

Village of Central Square Summer Youth Recreation



Employee Handbook

**Our goal: All children active in a safe
environment!**

Revised January 2010

Effective Date: April 27, 2009

This employee handbook is a guide to our current employment policies. This does not create a contract express or implied. The Village Board reserves the right to revise or rescind any policy at any time. The Village Board reserves the right to interpret the information presented.

Village of Central Square

3125 East Avenue-PO Box 509

Central Square, NY 13036-0509

Phone 315-668-2558 Fax: 315-668-7037

Website <http://www.villageofcentralsquare-ny.us/>

Greetings to New Employee:

Congratulations and welcome! You have joined a family that is dedicated to creating a better community. The Village of Central Square is a community of approximately 1,646 residents. It is an equal opportunity employer that does not discriminate against race, creed, sex, religious belief, age or sexual preference. Our community offers an excellent school district as well as a beautiful park and a great hometown feeling. As an employee of the Village Recreation Team, you are to represent the best possible service for those whom you come in contact with. The goal of the Village Summer Recreation Program is to offer a quality program that provides a nurturing atmosphere where each child has the opportunity to experience many recreational, social, creative and enriching activities at no cost to our families. Daily activities may include arts and crafts, field trips, sports, music, special classes and much more!

Welcome to the Village Summer Recreation Team and good luck. --The Village Board

History and Mission of the Village:

The mission of the Village of Central Square is to provide the best possible service with the lowest possible cost to Village residents and to promote the highest possible quality of life. Central Square began as a stage coach stop originally known as Loomis Corners. As homes and businesses developed around a square in the center of the settlement the name was changed to Center Square and finally to Central Square.

Between 1844 and 1846 the Central Square and Salina Plank Road (now U.S. Rte. 11) was built. It was the first plank road in the United States.

Farms in the area produced wheat, potatoes, corn, hops and tobacco. Dairy farming became a large industry.

By 1869 the railroad came through the town. The New York Central ran north/south and the Ontario and Western ran east/west. The Village was incorporated January 13, 1890.

In 1944 Central Square combined with its neighbors to form the Central Square School District. The 1960's brought Interstate 81 parallel to Rte. 11 and within 1 mile of the Village Center.

Although Central Squares boundaries have changed considerably it remains a tightly knit community, rich with history and shaped by the four seasons.

The Village operates under a Board-President form of government

Nature of Employment:

You became an employee at the Village of Central Square voluntarily and your employment is "at will". "At will" means that you are free to resign at any time, with or without cause. Likewise, "at will" means that the Village of Central Square may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between the Village and any employee. The provisions in this handbook have been developed at the discretion of management and may be amended or cancelled at any time, at the sole discretion of the Village Board.

These provisions replace all other existing policies and practices and may not be changed or added to without the expressed written approval of the Village Board.

Equal Employment Opportunity

It is the policy of the Village to achieve equal employment opportunity in all personnel actions and procedures including, but not limited to, recruitment, hiring, training, transfer, promotion, compensation and other benefits.

This policy is to be administered without regard to age, race, creed, color, handicap (disabled), marital status, sex, national origin, ancestry, sexual

orientation, arrest and conviction record; except where sex, age, handicap or conviction is a bona fide occupational qualification.

Responsibility for implementation of this policy is assigned to the Village Administrator and to all administrative personnel and department heads carrying responsibility for personnel functions. It shall be the responsibility of the employees to report progress, problems and concerns to the Department Heads or Administrator.

This action will be taken because we feel that it is the right thing to do. The Administrator will ensure implementation of this policy.

Employee Classification

If an employee works less than 20 hours per week, or is considered seasonal, there is no vacation entitlement. The recreation program is seasonal and temporary and therefore its employees are ineligible to receive benefits. Recreation employees will be paid a weekly salary based on the designed work hours in their job description.

Offensive Behavior in Employment

Offensive behavior by employees in the workplace is unacceptable and will not be tolerated.

One specific type of offensive behavior is sexual harassment. Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Sexual harassment may include, but is not limited to, such actions as: sex oriented verbal "kidding," "teasing," or jokes; subtle pressure for sexual activity; physical contact such as patting, pinching or brushing against another's body; or demands for sexual favors.

Conduct is improper if:

- o Submission to the conduct is either an explicit or implicit term or condition of employment;
- o Submission to or rejection of the conduct is used as a basis for employment decisions

affecting the person involved; or

o Conduct that has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive working environment.

All employees are expected to avoid any behavior or conduct toward any other employee which could be interpreted as sexual harassment.

Management personnel must take prompt corrective action when they become aware of sexual harassment or an allegation of such behavior. Such action may include discipline up to and including termination of the offending employee or employees. Any supervisor who engages in sexual harassment or who knowingly allows such conduct to continue will be subject to disciplinary action up to and including termination.

Any employee who feels that he or she has been the victim of sexual harassment should notify their Department Head, Mayor or Village Board member. Confidentiality will be given to the extent possible to the complaint, and the complaint will be immediately investigated.

The Hiring Process

The Central Square Summer Youth Recreation Program is funded with taxes generated from the residents of the Village of Central Square and the Town of Hastings. Applicants (not including the Recreation Director and recreation Specialist) residing within the Village of Central Square or Town of Hastings are given first consideration.

All Student employee positions must be advertised in the designated newspaper as the first step in the hiring process.

All student employees must complete the application process and are subject to board approval prior to each season. Applications are available at the offices of the Village of Central Square.

Attendance

Recreation begins each weekday at 9am and ends at 12:00 noon. The program runs for six consecutive weeks. The Recreation Director and Recreation Specialist are expected to arrive at 8:30am and remain until 12:15 or when the last child has departed and the grounds and facilities are cleaned up and secured. The

Recreation Leader II is expected to arrive at 8:45am and remain until 12:15 or when the last child has departed and the grounds and facilities are cleaned up and secured. The Recreation Leader I's are to arrive at 8:45am and remain until 12:00 or until their station, the grounds and facilities are cleaned up. All Summer recreation employees are expected to work the entire 30 days of the program.

Appearance

You should wear clothing suitable and appropriate for the task assigned to you. All recreation employees will wear the assigned t-shirts during their employment hours. Employees will also appear neat and well groomed. Recreation employees should not wear clothing such as short shirts/shorts or low hanging bottoms that would allow excessive exposure. There is to be no open toe footwear. This is for your safety! You are to wear shoes/sneakers at all times.

Time Sheets

Employee Time sheets must be filled out daily in full and signed.

Reporting Injuries of participants

Our primary concern is the safety and well-being of the children. Report all injuries immediately to the Recreation Director or Recreation Specialist. In addition, you are to fill out an accident report for all injuries regardless of the severity. Be prepared to detail what happened.

Stations

Every employee is responsible for a particular station or area. The Director or Specialist will fit employees to stations or areas. Although communication between employees is sometimes necessary, it is not an excuse for socializing. You are responsible for encouraging participation in your station/area. You are to be a role model and lead by your good example.

Children are to be kept in their designated areas and under supervision at all times. Activities performed within these areas should be age appropriate. Any persons not part of the recreation program or not a parent or guardian of a recreation participant, are not permitted within the program boundaries. If you have any questions contact the Recreation Director.

Conduct

Focus on the children and keep them actively involved. Encourage participation and respect. Be enthusiastic, professional and cooperative. Loss of temper equals

loss of control. Be in control. If a problem becomes too difficult, contact the Recreation Director or Recreation Specialist immediately.

Respect For Property

Encourage respect for property whether it belongs to one another or it is the recreation grounds and equipment. The purposeful disregard of property will result in removal from the program. Report all damage of property and equipment to the Recreation Director or recreation Specialist so that repairs can be made. You are responsible also for keeping your area as well as the grounds neat and clean. At the end of each day all equipment should be stored properly and litter disposed of properly.

Smoking Policy

The Village enforces a restrictive approach to smoking in the workplace. This approach recognizes the significant health dangers and problems caused by smoking and second-hand smoke. Smoking is prohibited in all areas of Goettel Park.

Solicitation

Selling non-work related merchandise or services to Village employees, soliciting them or distributing literature to them in the Village buildings or on its property is not permitted at any time by non-employees.

No non-work related solicitation of any kind is allowed by employees during working time. No distribution, aside from Village business, is allowed during working time or in working areas.

Violations of Village Policies and Procedures

Violation of Village (standard of behavior) policies and procedures are considered very serious and will result in one or more of the following disciplinary actions:

1. Verbal warning
2. Written warning to be placed in the employees personnel file
3. Suspension (with or without pay)
4. Termination

The Village reserves the right to terminate employment at any time, with or without reason.

Additionally, the Village reserves the right to prosecute any employee for any infraction.

The following are examples of violations of Village standards of behavior for employees.

- ☐ Fraud, bribery, or conviction of a felony or unlawful offense involving dishonesty or breach of trust.
- ☐ Possess, use, copy or read Village records without appropriate authorization or divulge confidential information concerning the financial, business, or work information of any employee.
- ☐ Falsify, alter, forge, or destroy any records, history, data, instrument, employment applications, time sheets, timekeeping log or any other Village records.
- ☐ Remove, intentionally damage, or misuse Village or any person's property.
- ☐ Improper or unauthorized use of funds, property or services.
- ☐ Commit or threaten to commit injury or damage against any person or their property.
- ☐ Have in their possession any unauthorized deadly weapons; e.g. knives, firearms, or explosives while on Village premises.
- ☐ Illegal or unauthorized possession, selling, delivery, or use of intoxicants, narcotics or controlled substances any time during employment or while on premises or on Village business. An exception to this may be made for prescribed medication taken under a physician's supervision.
- ☐ Sexual harassment of visitors or fellow employees at any time.
- ☐ Inability to provide documents required to complete personnel file within specified period of time.
- ☐ Refusal to cooperate in any investigation deemed necessary by the Village.

This list is not intended to be exhaustive. The Village also reserves the right to issue discipline up to and including discharge for any other action which it deems to constitute a violation of Village policy or procedure.

Complaint Procedures

All complaints should be filed with your Department Head. If conflicts exist at the Department Head level, complaints should be filed with the Administrator (Mayor). All complaints will be acted on by the Administrator (Mayor) and or Department Head. If the complainant is unsatisfied with resolution by the Administrator (Mayor), he or she can appeal the complaint to the Village Board and a final decision will be made by the Village Board.

Immigration Law Compliance

The Village of Central Square is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee of the Village is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave the Village of Central Square and are rehired, you must complete another Form I-9 if the previous I-9 with the Village is more than three years old, or if the original is not accurate anymore, or if we no longer have the original I-9.

If you have questions or want information on the immigration laws, contact the Village Administrator. If you ask questions or want to complain about the immigration law, you will not be punished in any way.

Personnel Records

The Village requires that all personnel have an up-to-date personnel file. Misrepresentation of information on the employment application, resume or any other data provided to the Village may lead to termination.

Personal Status Change

It is important that you keep the Village informed of changes relevant to personal data. Report changes in your address, marital status, etc., to the Administrator.

Employment of Relatives

The Village reserves the right to decline to hire close relatives of current employees if they apply to work in the same or related work areas.

Telephone Policy

Incoming phone calls should be answered promptly and courteously. All employees are encouraged to limit their personal use of the Village telephone. Cellular phone users should limit their personal calls to emergencies only.

If there is an emergency and an employee needs to make a personal long distance call then they should be reimbursed to the Village at the actual cost based on the telephone company's invoice.

Safety

Our workplace safety program is a top priority at the Village of Central Square. We want the Village to be a safe and healthy place for employees, customers and visitors. A successful safety program depends on everyone being alert and committed to safety.

We regularly communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to obey all safety rules and be careful at work. You must immediately report any unsafe condition to the appropriate supervisor. If you violate the Village safety standards, you may be subject to discipline action, up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem even though you could have corrected it.

It is very important that you tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When you report it quickly, we can investigate the accident promptly.

Personal Property

The Village of Central Square cannot be responsible for losses of personal property that is lost, damaged or stolen. If you bring personal property/items/belongings to work or on Village property, you are responsible for keeping track of them.

If you bring personal property to work, you need to understand that it will not be covered under the Village's insurance and because of limitations on personal homeowners' policies, it may not be covered under your homeowner's coverage either.

Also, the Village prohibits any items on the premises or worksite that are sexually suggestive, offensive or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto Village property may be inspected for purposes of enforcing the Village's policies.

Drug Free Workplace

The Village of Central Square is committed to being a drug-free, healthful and safe workplace. You are required to come to work in a mental and physical condition that will allow you to perform your job satisfactorily.

The Village of Central Square employees may not use, possess, distribute, sell or be under the influences of alcohol or illegal drugs while on the Village of Central Square premises or while conducting any business related activity away from the Village of Central Square premises. You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. If you violate this policy, there could also be legal consequences.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervision or Administrator without fear of reprisal.

Probable/For Cause Testing: In the event one or more supervisors find reasonable cause for testing a driver because of performance indicators, physical symptoms, or erratic behaviors suggestive of alcohol or drug use or any other evidence, the supervisor(s) will require a drug and alcohol test of the employee. If an accident or near accident occurs or a supervisor has reasonable suspicion of illicit drug or alcohol use, a search and seizure will be requested. The employee must submit a urine/drug screen and alcohol test on request. Failure to do so may result in severe disciplinary action including suspension or dismissal.

Compliance with Testing: Any employee who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately. Refusal can include an inability to provide a urine specimen or breath sample without valid medical reason or delaying arrival at the collection site. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to disciplinary action up to and including discharge.

ALCOHOL

No employee shall consume an intoxicating beverage, regardless of its alcoholic content, or be under the influence of an intoxicating beverage, within 4 hours before going on duty.

INSPECTIONS

Reasonable inspections of employees and their personal property, including vehicles brought onto Village premises may be conducted at any time in order to ensure that illicit drugs are not entered into the work place. This is done to maintain a safe, healthful and efficient working environment. Such requirements are a condition of employment.

Inspections will be performed by the Police Department in cases with just cause.

RESPONSIBILITY

Each employee is responsible for assuring compliance with this policy. It is the responsibility of every employee to report knowledge of any conduct which is not prescribed by this policy.

EMERGENCY PROCEDURES

In case of emergency, contact the following: 911
Central Square Police 668-6676

Central Square Fire Department 668-6555

Central Square Public Works ...call the village at 668-2558 leave message for Mike Avery

Consult your supervisor for emergency procedures at your job site.

First Aid

If an accident or illness should occur, no matter how slight, notify your supervisor immediately so that appropriate medical treatment can be administered. Use caution to avoid contact with body fluids (blood, saliva, urine, etc.) Each first aid kit contains plastic gloves, please be sure to use them. If not possible, use a strong disinfectant, such as Lysol or liquid bleach, to clean up afterwards. As part of the Alcohol and Drug Testing Policy, you may be required to submit to drug and alcohol testing if you are injured on the job.

Village of Central Square
Summer Recreation Program Employee Handbook

Acknowledgement Form

This handbook is intended to be a set of general guidelines of the Village policies and practices. The Village Board reserves the right to interpret the intention of any provision or policy and their decision is considered final. This handbook provides general descriptions of some of the features of certain benefits and policies. It is not intended to contain complete descriptions of all plans and policies and cannot modify or affect them in any way. This handbook is provided as information only and is not, nor is it intended to be, a contract of employment. Similarly, no other Village policy or procedure should be construed as a contract of employment. Your employment and compensation is for no definite period of time and may be ended at any time by either yourself or the Village. No Department Head, supervisor or representative of the Village has any authority to enter into an agreement for employment for any definite period of time or to make any agreement contrary to the above. Any written or oral statements should not be relied upon by prospective or existing employees. This lack of guarantee or employment contract also applies to other benefits, working conditions and privileges of employment at the Village.

You should be aware that other locations may have local work rules, procedures or practices that may be different from those included in this handbook.

Please consult with the Administrator or your Department Head if you have any questions about the contents of your handbook.

In addition, you should always feel free to speak to your Department Head about any business issue of concern to you. The Administrator is also available to discuss any unresolved concerns you may have.

All supplements made to this manual shall supersede all prior policies.

I have read and fully understand the policies and procedures described in the Village handbook.

Employee Signature

Date