter, or parent, if your spouse, son, daughter, or parent has a serious health condition; or
4. Your own serious health condition that causes you to be unable to work.



5. When in support of a contingency operation your spouse, son, daughter or parent is on active military duty, or has been notified of an impending call to active duty.
6. Due to a spouse, son, daughter, parent, or next of kin who is a covered service member recovering from a serious illness or injury sustained in the line of duty on active duty. In this circumstance only an employee is entitled to 26 weeks of leave in a single 12 month period.

Your child must be under 18, or if older than 18, your child must be incapable of self-care because of a mental or physical disability. Your in-laws are not considered your parent, but under certain circumstances your legal guardian might be.

Leave Year – The Commission uses a rolling 12-month period to determine your eligibility for leave on any given date. The 12-month period is measured backward from the date you want to use your FMLA leave.

Benefits During Leave – Eligible employees will continue to receive health insurance on the same basis during a medical leave as they would if they were actively working. This means, however, that you must pay for that portion of your coverage that you currently are required to pay.

Employees on FMLA leave of absence must use all accrued paid leave as part of the FMLA leave. Such paid leave will count toward your 12 weeks of FMLA leave.

Notice and Reporting Requirements – An employee must, under most circumstances, give 30 days notice of his or her intention to take FMLA leave. If circumstances render such notice impossible, you must give the Commission notice of the requested leave as soon as practicable.



You generally should give notice in writing and disclose the reason for the requested leave, the expected duration of the leave, the anticipated starting date for the leave, and your expected return to work date.

Once your FMLA leave begins, you generally must notify Human Resources every 30 days in writing of your status and intention concerning your return to work.

If you seek FMLA leave on a reduced schedule or intermittent basis, you will need to provide the Commission, in addition to the above information, a writing describing the necessity of the intermittent or reduced-schedule leave and the schedule of treatment.

Health Care Certificate – To qualify for FMLA leave based on a serious health condition, you will need to provide the Commission with a medical certification issued by a health care provider, generally your doctor, regarding the necessity of the leave.

You must re-certify the need for continued FMLA leave for a serious health condition every 30 days, unless the Commission requires you to provide such certification more or less frequently.

If you took FMLA leave based upon your own serious health condition the Commission may require you to provide written verification from your health care provider of your ability to resume work. This verification need only address the serious health condition which prompted your leave.

Return to Work – Generally, upon your return to work, the Commission will return you to your former position, if it still is available. If, for some reason, your former position no longer is available, the Commission will attempt to provide you with an equivalent position with equivalent benefits, pay, and similar terms and conditions of employment.



Non-Discrimination, Non-Retaliation – The Commission will not: (1) interfere with, restrain, or deny the exercise of any FMLA right; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Leave Extensions – If an employee has exhausted his or her FMLA leave entitlements for the year or if the employee is ineligible for FMLA leave for some other reason and the need for FMLA leave arises, the Commission will consider, in its sole discretion, granting a personal leave for all or part of the time requested. In such a situation, the Commission will carefully consider the particular circumstances of the employee and the Commission during the requested leave period.

Questions – If you have any questions concerning FMLA leave, please contact the Human Resources Division.

010-3: EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Charleston County Park and Recreation Commission to provide equal employment opportunity for all without regard to race, color, religion, sex, national origin, disabilities, age or any other legally protected status. This policy relates to all phases of employment including, but not limited to, recruitment, employment, job assignment or placement, promotion, demotion, transfer, lay-off, recall, termination, compensation and training.

The Commission's policy of equal employment opportunity shall be administered with a positive attitude. It is each manager's/supervisor's responsibility to insure affirmative implementation of this policy. Accordingly, this policy will be periodically brought to the attention of each supervisor.



All employment related decisions shall be made upon relevant job related factors and without regard to race, color, religion, sex, national origin, disabilities, age, or any other legally protected status.

The mere fact that an individual is handicapped or disabled shall not be considered. Consideration shall only be given to the ability of the individual to satisfactorily and safely perform the essential functions of the job after the implementation of any reasonable accommodations.

In furtherance of this policy, any supervisory employees shall not date employees under their direct or indirect supervision. Any violation of this policy may be subject to discipline, up to and including termination of employment.

Supervisory employees shall not allow personal friendship or social relationships, on or off the job, to influence their treatment of subordinate employees or their employment decisions. It is the Commission's policy that all employees should be treated with respect and not subjected to any disparate treatment.

010-4: FAIR LABOR STANDARDS ACT

It is the Commission's policy to comply with the Fair Labor Standards Act. There are many employees who are covered by the statute and many who are exempt from its coverage. Questions concerning how this law applies to you should be directed to the Human Resources Division.

010-5: NEPOTISM

Division Directors are prohibited from selecting members of their immediate family for positions within their divisions. In addition, no person shall be employed for a position in



which he/she would be within the same supervisory chain of command as a member of his/her immediate family.

This policy applies to the employment of both full-time and part-time personnel. The term "immediate family" shall include spouse, mother, father, sister, brother, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, step-parents, step-children, and step-siblings of an employee or spouse. The need is recognized for restricting the assignment of members of an immediate family to a work setting which would present potential conflicts of interest, accusations of favoritism, or accusations of unauthorized disclosure of sensitive information. Should situations arise (marriage, etc.,) within the Commission after assignment has been made which would violate this policy, the Commission may attempt to transfer the personnel involved to other positions within the organization. Failing this, the employee(s) may be required to resign their employment with the Commission. It ultimately shall be the responsibility of the Executive Director to determine the applicability of this policy to individual cases as they occur.

010-6 MILITARY LEAVE

It is the policy of the Commission to provide employer support to Commission employees who are members of the State National Guard and Reserve Components of the Armed Forces.

It is recognized that some employees may volunteer for active military duty or participate in a Reserve or National Guard Program. The employee must notify the agency six weeks in advance of a given departure date or immediately upon being notified if not provided six weeks. The employee must report back to work on the first scheduled work day after completing the training period.



Employees entering active duty in the Military after making written application may be granted a military leave for not more than five years of cumulative service.

Any regular employee who leaves the service of the Commission to join the military forces of the United States or is recalled to active duty during time of war or national emergency or is inducted by Selective Service shall be placed on military leave without pay, this leave to extend for ninety days after date of release from the service. Such employees shall be entitled to be restored to the position which he vacated provided he applies to the Executive Director within ninety days of the date of his honorable discharge, the discharge is under honorable conditions, or the employee has been released to inactive duty, and is physically and mentally capable of performing the work of his position. Time so served shall be considered as continuous employment with CCPRC.

In the event the position vacated by a person entering the armed services no longer exists at the time he qualifies to return to work, such person shall be entitled to be re-employed in another appropriate position with CCPRC.

010-7: HARASSMENT

The Charleston County Park and Recreation Commission is committed to providing a work environment that maintains employee equality, dignity and respect. In keeping with this commitment, CCPRC will not tolerate any form of employee harassment, either verbal or physical, based on race, creed, color, religion, sex, national origin, age, disability, medical condition, marital status or political affiliation. It is the intent of CCPRC that all employees will work in an environment that is free from harassment of any employee by another employee, supervisor, visitor, or other person.

It is a specific policy of CCPRC to provide a work environment that is free of sexual harassment. Sexual harassment includes, but is not limited to, unwelcomed sexual



advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis of employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Should an employee be found to have exhibited harassing behavior, disciplinary action up to and including discharge will occur. Examples of such harassing behavior include, but are not limited to:

- Sexual flirtations, advances, or propositions which are not freely and mutually agreeable to both parties.
- Verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance.
- Any physical contact or touching, such as patting, pinching, brushing against another's body, impeding or blocking movement, or any physical interference with normal work or movement when directed at any individual.
- Verbal harassment regarding the individual's race, sex, color, national origin, religion, or age such as, but not limited to, derogatory comments or slurs, profanity, gestures, racial jokes, or forms of address.
- Visual forms of harassment such as derogatory posters, sexually oriented cartoons, pictures, drawings or the display of sexually suggestive objects or pictures in the workplace.
- Undesirable work assignments due to race, color, religion, sex, national origin, age, disability, medical condition or marital status.
- The use of sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee.
- Interactions between patrons, employees, and or volunteers in an inappropriate manner should be reported to a supervisor and Human Resources.



If any employee believes that he/she has been the victim of harassment by a supervisor, coworker, visitor or other person, the matter should immediately be reported to a supervisor, facility manager, or the Human Resources Division. Employees are assured that they will not be retaliated against for bringing any incident of harassment to the attention of the employer. Complaints will be investigated promptly and thoroughly in a professional manner. Any harassment found will be stopped and appropriate disciplinary action will be taken against any employee found to have engaged in harassment. There will be no retaliation or discrimination as a result of harassment being brought to the attention of the employer. If the investigation substantiates the complaint, appropriate corrective action and/or disciplinary action will be taken. Disciplinary action, including discharge, may also be taken against individuals who knowingly make false accusations of harassment.

Failure on the part of a supervisor to report allegations of harassment will lead to disciplinary action if it is determined that a supervisor had knowledge but did not report the harassment to the appropriate manager or department.

It is CCPRC's policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender. Every employee is also encouraged to raise any questions or concerns regarding this policy with the facility manager or the Human Resources Division. CCPRC will take all steps that are necessary to enforce its policy prohibiting harassment.

*Where applicable, the
CAPRA Standard number is
included for reference.*

