



This handbook has been prepared for you as a guide to the various employment policies and benefits of the Greenville County Recreation District. A thorough review of this Handbook will help you to better understand what you can expect of the Greenville County Recreation District, as well as what the Greenville County Recreation District expects of you.

**THE CONTENTS OF THIS EMPLOYEE HANDBOOK ARE PRESENTED AS GUIDELINES FOR SOME OF THE GREENVILLE COUNTY RECREATION DISTRICT'S CURRENT POLICIES AND PROCEDURES, WHICH WILL BE CHANGED AND UPDATED BY THE GREENVILLE COUNTY RECREATION DISTRICT WHEN NECESSARY. THIS HANDBOOK'S CONTENTS ARE NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT BETWEEN THE GREENVILLE COUNTY RECREATION DISTRICT AND ANY EMPLOYEE, AND IN NO WAY DOES IT ALTER YOUR EMPLOYMENT AT-WILL STATUS. NOTHING IN THIS HANDBOOK BINDS THE GREENVILLE COUNTY RECREATION DISTRICT OR ANY EMPLOYEE TO ANY SPECIFIC PROCEDURES, POLICIES, BENEFITS, WORKING CONDITIONS, PRIVILEGES OF EMPLOYMENT, OR DEFINITE PERIODS OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE COMPLETELY FREE TO LEAVE THE GREENVILLE COUNTY RECREATION DISTRICT AT ANY TIME YOU CHOOSE, AND THE GREENVILLE COUNTY RECREATION DISTRICT HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP. ANY ORAL OR WRITTEN STATEMENTS TO THE CONTRARY ARE EXPRESSLY DISAVOWED AND SHOULD NOT BE RELIED UPON BY ANY PROSPECTIVE OR CURRENT EMPLOYEE. THE GREENVILLE COUNTY RECREATION DISTRICT RESERVES THE RIGHT TO WITHDRAW, REVISE, OR REPLACE ANY AND ALL POLICIES, PROCEDURES, AND PROGRAMS INCLUDED IN THE HANDBOOK, WITH OR WITHOUT PRIOR NOTICE. NO STATEMENT BY ANY EMPLOYEE, OFFICER, OR AGENT OF THE GREENVILLE COUNTY RECREATION DISTRICT CONTRARY TO THIS DISCLAIMER SHALL HAVE ANY FORCE OR EFFECT UNLESS IT IS IN WRITING AND SIGNED BY THE DIRECTOR OF THE GREENVILLE COUNTY RECREATION DISTRICT.**

Please review this Handbook as well as other information you have been given concerning our policies and procedures. Revisions to this Handbook may be made and distributed from time to time. As holder, it will be your responsibility to keep your Handbook current. If, after a thorough review of this material, you have any questions concerning the Handbook, please see your immediate supervisor, manager or contact the Human Resources Department.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

**GREENVILLE COUNTY RECREATION DISTRICT  
EMPLOYEE HANDBOOK**

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Dear Fellow Employee:

Welcome! Whether you have just joined our staff or have been an employee of Greenville County Recreation District for a while, we are confident that you will find our District a dynamic and rewarding place to work and we look forward to a productive and successful association. The Greenville County Recreation District is a key ingredient in the quality of life in Greenville County. Recreation is about more than just ball fields - we create community through people, parks and programs. We are proud of our mission and take very seriously our responsibility to serve to the citizens of Greenville County.

**You** are very important to us not only as an employee but also as a person. Greenville County Recreation District's success depends directly on you and in return for your hard work we try to provide the best possible benefits for you and your family.

This Handbook outlines our policies and other information that is important to you as an employee of the Recreation District; however, this is not a contract of employment. The Handbook presents basic information about your benefits, rights and responsibilities. Of course, we may periodically change the policies, practices and benefits contained within but, as such changes are made, you will be notified.

We hope that this Handbook will serve not only as a guide but also as an illustration of our concern for both you and your family. We are glad you are on our team.

Sincerely,

Gene Smith  
Executive Director

## **INTRODUCTION**

### **EQUAL OPPORTUNITY POLICY**

It is the goal of Greenville County Recreation District to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, disabled veterans and Vietnam era veteran status, and in accordance with all applicable laws, directives, and regulations of federal, state, and local governing bodies. The objective of Greenville County Recreation District is always to search for the most qualified individual for every job opening and to carefully evaluate the skill experience and personal capabilities of every job applicant. These goals and objectives apply in all areas of employment – including recruiting, hiring, promotion, demotion, transfers, lay-off, recall, termination, compensation, training, and other conditions of employment.

Greenville County Recreation District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant for employment or employee unless undue hardship would result. Any applicant or employee who requires accommodations in order to perform the essential functions of a job should contact Human Resources. The applicant or employee should advise the Recreation District what accommodations he or she believes are needed in order to perform the job. The Recreation District will determine possible accommodations, if any. If accommodation is reasonable and will not impose undue hardship upon the Recreation District, the Recreation District will make the accommodation.

Each Division Director and supervisor should implement this commitment through the uniform and consistent application of approved employment practices, and the maintenance of a business environment free of intimidation, sexual or other forms of harassment, and other discriminatory conduct.

### **NON-HARASSMENT POLICY**

Greenville County Recreation District believes its employees and customers should be able to enjoy a workplace free from harassment based on the individual's sex, gender, pregnancy, race, color, religion, national origin, and disability. It is a violation of District policy for any employee, whether a manager, supervisor or co-worker to harass another person based on the individual's sex, gender, pregnancy, race, color, religion, national origin, age or disability.

#### **Sexual Harassment Defined**

Sexual harassment or gender-based harassment occurs when unwelcome conduct, generally of a sexual nature, becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment. Sexual harassment can include, but is not limited to:

- Request for sexual favors;
- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Nonverbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and

- Acts of aggression, intimidation, hostility, threats, or unequal treatment based on sex or gender (even if not sexual in nature).

Women are not the only ones who experience sexual harassment. Not only do men experience sexual harassment, but the harassment can be between persons of the same sex.

### **Other Forms of Illegal Harassment**

Harassment includes many forms. It includes verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, pregnancy, national origin, age or disability, or that of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to:

- Epithets; slurs; negative stereotyping; threatening, intimidating, or hostile acts; that relate to race, color, religion, gender, national origin, age or disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability, and that is placed on walls, bulletin boards, or elsewhere on the District's premises, or that is circulated in the workplace.

### **Steps to take if you are being harassed or observe illegal harassment:**

First, tell the person to stop. Confrontation of the person, in most instances, will stop the harassment. If you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and ask that it cease immediately.

**You should report the situation to either your immediate supervisor or Human Resources.**

**All suspected harassment should be reported.** Greenville County Recreation District cannot attempt to address the questioned behavior if it is not made aware of it. Consequently, it is important that any cause of suspected harassment, whether you simply observe it or are a victim of it, should be reported. All cases of harassment are held in confidence to the extent possible. The Recreation District will attempt to conduct a thorough, impartial, and timely investigation of all complaints of harassment. Any employee who is found to have harassed another person, employee or otherwise, shall be subject to discipline up to and including termination.

It is an individual's right not to be subjected to harassment based on sex, race, color, religion, gender, pregnancy, national origin, age or disability. The Recreation District will not tolerate such behavior.

### **RESPONSIBILITY OF SUPERVISORS AND DIRECTORS**

Each workplace manager and supervisory employee has a responsibility to maintain a workplace free of harassment. This duty includes discussing this policy with all supervised employees and assuring them that they do not have to endure insulting, degrading or exploitative sexual treatment or intimidating or harassing behavior. It also includes identifying offensive behavior in violation of the applicable laws and the Recreation District policy, reporting the violation, preparing and filing the incident report.

In some situations, the employees could consider it appropriate for employees to seek assistance from their supervisory employee, and in those instances, it is the supervisory employee's responsibility to deal with the employee's concerns in a matter consistent with the procedures set forth in the following section and prepare and file the incident report.

**NOTHING IN THIS POLICY OR THE PROCEDURES SET FORTH HEREIN ALTER, MODIFY, LIMIT, OR OTHERWISE NULLIFY THE AT-WILL RELATIONSHIP THAT THE DISTRICT AND ITS EMPLOYEES MUTUALLY ENJOY, WHICH ALLOWS EITHER THE GREENVILLE COUNTY RECREATION DISTRICT OR ANY EMPLOYEE TO END THE EMPLOYMENT RELATIONSHIP ANY TIME AND FOR ANY OR NO REASON.**

In furtherance of this policy, and as stated above, supervisory employees shall not date employees under their direct or indirect supervision. Any violation of this policy may subject you 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 District's policy that all employees should be treated with respect and not subjected to any disparate treatment.

### **OPEN DOOR POLICY**

It is the policy of Greenville County Recreation District that any complaints, problems, suggestions or grievances on behalf of employees be brought to the attention of management in a timely manner. Through the employee open door policy, employees are encouraged to speak up about problems, misunderstandings, or suggestions they may have. All suggestions or problems will receive prompt attention. Employees who have concerns or disagreements have a responsibility to try and resolve these problems through open and frank communication. Whenever you have a problem, it can usually be resolved by following these steps:

1. Any concern or problem should first be discussed with your immediate supervisor. Most often, he or she is in the best position to handle your problem satisfactorily.
2. If the problem has not been resolved to your satisfaction, you should request to speak to your Division Director.
3. If you still feel the need to discuss the problem with other members of management, you may arrange a meeting with Human Resources/Executive Director through your Division Director. This meeting will include your supervisor, Division Director and Human Resources/Executive Director. The Executive Director will render a final solution.

If your complaint regards harassment of any kind, you may contact Human Resources/Executive Director directly.

### **CONFLICT OF INTEREST/BUSINESS ETHICS/POLITICS**

Greenville County Recreation District must provide its employees with the environment, tools, and support to perform in a quality manner for the Recreation District, its customers, and the end-users of its services. With laws regulating business conduct so pervasive and with ever-present questions regarding the potential conflict between personal and business interests, these standards are intended as a tool to address those questions susceptible to controversy.

All Recreation District employees are prohibited from (a) being a candidate for public office in a partisan election, (b) using official authority or influence to interfere with or affect the results of an election or (c) directly or indirectly coercing contributions from subordinates in support of a political party candidate.

### **District Policies and Procedures**

All employees are expected to become familiar with, to follow and to interpret the policies and procedures in good faith. However, no set of published rules can cover all possible situations. Greenville County Recreation District's continued success depends upon the collective efforts of our employees. Similarly, the Recreation District must rely upon your good judgment and high moral standards as the principal guide to ethical conduct.

In the event of doubt as to the proper action required, every employee is obligated to solicit assistance from his or her supervisor or another management team member to assist in resolving any questions arising from these standards. There is no reason for any associate to take any questionable or controversial action without making inquiry or seeking clarification.

In the event of questionable activity, to maintain confidentiality, the employee should refrain from discussing the matter with any individual other than their supervisor or management member.

### **Conflict of Interest**

No employee should knowingly become involved in any situation which could create a conflict between their personal interests and the interests of the Greenville County Recreation District. Any personal inducement which would compromise the employee's judgment of what is best for the Recreation District creates a conflict. Each employee has a continuing obligation to promote the Recreation District's best interests at all times and to avoid the use of their association with the Recreation District for personal profit, benefit or gain. This includes the use of District property or equipment.

The most prevalent sources for potential conflicts of interest are gifts, entertainment, free travel and accommodations or other inducements from a business partner i.e., vendor; supplier (potential or proposed), competitor or customer (business partner). There is a \$25.00 limit on any gift, entertainment, travel or accommodations received; gifts of cash of any amount are strictly prohibited. The degree of potential conflict increases in proportion to the extent that an associate can influence the Recreation District's activities regarding that business partner.

No offer from a business partner should be accepted if the employee could not have sought reimbursement from the Recreation District for the same activity. One indication that the activity offered by the actual or prospective business partner is improper is to determine whether the employee could reciprocate.

If any employee has any questions regarding the proposed activity and believes that participation is justified from a business perspective, that employee should seek written approval from the employee's direct supervisor.

## **OUTSIDE OR DUAL EMPLOYMENT**

Greenville County Recreation District expects you to devote your full attention and effort to the duties to which you have been assigned. In that regard, outside employment will not be considered an excuse for poor performance, absenteeism, tardiness or inability to work overtime. No restrictions shall apply to the outside employment of part-time employees except direct conflicts of interest.

When an employee desires to engage in outside or dual employment, he or she must submit a written request describing the employment to the Division Director which must be approved by him/her as well as the Executive Director.

Employees shall not use District property, equipment, uniforms, or vehicles in the conduct of approved secondary employment. Employees shall not engage in any other employment, in any private business, or in the conduct of a profession during the hours he or she is employed to work for the District. The nature of any additional employment shall not cause a conflict of interest, appearance of favoritism, collusion, or embarrassment to the District.

### **CONFIDENTIAL NATURE OF WORK**

All Recreation District records and information relating to Greenville County Recreation District or its customers are confidential and employees must, therefore, treat all matters accordingly. Employees who are unsure about the confidential nature of specific information must ask their supervisor for clarification.

## **EMPLOYMENT**

### **INITIAL EMPLOYMENT PERIOD**

Every new employee goes through an initial period of adjustment in order to learn about the Recreation District and about his/her job. During this time the employee will have an opportunity to find out if he/she is suited to, and likes, his/her new position.

Additionally, the initial employment period gives the employee's supervisor a reasonable period of time to evaluate his/her performance. **The initial employment period is six months.**

During this time, the new employee will be provided with training and guidance from his/her supervisor. He/she may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily. Under appropriate circumstances, the initial employment may be extended. Additionally, as is true at all times during an employee's employment with the Recreation District, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

At the end of the initial employment period, the employee and his/her supervisor may discuss his/her performance. Provided his/her job performance is "satisfactory" at the end of the initial employment period, he/she will continue in our employment as an at-will employee.

### **EMPLOYEE CATEGORIES**

The Recreation District takes great pride in selecting employees who will contribute to the growth of the Recreation District. It recognizes that a District is only as good as the employees who staff it and strongly feels that the sharing of mutual objectives and the coordination of work effort is vital not only to the Recreation District, but the welfare of its employees.

The basic types of employment with Greenville County Recreation District are:

1. Full-time – The employee is regularly employed for 30 or more hours per week. All regular full-time employees are eligible for full participation in our benefit programs and are required to participate in the South Carolina Retirement System.

*Exempt* employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.

*Non-exempt* employees receive overtime pay in accordance with our overtime policy. Their salaries are calculated on an hourly basis.

2. Part-time- The employee is employed to perform the same job less than 30 hours per week. Part-time employees are not eligible for benefit programs, do not accrue paid time off, and may elect non-membership in the South Carolina Retirement System.
3. Seasonal Employees- Seasonal employees are hired to work at seasonal facilities, that is, facilities that are not open year-round. An example of a seasonal employee is a lifeguard hired to work during the summer at an outdoor swimming pool. Seasonal employees are not eligible for overtime pay or benefit programs and do not accrue paid time off. Seasonal employees may elect not to participate in the South Carolina Retirement System.

## **WORK SCHEDULES**

### **Office Hours**

Regular office hours for the Greenville County Recreation District shall be from 8:30 am until 5:30 pm, Monday through Friday, except for official holidays. Because of their positions of employment, many employees may be required to work other hours to best serve the public.

Division Directors shall schedule employees for a reasonable period for the purpose of eating the meal that normally falls during their regularly scheduled hours. All full-time employees are entitled to a meal period and are to be relieved of all work responsibilities during such period. The period shall not be less than thirty (30) minutes or greater than sixty (60) minutes (non-paid time). Typically an employee working a four hour shift will receive a break of 30 minutes, an employee working a six hour shift will receive a 45 minute break and an employee working an eight hour shift will receive a one hour break.

### **Breaks**

Division Directors shall prescribe rest periods for full-time employees of reasonable duration not to exceed two (2) in any normal workday and not be longer than fifteen (15) minutes each. Such periods shall be considered as "time worked". The period of time allowed for such breaks shall not be combined with a meal period.

## **SUPERVISION**

Supervisors play a vitally important role at Greenville County Recreation District. They are experienced in the daily operation of their departments and are responsible for acquainting employees with department activities. They are sincerely interested in providing instruction and training in all job related areas and are available to counsel employees if and when the need arises.

In keeping with Greenville County Recreation District's team philosophy, employees are likewise expected to extend complete cooperation to their supervisor. It is also assumed that each employee will want to learn his or her job and perform it conscientiously by producing quality work, maintaining regular attendance, and by following Greenville County Recreation District established code of conduct.

The supervisor-employee relationship is an important one. It is based on mutual trust and respect, and is best established and maintained when everyone works together to achieve the same objectives.

## **COMMUNICATION**

Open communication among all Greenville County Recreation District employees is essential. The most effective communication is face-to-face on a daily basis. There are times, however, where there is a need for other forms of communication. Therefore, the following communication programs are currently used. Others will be implemented as necessary.

- \* A Bulletin Board Program has been instituted to provide immediate notice of any important developments. It includes job openings, business announcements and only includes authorized postings. We do not post personal items for sale.
- \* Departmental meetings will be scheduled on a periodic basis. Such meetings will involve a mutual exchange of information that may be of timely importance.
- \* Important announcements may be put with checks.
- \* District Email.

## **COMPENSATION**

## PAYMENT OF SALARY/WAGES

Greenville County Recreation District is committed to paying wages that are fair and consistent with comparable positions. The duties and requirements of each position, the individual employee's performance, and rates of pay for similar positions in the community are some of the factors considered when establishing wages.

1. Payroll Deductions and Changes – Greenville County Recreation District is required by law to make certain deductions from your paycheck. These include:
  - a. Social Security (FICA) Taxes – Your contribution to the Federal Social Security Program is deducted from each paycheck. The specific amount of your contribution is pre-determined by law. Greenville County Recreation District matches your contribution and the total is credited to your Social Security Account.
  - b. Medicare Taxes – Each pay period, a specific amount is deducted from your earnings as your contribution to the Medicare Program. This amount is pre-determined by law. The Recreation District matches your contribution to Medicare.
  - c. State and Federal Income Taxes – The amount of state and federal income taxes are determined by the amount of your earnings and family status. The taxes that are deducted from each paycheck are paid directly to the state tax commission and the federal government.

Near the end of January each year you will receive a W-2 statement that details the total taxes that were withheld from your earnings for the prior year. **It is important that you inform the Payroll Department of any change in family status, such as marriage or the birth or death of a spouse/dependent that may change your rate of withholding.**

2. Payday – You will be paid bi-weekly and will normally receive your check on Friday. If you are not working on a payday, your check will be held until you return to work. If you are scheduled to be on paid leave and wish your check to be mailed, you must request this in advance. Your paycheck will not be given to anyone but you, unless we receive written instructions, signed by you, stating that another person is authorized to receive it. You may make arrangements with the Payroll Department to have your check direct deposited to your checking or savings account each pay period. The 1<sup>st</sup> day of the payroll week is Monday. This is also outlined in the terms of employment signed at hire.
3. Errors in Pay – If you feel that an error has been made in your pay, you should immediately discuss this with you supervisor. Your supervisor will consult with the Payroll Department and if an error has been made, it will be corrected as soon as possible.
4. Overtime Pay – Only non-supervisory (non-exempt) personnel are eligible to receive overtime pay. Eligible employees will be paid at one and one-half their normal hourly rate for each hour worked in excess of forty (40) hours per week. Holiday pay or paid leave pay for the time not worked is not credited toward overtime. Seasonal employees are not eligible for overtime pay.

## **OVERTIME PAY**

Depending on the work needs of the Greenville County Recreation District, employees will be required to work overtime when requested to do so. **Prior approval of a supervisor however is required before any non-exempt employee works overtime.** Employees working overtime without approval will be subject to disciplinary action up to and including employee termination. Seasonal employees are not eligible for over time pay.

## **TIME RECORDS**

Employees are responsible for calculating and recording their own hours on a daily basis. Each day, the time the employee starts and finishes work must be recorded on a time record. This time record should be recorded in quarter increments. Example: If you work one hour and 15 minutes you should record this as 1.25. The employee's supervisor must approve his/her hours worked at the end of each pay period. Additionally, all time records must be signed by the supervisor/Division Director and must be in the Payroll Department by noon the Monday preceding payday in order for an employee's pay to be processed for payday.

## **CALL-BACK PAY**

An employee who is called back to work after the completion of the shift or for an additional shift will receive actual earnings. This is paid from the time the employee leaves home until return.

## **PERFORMANCE APPRAISAL**

Each regular full-time and regular part-time employee will receive an annual review of his/her work performance on the anniversary date of his/her initial employment, except in such instances where the regular full-time or regular part-time employee receives a promotion, demotion, or change of job description. In such cases the employee's anniversary date will reflect the date of the promotion, demotion or change of job description and such an employee will thereafter receive his/her evaluation on the anniversary date of his/her entering into the new position.

To further clarify this point, a regular full-time or regular part-time employee will receive an annual evaluation of his/her performance on either:

- a. The anniversary date of his/her initial employment; or
- b. The anniversary date of entering into a different position.

Additionally, seasonal/temporary employees will receive a review of his/her work performance at the end of the assigned period of employment.

The Performance Review Form will be used for evaluating each employee's performance at least once every twelve months. More frequent reviews may be conducted at the supervisor's discretion.

## **RECORDS**

To keep necessary Greenville County Recreation District records up to date, it is extremely important that you notify the Human Resources Department of any changes in:

Name and/or marital status

Address and/or telephone number

Number of eligible dependents

W-4 deductions

Person to contact in case of emergency

Beneficiary Information

## **TIME OFF**

As a regular full-time employee of Greenville County Recreation District, you receive several benefits in addition to those reflected in your pay.

### **PAID LEAVE**

To reward employees for their length of service and to provide them with paid time off for illness, vacations, personal business, funerals, etc., the Greenville County Recreation District provides employees with paid time off (PTO).

The number of hours that you are entitled to each year is determined in the following manner:

<b><u>Length of Regular/Full-time Service</u></b>	<b><u>Rate of PTO Hours Earned Per Pay Period</u></b>
1 <sup>st</sup> year of employment	3.75 hours per pay period
1 <sup>st</sup> anniversary to 5 <sup>th</sup> anniversary	7.5
5 <sup>th</sup> anniversary to 10 <sup>th</sup> anniversary	8.5
10 <sup>th</sup> anniversary to 15 <sup>th</sup> anniversary	9.25
15 <sup>th</sup> anniversary to 20 <sup>th</sup> anniversary	10.25
20 <sup>th</sup> anniversary and over	12
For every subsequent 5 years	1 additional hour added

For the purpose of determining leave status, length of continuous service shall be that period of employment beginning on the first day of the pay period following the employee's initial employment period date. To accrue the rate per month, you must actually work 50% of the scheduled hours each pay period.

Your PTO must be scheduled in advance and approved by your supervisor. **Leave must be taken in hourly increments. Every employee is required to take 5 consecutive days of leave annually.** Requests for paid leave in excess of ten (10) consecutive workdays must be approved by the Division and Executive Directors.

A maximum of 1040 hours paid leave may be carried from one calendar year to the next. **Hours over One Thousand Forty (1040), will be forfeited.**

When employment is terminated with the employee in good standing, the employee shall be paid at 50% of their regular rate of pay for leave earned and accrued to the date of termination up to a maximum of 1040 hours. However if terminated for cause, the employee shall not receive pay for unused paid time off.

In the case of retirement or death, payment will be made to the employee or to his/her estate for 50% the unused portion of his/her accumulated paid leave.

An employee who has submitted his notice for resignation shall not thereafter be granted leave unless the employee presents a certificate from a physician indicating that the employee is unable to work.

## **HOLIDAYS**

Employees at Greenville County Recreation District have ten (10) paid holidays at 1 day's regular pay hours (based on 30 or 60 minute lunch schedule) each per year. Typically, they are as follows:

New Year's Day	Labor Day
Martin Luther King B-day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas (2 days)
Independence Day	

To be eligible for holiday pay, an employee must be classified as a regular full time employee.

All Divisions will observe the holiday schedule with the exception of those involved in positions which may have unique working hours, such as park and visitor services operations. When the demands are such that an employee is required to work the official holiday, an alternate holiday shall be arranged for the employee, considering Division needs, with the approval of the Division Director. The holiday must be taken within a subsequent 30-day period.

Holiday pay will be computed on the basis of number of regular daily hours (6, 7½, 8, or other) times the employee's regular straight time hourly rate, and is not credited toward actual hours worked for overtime purposes. Employees who work on a recognized holiday will receive holiday time for hours worked.

If one of the above holidays falls on a day other than a work day, the holiday shall be granted on the day preceding or following the holiday, as determined by the Executive Director. A tentative holiday schedule will be posted annually at the beginning of the year.

### **Additional Absences with Pay**

A regular full-time employee may be excused, at the discretion of the Executive Director, without charge to paid leave as follows:

1. **Death/Funeral** – Absence not to exceed three workdays in the case of death in the immediate family. Immediate family shall be defined as spouse, parent, grandparent, child, brother, sister, mother-in-law, father-in law, sister or brother-in-law and grandchildren.
2. **Jury Duty/Court Appearance** – Absences required for jury duty shall be excused and paid. Any full-time employee subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of the Greenville County Recreation District shall be entitled to leave with pay for such period as his/her court appearance may require. A copy of the subpoena or certificate of the Clerk of Court must be submitted with the payroll. Any fees paid for such service shall be retained by the employee. Absence of an employee to appear in court as a litigant shall be charged to paid leave upon request of the employee and approval by the Executive Director.

### **Other Leaves of Absence**

**Military Leave** – Employees who enlist with the United States Armed Forces or National Guard will be granted a military leave of absence. The leave will be granted without pay and the effect

on the employee's benefits will be the same as a regular leave of absence. Reemployment will be in accordance with the provisions of applicable federal law.

An employee called for military duty shall present a copy of his/her orders to Human Resources not more than three (3) days after receiving them.

## **FAMILY AND MEDICAL LEAVE OF ABSENCE**

### **FMLA Leave Eligibility**

In order to be eligible to receive leave under the FMLA, an employee must: (1) have been employed 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 District within 75 miles of his or her worksite.

### **Reasons for FMLA Leave**

There are four types of leave: They include leave for: (1) the birth of your child and in order to care for that child; (2) the placement with you of a child through adoption or foster care; (3) to care for your 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.

### **Duration of Leave**

Under most circumstance, you can receive up to 12 weeks leave within any 12-month period. There are, however, some conditions.

### **Leave Year**

The District uses a rolling 12-month period in order 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.

### **Is Leave With or Without Pay?**

Leave normally is without pay except for that portion, if any, where paid time off (PTO) or workers' compensation is available to the employee.

### **Benefits During FMLA Leave**

Employees shall continue to receive health insurance on the same basis during FMLA 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. Your portion of the insurance premium is due on or before the 1<sup>st</sup> and 15<sup>th</sup> of each month you are on leave. You will not accrue benefits, such as holiday pay, during your leave.

### **Notice and Reporting Requirements**

An employee must, under most circumstances, give 30 days' notice of his or her intention to utilize leave. Sometimes a 30 days' notice will not be possible. If so, you should give the District notice of the requested leave as soon as practicable.

### **Health-Care Provider Certificate**

In order to qualify for leave based on a serious health condition, either your own or that of your spouse, son, daughter, or parent, you will need to provide the District with a medical certification issued by a healthcare provider (generally your doctor) regarding the necessity of the leave.

### **Employment Rights Upon Return**

Generally, upon your return, you will be returned to your former position if it is still available. If your former position is no longer available, the District will provide you with an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

### **Questions**

If you have questions about FMLA leave, please contact Human Resources. If you desire leave, a copy of Greenville County Recreation District's complete policies with respect to the FMLA will be provided to you.

## **DISCIPLINARY GUIDELINES**

Greenville County Recreation District believes that our employees are and will continue to be good citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, customers, or the District. Employees are expected to observe common sense rules of honesty and adhere to generally accepted standards of conduct. Employees shall conduct themselves in a manner, both on and off the job, which brings credits to themselves and the Recreation District. Employees should not engage in any conduct that will in any way reflect adversely upon himself or herself or Greenville County Recreation District.

In instances in which the Recreation District believes an employee has engaged in conduct contrary to these interests, the employee will be disciplined. **Greenville County Recreation District has no obligation to use any particular form of discipline. Nothing herein constitutes a contract of employment or guarantees that your employment will continue for any specific period of time.**

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or terminated. **This procedure is for guidance only, and steps in the procedure can be omitted at management's discretion.**

### **Performance Rules**

1. Always use your best effort.
2. You are expected to meet the assigned standards of efficiency, productivity, and performance. You should never intentionally fail to perform your assigned duties.
3. Be at your assigned workstation ready to work at the start of your shift and at the end of your break and lunch periods. You also are expected to work until the end of your shift or the beginning of your break and lunch periods.
4. You must call in to your supervisor if you are going to be absent or late.
5. You are expected to get prior approval for paid time off. Habitual or improper use of paid time off will not be permitted.

### **Behavior Toward Others**

1. Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or management, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisory authority.
2. Do not threaten, intimidate, coerce, provoke, interfere, harass or fight with employees, supervisors, management, customers, visitors or suppliers at any time.
3. Do not make false or malicious statements about employees, supervisors, management, the District or its products and services, customers, suppliers, or visitors at any time.
4. The use of profane or abusive language is not permitted.
5. Do not engage in any act that may result in danger or injury to yourself or fellow employees, visitors, or customers.

### Property of Others

1. Do not abuse, misuse, damage, destroy, sabotage, or steal District property, or the property of employees, supervisors, customers, suppliers or visitors.
2. The use of District property for personal purposes is not permitted.

### Honesty

1. Do not falsify or fail to completely disclose all information requested or recorded on any employment, personnel, production, or other record of the District or its suppliers, customers, or insurance carriers.
2. Do not alter, misuse, or remove from District premises, without proper authorization, employee lists, District records, checks or confidential information of any nature.
3. Do not falsify employee time records by recording hours as worked that are not actually worked. Do not complete any employee time records other than your own.
4. Do not misuse Recreation District funds.
5. Do not accept fees, gifts or other valuable items from any person, when such gift of valuable item is given in hope or expectation of receiving a favor or better treatment than other persons.
6. Do not accept any bribe, gift, token, monies or other things of value intended as an inducement to perform or refrain from performing any official act. Nor shall an employee engage in any action of extortion, or other means of obtaining money or other things of value through his/her position in the Greenville County Recreation District.
7. It is the responsibility of the employee to safeguard District information. Unauthorized access to confidential information by employees or others will not be tolerated.

### Other Rules

1. Gambling on District premises is strictly prohibited.
2. The possession of weapons of any type, including handguns, on District premises is strictly prohibited.
3. Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on District property at any time without advance permission.
4. Always report any mistake by yourself or another person that could affect the District's operations or the quantity or quality of its products or services.
5. Always report personal injury, however slight, sustained on District property.
6. Sleeping on duty is prohibited.
7. Possession or consumption, while at work on the District's premises, of alcohol or drugs that were not prescribed for you by a physician is prohibited. Likewise, reporting to work while under the influence of alcohol or drugs will not be tolerated.

8. Conviction for the manufacture, distribution or sale of illegal drugs will not be tolerated. You may be indefinitely suspended without pay upon being criminally charged and pending resolution of the matter.
9. Do not participate in any action that would in any way seriously disrupt or disturb the normal operation of the District.
10. Employees should always be aware of their Appearance and ensure it is appropriate according to the Appearance Policy.

Corrective or Disciplinary Action – Violations will normally subject the offender to the following progressive disciplinary procedures or termination. However, based on the type of violation, disciplinary action may be more severe.

- a. **Oral reprimand:** A supervisor orally reprimands an employee for misconduct or failure to perform and orally instructs the employee regarding corrective measures. **A record of this reprimand should be retained in the supervisor's records and placed in the employees personnel file.**
- b. **Written reprimand:** A supervisor issues a written reprimand for a second or repeated previous oral reprimand. A written reprimand also may be used for an offense of a more serious nature without progressing from an oral reprimand. **A copy of this written reprimand should be forwarded to the appropriate Division Director and Human Resources to be placed in the employee's personnel file.**
- c. **Final written reprimand:** A supervisor issues a final written reprimand for a third or repeated oral or written reprimand. A final written reprimand also may be used for an offense of a more serious nature *without* progressing from previous reprimands, but only if it has been discussed with the Executive Director. **A copy of this final written reprimand should be forwarded to the appropriate Division Director and Human Resources to be placed in the employee's personnel file.**
- d. **Termination:** Termination is removal from employment with the District due to unsatisfactory performance or misconduct, including but not limited to violations of District policies. **Approval of the Executive Director must accompany the recommendation for termination.**
- e. **Other disciplinary categories:**
  - a. *Suspension with Pay:* This action is a written, ordered absence from duty while in full pay status, prescribed for a period of time which usually shall not exceed thirty days. This allows for immediate response to a suspected, but not fully substantiated, offense and provides a period of time in which an investigation can be thoroughly pursued.
  - b. *Emergency Suspension:* An emergency suspension may be pursued when an offense is of such serious as to endanger the safety of persons or property, or to cause embarrassment to the District.
  - c. *Probation:* This is defined as a specific period of time usually 3-6 months, which shall cause the affected employee to lose his or her regular status. This may be used as an alternative action if deemed appropriate. Any infraction of Greenville County Recreation District policies during this period may result in more severe disciplinary action,

depending upon the facts of the case. **The use of probation must be approved by the Executive Director.**

- d. *Suspension without Pay*: This disciplinary action is a written, ordered suspension from duty without pay for a prescribed period of time. Such suspension normally shall not exceed thirty days and shall reference previous oral and written reprimands, unless the offense is of such a serious nature as to warrant an immediate suspension. Approval of the Executive Director must be obtained.

There is no particular order in which the above-noted disciplinary actions must be used nor a particular number of actions which must be used. Any warning issued for failure to act in accordance with these provisions may subject you to discipline, up to and including termination of employment. Management retains the sole discretion to determine which course of action to take.

It is the responsibility of all supervisory personnel to see that District rules and standards of conduct – both written and unwritten – are uniformly applied and enforced. The purpose of discipline is to obtain compliance with the established rules and standards of conduct, not to punish.

Generally, receipt of a total of three (3) different violations or two (2) for the same violation within a twelve-month period, whether given under this policy or any other policy, will result in termination.

When an employee is terminated, complete details of the reasons shall be recorded and placed in the employee's Personnel File along with supporting documentation.

All reprimands, whether verbal or written shall include the specifics of the offense. Written reprimands shall be signed by the supervisor and employee and shall be placed in the employee's Personnel File along with supporting documentation. If the employee refuses to sign after having been told that his signature only confirms that the reprimand was given and not that he agrees with the reprimand, the notation "employee refused to sign" shall be placed on the reprimand.

### **Terminations**

Terminations are separations from Greenville County Recreation District service. **All terminations must have the approval of the Executive Director.** All employees of the Greenville County Recreation District are employees-at-will subject to termination of employment at any time for any reason or no reason at all.

## **EMPLOYEE INSURANCE BENEFITS**

The Greenville County Recreation District provides employee insurance benefits in order to provide a prudent level of insurance coverage to eligible District employees and attract and retain the best quality of employee. **For the purpose of insurance benefits, “eligible” relates to an employee who actively works over 30 hours per week for at least 42 weeks per year.**

For additional information regarding eligibility or employee insurance benefits please contact Human Resources.

### **Flexible Benefits Cafeteria Plan**

The Recreation District provides a comprehensive Flexible Benefits Cafeteria Plan for eligible full-time employees to reduce their income tax liability by converting taxable wages to non-taxable benefits via a salary reduction agreement. Salary reduction is available for group medical, life and dental insurance, medical care expense reimbursement and dependent care assistance.

### **South Carolina Retirement System**

The Recreation District provides South Carolina Retirement System benefits to both full time and part time Recreation District employees. The SCRS is currently a contributory retirement plan for eligible employees. More details and examples of how the SCRS operates are available from the Human Resources Manager.

## **WORKERS' COMPENSATION**

Greenville County Recreation District 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.**

The injured employee must complete an *Employee Injury Report* and give to his/her supervisor. The supervisor should also complete the *GCRD Supervisors Injury Report* and ensure the copies get to the HR office within twenty four (24) hours.

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

The Recreation District has an agreement with Doctor's Care to provide all occupational health care services for the District. This includes any work related injury or illness care, all pre-employment physicals, preventive health services or consultative services and drug testing. All employees must seek medical attention for injuries suffered on the job as well as undergo a drug test. Immediately following an accident or injury requiring medical attention the employee shall contact the Human Resources Manager. The closest Doctor's Care 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 room. In the case of a life-threatening trauma, employees should access the nearest emergency room.**

## **OCCUPATIONAL WORK RESTRICTIONS**

It is our goal to prevent employees from incurring wage loss resulting from an occupational injury or illness. Experience has shown that employees who continue to work have a much higher success rate in the rehabilitation process. It is therefore our policy to attempt, whenever possible, to resist sending the employee home if they are capable of performing productive work within the guidelines of the restricted work activity. We practice a modified duty policy.

In some instances, you may be given a work restriction. Restrictions may also be given to an employee returning to work after a severe injury or prolonged work absence in order to gradually recondition the individual and avoid re-injury to the affected body part.

If you are given a work restriction, it is your responsibility to follow the exact conditions of those work restrictions.

## **JOB SAFETY AND HEALTH**

The Greenville County Recreation District will endeavor to provide safe working conditions and encourage safe working habits on the part of all Greenville County Recreation District employees.

The Greenville County Recreation District considers the safety of its employees a major responsibility; therefore it shall be the policy of the Greenville County Recreation District to provide safe and healthful working conditions consistent with the standards of the Occupational Safety and Health Act. The Greenville County Recreation District recognizes that accident control is successful only with support from Division Directors, adequate coordination and advice from staff members, and willing participation by employees.

### I. 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. The injured employee must complete an *Employee Injury Report* and give to his/her supervisor. The supervisor should also complete the *GCRD Supervisors Injury Report* and ensure the copies get to the HR office within twenty four (24) hours. When serious injury is involved the Executive Director must be advised immediately, prior to receiving the appropriate reports.

In cases where an employee may appear to be careless or "accident prone", counseling and appropriate action may be taken in accordance with the Disciplinary Guidelines Policy. 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.

### II. 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 Greenville County Recreation District sites and events. All Greenville County Recreation District 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 Greenville County Recreation District personnel engaged in general maintenance, landscape maintenance, janitorial and related activities are required to wear safety shoes/boots and other appropriate protection. The Greenville County Recreation District may pay half of the expense of the shoes/boots up to a limit designated by the Maintenance & Development Director. Other safety equipment which may be directed for wear by the immediate supervisor may include but are not limited to:

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

### III. Safety Committee:

The Executive Director will appoint a Safety Committee to review safety concerns and practices on a continuous basis.

## **ON-THE-JOB**

### **APPEARANCE AND CONDUCT**

As a professional organization, the Greenville County Recreation District desires to present a professional image as it relates to personal appearance.

Appearance is a significant part of the overall reputation of our District. The employee's total appearance is a combination of proper clothing and grooming which reflects a positive image to the public. The employee's attitude, enthusiasm and appearance make a difference in the quality of the visitor's experience. A uniformed and well-groomed staff projects a positive image and is directly related to the trust, confidence and respect visitors have for Greenville County Recreation District staff and facilities. The purpose of this policy is to provide the minimum standards and guidelines for appearance while on duty.

#### **HAIR**

Hair is to be clean and neatly groomed at all times. Hair shall conform to safety and health standards as determined by OSHA and DHEC. Radical hairstyles and coloration are prohibited.

#### **MOUSTACHES, BEARDS, AND SIDEBURNS**

Moustaches, beards and sideburns are allowed with restrictions. The hair is to be neat and trimmed and present a groomed appearance consistent with public norms. While beards are allowed, they must not interfere with the employee's ability to wear breathing protection, nor should the length exceed one inch from the face. Sideburns should be trimmed and may be permitted to extend to the bottom of the earlobe following their natural contour. Flares and muttonchops are not permitted.

#### **JEWELRY**

Wearing of jewelry should be minimal and not detract from appearance or impart safety. Jewelry or visible symbols that promote sexual or illegal activity or extreme behavior are strictly prohibited.

#### **SHOES**

Acceptable office footwear is dress shoes, athletic shoes, or sandals. Facility management and maintenance requirements are noted under the uniform section. Personnel working in the field are allowed to wear appropriate task-related footwear with discretion.

#### **SKIRTS**

Skirts are considered acceptable office attire. Extreme colors or styles are not appropriate. As a general guideline, lengths should not be above the tips of your fingers when your arm is extended by your side.

#### **JEANS**

Jeans are considered appropriate office attire only on "Casual Fridays."

#### **CASUAL FRIDAYS**

As is commonplace in today's workplace Greenville County Recreation District allows employees to "dress down" on Fridays. Casual clothing, such as jeans, is permitted on Friday's. However, dress must always be appropriate to the situation. For example, if an employee has an appointment that necessitates business attire, it should be worn. Casual is not sloppy dress. Sweats are prohibited. Jeans must be free of holes and fit properly. T-shirts, sweatshirts, flip flops may not be worn.

#### **TEE SHIRTS/SWEATSHIRTS**

Greenville County Recreation District logo attire is acceptable office attire. No other t-shirts or sweat shirts are acceptable.

## **SPECIAL EVENTS**

Greenville County Recreation District logo attire uniforms are required for staff working any special event. Special event tee shirts may be appropriate as approved by the event coordinator for said special event.

## **GENERAL GUIDELINES**

Logo attire will be provided to fulltime employees at no cost; see your supervisor for limits and ordering procedure. These items will be issued to staff members only, and are not intended for purchase or distribution as gifts or to family members.

Personnel conducting or attending classes, meetings, seminars or workshops whereby compensation is at the expense of Greenville County Recreation District, are to be considered on duty and therefore shall wear clothing or uniforms as deemed appropriate by your direct supervisor.

All personnel are under scrutiny and are inspected, informally, by their supervisors on a daily basis. Supervisors are responsible for their subordinates and should also perform informal inspections. Any infractions are to be corrected immediately. Disciplinary procedures are outlined in the Greenville County Recreation District Personnel Policies and Procedures. If the supervisor cannot or will not correct the infraction, then the supervisor will be subject to disciplinary action.

The nature of certain positions may require modification in the personal appearance policy in accordance with professional standards.

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

## **CELL PHONE POLICY**

The District may supply mobile phones to certain employees to improve efficiency. The phone is the property of the District. **The employee is financially responsible for any charges incurred for personal or inappropriate use.** District cell phones may be used for personal calls however this must not interfere with your daily work duties and should not be excessive. If the personal use of a Greenville County Recreation District supplied cell phone becomes excessive you will lose this privilege.

If for any reason the cell phone provided is stolen, damaged, lost, etc..., the Recreation District will provide a one time replacement. However, if after the first replacement the cell phone is stolen, damaged, lost, etc; it will be the employee's responsibility to obtain a replacement.

**Employees are not permitted to use cell phones or digital phones while operating a moving motor vehicle in their capacity as a Greenville County Recreation District employee.** No equipment of any type may be operated while using a cell phone or digital phone. The cell phone is the property of the Greenville County Recreation District. Any misuse or inappropriate use may subject an employee to discipline up to and including termination.

## **COMPLIANCE WITH THE LAW**

The Greenville County Recreation District insists that all of its business be conducted in full compliance with all applicable federal, state, and local laws. We will not blur the boundaries of acceptable business behavior; all statements and representations to the public and to our customers will be correct and fully supportable; all unreasonable, restrictive business practices will be avoided. **No concealable weapons may be brought into any worksite, facility, or District property.**

## **DRIVING AND PARKING**

Employees are expected to comply with the District's Driver Policy. Only approved employees may operate District vehicles.

The Greenville County Recreation District assumes no responsibility for theft or damage to employee's cars or their contents. Therefore, it is wise to keep cars locked at all times while parked in the Recreation District parking lot.

**If an accident should occur on District property, report it to your supervisor immediately.**

In the interest of everyone's personal safety, please drive safely!

## **DRUG FREE WORKPLACE**

Greenville County Recreation District has a vital interest in ensuring the health and safety of its employees and the protection of property while maintaining productivity, public interest, and a safe work environment.

The use and abuse of illegal drugs and alcohol by Greenville County Recreation District employees poses unacceptable safety and other risks to co-workers, customers, and the public. Therefore, the use, sale, or possession of illegal drugs, and being under the influence of illegal drugs while on District premises or while on District business is strictly prohibited. Violation of these rules will subject an employee to disciplinary action up to and including termination.

Consistent with the Recreation District's objective to maintain safe, healthful, and productive work environment, the following provisions will be recognized. These provisions are not all-inclusive and do not limit employee responsibility to only those provisions specified. Full compliance with these provisions will be a condition of employment or continued employment with the Recreation District.

1. Any person who is conditionally offered employment in a safety-sensitive position will be required to undergo a urinalysis, hair or other prescribed test to determine the presence of illegal or legal drugs. Written notification of this requirement will be given to all applicants. Any applicant testing positive for an illegal drug will be considered ineligible for consideration for employment for at least one (1) year.
2. The use, sale, purchase, transfer, or possession of any illegal drug, or controlled substance by an employee while performing District business or on the Recreation District premises is prohibited. Use of prescription medicine must follow physician's instructions. Use of a drug that causes drowsiness or other side effects should be reviewed by the doctor and job requirements.
3. Employees will not be permitted to work while under the influence of drugs or alcohol.
4. If there is cause to suspect an employee is under the influence of drugs or alcohol the Recreation District may conduct searches for illegal drugs on District premises (e.g., desks, file cabinets, lockers, etc.) and in District vehicles. Employees are expected to cooperate in the conduct of such searches. Searches may be conducted based on reasonable cause. Prior to any search, permission must be secured from the appropriate Division Director.

5. Employees who are involved in work-related accidents must submit to an alcohol or drug test immediately.
6. Employees who suffer from substance abuse problems whether involving drugs or alcohol, are encouraged to seek advice from supervision before the problem leads to disciplinary action.
7. An employee who is involved with off-the-job illegal drug use or who is arrested for off-the-job related activity may be considered in violation of this Policy, depending upon the nature of the charges, the circumstances of the arrest, the employee's record with the Recreation District, and other relevant factors. If an employee is involved with illegal drug use, the employee will/can participate in the Employee Assistance Program provided by the Recreation District.
8. An employee may be tested for probable cause based on suspicion of drug use or because of the employee's involvement in an accident or near accident.
9. If an employee is on a prescription medication that could affect the results of the test the Medical Review Office (MRO) will contact the individual after the results are received to verify the prescription and dosage.

### **EDUCATION ASSISTANCE PROGRAM**

The Greenville County Recreation District encourages participation in training programs that will enable employees to improve their work performance and prepare for promotional opportunities. For pre-approved courses, employees will be advanced or reimbursed in appropriate instances for books and tuition. Eligibility requirements for tuition reimbursement include, but are not limited to the following:

1. Employment on a regular full time basis.
2. Successful completion of 1 year of service when applying for approval.
3. Enrollment in a course which is related to your current job assignment or to prepare for another position with the Greenville County Recreation District.
4. Enrollment in a course, which is approved by an accredited institution.
5. Receive a grade of "C" or better for undergraduate; a "B" or better for graduate courses.
6. **Reimbursement of this benefit is required if the employee voluntarily leaves employment within twelve (12) months of completion.**
7. Reimbursement is limited to the on-campus cost of classes.
8. Reimbursement is limited to tuition.

Course approval must be obtained from the Executive Director and must be submitted and approved at least thirty (30) days prior to registration. No request will be approved after the course has begun.

## **EMPLOYEE ASSISTANCE PROGRAM (“EAP”)**

Greenville County Recreation District offers a voluntary and professional service that provides information, counseling and referral services to all regular full-time and part-time and seasonal/temporary employees and their dependents that may be experiencing personal stress in their lives. Contact information is given to all employees periodically, and is posted at every location so that you may make contact in complete confidentiality.

## **EMPLOYMENT OF FAMILY MEMBERS**

With certain restrictions your family members are eligible for employment here, if they are the most qualified applicant for the position. We do not hire applicants or promote and transfer employees into departments where they will work under the supervision of relatives or where relatives would work under their supervision. Nor do we hire applicants which may create either an actual conflict of interest or the appearance of a conflict of interest. There may be other exceptions if we feel employment would interfere with sound business practices.

This policy applies to all employment full-time and part-time and seasonal temporary staff. For the purpose of this policy, relatives includes: wife, husband, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandfather, grandmother, granddaughter, grandson, step-mother, step-father, step-son, and step-daughter of an employee or spouse or any member of the household. This policy also applies to romantic relationships.

## **INCLEMENT WEATHER**

**The decision to close or cancel is District wide, affecting all facilities, programs and activities.**

If inclement weather occurs during the working day and the County Sheriff or the South Carolina Highway Patrol determines the driving conditions may become extremely hazardous, the Executive Director or his/her designee may authorize Greenville County Recreation District employees to leave work before the usual closing time. In such an instance, employees will be paid for a full workday without loss of accrued time. If a modified work schedule is set by the Executive Director and the employee works this schedule, they will be paid for a regular day.

An employee who deems that weather conditions present a special hazard in reporting for work may request that day off from his or her Division Director and this time will be charged as paid leave, or if the employee has not accrued paid leave, time may be granted with or without pay. If inclement weather occurs during the non-working hours, normal Greenville County Recreation District functions will commence the following workday at regular reporting times unless a delayed opening is set by the Executive Director.

If the decision is made to delay opening or close all facilities, the following will occur:

The method of communication will be from the Executive Director to Division Directors regarding the decision. The Division Director will then notify his/her respective staff by Nextel or telephone, so it is important that your current home phone number is supplied.

As soon as a decision is made the Marketing Manager will contact Channel 7 (WSPA) and Channel 4 (WYFF) regarding the closings. The information will also be updated on the website and phone system immediately.

## **JOB ABANDONMENT**

An employee who, without valid reason, fails to report to work for three consecutive workdays without authorized leave, shall be separated from the payroll and his/her separation shall be listed as a resignation. Such an employee is not eligible for re-employment.

## **PERSONAL PHONE CALLS**

Since too many interruptions will disrupt business, use of personal cell phones, beepers, etc., should be limited to non-work time in non-work areas.

Family and friends should be asked to call only on emergency matters. Any personal long distance calls should be charged to a calling card or collect.

Except in emergency situations telephone calls should be made during rest breaks, lunch period, or at the end of the shift. Calls should be of short duration. The Greenville County Recreation District does not accept collect calls.

## **PERSONAL VISITORS**

Fellowship is a key ingredient to individual success and happiness. We encourage you to develop friendships inside and outside the Greenville County Recreation District organization. We do, however, ask you not to receive personal visitors during work hours.

## **POLICY ON E-MAIL, INTERNET ACCESS, & ELECTRONIC COMMUNICATIONS**

All electronic and telephone communications transmitted by, received from, or stored in the Greenville County Recreation District are the property of Greenville County Recreation District and are to be used solely for job related purposes. The use of any software or business equipment, including but not limited to, facsimile machines, telecopiers, computers, and District e-mail must be solely for work purposes. (i.g., sending offensive jokes, remarks, including over the Internet) Personal use will not be tolerated. No personal software shall be installed on District computers. Computers may not be used for streaming audio or video. No shareware or freeware is allowed.

To ensure that the use of this equipment is consistent with this policy, Greenville County Recreation District may monitor the use of the equipment from time to time. This includes monitoring e-mail and Internet usage of any kind. It also may include listening to stored voice mail messages.

Greenville County Recreation District provides access to the Internet. The Internet represents a useful tool in conducting business but like any other tool, it must be properly used. Non-business use of the Internet is not permitted.

Because of the unique nature of the Internet and our internal Intranet, the following requirements apply to their use.

- Business related information contained in the computer system is considered confidential. Consequently, information contained within the system may only be disclosed to authorized employees.
- Accessing, viewing, downloading or any other method of retrieving entertainment or pornographic sites is prohibited.
- Internet and/or Intranet access and use of e-mail is a privilege, not a right. An employee's rights, while accessing the Internet or using e-mail from a Greenville County Recreation District computer, does not include the right to privacy. The Greenville County Recreation District

reserves the right to monitor, in any way, the activities of employees while accessing the Internet, including e-mail.

- Use of Internet access from any Greenville County Recreation District computer for personal commercial business is not permitted.
- Executable programs must not be downloaded or transmitted through the Internet as they may contain computer viruses.

Please remember that on the Internet there is no such thing as privacy. The privacy of any electronic items sent via the Internet is analogous to that of a postcard. Never send anything over the Internet that you would not feel comfortable sending on a postcard. Within the Greenville County Recreation District, the use of the Intranet and Internet e-mail is subject to the Greenville County Recreation District's policy as stated herein. All inbound and outbound e-mail is automatically tracked by sender name, receiver name and subject line. This information is maintained and considered to be property of Greenville County Recreation District who retains the right to read this information. Communications are not private and are subject to interception by the Greenville County Recreation District. Use of the District's communication facilities constitutes consent to the interception.

### **SOLICITATION AND DISTRIBUTION RULES**

1. Solicitation and/or distribution of literature by non-employees on Greenville County Recreation District property is prohibited.
2. Solicitation and or distribution of literature by employees on Greenville County Recreation District property is prohibited during working time. Working time is the time employees are expected to be working and does not include rest, meal, or other authorized breaks.
3. The United Way Campaign and Special Olympics are the only Greenville County Recreation District sponsored drives.

### **TOBACCO FREE ENVIRONMENT**

As is common place in most public buildings and work areas today, smoking or tobacco use is limited to designated areas. Tobacco use of any kind is prohibited inside any District building. Smoking or tobacco use must be limited to outdoor designated areas out of sight of customers or vendors.

### **TRAVEL AND SUBSISTENCE ALLOWANCE**

When Greenville County Recreation District employees are required to travel on official business outside County limits, allowances for transportation and subsistence shall be regulated as follows:

#### **Transportation**

Whenever an employee is on District business, s/he should use a District vehicle if one is available. If one is not available approval must be obtained to be reimbursed for use of a personal vehicle.

Transportation may be accomplished by common carrier, private carrier or Greenville County Recreation District vehicle and in no instance shall allowance for such travel exceed the cost Common air Carrier, coach fare. If the distance is within 250 miles the employee should drive.

Upon proper authorization, employees utilizing their personally owned vehicle shall be reimbursed for mileage at a rate approved by the Greenville County Recreation District per IRS guidelines, but such reimbursement shall not exceed the cost of Common Air Carrier, coach fare. Personal auto insurance and a valid South Carolina or state of permanent residence driver's license is required.

Employees will be reimbursed upon proper receipt for all ferry, bridge, road and parking tolls. Receipts for taxi are not required; however, taxi expenses must be itemized.

### **Subsistence**

Subsistence for duty outside the County limits may be granted under certain conditions.

Reimbursement for meals and lodging, when overnight travel is required, shall be reimbursed at a rate approved by the Recreation District per IRS guidelines.

Employees are expected to utilize standard, medium priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, he/she may stay at the hotel or motel where the meeting is held. Receipts must be presented for lodging only.

1. Subsistence or reimbursement for meals shall not exceed the following per diem rates:

Breakfast	\$5.00
Lunch	\$9.00
Dinner	<u>\$16.00</u>
	\$30.00

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

2. When a Greenville County Recreation District employee is traveling on official business, the following lodging reimbursement will apply:
  - a. Actual motel/hotel costs will be reimbursed for the single room rate if traveling alone or one-half the cost of the double room rate when shared with another District employee.
  - b. A lodging receipt shall be provided to the Administrative Division upon return from travel.
3. When registration fees include any meals, the applicable per diem subsistence allowance shall be decreased by the meal provided.
4. 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 Greenville County Recreation District will be the responsibility of the employee.

### **Prepayment of Travel Expenses**

When recommended by the Division Director and approved by the Executive Director, prepayment for anticipated travel expenses may be made to staff. All Greenville County Recreation District staff shall submit the necessary forms to the Administrative Division well in advance of the proposed departure date.

## **STAFF TRAINING**

It is the policy of the Greenville County Recreation District to provide for necessary training of employees on a planned, continuing and equitable basis, however, no employee is entitled to job training, and management retains the sole discretion to determine whether or not to sponsor job related training for an individual employee.

It shall be the responsibility of Human Resources to cooperate with employees and other community resources to foster and promote programs of training for the District service and in-service training of employees for the purpose of improving the quality of services rendered to Greenville County Recreation District and of aiding employees to equip themselves for potential advancement or professional certification.

1. **Recreation District Sponsored Training Program:** The Greenville County Recreation District may consider sponsored job related training when it will assist a District employee to handle current job responsibilities in a more efficient manner or when such training will assist the employee qualify for more challenging job assignments or additional job responsibilities within the District. Examples of such training include workshops, panel discussions, courses, and seminars. Job related certification and/or refresher courses for certification may also be considered.
2. **Staff Development and Training Program:** The Greenville County Recreation District offers a limited in-house training program utilizing films and occasional guest speakers. Participation in workshops, seminars, and conference is encouraged when funds are available. The Human Resources Department will develop the staff development program on a fiscal year basis utilizing input from interested District members. Examples of topics covered in the staff development include improving communications, productivity improvement, stress management, time management and others offered on an in-house basis. Efforts will be made to continue improvements in the Staff Development and Training Program by incorporating monthly lectures, films, guest speakers or other topical programs in lieu of outside training programs.

## **VEHICLES See Driver Policy**

### **Traffic Violations**

Traffic violations occurring during the operation of a Greenville County Recreation District owned vehicle or a privately owned vehicle will be the responsibility of the individual operating the vehicle. The Greenville County Recreation District will not assume responsibility for traffic accidents arising from the use of privately owned vehicles on Greenville County Recreation District business.

### **Use of District Owned Vehicles**

Only pre-approve employees may operate any District vehicle. Use of Greenville County Recreation District Owned Vehicles for private business or private use or transporting personal passengers is strictly prohibited. All District vehicles of any type will be used solely to conduct official business of the Greenville County Recreation District. Official business is defined to be that which is necessary for an employee to perform his or her normal duties and responsibilities or any additional duties and responsibilities assigned by an employee's immediate supervisor or Division Director. Vehicles shall be operated within the limits of the law at all times.

An annual DMV check will be run on every employee who drives a district vehicle. **Any employee with 4 points or more against his/her driver's license is prohibited from driving a Greenville County Recreation District vehicle. If the person can no longer perform his/her duties as a result of losing driving privileges, the Recreation District may deem it necessary for termination.**

Before an employee can drive a GCRD vehicle he or she must be pre-approved by a Division Director and have completed a Driver Agreement form.

## **LEAVING THE RECREATION DISTRICT**

### **DEATH**

When an employee dies, his/her estate shall receive 50% payment for his/her accumulated paid leave time.

### **RESIGNATIONS IN GOOD STANDING**

To resign in good standing, an employee shall offer his/her Division Director not less than two (2) weeks written notice. Failure to submit written notice, not less than two (2) weeks prior to the date of resignation, shall be considered as job abandonment and will be addressed in the event of rehiring or future references.

The Human Resources Department will conduct an exit interview with all terminating employees which will provide information regarding application for refund of retirement contributions, continuation or conversion of health and life insurance policies, and accrued leave verification. Upon separation, all property of the Greenville County Recreation District must be returned to the Division Director or Human Resources prior to last day of employment. Below is a listing of Greenville County Recreation District property that must be returned by a departing employee, if provided.

- |                  |                     |           |
|------------------|---------------------|-----------|
| * Uniforms       | * Office Supplies   | *Computer |
| * Business Cards | * Tools             |           |
| * Vehicle        | * Reference Manuals |           |
| * Gas Card       | * Keys              |           |
| * Credit Card    | * Telephone         |           |

Final payment of wages or salary, accrued leave, or any other payments will be made within the time required according to the provisions of applicable law. **Wages may be withheld for property not returned to the Recreation District.** Any employee who fails to give adequate notice will forfeit any entitlement he/she would otherwise have as compensation for annual leave, or any other accrued benefit.

Employees who resign in good standing may be paid at 50% of their regular rate of pay for leave earned and accrued to the date of termination. **However, if terminated for cause, the employee will not receive pay for unused paid time off.**

### **RETIREMENT**

Assistance shall be provided to any employee eligible for retirement. Retirement applications must be made in compliance with the rules of the South Carolina Retirement System.

An employee anticipating retirement should notify his/her supervisor and/or Division Director at least three (3) months prior to the retirement.

The retiring employee will be contacted and a meeting scheduled to discuss retirement options and to complete the required paperwork.

## **REVISIONS**

As we grow and progress, opportunities to improve our policies and procedures will occur. As a member of the organization, you are encouraged to contribute your ideas toward making Greenville County Recreation District the finest place to work. As we periodically review this handbook, the Recreation District reserves its right, with or without notice, to unilaterally change or terminate the plans, practices and policies referred to in this handbook. This handbook is a basic summary of current information regarding employment at Greenville County Recreation District. Questions not answered herein should be directed to your supervisor, Division Director and/or Human Resources/Executive Director.



## ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge receipt of a copy of the Greenville County Recreation District Handbook dated January 2007. I understand this Handbook supersedes all other policies which have previously been issued by the Greenville County Recreation District and that the policies contained in this Handbook are intended only as guidelines, which may be changed, deleted, suspended, or discontinued, in whole or in part, at any time when deemed appropriate by the Greenville County Recreation District.

I further understand that the Handbook does not create a contract of employment; that the Handbook does not guarantee me any specific policies, procedures, terms, conditions, or period of employment; and that the employment relationship can be terminated by me or the Recreation District at any time and for any reason.

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Date

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Employee Signature

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Date

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Supervisor Signature