
PERSONNEL POLICIES AND PROCEDURES
April 23, 2001

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SUBJECT: General Provisions

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Charleston County Park and Recreation Commission has prepared this personnel policies and procedures manual as a guide to aid in the administration of its personnel policies and procedures. However, this manual is solely intended as a guide and management reserves the right to act in its sole discretion. Management reserves the right to interpret its policies and may revise any of its policies and procedures at any time.

**THIS IS NOT A CONTRACT. THIS IS STRICTLY AN AT-WILL RELATIONSHIP
AND EITHER PARTY MAY TERMINATE THE EMPLOYMENT
RELATIONSHIP AT ANY TIME FOR ANY REASON OR NO REASON AT ALL.**

Each policy and procedure is to be developed by the Human Resources Division, reviewed and approved by the Executive Director, and may be reviewed by a Commission committee prior to adoption by the full Commission. The Executive Director is authorized and directed to administer these policies, including the right to establish whatever detailed procedures may be necessary to further explain and clarify the provisions thereof. In the absence of the Executive Director, the Associate Executive Director will fulfill these responsibilities. The Executive Director may authorize the Commission's Human Resources Division to assist in the establishment, administration, and revision of these policies and procedures.

The Director of Human Resources will maintain the original of the manual for periodic review and revisions as Commission personnel policies and procedures are added, deleted, or revised. The Director of Human Resources will be responsible for the distribution of the manual and any new or revised policies and procedures.

All policies and procedures will be written in a standardized text and organizational format to provide continuity and facilitate periodical revision. The guidelines established in this manual highlight many items employees need to know, but cannot and does not attempt to cover every employment matter that might arise. Development of detailed procedures or application of these guidelines to a specific situation is left to the discretion of the Executive Director or, in his absence, the Associate Executive Director. These policies are created to serve as a guide, and management may respond in any manner which it deems appropriate.

A copy of the policies and procedures will be provided to all regular employees and Commission members. All regular employees will sign an acceptance statement acknowledging receipt of the handbook, that he/she has had an opportunity to review the manual, and understands the guidelines and employment-at-will status as outlined herein.

Charleston County Park and Recreation Commission (PRC) and its employees mutually enjoy an employer/employee relationship because we both wish to enjoy such a relationship. PRC does not believe that attempting to force an employment relationship upon parties who no longer mutually desire such a relationship is healthy or productive for either party. The employment relationship is therefore "at-will" which means that the employee is free, at his/her sole discretion, to quit or resign from his/her employment anytime he/she wishes for any or no reason. Also, PRC may, at its sole discretion, terminate any employee at any time for any or no reason. Additionally, PRC is not required to hire any particular employee or provide any particular benefit.

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Management reserves the right to update each policy as it deems appropriate. However, this manual is not binding, it serves only as a guide, and management reserves the sole discretion to respond to a situation as it deems necessary and appropriate. Necessary interim changes to current policies can be approved and implemented by the Executive Director with subsequent Commission approval.

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SUBJECT: Personnel Records and Reports

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Sufficient and appropriate personnel records and reports are to be maintained in order to administer Commission personnel policies and procedures to comply with federal, state and local regulations.

It shall be the overall responsibility of the Commission's Human Resources Division to maintain the required records and reports.

The personnel records jacket and the records maintained inside them by the Commission are important documents containing most of the basic personnel records utilized by the Commission. The following documents constitute the minimal records to be maintained for employee files as defined by status:

1. Completed Employment Application
2. Employee Withholding Allowance Certificate
3. Employee Attendance Record
4. South Carolina Retirement System Enrollment Blank
5. Life Insurance Group Enrollment Form
6. Health Insurance Group Enrollment Form
7. Employee Leave Requests
8. Authorization to Hire
9. Letter of Termination or Resignation
10. Employee Performance Evaluation
11. Reports, Letters or Certificates
12. Salary Data
13. Special Awards
14. Specialized Education (course and seminar)
15. I-9 Employment Eligibility Form (maintained in a separate file)
16. Terms of Employment Notice

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Generally, personnel reports and records constitute privileged information on employees and shall be divulged only under the following guidelines and in accordance with the South Carolina Freedom of Information Act. Employee verification from outside PRC for non public information under the South Carolina Freedom of Information Act should be handled by the Director of Human Resources or his/her superiors. Salary or position information under the South Carolina Freedom of Information Act should be handled only by the Executive Director or his/her designee, if appropriate. The Human Resources Division will maintain the personnel reports and records. An employee shall have the right to request to review his/her own personnel file during normal working hours. The review will be supervised by designated staff. Division Directors shall have the authority to review personnel files of staff within his/her division. The Director of Human Resources, will act as the coordinator for personnel reporting and benefit services information for the Commission. Information requests regarding terminated employees shall be handled by the Director of Human Resources.

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SUBJECT:	Employee Standards Of Conduct	PAGE:	1 of 1

No regular full-time Commission employee shall accept gifts, gratuities, loans, or other forms of consideration valued at \$25 or more from any person, firm, corporation, or organization with whom they have official relationships because of Commission business. This includes but is not limited to contractors, salespersons, investigative and audit personnel, or other individuals or groups having a fiduciary interest in the conduct of Commission business. Employees may contact the Associate Executive Director in case of any uncertainty. The State Ethics Legislation is maintained in Agency files.

These limitations do not prohibit the acceptance of articles of negligible value which are distributed generally, nor do they prohibit employees from accepting social courtesies that promote good public relations. It is particularly important that inspectors, contracting officers, and enforcement officers guard against relationships that might be construed as evidence of favoritism, coercion, unfair advantage, or collusion. Moreover, for Commission employees employed in the positions of Executive Director and Director of Finance, a South Carolina Ethics Commission Statement of Economic Interest must be filed annually.

The Commission is committed to providing employees with a working environment free from unnecessary interruption. Thus, the Commission has a “no solicitation” and “no distribution” workplace. Employees cannot solicit or distribute materials to other employees on behalf of any cause or organization during the working time of the solicitor/distributor or the employee being solicited/distributed. Employees cannot distribute literature on behalf of any cause or organization at any time in working areas. Non-employees are not permitted on the Commission’s premises for the purpose of soliciting employees and/or distributing literature on behalf of any cause or organization. All notices, literature, or advertising posted on the authorized staff notices board must be approved, prior to posting, through the Executive Division.

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

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SUBJECT:	Employee Political Activity	PAGE:	1 of 2

It is the policy of the Commission that all regular full-time Commission employees be prohibited from being a candidate, running for office, or taking part in the political management and/or political campaigns of partisan elections conducted in Charleston County, South Carolina.

The following is a listing of prohibited political activities by Commission employees:

1. Use of their official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office.
2. Directly or indirectly coerce or attempt to coerce, command, or advise another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes or display any political literature or signage on Commission premises or property.
3. Attempt to coerce or advise persons acting as agents or representatives of companies or firms conducting business with the Commission to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
4. Be a candidate for elective office in a partisan election.
5. Take an active part in political management and political campaigns in partisan elections.
6. Be a candidate in a partisan election for any public office or for any political party office which is obtained through a partisan election. Primary and run-off elections to nominate candidates of partisan political parties are partisan elections.

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SUBJECT:	Employee Political Activity	PAGE:	2 of 2

Commission employees may engage in the following political activities:

1. Be candidates in non-partisan elections. These are elections in which none of the candidates to be nominated or elected represent a political party whose candidates for President received votes at the last preceding presidential election.
2. Express personal opinions on political subjects and candidates.
3. Display stickers or posters on personal automobiles and in homes.
4. Make financial contributions to a political party or organization with the exception of financial contributions to candidates for election to political offices from Charleston County.

The above listings of prohibited and permitted activities are not all inclusive. Employee questions relating to political activities should be referred in writing through the appropriate Division Director to the Executive Director. It shall be the responsibility of the Executive Director to determine political activities which are prohibited and those which are permissible.

An employee who announces candidacy in a partisan election shall submit his or her resignation in accordance with Policy Number 001-6, Employee Resignations, effective no later than the date of the announcement of candidacy. An employee desiring to be a candidate in a non-partisan election shall ascertain in writing, through the Division Director to the Executive Director if such a candidacy may constitute a conflict of interest.

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SUBJECT: Nepotism

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It is the policy of the Commission that no more than two employees of an immediate family shall be employed by the Commission. Division Directors are prohibited from selecting members of their immediate family for positions within their divisions. In addition, no person shall be employed for a position in which he/she would be within the same supervisory chain of command as a member of his/her immediate family.

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

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SUBJECT: Employee Resignation

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All regular full-time employees shall submit written notice of their intent to resign at the earliest possible date and not less than fourteen (14) calendar days prior to such date of resignation. Failure to submit written notice not less than fourteen (14) calendar days prior to such date of resignation shall be considered as job abandonment and will be addressed in the event of rehiring or future references.

Employees resigning or being terminated shall be processed by the division in which they are employed for the purpose of returning Commission property assigned to them. Division Directors are to notify the Director of Human Resources that the employee has returned all Commission property assigned to him or her. Final payment of wages or salary, accrued leave, or any other payment will be made within the time required according to the provisions of applicable law.

Regular full-time employees shall check out through the Human Resources Division for an exit interview which will provide information regarding application for refund of retirement contributions, continuation or conversion of health and life insurance policies, and accrued annual leave verification. Additionally, the Director of Human Resources will solicit input from the departing employee regarding the Commission work environment. Below is a listing of Commission property items that may need to be returned by a departing employee, if provided. This list might not be all inclusive.

- | | |
|-------------------------|---------------------|
| * Identification Card | * Office Supplies |
| * Uniforms | * Tools |
| * Business Cards | * Calculator |
| * Vehicle | * Textbooks |
| * Exxon Card | * Reference Manuals |
| * VISA Card | * Keys |
| * Telephone Credit Card | |

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.

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SUBJECT:	Employment Outside the Commission	PAGE:	1 of 1

Regular full-time Commission employees may engage in other employment outside the Commission subject to the procedures set forth, provided it does not interfere or is not incompatible with their primary employment with the Commission. No restrictions shall apply to the outside employment of part-time employees except direct conflicts of interest.

When an employee desires to engage in employment in addition to his or her primary employment with PRC, he or she shall submit a written request describing such employment to the Executive Director via the Division Director. The Division Director shall make appropriate comments and recommendations to the Executive Director.

Employees shall not use PRC 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 PRC. The nature of any additional employment shall not cause a conflict of interest, appearance of favoritism, collusion, or embarrassment to the Commission.

Failure to abide by the terms of this guideline may result in discipline, up to and including termination of employment.

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In the event of the unavailability of a Commission vehicle, the Commission will pay a mileage rate for the use of personal vehicles used in authorized, official Commission business by Commission employees. This mileage rate will be based on current IRS guidelines.

Monies for mileage reimbursement will be provided in the Commission's annual operating budget. Mileage reimbursement is intended to reimburse the employee for fuel, maintenance, depreciation, and related expenses of utilizing a personal vehicle on authorized, official Commission business. In order to receive mileage reimbursement monies the employee will submit a Mileage Reimbursement Record for the amount of mileage reimbursement, as well as a Purchase Order.

Mileage will be reimbursed for authorized official Commission business requiring the use of a personal vehicle for both in-county and out-of-county travel. An employee is expected to show proper regard for economy when incurring travel related expenses. Commission vehicles shall be used in lieu of privately owned vehicles whenever possible in order to get the greatest utilization from Commission vehicles.

Failure to abide by the terms of this guideline may result in discipline, up to and including termination of employment.

Therefore, PRC employees should not submit mileage reimbursement forms for travel to and from their regular work place. (Weekends and weekdays included.) Employees should arrange reservations in advance to use a PRC vehicle for business travel, using specified vehicle reservation procedures. If there are no PRC vehicles available, a mileage reimbursement form may be submitted for business travel (other than the commute to and from work and out of town training).

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POLICY NO: 001
SECTION: 9
SUBJECT: Disciplinary Action

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It is the responsibility of all supervisory personnel to see that the Commission rules and standards of conduct - both written and unwritten - are uniformly applied and enforced. The purpose of discipline is to obtain compliance with established rules and standards of conduct, not to punish. The Commission shall administer disciplinary action based upon careful documentation.

Disciplinary action normally shall be initiated by or through the Division Directors. However, all supervisory personnel shall have the authority to issue oral or written reprimands. More severe disciplinary action, such as suspensions and terminations, shall be approved in advance by the Executive Director or his designate. All disciplinary actions shall be documented and made a part of the employee's personnel records. A written record of all disciplinary actions should be retained minimally in the supervisor's files or placed in the employee personnel file, if appropriate.

The Commission cannot anticipate all actions which may subject an employee to discipline. For this reason, Management reserves its right to use its discretion and act in response to an individual situation.

The following disciplinary actions are available for use by supervision:

1. 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 or placed in the employee's personnel file, if deemed appropriate.
2. Written Reprimand: A supervisor issues a written reprimand for a second or repeated previous oral reprimand. A written reprimand also may be issued 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 placed in the employee's personnel file.
3. 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.
4. Emergency Suspension: An emergency suspension may be pursued when an offense is of such seriousness as to endanger the safety of persons or property, or to cause embarrassment to the Commission.
5. 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 Commission policies during this period may result in more severe disciplinary action, depending upon the facts of the case. Periods of disciplinary action shall be set forth in writing to the employee referencing the reason and/or disciplinary action which invoked the period of probation, notifying the employee that a special performance appraisal will be conducted at the close of the probationary period. An interim counseling session must be conducted. The use of probation must be approved by the Executive Director.

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6. 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 or his designee must be obtained.
7. Termination: Termination is removal from employment with the Commission due to unsatisfactory performance or misconduct, including but not limited to violations of Commission policies. Approval of the Executive Director or his designee must be obtained. All former written and oral disciplinary actions must accompany the recommendation for termination.

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 the Commission 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) warnings for different violations or two (2) warnings for the same violation within a twelve-month period, whether given under this policy or any other policy, will result in discharge. PRC reserves the right, in its sole discretion, to determine the number of reprimands during the twelve-month period.

When an employee is discharged, 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, shall be signed by the supervisor and shall be placed in the employee's Personnel File along with supporting documentation. In the case of written reprimands, the employee's signature shall be requested. 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.

Open Door Procedure: It is the policy of Charleston County Park and Recreation Commission 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 procedure, employees are encouraged to speak up about problems, misunderstandings, or suggestions they may have. All suggestions or problems will receive prompt attention when they are processed through the open door procedure.

1. An employee should first discuss any problems with his or her immediate supervisor. It is one of the supervisor's responsibilities to settle misunderstandings among his employees. If the employee feels uncomfortable with his or her immediate supervisor, he or she may direct the problem to the Division Director or to the Associate Executive Director.
2. If after discussion with the immediate supervisor the problem cannot be settled, the employee should be advised to present the matter in writing to the Division Director within 48 hours.

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3. The Division Director will consider all aspects of the problem and advise the employee and the immediate supervisor of his decision within five (5) days from receipt of the written complaint.
4. If the employee's problem remains unsolved, the Division Director will arrange an appointment with the Executive Director. The Executive Director will consider every aspect of the matter. His/Her decision will be final.
5. Remember, at any stage in the open door procedure, an employee can go directly to the Associate Executive Director for assistance.
6. Regardless of which stage the problem is resolved, the Division Director will make a written report of the matter to be placed in the employee's file.
7. It is the responsibility of all managers to encourage employees to use the open door procedure when a problem arises.

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POLICY NO: 001
SECTION: 10
SUBJECT: Rules of Personal Conduct

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Certain guidelines of personal behavior for all employees are essential for safe and orderly operation. Employees of Charleston County Park and Recreation Commission are to use common sense and abide by the standards of honesty and decency accepted by all good citizens.

Actions and/or conduct that may subject an employee to discipline up to and including termination, include, but are not limited to, the following:

1. Possession, use or selling of alcohol, narcotics, drugs, or other controlled or intoxicating substances on PRC property, or reporting to work under the influence of such substances.
2. Possession or use of firearms or other dangerous weapons on Commission property.
3. Theft or dishonesty.
4. Sleeping on the job.
5. Insubordination or willful disobedience of directions and instructions necessary to Commission operations.
6. Disclosure of confidential trade or business secrets, or other such confidential data or material.
7. Falsification of time cards or other Commission or job related documents.
8. Gross negligence which results in personal injury or damage to Commission property or the property of another individual.
9. Engaging in harassment (sex, age, race, etc.).
10. Fighting on the job or on Commission property.
11. Horseplay on the job or on Commission property.
12. Failure to report immediately a personal injury, however slight, sustained on Commission property.
13. Engaging in obscene, profane or abusive language or behavior.
14. Disorderly or immoral conduct on Commission property.
15. Willful disregard for housekeeping.
16. Abuse or destruction of Commission property or the property of any other individual.
17. Disregard for safety requirements or violation of Commission safety rules or policies.

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SUBJECT:	Rules of Personal Conduct	PAGE:	2 of 2

18. Violation of the No Solicitation - No Distribution rule.
19. Failure to perform work properly or to follow work instruction.
20. Being late for work or stopping work before the scheduled time.
21. Insubordination.
22. Being out of assigned work area without permission.
23. Violation of the Commission's attendance policy.
24. Smoking in areas where smoking is not permitted.
25. Violating Commission work rules, policies or procedures.

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

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SUBJECT:	Equal Employment Opportunity/Affirmative Action	PAGE:	1 of 1

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

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

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

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

In furtherance of this policy, 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 Commission's policy that all employees should be treated with respect and not subjected to any disparate treatment.

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SECTION: 12
SUBJECT: Workplace Harassment

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Harassment on account of sex, race, disability, age, national origin, religion, or any other legally protected status is a form of discrimination that violates the Commission's Equal Employment Opportunity Policy and is illegal under the law. The Commission will not tolerate any practice of harassment of its employees by supervisory or non-supervisory employees, customers, or other third parties.

WHAT IS SEXUAL HARASSMENT?

This policy applies to all forms of prohibited workplace harassment (including but not limited to the policy's anti-retaliation and reporting provisions).

Sexual harassment is a form of misconduct that undermines the basic integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. Such misconduct will not be tolerated by the Commission, and/or its employees or others, such as job applicants, or employees of vendors or outside contractors.

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that is not welcome and is personally offensive when directed to an employee because of his or her sex and when such conduct forms the basis of, or contributes to, employment decisions affecting the employee, interferes with the employee's work performance, or creates an offensive working environment.
2. If an employee is subjected to such behavior, and the employee's employment is in some way conditioned upon submitting to that behavior, or the employee's working environment becomes so intolerable that it interferes with the employee's job performance, then that employee possibly could be a victim of sexual harassment.
3. While isolated incidents of unwelcome behavior may not rise to the level of sexual harassment, the Commission does not condone offensive or unwelcome behavior of any kind or duration, and will take whatever action it deems appropriate to eliminate reoccurrence of such behavior that is brought to the Commission's attention. The Commission does not, and will not, tolerate sexual harassment of its employees.
4. Specifically, no person shall subject an employee to unwelcome sexual advances or intimidating or harassing behavior, or condition an individual's employment or continued employment on submitting to such advances or behavior.
5. Refusal to submit to sexual advances or harassing behavior may not be used as a basis for any decision adversely affecting an employee's employment with the Commission, including performance evaluations, wages, advancement, assigned duties, shifts, career

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SECTION: 12
SUBJECT: Workplace Harassment

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development, or any other terms, conditions or benefits, nor may such effect be threatened or implied.

6. Likewise, no person shall confer, or promise or imply to confer, employment opportunities or benefits upon an employee in return for submitting to sexual advances or intimidating or harassing behavior.
7. Moreover, no person shall coerce or abuse an employee, or otherwise engage in behavior that creates an intimidating, hostile or offensive working environment.

The Commission will take immediate corrective action against any person, including non-employees, who are found to have engaged in the above behavior. These actions include pursuing sanctions against non-employees, and imposing disciplinary measures, up to and including termination of employment.

ALL REPORTS MUST BE MADE IN GOOD FAITH

Because of the seriousness with which the Commission views sexual harassment, and because of the severity of the penalties that may be imposed on offenders, knowingly false accusations which are made in bad faith will not be tolerated.

However, the above statement is not intended to imply and is not to be interpreted as to discourage employees from reporting their concerns.

The Commission recognizes and expects that some claims may be difficult to prove or support, or may not in fact be found to rise to the level of seriousness deemed necessary to constitute sexual harassment.

Anyone found to have purposefully and intentionally brought allegations which he or she knows not to be true will be deemed to have made false accusations, and will be subjected to immediate disciplinary action, up to and including employee termination.

RESPONSIBILITY OF SUPERVISORS AND DIRECTORS

Each workplace manager and supervisory employees have a responsibility to maintain a workplace free of sexual 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 Commission 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 employees, 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.

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PROCEDURE

Any employee who believes that he or she has been the subject of sexual harassment should report the alleged charge immediately in accordance with the following procedure. All information disclosed pursuant to this procedure is to be held in strictest confidence, to the extent practicable, and generally will only be disclosed on a need-to-know basis in order to investigate and resolve the matter. All claims will be promptly and thoroughly investigated.

REPORTING VIOLATIONS

1. Any employee who feels that he/she has a concern is encouraged to report the matter without fear of unlawful retaliation.
2. The employees are not to assume that the Commission is aware of the employee's situation, but are to report their concern.
3. Any employee who has a concern, grievance or complaint about harassment in the work place should complain through the Employee Open Door Procedure or directly to the Associate Executive Director, Executive Director, or Chairman of the Commission.

The Commission will promptly initiate a thorough administrative investigation of the complaint. In order to insure a thorough investigation, the Commission requires all employees to fully cooperate.

When a sexual harassment complaint is initiated, the Director of Human Resources is to be notified immediately. It will be the Director of Human Resources's responsibility to investigate fully and promptly handle and/or resolve any such complaints. The investigation and information obtained shall be considered confidential by all parties involved. If the complaint is substantiated, appropriate disciplinary action, up to and including termination of employment will be assessed against the offending party. The Associate Executive Director will, in any event, notify the complaining party of the outcome of the investigation.

During the course of the investigation, the employee reporting the matter will be required to give a statement about, among other facts, what was said, what was done, and when and where it occurred. The alleged harasser will similarly be required to give a statement.

Also, the Commission will require the complainant to give the names of any other individuals who, the employee believes, may have knowledge concerning the incident or similar incidents in order to further the course of the investigation.

If the Commission believes that these potential witnesses will be helpful in resolving the matter, the Commission will conduct interviews of those individuals for corroboration of the matters described by the complaint. The employees will be required to participate fully and truthfully in the administrative investigation.

The investigation of the complaint generally will be conducted by a committee consisting of not less than two individuals depending upon findings discovered. It is important that the complaint be investigated by

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its investigator(s), the committee, or its outside independent representatives, and that all information will be kept confidential as much as is practical.

The investigation is to be handled in a professional manner that, to the extent practicable, protects the identity of the person who made the allegation, potential witnesses and the person accused of improper behavior.

If it is determined after the investigation that sexual harassment has in fact taken place, appropriate corrective action will be taken against the person or persons responsible. Depending on the findings of the investigation, the corrective action could range from counseling of the employee to disciplinary actions, up to and including termination of employment.

If the investigation reveals that someone outside of the Commission's employ has engaged in sexual harassment of a Commission employee, the Commission will take appropriate actions against such individuals or entities employing such individuals.

Listed below are examples of conduct that the Commission considers to constitute sexual harassment. Prohibited forms of sexual harassment include, but are not limited to, the following:

- (a) **threats** by supervisors or managers to discipline or discharge an employee or to deprive an employee of an existing or potential job benefit on account of an employee's refusal to engage in sexual relations;
- (b) **promises or demands** by supervisors or managers that an employee engage in sexual conduct in exchange for a promotion, raise or some other employment benefit;
- (c) **any sexually suggestive behavior** including flirtations, touching, patting, pinching, caressing, or other such physical contact by any manager, supervisor or employee;
- (d) **explicit sexual advances**; propositions; suggestive comments; joking or teasing about sexual or excretory functions; comments or questions about sexual attributes or activities; foul or obscene language or gestures; displays of nude, foul, or obscene pictures or printed material; indecent exposures; or attempts to invade the sexual privacy of another person. This subsection applies to all managers, supervisors, and employees, regardless of whether the conduct is addressed to a specific employee or a general workplace audience;
- (e) **active or passive encouragement of harassment** by supervisors, managers, or employees, **or the failure to report any harassing conduct** that an employee, supervisor or manager experiences or witnesses; or
- (f) **any sexual harassment of employees by third parties** including customers, clients, vendors, or other third parties doing business with the Commission;
- (g) **dating between a supervisor and any of his or her direct subordinates.**

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NOTHING IN THIS POLICY OR THE PROCEDURES SET FORTH HEREIN ALTER, MODIFY, LIMIT, OR OTHERWISE NULLIFY THE AT-WILL RELATIONSHIP THAT THE COMMISSION AND ITS EMPLOYEES MUTUALLY ENJOY, WHICH ALLOWS EITHER THE COMMISSION OR ANY EMPLOYEE (ABSENT AN EXPRESS WRITTEN CONTRACT SIGNED BY BOTH THE EMPLOYEE AND THE COMMISSION) 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 Commission's policy that all employees should be treated with respect and not subjected to any disparate treatment.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 001
SECTION: 13
SUBJECT: Drug Free Workplace

DATE: April 23, 2001

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In order to assure a safe and healthful workplace for each of its employees, to ensure public safety and health, and to comply with all applicable federal and state laws, the Commission has adopted a Drug Free Workplace Policy which is designed to ensure a drug- and alcohol-free working environment. Adherence to the Commission's substance abuse policy and procedures is mandatory for all employees.

1. Policy

A. Drugs and Alcohol

The use, possession, manufacture, distribution, dispensation, sale or being under the influence of alcohol or illegal drugs on Commission property, in a Commission vehicle or at a work site is prohibited. The use, possession, manufacture, distribution, dispensation, sale or being under the influence of alcohol or illegal drugs during the period between the beginning of the work day (shift) until the end of the work day (shift), including lunch and break times and time spent on-call, regardless of location is prohibited. The use of alcohol or illegal drugs is also prohibited to the extent that such substances remain in the employee's body or body fluids at any time while the employee is at work. No employee shall have any detectable amount of alcohol or illegal drug within his body or body fluids while on property, in a Commission vehicle or during working hours, regardless of how and why said substance may be present within the employee's body or body fluids. So-called "passive exposure" to any drug, such as marijuana smoke, to the extent that it results in detectable levels of said drug within the employee's body or body fluids, is prohibited.

B. Prescription Drugs

The improper use of prescription drugs is also prohibited. Taking a prescribed medication in excess of the prescribed dosage, taking a prescribed medication which is out-of-date or which was prescribed for a family member or anyone else other than the employee taking the medication, or taking a prescription medication which was obtained under false pretenses or was otherwise obtained or prescribed in a manner contrary to law are examples of some of the ways prescription drugs may be improperly used. While the proper use of prescription drugs which are properly prescribed by a licensed physician is not prohibited, employees must notify their supervisor of the use of any prescription medication which may adversely affect job performance. The Commission may, within its sole discretion, decline to discipline an employee for the improper use of a prescribed drug where it is clear that the employee's intent was not to abuse the drug. An example would be an employee taking a medication, such as an antibiotic, lawfully prescribed for a family member with the same symptoms. Due to valid medical reasons, one person should not take another person's prescription. While the Commission does not condone such practice, the Commission may, within its sole discretion, elect to waive disciplinary action in such cases where it is clear that no intent existed to abuse the drug in question. For example, the Commission may elect to waive disciplinary action against an employee who takes an antibiotic prescribed for his wife when the employee is suffering from the same symptoms as those for which the medication was lawfully prescribed for his wife. In any event, employees must notify their supervisor of the use of any medication which may adversely affect job performance.

PERSONNEL POLICIES AND PROCEDURES

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C. Drug/Alcohol Arrest or Conviction

If charged or arrested for an alleged violation of any criminal drug statute, an employee must notify the supervisor as soon as possible but no later than five days after such arrest. If convicted the supervisor must be notified by the employee as soon as possible but no later than five days after such conviction. Pleading guilty, entering a plea of nolo contendere, or entering into a pretrial intervention program is considered to be a "conviction" requiring notice to the supervisor.

An employee who operates a Commission vehicle who is charged or arrested for allegedly driving any vehicle (Commission or private) under the influence of any substance (drug or alcohol) either on or off the job, must report such charge or arrest to the supervisor as soon as possible and before the employee again operates any Commission vehicle. If convicted, the employee must notify the supervisor as soon as possible and may be discharged, suspended, reprimanded, demoted or transferred to a more suitable position at the discretion of the Commission. Pleading guilty, nolo contendere, or entering into a pretrial intervention program is considered to be a "conviction" requiring notice to the supervisor.

D. Disciplinary Action

All employees are required to comply with the Commission's Drug Free Workplace Policy as a condition of continued employment. Any employee who violates this policy and procedure shall be subject to disciplinary action up to and including discharge. In all cases, the Commission expressly reserves the right to determine the appropriate disciplinary action up to and including discharge within its sole discretion. In determining the appropriate disciplinary action, the Commission may consider all relevant facts and circumstances. However, because ultimate responsibility for providing a safe, drug-free workplace rests with the Commission, the Commission retains total discretion to determine appropriate discipline.

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Fair Labor Standards Act	PAGE:	1 of 1

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

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Communicable Diseases	PAGE:	1 of 1

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

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

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 002

DATE: April 23, 2001

SECTION: 1

SUBJECT: Recruitment and Selection of Employees

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The Commission will recruit and select employees without discrimination because of race, religion, color, political affiliation, marital status, physical disability, national origin, sex, age, or any other legally protected status except where sex or age is a bona fide occupational qualification. All recruiting efforts will be conducted so as to hire the most qualified applicant for an open position. The Executive Director will serve as the appointing authority for the Commission.

The Commission's recruitment mechanism for classified full-time positions is designed to recruit eligible, qualified applicants, both internally and externally. Qualified, eligible internal applicants will be given primary consideration. The following paragraphs outline the recruitment procedure most commonly used by the Commission.

1. Recruitment and Advertising: Multiple forms of communication will be used to advertise or announce position vacancies which are open for recruitment. Internal position announcements, the Charleston Post and Courier, The Chronicle, and other publications may be used to advertise available position vacancies, moreover, position vacancy announcements will be sent to appropriate minority community business, civic, or community leaders, and Job Service, notifying them of the position vacancy. In some instances, specific professional publications, trade journals, bulletin boards, displays, and word-of-mouth may be used to increase the pool of qualified applicants. All recruitment and advertising efforts shall indicate the Commission's Director of Human Resources as the recipient of applications, resumes, etc.

The Director of Human Resources will be responsible for timely and appropriate coordination, advertising and necessary documentation of all recruiting efforts.

2. Initial Screening: All applications, resumes, letters, and other correspondence from applicants responding to recruitment and advertising efforts will be mailed to the Commission's Director of Human Resources for compliance with experience, training, skills, or other minimum qualifications listed in the position vacancy announcement. The Director of Human Resources will perform the initial screening process as required to determine the applicant's compliance with minimum qualifications and whether the applicant is considered to be qualified or not qualified for the position.

All application data will be turned over to the appropriate Division Director for further screening. Applicants not considered to be qualified for the position will be notified in writing and their applications maintained in accordance with Policy Number 001-2, Personnel Records and Reports, for a period of three months.

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POLICY NO: 002

DATE: April 23, 2001

SECTION: 1

SUBJECT: Recruitment and Selection of Employees

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3. Final Screening: The appropriate Division Director will screen all qualified eligible applicants for a position vacancy based upon the particular needs of the position. This final screening may include preferred qualifications such as additional or specific training, additional or specific education, availability, regional familiarity, supervisory experiences, breadth and/or scope of previous training and/or experience, stability, potential or other factors determined by the Division Director or in conjunction with the first-line supervisor to be directly relevant to the applicant's ultimate success in the position.
4. Interviewing: After the final screening has taken place, applicants can be ranked according to the rating process determined to be most appropriate by the Division Director. From these rankings, the Division Director may elect to choose any number of applicants for interviewing. During the interview process, Division Directors should include the immediate supervisor or other persons with some knowledge of the vacant position. Also, the Division Director should insure that all interviewing sessions provide for standardized procedures and questions. Subsequent follow-up interviews may be held for the top candidates for the position. Prior to appointment, the Executive Director may require the applicant to have a successful initial physical examination.
5. Selection: After consultation with the immediate supervisor and other appropriate persons, the Division Director shall recommend to the Executive Director the person selected to fill the position vacancy. The Division Director shall be able to justify to the appointing authority why a particular candidate has been selected.

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SUBJECT:	Commission Appointing Authority	PAGE:	1 of 1

The Executive Director will act as Appointing Authority on behalf of the Commission. Appointments, promotions, transfers, dismissals, demotions and other transactions for Commission personnel will be the responsibility of the Executive Director or Associate Executive Director. However, day-to-day administration and documentation will be accomplished by the Human Resources Division.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	002	DATE:	April 23, 2001
SECTION:	3		
SUBJECT:	Employee Evaluation Period	PAGE:	1 of 1

**ALL EMPLOYMENT RELATIONS WITH THE COMMISSION
ARE STRICTLY AT-WILL. EITHER PARTY MAY
TERMINATE THE RELATIONSHIP AT ANY TIME FOR ANY
REASON OR NO REASON AT ALL.**

Although the relationship at all times remains strictly at-will, the first six months are probationary. At the end of the probationary period, each employee will be considered to be on regular status. Full-time Commission employees will serve an evaluation period of six months upon their promotion or re-assignment to a different position.

During the first six months of employment, and during the six month period following a promotion or reassignment, an employee is considered to be in an evaluation status. However, with prior approval of the Executive Director, this period may be extended for a period not to exceed 120 days, in order to provide additional time in which to appraise the employee's performance in the position. The evaluation period is established to give Division Directors and/or supervisors the opportunity to observe, instruct, and counsel new employees or new appointees and to allow the employee to determine if he/she is properly assigned. During the evaluation period, frequent contact should be made with the employee and he/she should be counseled on his/her progress. In addition, an Employee Performance Evaluation form provided by the Human Resources Division should be completed within three months of hire, and forwarded for inclusion in the employee's personnel file. Following the three month Employee Performance Evaluation, if the evaluation period is to be extended, a notation should indicate that an extension is requested and the reason for the extension specified. Your employment with the Commission both during and after the probationary period is strictly at-will, and an employee may be terminated at any time during the employment relationship without further recourse.

Benefits accorded regular Commission employees, such as annual leave, sick leave, seniority, etc. also shall accrue to employees during the evaluation period at the same rates accrued to regular employees.

A Commission employee who has attained regular status in their position and who is reassigned to fill a position of the same class as that previously held may be required to serve an additional probationary period. An Employee Performance Evaluation shall be completed by the employee's supervisor after six months in the new position. The Director of Human Resources will remind Division Directors of employees who will be completing their probationary periods not less than 30 calendar days prior to the close of their probationary period.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	002	DATE:	April 23, 2001
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SUBJECT:	Employee Promotions	PAGE:	1 of 1

The promotion of Commission employees shall afford opportunities for regular employees to develop and advance their capabilities to their full potential in order to assure that the agency is staffed by the best qualified persons available.

Promotion of regular employees shall be made without discrimination because of race, religion, color, political affiliation, marital status, national origin, sex, age or any other legally protected status except when sex or age is a bona fide occupational qualification. Areas of consideration shall be as broad as practical to provide management with sufficient qualified candidates. Consideration shall be given to all interested, qualified, eligible full-time applicants within the Commission prior to selection for promotion. Selection shall be made without discrimination because of race, religion, color, political affiliation, national origin, sex age or any other legally protected status, except when sex or age is a bona fide occupational qualification requirement. Announcements of recruitment for vacant positions shall be issued on a periodic basis by the Human Resources Division. Announcements shall include a description of the duties and qualification requirements for the position. Eligible, qualified employees who are interested in being considered for the position shall file or update their application with the Human Resources Division.

In the event employees should be promoted to a higher grade level because of accretion of duties and responsibilities, recommendations for position reclassification shall be forwarded by the Division Director for review by the Associate Executive Director for recommendation to the Executive Director in accordance with Policy Number 002-5, Employee Reclassification. Employees being considered for promotion and who have not had an Employee Performance Evaluation completed within the last six months shall submit a written request for a performance evaluation to their supervisor to assist management in the promotional review process.

The Executive Director may authorize direct promotions when qualifications warrant.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 002
SECTION: 5
SUBJECT: Employee Reclassification

DATE: April 23, 2001

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The Commission will classify all regular, full-time employees considering, but not limited to the following factors: skills, supervision, knowledge, abilities and training required to satisfactorily perform those requirements outlined in the position description.

The Executive Director is responsible for the appropriate classification of all regular, full-time employees. The classification of Commission employees will endeavor to maintain parity for similar positions within and outside the agency. Factors that are considered in the classification of an employee are the skills of the position, technical knowledge of the position, types of supervision exercised and received, tasks performed, and training required to satisfactorily perform those requirements outlined in the position description.

The Commission works to maintain an accurate system of employee classification in two ways 1) on-going assessment, 2) employee reclassification as explained below:

1. On-going Assessment: Positions will be reviewed periodically by way of the Employee Performance Evaluation Process. The appraiser and employee should take the opportunity to review and discuss the employee's current job description in order to reach a mutual understanding of major job assignments, work activities, and responsibilities. If, on the basis of this discussion, revisions are deemed necessary to be made to the job descriptions, these shall be attached to the appraisal instrument.
2. Employee Reclassification: In order to facilitate reclassification action, a position classification questionnaire will be used to survey the weight and frequency of specific tasks and the degree of supervision received by the employee. Both the employee and Division Director will certify the responses on the position classification question for review by the Executive Director.

The Executive Division may survey similar positions in both the private and public sector in order to evaluate the current position classification. If, after consultation with the Division Director, the position grade does need reclassification, a revised and updated Position Description will be prepared. The Executive Director will make appropriate reclassification decisions, including salary adjustments, on a case by case basis. Any division-wide or agency-wide reclassification action will receive full Commission approval.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	003	DATE:	April 23, 2001
SECTION:	1		
SUBJECT:	Compensation Plan For Classified Employees	PAGE:	1 of 2

The Commission shall adopt and maintain a Compensation Plan for its regular full-time, classified employees, which embodies currently accepted personnel practices for the development and implementation of such a plan.

The Commission's Compensation Plan for classified employees shall consist of a salary grade assigned to each classified position corresponding to the level of skill and responsibilities associated with the position, as well as its required knowledge, training, and experience. Each grade shall include a minimum, mid-point, and maximum annual salary.

I. Rates of Pay

1. New Appointees: Shall be paid at a rate no lower than the minimum for the grade to which appointed. The Executive Director as appointing authority, is empowered to appoint new employees within the prevailing salary ranges up to the mid-point. Appointments made above the mid-point must be authorized by the Commission. The Executive Director as appointing authority is also authorized to recommend the appropriate grade classification for Commission approval for newly developed positions.
2. Promotion: When an employee is promoted to a position of a higher grade, the salary will be increased by adding 10% of the mid-point of the new grade to the employee's current salary. If the result is not within the new grade, the employee will be elevated to the minimum salary of the new grade. See Procedure Number 002-4 Employee Promotions.
3. Demotion: The employee shall be paid at a rate which is within the approved salary range for the lower grade position. The actual rate of pay shall be set by the Executive Director depending upon the years of service with the Commission, recent Employee Performance Evaluation, and other pertinent factors that may exist.
4. Reclassification: Salary adjustments as a result of reclassification will be accomplished in accordance with Policy Number 002-5, Employee Reclassification.
5. Lateral Transfer: Under normal circumstances, there shall be no change in the salary rate of an employee who is transferred to a position of equal grade if duties and responsibilities are similar.

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Compensation Plan For Classified Employees	PAGE:	2 of 2

6. Lateral Promotion: At the recommendation of the Division Director with the approval of the Executive Director, based on accretion of duties and responsibilities, as well as value to the agency, an employee may be eligible for a lateral promotion within the current grade. The salary will be increased by adding up to 7% of the mid-point of the grade to the employee's current salary.

The effective date of any salary changes will be the date of promotion, demotion, or reclassification.

II. Cost of Living Adjustment:

Charleston County PRC may provide a cost of living adjustment (COLA) up to or equal to the most recent national Consumer Price Index (CPI), if approved in the annual budget. Cost of living adjustments may be granted annually for all regular full-time Commission employees, effective with the first full payroll period of each fiscal year, on or about July 1st. The COLA may be appropriated in each annual budget and may be based on the preceding calendar year's national Consumer Price Index. The CPI normally will be available in time to incorporate the COLA into the annual budget preparation cycle during February and March of each year. Commission salary ranges may be adjusted annually in accordance with the CPI as published.

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Longevity Increases	PAGE:	1 of 1

Longevity increases are given to employees upon attaining a key anniversary. Increases are based upon an employee's longevity date and become effective the first pay period of the anniversary month, as reflected in the following schedule:

<u>Key Anniversary</u>	<u>Percentage Increase</u>
1, 2, 4 and 7	3%
10, 13, and 16	4%
20, 25, 30, etc. in 5 year increments	5%

If an employee has previously separated from employment with the Commission and is subsequently rehired, the employee will be given an adjusted longevity date that reflects credit for all previous service in a regular status with the agency.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	1		
SUBJECT:	Commission Paid Holidays	PAGE:	1 of 2

It is the Commission's policy to provide a prudent number of paid holidays to regular full-time employees yet maximize the number of days the agency's services are available to the public.

A total of twelve days has been adopted by the Commission as mandatory paid holidays for regular full-time employees.

Mandatory Paid Holiday Schedule

- * New Years Day, January 1
- * Martin Luther King, Jr. Day, 3rd Monday in January
- * President's Day, 3rd Monday in February
- * Memorial Day, last Monday in May
- * Independence Day, July 4
- * Labor Day, 1st Monday in September
- * Veterans Day, November 11
- * Thanksgiving Day, 4th Thursday in November
- * Friday after Thanksgiving
- * Christmas Day, December 25
- * Day After Christmas, December 26
- * Personal Holiday (one day selected by the employee)

All divisions will observe the mandatory holiday schedule with the exception of those involved in positions which may have unique working hours, park and visitor services operations. If one of the above holidays falls on other than a work day, the holiday shall be granted on the day preceding or following the holiday, as determined by the Executive Director.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004

DATE: April 23, 2001

SECTION: 1

SUBJECT: Commission Paid Holidays

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I. Compensation for Holidays Observed:

1. Regular full-time employees will observe holidays with pay with the exception of those employees involved in positions which have unique working hours or operations. These employees will follow individual holiday and/or compensation schedules recommended by their Division Director and approved by the Executive Director.
2. Part-time and seasonal employees are not entitled to compensation for holidays.
3. Employees who are on any type of suspension without pay or are on leave in conjunction with termination will not be compensated for holidays falling within the leave period.
4. Annual leave will not be charged when a holiday occurs on the leave day.
5. Personal holidays must be used within the current calendar year and may not be carried over.

II. Compensation for Holidays Worked:

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 90-day period.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	2		
SUBJECT:	Annual Leave Policy	PAGE:	1 of 1

It is the Commission's policy to provide regular full-time employees a prudent number of annual leave days in order to maintain employee health and morale.

All regular full-time Commission employees shall be entitled to earn annual leave for continuous Commission service as follows:

- | | |
|---------------------|------------------------------------|
| * 1 - 5 years | 10 days a year (6.25 hours/month) |
| * 6 - 10 years | 15 days a year (9.38 hours/month) |
| * 11 years and over | 20 days a year (12.50 hours/month) |

Annual leave shall be accrued at the end of each calendar month. A request for annual leave, taken in increments of one hour or more, shall be submitted to the appropriate supervisor or Division Director as far in advance as possible and may be taken only after approval, except in emergency situations, as determined by the Division Director or Executive Director. The Leave Request Form will then be forwarded to the Human Resources Division for recording. Every effort shall be made to accommodate the employee's desires; however, the demands and workload of the division will be the deciding factor. While on authorized annual leave, employees continue to accrue annual leave and sick leave. The employee may retain one copy for his/her records.

Upon separation of employment, payment shall be made for accrued annual leave not to exceed 450 hours (60 days). This payment for accrued annual leave shall be made in accordance with the provisions utilized in Policy Number 001-6, Employee Resignations. Failure to give a two-week notice will forfeit any entitlement to compensation for annual leave or any other accrued benefit.

All regular full-time employees may carry over to the following year a maximum of 60 days of annual leave but may accrue all days earned for use in any one fiscal year. The Division Director has the responsibility to see that all employees schedule their annual leave and do not exceed the maximum accrual limit.

Due to policies in effect at time of appointment, regular full-time Commission employees appointed prior to July 1, 1982, shall be entitled to earn annual leave for continuous service as follows:

- | | |
|-----------------|------------------------------------|
| * 6 - 10 years | 18 days a year (11.25 hours/month) |
| * 11 - 14 years | 21 days a year (13.13 hours/month) |
| * 15 - 20 years | 24 days a year (15.00 hours/month) |
| * 21 and over | 27 days a year (16.88 hours/month) |

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Employee Evaluations	PAGE:	1 of 1

It is the policy of the Commission to evaluate the performance of its employees in a fair and equitable manner in order to enhance employee productivity and to develop the full professional potential of its employees.

The Commission uses two distinct employee evaluation systems in the performance appraisal of its employees. One system utilizes an Employee Performance Evaluation that is used to evaluate all regular full-time Commission employees. The other system of employee evaluation, the Employee Performance Appraisal and Rehire Recommendation, is used for seasonal, part-time and other categories of staff.

At the end of three months and 6 months, the employee will have a performance review. Thereafter, annual periodic reviews will be made on a calendar year basis. The reviews are designed to communicate to the employee how his or her performance compares with expected output and to aid the employee's supervisor in discussing job performance with the employee. The rating also serves as an objective basis for recommendations for salary adjustments and other personnel actions. Forms will be provided by the Director of Human Resources for evaluations. All performance evaluations will be documented and a copy placed in each employee's file.

PERSONNEL POLICIES AND PROCEDURES

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SECTION: 4
SUBJECT: Sick Leave

DATE: April 23, 2001

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It is the policy of the Commission to provide regular full-time employees sufficient sick leave to maintain a healthy work force. All full-time employees shall earn sick leave at a rate of 7.5 hours for each calendar month of Commission service. Sick leave may be accrued without limitation, however, no payment for unused sick leave will be made. Sick leave is a privilege which shall be used only for sickness, injury, or medical appointments of the employee or direct family member of the employee. Sick leave may also be used if an employee has been exposed to a quarantinable disease. Sick leave may be taken in increments of one hour.

An employee who is ill shall advise his or her immediate supervisor as soon as possible before or by the start of the scheduled work day. Employees at parks shall follow similar procedures set up by their immediate supervisors. In cases of extended illness, the employee shall be responsible to keep his or her immediate supervisor and appropriate Division Director informed of their progress.

For periods of sick leave of more than three consecutive working days, Division Directors may require a written physician's statement. Frequent or patterned use of sick leave may also be a basis for requiring a physician's statement.

Accrued annual leave may be used during periods of sickness. In such instances a notation shall be made on the leave request indicating that annual leave is being used in lieu of sick leave. While on authorized sick leave, an employee continues to accrue annual and sick leave.

I. Advanced Sick Leave: Request for advanced sick leave shall be submitted as far in advance as possible and must be posted by the Human Resources Division and approved by the appropriate Division Director. Such authorization shall normally be granted only in the cases involving extended periods of illness or injury and only in cases of employees with greater than six months consecutive service. The Division Director shall include in their recommendation to the Executive Director the following information:

1. Length of service of employee
2. Sick leave record of employee for the past two years
3. Employee Performance Evaluation
4. A medical statement which shall include the nature of the illness, the prognosis, and probable date of return to work by the employee or date of recovery by direct family member.

PERSONNEL POLICIES AND PROCEDURES

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Advanced sick leave shall not exceed thirty days and shall be used only after all accrued leave is exhausted. Any advanced sick leave granted shall be repaid by a charge against sick leave subsequently earned by the employee. However, no payment of advanced sick leave shall be required until the employee has first accumulated five days of sick leave following his return to duty. If an employee leaves the service prior to repayment of advanced sick leave, the remaining amount shall be deducted from any accrued annual leave, compensation, or other reimbursement due the employee.

- II. Leave of Absence for Temporary Disability: Leave of absence without pay may be granted for temporary disability or extended illness, upon approval by the Executive Director. Request for leave of absence shall contain a statement from a physician as to the nature of the temporary disability or extended illness. Maternity leave is considered a form of temporary disability and is treated like any other leave of absence disability. Disabilities caused by pregnancy, miscarriage, childbirth, and recovery therefrom are temporary disabilities for all job-related purposes, and shall be treated as such. Employees shall submit a physician's statement containing recommended dates of absence and recommended date for return to duty. Leave of absence for temporary disability shall be used only after that time which all accrued leave is exhausted. Division Directors shall be responsible for reporting to the Executive Director any performance affected by disability.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	5		
SUBJECT:	Family and Medical Leave Act (FMLA)	PAGE:	1 of 2

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

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

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

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

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

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

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

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

During FMLA leave, you will not accrue benefits that accrue according to length of service.

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

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

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

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

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Family and Medical Leave Act (FMLA)	PAGE:	2 of 2

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

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

If you took FMLA leave based upon your own serious health condition and you are absent from work for more than 30 days, the Commission may require you to provide written verification from your health care provider of your ability to resume work. This verification need only address the serious health condition which prompted your leave.

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

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

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

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

PERSONNEL POLICIES AND PROCEDURES

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SECTION:	6		
SUBJECT:	Bereavement Leave	PAGE:	1 of 1

It is the policy of the Commission to grant employees reasonable bereavement time off without loss of pay in case of a death in the immediate family. Employees will be allowed a maximum of three days off with pay for the emergency. Members of the immediate family are considered to be spouse, children, father, mother, brothers, sisters, father-in-law, mother-in-law, and grandparents. Additional time off will be dependent on normal vacation policy.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 7
SUBJECT: Military Leave

DATE: April 23, 2001

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

It is recognized that some employees may volunteer for active military duty or participate in a Reserve or National Guard Program. Any employee who volunteers for military service or receives orders for active duty or training is eligible for a Military Leave of Absence up to 15 days with pay, as provided herein, in accordance with the Universal Military Training and Service Act, as well as applicable South Carolina State law. The employee must notify the agency within six weeks of his departure date or immediately upon being notified himself if he is not given six weeks notice himself. The employee must report back to work on his first scheduled work day after completing his training period.

For periods of training longer than the typical annual training the employee will be granted leave without pay.

Employees entering active duty in the Military after making written application may be granted a military leave for not more than four (4) years.

Any regular employee who leaves the service of the Commission to join the military forces of the United States or is recalled to active duty during time of war or national emergency or is inducted by Selective Service shall be placed on military leave without pay, this leave to extend for ninety (90) days after date of release from the service. Such employees shall be entitled to be restored to the position which he vacated provided he applies to the Executive Director within ninety days of the date of his honorable discharge, discharge under honorable conditions, or release to inactive duty, and is physically and mentally capable of performing the work of his position. Time so served shall be considered as continuous employment with PRC.

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

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 8
SUBJECT: Jury Duty

DATE: April 23, 2001

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It is the policy of Charleston County Park and Recreation Commission that employees will not be financially penalized while on jury duty for a maximum of one week per calendar year.

It is the responsibility of the employee to notify his or her immediate supervisor as far in advance as possible before jury duty.

An employee must submit a statement signed by the Clerk of Court showing the days on which the employee served as juror with a Leave Request Form.

If an employee is released from jury duty, the employee is expected to return to work and complete the scheduled work day.

An employee is expected to come to work if he is not scheduled for jury duty until the second half of his shift.

Scheduled hours not worked under the jury duty policy will not be used to compute overtime.

Absences due to performing a civic duty such as serving on a jury will not be used against an employee for purposes of excessive absenteeism or other forms of discipline.

When an employee is otherwise subpoenaed to appear before a federal, state, or local court, commission, agency, panel or tribunal, the employee shall be provided time off and this time off will not be used against the employee for purposes of excessive absenteeism or other forms of discipline. The Commission in its sole discretion shall determine whether or not an employee is to be paid during this time off.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	9		
SUBJECT:	Leave Without Pay	PAGE:	1 of 1

The Commission shall permit the granting of leave without pay and educational leave to regular, full-time Commission employees subject to the approval of the Executive Director.

Leave without pay not to exceed thirty working days may be granted subject to recommendation of the Division Director and approved by the Executive Director. While on leave without pay, an employee does not earn sick and annual leave. Failure to return to duty after thirty working days following the expiration of the leave without pay period shall constitute resignation of the employee.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 10
SUBJECT: Employee Insurance Benefits

DATE: April 23, 2001

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The Commission shall provide for the necessary level of employee insurance benefits in order to provide a prudent level of insurance coverage to eligible Commission employees and attract and retain the best quality of employee.

This procedure will outline some of the administrative requirements in providing various forms of insurance coverage to eligible Commission employees. Generally, the Commission provides for health, life and dental insurance, long-term disability insurance, tort liability insurance, South Carolina unemployment insurance and continuation of health and dental insurance through the Consolidated Omnibus Budget Reconciliation Act of 1986. Matters pertaining to Workers' Compensation are covered in Policy Number 004-15. The following paragraphs will discuss each major insurance component.

1. Health Insurance: The Commission provides a comprehensive group health insurance plan. The plan, which is available to eligible Commission employees, provides health care benefits which include a comprehensive schedule of covered charges (e.g. hospital room, physician charges, pharmacy items, etc.) as well as extended care facility benefits, psychiatric treatment and alcohol and drug addiction treatment. The Director of Human Resources is responsible for coordinating coverage for the plan, and handling the necessary enrollment and administrative requirements. However, any actual claim submission will be handled between the employee and the carrier. The Commission will pay for all health insurance for eligible Commission employees as well as 65% for dependent coverage. Announcements pertaining to premium rates and any changes to coverage will be provided to Commission employees by the Director of Human Resources.
2. Life Insurance: The Commission provides a group life insurance plan which is available to eligible Commission employees. The plan provides for life insurance in the amount of \$15,000 for basic life, \$15,000 for accidental death and dismemberment insurance, and dependent life insurance, at the employee's cost. The Commission will pay for all life insurance for eligible Commission employees.
3. Dental Insurance: The Commission provides for a comprehensive dental plan which is available to eligible Commission employees. The plan provides coverage for basic and major services up to \$1,000 maximum per calendar year. The Commission will pay for all dental insurance for eligible Commission employees.
4. Long Term Disability: The Commission provides a long-term disability policy that provides valuable income protection for all full-time employees who may become disabled. Standard monthly benefits are payable at 60% of the employee's salary with a waiting period of 90 days. The Commission will pay for all long term disability insurance for eligible Commission employees.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 10
SUBJECT: Employee Insurance Benefits

DATE: April 23, 2001

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5. Tort Liability Insurance: Tort liability insurance in the amount of \$600,000 is provided to all Commissioners, full-time, regular part-time, part-time, temporary, seasonal, volunteer and other classes of Commission employee status where such coverage may be desirable. This coverage is provided by the Insurance Reserve Fund of the South Carolina Division of Insurance Services. On an annual basis, the Human Resources Division will update the required personnel to be insured based upon the number of persons utilized by the Commission.

6. South Carolina Unemployment Compensation Insurance: The South Carolina Employment Security Commission administers the provision of unemployment compensation benefits for eligible employees of the Commission. The purpose of this coverage is to assist employees in prompt re-employment in the event of lay-off, and to lighten the economic burden of economic hardship which may fall upon the unemployed worker and his or her family. The Human Resources Division is responsible for submitting a number of reports to the South Carolina Employment Security Commission (SCESC) with regard to reporting those employees eligible for benefits. Basically, benefit payments are based upon wages paid in a covered period called a base period. An unemployed individual shall be eligible to receive benefits with respect to any week only if the SCESC Commission finds that:
 - a. the employee has earned qualifying wages within his base period;
 - b. the employee has filed a claim for benefits;
 - c. the employee has registered for work;
 - d. the employee is able to work and is available for work;
 - e. the employee has been unemployed for a waiting period of one week, within the benefit year, during which he was otherwise eligible for benefits;
 - f. the employee has met all other requirements as described by the South Carolina Employment Security Commission.

The Human Resources Division will be responsible for timely submission of the employers report of changes.

7. Universal Life: Additional life insurance is made available to all employees through Reliastar Life Insurance Society. Employees may select the amount of coverage on an individual basis, which can be modified as your needs change.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE: April 23, 2001
SECTION:	10	
SUBJECT:	Employee Insurance Benefits	PAGE: 3 of 3

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

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	11		
SUBJECT:	Retiree Benefits and Privileges	PAGE:	1 of 1

Eligible PRC Retirees will receive a Retiree Photo ID card which will provide verification of association with the Commission and authorize access to the privileges associated with the regular full-time employee PRC photo ID card, excluding the Reciprocal Pass Agreement.

The Charleston County Park and Recreation Commission shall provide group health and dental insurance for retirees who have retired on service, age or an approved disability retirement through the South Carolina Retirement Systems and have met one of the criteria below.

- A. Any covered employee who retires with at least 20 years, but less than 25 years of CCPRC covered entity service credit under the South Carolina Retirement Systems will be eligible for CCPRC funded retiree insurance benefits effective with his/her date of retirement, provided he/she is eligible for retirement at the time he/she leaves active PRC service. The last five years must be consecutive and in a full-time, regular position. PRC will pay 50% of the retiree cost and 50% of the dependent cost for health and dental coverage.
- B. Any covered employee who retires with 25 or more years of CCPRC-covered entity service credit under the South Carolina Retirement Systems will be eligible for CCPRC funded retiree insurance benefits effective with his/her date of retirement, provided he/she is eligible for retirement at the time he/she leaves active PRC service. The last five years must be consecutive and in a full-time, regular position. PRC will pay 100% of the retiree cost and 65% of the dependent cost for health and dental coverage.
- C. Eligibility for survivors – the health and dental insurance premium for surviving spouses and dependents of deceased retirees will be waived for one year after the retiree's death. Following one year, the surviving spouse and/or dependents are eligible to continue coverage at the same proportional cost (50% or 65%) as in effect prior to the retirees death. Survivors may remain on the plan until death or remarriage, whichever comes first. Children cease to be eligible for coverage when they become age 19, marry, or begin full-time, permanent employment, whichever comes first. Unmarried, surviving children who are 19 years of age but less than 25 may continue coverage if enrolled as full-time students (documentation required). Incapacitated children may continue coverage beyond age requirements (medical documentation required).

Premiums for retiree insurance will be determined annually, coinciding with the plan anniversary date. Cost will be based on retiree and dependent eligibility for Medicare coverage.

Retiree coverage is available for the employee who has completed his/her service requirements and their eligible dependents. No additional dependents can be covered after the retirement date.

Retiree coverage will be secondary to Medicare or any other group coverage that the employee or his/her dependents may have.

The Commission reserves the right to amend or terminate this policy at will. Any changes made will effect only those employees hired after the date change is made.

Retirees will also be invited to the Annual Commission/Staff Appreciation Banquet.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	12		
SUBJECT:	Commissioner Insurance Benefits	PAGE:	1 of 1

The Commission shall allow current Commissioners to participate in the agency group health and dental insurance plan, providing that they pay the full cost of premiums and/or other such expenses associated with that participation. Insurance benefits shall not exceed those provided for agency employees.

The Insurance Policy Eligibility permits Commissioners who reach age 65 to remain as insureds with the medical insurance becoming secondary to the benefits of Medicare, parts A & B, which must be in place simultaneously, and not changing the dental aspects of the existing policy.

Announcements pertaining to premium rates and any changes to coverage will be provided to Commissioners by the Director of Human Resources.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	13		
SUBJECT:	Flexible Benefits Cafeteria Plan	PAGE:	1 of 1

The Commission 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.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	14		
SUBJECT:	Credit Union Procedures	PAGE:	1 of 1

The Commission shall authorize the services of the Heritage Trust Federal Credit Union to regular full-time Commission employees.

The Heritage Trust Federal Credit Union is an independent financial service organization that provides a depository for savings and a source of credit for eligible Commission employees. The credit union provides a convenient method of saving through payroll deduction and a source from which employees may borrow at prevailing rates of interest. Other services available include Master Card, automatic teller machine network, Voiceline phone access to your accounts, and many other services you expect from a full-service financial institution. Participation in the Heritage Trust Federal Credit Union program is entirely at the option of eligible Commission employees.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 15
SUBJECT: Worker's Compensation Procedures

DATE: April 23, 2001

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

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

A First Report of Injury Form for all injuries and illnesses must be completed within twenty four (24) hours and sent to the Director of Human Resources.

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

To utilize any paid leave, whether sick, annual, or compensatory, each employee must make a decision which is irrevocable for the period of the specific injury. Before any decision is made, the effect of each available option will be explained to you. This election must be made in writing and signed by both parties. Should an employee select compensation by the State Fund, the injured employee is not entitled to compensation for the first seven days unless his disability lasts longer than 14 days. Payment of lost wages is based on two-thirds (2/3) of the average weekly wage of the employee, not to exceed the maximum amount allowed by law. This compensation will continue as long as the employee is unable to return to work if the inability is due to the accident, but shall not exceed 500 weeks.

If an injured worker has not completely recovered but returns to work at a lesser wage than he was making prior to his injury, he is entitled to 66 2/3% of the difference between his old wage and his new wage. This compensation may continue for 340 weeks from the date he returns.

The Commission has an agreement with Worksite Partners to provide all occupational health care services for the agency. This will include any work related injury or illness care, all pre-employment physicals, preventive health services or consultative services. All employees must seek medical attention for injuries suffered on the job. Immediately following an accident or injury requiring medical attention the employee shall contact the Human Resources Division. The closest Worksite Partners 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 hours injuries, all injuries should be referred to the emergency rooms at a Roper Hospital facility. Employees must identify themselves as a Worksite Partners client at any emergency room. In the case of a life-threatening trauma, employees should access the nearest emergency room.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	16		
SUBJECT:	South Carolina Retirement System	PAGE:	1 of 1

It is the policy of the Commission to provide South Carolina Retirement System benefits to eligible regular full-time Commission 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 Division.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
SECTION:	17		
SUBJECT:	Social Security Deductions	PAGE:	1 of 1

All regular employees of the Commission are required to have payroll deductions made in accordance with the Federal Insurance Contributions Act (FICA).

The Federal Insurance Contributions Act (FICA) requires the withholding of a portion of the earnings of all regular full-time Commission employees for contribution to the federal program of Old-age Survivors and Disability Insurance and Hospital insurance (Medicare), administered by the Social Security Administration. This program is financed by withholding taxes paid equally by the employee and the Commission.

The FICA tax is paid by both the Commission and employee and is based only on the annual gross earnings of an employee up to a certain maximum amount paid during a calendar year. However, persons engaged by the Commission to perform services on a contractual basis are considered self-employed and do not have the FICA amount withheld for contractual payments made. Every person covered by the Federal Social Security Law is required to have a Social Security account number at the time of employment with the Commission.

The amount of FICA withholding is computed by multiplying the amount of gross earnings subject to FICA tax by the prevailing FICA tax rate. The prevailing FICA tax rate and maximum gross earnings subject to FICA tax is determined annually by Congress and administered through the Internal Revenue Service and the Department of Health and Human Services.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE: April 23, 2001
SECTION:	18	
SUBJECT:	Photo Identification Cards and Passes	PAGE: 1 of 5

All payroll employees, Commissioners, Past Commissioners and Retirees are issued a photo identification card. This card is issued as a personnel document through the PRC Human Resources Division and provides official verification of association with Charleston County PRC. The employee's appearance in the photograph must adhere to the Personal Appearance Policy as outlined in the "Personal Appearance Policy", Policy No. 004, Section 25. The PRC identification card will remain the property of Charleston County PRC and is not transferable. Loaning this card to another person for any reason or misusing it in any manner will lead to disciplinary action or termination. If the identification card is lost or stolen, notify the PRC Human Resources Division immediately. There is a \$5 replacement fee.

By presenting the PRC identification card, certain facility/program discounts and privileges are provided to employees, Commissioners, Past Commissioners and Retirees. Procedures for using these privileges and the definitions of personnel privileges categories are outlined in the "Personnel Privileges" section of the Administrative Procedures Manual.

Full time employees, Retirees, Commissioners, and Past Commissioners may request a Spouse Photo Identification Card. The front of this card contains the name and photograph of the spouse with the number of eligible dependents indicated. The names of the dependent children are listed on the back of the card. A Spouse ID card is the only PRC ID card that is transferable and it is ONLY transferable between the spouse and dependent children. Spouse cards expire annually. Requests for Spouse Card renewals are processed through the Human Resources Division. The spouse does not have to appear in person to request a renewal. The existing photo on file will be used for Spouse Card renewals unless otherwise requested.

Since privileges vary, always consult the Administrative Procedures Manual to determine the privileges and restrictions associated with each personnel category. The Reciprocal Pass, which is an agreement negotiated with other area attractions and facilities, is an example of a privilege that is not applicable for family use and is restricted to limited personnel categories. Discounts or privileges are not offered in association with some facilities and programs. For example, there are no discounts offered for James Island County Park cottage rentals.

DEFINITION OF PERSONNEL CATEGORIES

FULL TIME EMPLOYEE – An employee appointed to work at least 37.5 hours per week at a given salary on a year-round regular basis. Full benefits apply. Full privileges apply.

FULL TIME / PART TIME EMPLOYEE – An employee appointed to work 30 hours or more per week in a position that is budgeted for 52 weeks per year, and has maintained six months employment in that position. Modified benefits apply. Full privileges apply, excluding the Spouse ID Card.

SEASONAL EMPLOYEE – An employee who receives an hourly wage, a stipend, or other compensation for performing designated duties based on seasonal demand. Limited privileges apply as outlined in the Seasonal Employee Handbook. Modified benefits apply.

COMMISSIONER – An individual appointed to serve a current two-year term. Modified benefits apply. Full privileges apply.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
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SUBJECT:	Photo Identification Cards and Passes	PAGE:	2 of 5

PAST COMMISSIONER - A former Commissioner of PRC who has served an appointed two-year term. Full privileges apply, excluding the Reciprocal Pass Agreement.

RETIREE – A former employee who has contributed 20 or more years of full time employment service to PRC. Modified benefits apply. Full privileges apply, excluding the Reciprocal Pass Agreement.

By presenting a valid PRC Photo ID Card, employees and other designated personnel are authorized to receive certain privileges associated with PRC facilities and programs. Privileges vary and some restrictions apply. Personnel privileges are authorized according to the guidelines listed below.

1. This list of privileges is provided to the following personnel categories unless otherwise stated.
(1) Full Time Employees, (2) Full Time-Part Time Employees, (3) Commissioners, (4) Past Commissioners, and (5) Retirees.
2. This list does not apply to Seasonal Employees or Volunteers.
3. Spouse privileges apply only to Full Time Employees, Commissioners, Past Commissioners and Retirees.
4. A valid PRC Photo ID Card must be shown before initiating a transaction.
5. The privilege applies to the individual card owner ONLY, unless specifically stated that it also applies to the immediate family.
6. In relation to PRC Personnel Privileges, “Immediate Family” is defined as an employee’s husband, wife, dependent son, and/or daughter who are under 21 years of age.
7. The individual card owner agrees to follow all standard customer procedures and all PRC policies and procedures.

PRIVILEGES ASSOCIATED WITH FACILITIES ADMISSION AND PASSES

Facilities Admission – Eligible PRC personnel receive admission to all PRC facilities (includes immediate family). EMPLOYEES MUST ADHERE TO NORMAL OPERATING HOURS WHEN ENTERING FACILITIES FOR RECREATIONAL PURPOSES.

Water Parks Admission – Eligible PRC personnel receive admission to Splash Island at Mt. Pleasant Palmetto Islands County Park, Splash Zone at James Island County Park, and Whirlin’ Waters Adventure Water Park at North Charleston Wannamaker County Park (includes immediate family and two guests).

Reciprocal Pass Agreement - By presenting a PRC Photo ID Card, this agreement provides for the CARD OWNER AND ONE GUEST ONLY to be admitted at no charge to the participating area attractions. Restrictions may apply regarding special events, certain seasons, etc. In accordance with the guidelines of the agreement with area attractions, this privilege is not available to Past Commissioners, Retirees, and Spouses . For convenience, a card-sized list of participating attractions is available and can be glued to the back of the PRC Photo ID Card.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 18
SUBJECT: Photo Identification Cards and Passes

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SNACK BAR AND SOUVENIR DISCOUNTS

Food and Beverages – Eligible PRC personnel receive a 50% discount on food and beverage items in the concession stands at PRC facilities (includes immediate family). The 50% discount does NOT apply towards specials. Present the PRC Photo ID Card to the park attendant BEFORE making the purchase. The ID card owner or a listed dependent must sign their full name on the back of each sales slip and return it to the park attendant.

Sundry/Souvenir Items – Eligible PRC personnel receive a 20% discount on sundry/souvenir items (includes immediate family). This 20% discount DOES NOT apply towards the purchase of any type of facility pass or consignment item. Present the PRC Photo ID Card to the park attendant BEFORE making the purchase. The ID card owner or the listed dependent must sign their full name on the back of each sales slip and return it to the park attendant.

SHELTER RENTALS

Eligible PRC personnel receive a 20% discount on shelter rentals and meeting facilities. Present a PRC Photo ID Card when making a reservation. The ID card owner must assume full responsibility, sign all forms and permits, and MUST BE PRESENT FOR THE ENTIRETY of the shelter rental. The ID card owner must be 21 years of age or older to reserve a facility. An alcohol beverage agreement must be purchased if alcohol is to be consumed at the rental. No discount is available for the alcohol beverage agreement fee.

BIRTHDAY PARTIES

Eligible PRC personnel receive a 20% discount on Splash Birthday Party packages at Palmetto Islands County Park. Present a PRC Photo ID Card when making a reservation.

CAMPGROUND

Eligible PRC personnel receive a 20% discount on campground rates. The ID card owner must be 18 years of age or older to qualify for this discount.

COTTAGES

There is no discount available for cottage rentals.

RENTAL EQUIPMENT

The availability of discounts on rental equipment is at the Manager's discretion. Visitor attendance and supply/demand circumstances may impact the availability of personnel discounts on rental equipment. Paying customers receive first consideration for availability.

1. Eligible PRC personnel receive the use of two chairs, two boogie boards, and one umbrella per visit at the beach parks (includes immediate family).

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2. Eligible PRC personnel receive the use of two bicycles and one pedal boat at Palmetto Islands County Park (includes immediate family).
3. Eligible PRC personnel receive the use of two bicycles, and one pedal boat or one keowee kayak per visit at James Island County Park and Wannamaker County Park (includes immediate family).

PIER

Eligible PRC personnel receive a free daily fishing pass at the Folly Beach Fishing Pier (includes immediate family and two guests).

MARINA

There is no discount available at the Marina.

PRIVILEGES ASSOCIATED WITH PROGRAMS

HOLIDAY FESTIVAL OF LIGHTS (HFOL)

Eligible PRC personnel receive one standard vehicle admission into HFOL per PRC Photo ID card (includes immediate family). There are no discounts available for Photos with Santa, Group Services functions, Train Rides, or the Carousel.

COMMUNITY EDUCATION

Eligible PRC personnel receive 50% off selected courses based on availability and after the class breaks even (includes immediate family).

SPECIAL EVENTS/EVENING CONCERT SERIES

Eligible PRC personnel receive admission to PRC sponsored special events and evening concert series unless the event is a limited admission program (includes immediate family and two guests). The PRC Photo ID Card admits one standard vehicle through the gate at a PRC facility hosting a special event.

PRC RECREATION DIVISION PROGRAMS

Eligible PRC personnel receive 20% off all Charleston County Park and Recreation Commission recreation programs after the class breaks even (includes immediate family).

TRAINING

All training conducted by PRC staff is available at "cost" on a space available basis.

THE CLIMBING WALL

Eligible PRC personnel receive a free daily Climbing Wall and Bouldering Wall pass with the use of a harness (includes immediate family).

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1. Courtesy Pass: Courtesy Passes are issued by regular full-time staff persons for the purpose of acquainting the public with Commission park and recreation facilities. The Courtesy Pass permits a one-time site visit to a facility for the purposes of orientation, observation and evaluation of the facility for future group visits, shelter rentals, or simply acquainting the public with the facility. The Executive Director has final authority in determining the appropriateness of the issuance of the Courtesy Pass.
2. Complimentary Pass: The Complimentary Pass permits for unlimited visits during a specific time frame indicated on each pass. The Executive Director has final authority in determining the appropriateness and specific time frame of the issuance of the Complimentary Pass.

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Compensatory Time Off	PAGE:	1 of 1

It is the Commission's policy to permit supervisory authority to grant compensatory time-off to full-time employees as defined by grade and/or job responsibilities for time worked in excess of the standard work week, in compliance with applicable Federal and State Wage and Hour regulations.

According to the Fair Labor Standards Act, compensatory time off must be given to non-exempt employees for hours worked in excess of 40 hours per week. All hours worked in excess of 37 1/2 (defined work week of the Commission) but less than 40 hours, if approved, will be compensated on an hour-for-hour basis. Hours worked in excess of 40 hours per week will be compensated, if approved, on a one and a half hour per hour basis. Annual leave, sick leave or other time off does not count toward the 40 hours. In order to adhere to this policy any non-exempt employee must obtain authorization prior to working overtime; non-exempt employees will be required to take lunch break; and no non-exempt employees may volunteer to work any special events unless they will be performing tasks they normally would not do in their given position. Compensation for compensatory time could be disapproved if prior approval from a Supervisor is not obtained.

Compensatory time off may be accrued and used in increments of one hour or more and may be used in conjunction with annual leave and sick leave. Compensatory time off must be used within 90 calendar days of accrual.

Compensatory time off shall be approved by the immediate supervisor and shall only be taken after requesting and receiving approval using the leave approval process. Each Division Director shall insure that all hours worked in excess of the 40 hour work week are scheduled, logged, and otherwise documented.

When compensatory time has been accrued by an employee whose position within the Commission has changed so that he is no longer under the compensatory time off policy due to promotion, all time previously accrued must be taken within 6 months of the date of the change.

Additionally, all compensatory time accrued by an employee whose position has been redefined as a result of this policy, must use his earned compensatory time within 6 months of the date of this policy change or by the end of the current fiscal year, whichever is longer.

At no time will any cash payment for compensatory time be made to an employee who terminates after the date of this policy, if the employee is not entitled to compensatory time at the time of termination.

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Administrative Time Off	PAGE:	1 of 1

It is the Commission's policy to permit supervisors authority to grant administrative time-off to regular exempt employees when it is warranted.

It is recognized that excessive or highly irregular work schedules in conjunction with Commission sponsored projects, special events, or other activity may constitute reason for administrative time-off.

Exempt employees who work hours beyond their normal work schedule may be compensated for such hours by adjustments to the work schedule. Such adjustments will not normally be made on an hour for hour basis and must have the prior approval of the appropriate supervisory personnel.

Administrative time-off may be used in conjunction with annual leave but cannot be used as a replacement for accrued annual leave time. No more than three administrative days off can be used in conjunction with annual leave days during any period of leave. Any exceptions to this policy must be approved by the Executive Director. Administrative time-off exceeding one hour shall be approved by the immediate supervisor and shall only be taken after requesting and receiving approval using the standard leave approval process. In no case will any payment for accrued administrative time be made by the Commission.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 21
SUBJECT: Uniforms

DATE: April 23, 2001

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It is the policy of the Commission to provide approved uniforms, where appropriate, which are required to be worn by Commission full-time employees. The Commission may provide for a cost share on some uniform items when appropriate.

In order to provide for acceptable standards of appearance, consistency in style and color, and periodic replacement of unserviceable uniforms the Commission will issue and replace authorized uniforms for full-time employees as appropriate. Under this procedure, the employee, upon their authorized hiring or transfer to a Commission facility, is issued the required coats, trousers, jackets, shirts, walking shorts, and other authorized uniform items. The employee may be authorized to purchase walking shorts or trousers to minimize the need to stockpile large quantities of uniforms by the Commission. The employee will be reimbursed for the cost of the uniform apparel item not to exceed the maximum cost per item stipulated by the appropriate Division Director.

Cleaning, repair and maintenance of issued as well as cost-shared uniform items shall be that of the employee. Cost shared uniform apparel items will be retained by the employee at the time of termination, resignation or transfer. All issued items will be returned to the Commission in accordance with Policy Number 001-6, Employee Resignations.

The reimbursement for uniform items of a safety nature such as steel-toed shoes, toe caps, protective garments, and other required safety apparel is provided for in Policy Number 004-24, Employee Safety Policy.

The Commission will cost share up to fifty-percent of safety shoes and/or boots for full-time headquarters staff. Approved trousers and shirts will be provided when appropriate for on-site visits.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
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SUBJECT:	Non-Monetary Employee Incentives	PAGE:	1 of 1

It is the policy of the Commission to provide to eligible regular full-time and appropriate part-time employees a fair and equitable number of non-monetary employee incentives.

In addition to conventional monetary employee benefits such as paid time off from work, health and life insurance, employee training and development programs, a number of non-monetary incentives are authorized for eligible full-time and part-time Commission employees. These non-monetary benefits are explained in the following paragraphs:

1. Staff Training and Development: Periodic training and personal motivation programs are provided for Commission employees who are available to attend.
2. Discounts on Commission Concession Items: Food, beverage and concession items available for sale at Commission enterprise activities are available at a fifty-percent (50%) discount to all employees.
3. Reciprocal Pass Agreement: By presenting your identification card, this agreement provides for you and one guest to be admitted at no charge to participating attractions, which are updated annually. An important aspect of this agreement is to expose employees to the local attractions so that they will be able to provide helpful information to visitors.
4. Employee Lunch Room: An employee kitchen and lounge is located at the Commission Headquarters, and has a microwave and other kitchen items for preparing lunches for the convenience of the employees.
5. Employee Parking: Parking spaces are provided to all Commission staff at the Commission Headquarters and free parking is provided to employees at Commission park facilities.
6. Commission Recognition: Charleston County Park and Recreation Commission Certificates of Appreciation are available to award to Commission staff, volunteers, and others.

PERSONNEL POLICIES AND PROCEDURES

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SUBJECT:	Commission Hours of Work	PAGE:	1 of 1

It is the policy of the Commission that the Commission's administrative offices shall be open to the public from 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding mandatory Commission holidays. Those functions and subsequent work hours in support of visitor services and park operations shall be open as directed by the Executive Director.

In support of Commission functions, all regular full-time Commission employees are required to work a 37.5 hour work week with one hour permitted for lunch. The Executive Director is authorized to approve written flexible work schedules on a division basis provided that the division is adequately staffed and capable of handling its responsibilities during the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding those mandatory Commission holidays outlined in Policy Number 004-1, Commission Paid Holidays. Current approved flex time schedules allow employees to work 8:00 a.m. to 4:30 p.m., 8:30 a.m. to 5:00 p.m., or 9:00 a.m. to 5:30 p.m.

Division Directors will be responsible for assuming that flexible work schedules are written and adhered to by division staffs. Persons not abiding by previously agreed to work schedules may be disciplined in accordance with Policy Number 001-9, Disciplinary Action procedures.

If the Directors find it necessary to be away from the Headquarters building for a period of three hours or more, you must notify the Division Administrative Assistant, stating where you will be, how you can be reached and when you expect to return. This policy also applies to the Executive Director.

Failure to abide by the terms and provisions of this policy may result in discipline, up to and including termination of employment.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	004	DATE:	April 23, 2001
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SUBJECT:	Employee Safety Program	PAGE:	1 of 2

The Commission will endeavor to provide safe working conditions and encourage safe working habits on the part of all Commission employees.

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

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. Supervisors shall obtain facts relevant to the injury and submit a detailed Incident Report of the injury to their respective Division Director. Copies of any and all Incident Reports documenting on-the-job injuries by PRC staff are to be completed the day the incident occurs with a copy forwarded to the Director of Human Resources within 24 hours. When serious injury is involved the Executive Director is to be advised immediately, prior to receiving a completed Incident Report.

In accidents requiring medical treatment, a South Carolina Workers Compensation Fund Form 12-A, Employers First Report of Accident, will need to be prepared. These reports are to be submitted with a copy of the incident report to the Director of Human Resources so that the Workers' Compensation Claim can be processed. In cases where an employee may appear to be careless or "accident prone", counseling and appropriate action may be taken in accordance with Policy Number 001-9, Disciplinary Action. 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 Commission sites and events. All Commission personnel engaged in hazardous or potentially

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hazardous work environments are required to wear appropriate safety equipment as directed by their immediate supervisor. As a minimum, all Commission personnel engaged in general maintenance, landscape maintenance, janitorial and related activities are required to wear safety shoes/boots and other appropriate protection. The Commission may pay half of the expense of the shoes/boots up to a limit designated by the Maintenance Director or 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 helmet
- * gloves
- * respirators
- * safety goggles
- * chaps
- * toe caps

III. Safety Committee:

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

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INTRODUCTION

As a professional organization, the Commission has a need to present a conservative, professional image as it relates to personal appearance.

The CCPRC presentation is a significant part of the overall reputation of our agency. Our reputation not only depends on how we act, but how we appear. The employee's total appearance is an important combination of proper clothing and grooming which reflects a positive image to the public. A well-groomed appearance is essential when dealing with the public. The employee's attitude, enthusiasm and appearance impact 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 CCPRC staff, facilities, and programs. The purpose of this policy is to provide the minimum standards and guidelines for appearance while on duty. Employees are expected to use a common sense approach to the Personal Appearance Guidelines, complying not only with the letter, but also the spirit of the policy.

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 CCPRC Personnel Policies and Procedures. If the supervisor cannot or will not correct the infraction, then the supervisor will be subject to disciplinary action.

GENERAL APPEARANCE

All narrative stated in the "Introduction" and "General Appearance" of the Personal Appearance Policy applies to the wearing of office attire and to the wearing of the uniform.

A primary objective of the Personal Appearance Policy is to present a consistent standard throughout the agency and to project a professional public image.

Employees are expected to exercise discretion, even within the acceptable guidelines of the Personal Appearance Policy.

Employees should consider their daily schedule and dress accordingly in appropriate attire for any meetings, presentations, and appointments with customers, suppliers, or vendors. The nature of certain positions within CCPRC may require modification in the Personal Appearance Policy in accordance with professional standards.

Fabric, condition, coordination and fit can affect the capability of projecting a positive appearance and should be considered, even if the clothing items are listed as acceptable according to the guidelines provided. Employees should avoid wearing faded, wrinkled, soiled, worn, damaged, or poorly fitted clothing that may compromise an overall professional appearance.

Employees should avoid wearing clothing that may be distracting to a professional office environment such as provocative, sheer or revealing garments, visible foundation garments or extreme colors or prints.

Requests for exceptions to the Personal Appearance Policy due to religious or health reasons will be addressed on an individual basis.

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HAIR

Hair is to be clean and neatly groomed at all times. For males, if hair is shoulder length or longer, it must be restrained. 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.

PERFUME, COLOGNES, AND FRAGRANCES

Employees should avoid wearing excessive or strong perfume, cologne, or fragrances.

JEWELRY, ACCESSORIES AND SYMBOLS

The wearing of jewelry should be minimal and not detract from one's professional appearance. Jewelry or any other visible symbol that promotes sexual activity or extreme behavior is strictly prohibited. Females are allowed to wear one pair of earrings on the ear lobes (one on each ear lobe). All other visible body piercing jewelry is prohibited, as are earrings for all male staff. Due to safety standards, the wearing of jewelry and accessories for certain positions may be restricted at the supervisor's discretion.

The length of fingernails should be conservative and manageable. If polished, fingernails should be fresh, neat, and conservative in color.

Appropriate accessories when wearing office attire include scarves, suspenders and belts. Any accessories worn when an employee is in uniform must conform to the Uniform Policy or be approved by the Division Director. The CCPRC khaki ball cap and the Tilly hat are worn as a part of the standard division uniform and may also be worn as an apparel item. Other hats, bandannas, head scarves, and skull caps are not acceptable office attire. The wearing of jewelry, accessories or symbols should not be distracting to a professional environment.

OFFICE ATTIRE

SHOES

Acceptable office footwear includes dress shoes or boots, athletic shoes, or sandals. Dress shoes (including sandals and clogs) may be worn without a restraining heel or strap when worn with dresses, skirts, slacks, and capris. Footwear should not detract from an employee's professional appearance.

Unacceptable footwear includes extremely open, casual styles such as thongs, flip-flops, sandals that have a strap between or around the toe(s), athletic sandals and sandals that represent outdoor beach attire.

Personnel working in the field are allowed to wear appropriate task-related footwear with their supervisor's discretion.

SKIRTS AND DRESSES

Skirts and dresses are appropriate office attire. As a general guideline, lengths should not be shorter than 4 inches above the top of the knee cap. Skirts and dresses with long, revealing slits are not appropriate office attire. Skorts are permitted only when worn as a part of the division uniform.

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SLACKS AND PANTS

Slacks and pants are appropriate office attire. Women are permitted to wear capris only when the length is mid-calf or longer. Women are permitted to wear stretch pants only when accompanied by a mid-thigh length top.

Blue denim material is not acceptable for pants, slacks, or capris. Blue jeans, athletic apparel, sweat pants, and overalls are not permitted. Leggings and tights are not appropriate office attire.

SHORTS AND SKORTS

Shorts and skorts are permitted only when worn as a part of the division uniform. Uniform shorts and skorts must conform to the required standard of style, color, and fabric. As a general guideline, the lengths of uniform shorts and skorts should not be shorter than 4 inches above the top of the knee cap.

SHIRTS

Acceptable shirts for office wear include shirts with collars or bands, pullover tops and shirts, golf shirts, Henley shirts, sweaters, cardigans, turtlenecks, blouses and button shirts.

Shirts that advertise commercial names/logos or events are not acceptable. Collared shirts with brand name logos (i.e. Izod, Polo, Nike, etc.) are acceptable.

Collared uniform shirts are preferred if issued. Uniform T-shirts are acceptable when field work is being performed.

T-shirts or sweatshirts that give the appearance of athletic wear or an under garment are not acceptable. Other inappropriate office wear includes clothing with exposed midriff or spaghetti straps; halter tops or tube tops; body revealing, sheer, or cleavage revealing clothing. Tank tops are not appropriate unless worn under an acceptable outer garment such as a jacket or straight hemmed button shirt.

OFFICE OUTER GARMENTS

Appropriate office outer garments include sweaters, jackets, vests, straight-hemmed button shirt or blouse, shirt tail hemmed blouse, blazers, sport coats and suit coats.

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EXAMPLES OF APPROPRIATE OFFICE ATTIRE	EXAMPLES OF INAPPROPRIATE OFFICE ATTIRE
Skirts, Dresses	Skirts, Dresses shorter than 4" above the top of the knee cap
Slacks, Pants, Capris, Stretch pants when worn with a mid-thigh length top	Blue denim fabric slacks/pants/capris, blue jeans, capris shorter than mid-calf length, leggings, tights, athletic pants, sweat pants, overalls, stretch pants when worn with a top shorter than mid-thigh length
Shorts and Skorts when worn as a part of the Division uniform	Shorts and skorts worn not as a part of the uniform. Uniform shorts and skorts shorter than 4" above the top of the knee cap.
Shirts with collars or bands, pullover tops and shirts, golf/polo shirts, Henley shirts, sweaters, cardigans, turtlenecks, blouses, button shirts, collared shirts with brand name logos (ie Izod, Polo, Nike, etc.)	T-shirts and sweatshirts that give the appearance of athletic wear or an under garment, shirts that advertise commercial names/ logos/ events, clothing with exposed midriff or spaghetti straps, halter tops, tube tops, body revealing clothing, sheer clothing, cleavage revealing clothing, tank tops worn without an appropriate outer garment
Office outer garments such as sweaters, jackets, vests, straight-hemmed button shirt or blouse, shirt tail hemmed blouse, blazers, sport coats, suit coats	
Dress shoes, lace up shoes, loafers, deck shoes, clogs, flats, pumps, lace up athletic/running/walking shoes, appropriate sandals	Extremely open/casual sandals, thongs, flip-flops, athletic sandals/slides, sandals with strap between or around the toe, sandals that represent outdoor beach attire
Conservative jewelry, one pair of earrings for females (one earring on each ear lobe)	Multiple earrings on an ear lobe, earrings for males, any visible body piercing other than earrings for females, jewelry distracting to a professional environment
Accessories such as scarves, belts	Accessories, symbols, or other ornamentation distracting to a professional environment
CCPRC hats when worn as a part of the Division uniform or as apparel	Non-CCPRC hats, bandannas, head scarves, skull caps

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UNIFORM ATTIRE

The CCPRC uniform is a visible representation of the agency's commitment to quality, high standards, and professional service. Based on the position held and/or the function being performed, CCPRC employees wear either the (1) Required Uniform while on duty, or (2) may elect to wear the Optional Uniform, when appropriate, instead of wearing office attire.

No part of the uniform is to be loaned or worn by anyone other than the employee who is on duty or who is traveling to or from work. Uniform items bearing the CCPRC logo may not be worn as street clothes unless the item is also considered a CCPRC Apparel item.

Based on the division budget, uniform items are (1) provided by CCPRC at no cost to the employee through a standard issue allotment, (2) provided by CCPRC through a cost-share arrangement with the employee, or (3) provided by CCPRC with reimbursement paid by the employee.

Personnel conducting or attending classes, meetings, seminars, or workshops whereby they are representing CCPRC and/or compensation is at the expense of CCPRC, are to be considered on duty and therefore shall wear clothing or uniforms as deemed appropriate by the Division Director in accordance with the Personal Appearance Policy.

The CCPRC logo will be standardized and will be reproduced in color with the agency name printed in black, directly below the logo.

CCPRC uniform items bearing the CCPRC logo will be issued to staff members only. These items should not be purchased for distribution to non-employees, or as gifts to family or friends.

UNIFORM ACCESSORIES

HATS – only CCPRC designated uniform hats are permitted.

BELTS – should be brown, black, or khaki and are required to be worn.

NAME TAGS – if issued, must be worn in the designated position on the uniform shirt.

SUSPENDERS – can be worn only with the approval of the supervisor.

SUNGLASSES – can be worn for the comfort and protection of the eyes. The style of the sunglasses should be conservative and not mirrored, with frames in black, brown, dark blue, silver or wire.

Unapproved hats, pins, buttons, stickers, accessories, pagers, cell phones, or modifications to the uniform are not permitted.

SHOES AND SOCKS

Shoes worn with the required division uniform must be athletic-style shoes or approved boots. When in uniform, employees may not wear sandals, clogs, slides, or open toe shoes. Personnel working in the field may be assigned and/or allowed to wear appropriate task-related footwear with the supervisor's discretion. Socks worn with the uniform must be white.

UNIFORM PANTS

The color of uniform pants is khaki (not to be confused with white, tan, brown, olive). Uniform pants must have a waist and be worn with a belt if belt loops are present. Pants should be of the style similar to Duckhead, Dickies, or Dockers. Uniform capri pants are not permitted. Designated Maintenance Division employees wear standard issue green uniform pants.

Charleston County Park and Recreation Commission

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Supersedes 004-25 dated 4/23/01

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UNIFORM SHORTS AND SKORTS

The color of uniform shorts and skorts is khaki (not to be confused with white, tan, brown, olive). Uniform skorts are acceptable for female employees, except those in the Maintenance Division, as a standard uniform item. Uniform shorts and skorts must have a waist and must be worn with a belt if belt loops are present. The lengths of uniform shorts and skorts should not be shorter than 4 inches above the top of the knee cap.

UNIFORM SKIRTS

Skirts are not available to female maintenance employees as a standard uniform issue item. Uniform skirts are acceptable for all other female employees. Depending on the task being performed, the wearing of a skirt may be restricted for certain positions at the supervisor's discretion. Employees are responsible for the purchase of their uniform skirts. The color of the uniform skirt is khaki (not to be confused with white, tan, brown, olive). Uniform skirts must have a waist and must be worn with a belt if belt loops are present. The length of the uniform skirt should not be shorter than 4 inches above the top of the knee cap.

MATERNITY UNIFORM

The Division Director will coordinate with the individual pregnant employee to determine a uniform appearance that meets agency standards while accommodating the personal needs and professional functions of the employee.

UNIFORM SHIRTS AND HATS

The required uniform shirts and hats for each division are as indicated below.

*These uniform items may also be worn as apparel items.

	Ops	Rec	Maint	Exec	HR	Mktg	Fin	P & D
*Green Golf SS		X	X	X	X	X	X	X
*Green Golf LS		X		X	X	X	X	X
Navy Golf SS	X							
Navy Golf LS	X							
Green Button Up SS			X					
Green Button Up LS			X					
*French Blue Button Up LS		X		X	X	X	X	
Ash Tee SS	X	X	X	X	X	X	X	X
Ash Sweat LS	X	X	X	X	X		X	X
*Khaki Ball cap	X	X	X	X	X	X	X	X
*Tilly hat	X	X		X			X	X
Blue Button Up Field Shirt w/Roll Up LS		X						

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CCPRC APPAREL

CCPRC apparel items are uniform items bearing the CCPRC logo that may also be worn separately as street clothes. The CCPRC uniform forest green golf shirt, blue long sleeve button down dress shirt, outer garments, and khaki ball cap may also be worn as CCPRC apparel within the Office Attire guidelines at the discretion of the Division Director. All other uniform shirts and hats may only be worn with designated uniform pants, shorts, skirts or skorts as described in the Uniform Attire Guidelines.

SPECIAL EVENT UNIFORM SHIRTS

Standard division CCPRC uniforms are required for staff working any special event. Special event T shirts may be allowed or required as approved by the event coordinator for said special event.

UNIFORM OUTER GARMENTS

The required uniform outer garments for each division are as indicated below. Uniform outer garments may also be worn as apparel items.

	Ops	Rec	Maint	Exec	HR	Fin	Mktg	P & D
*Navy Hood Zip Sweatshirt			X	X	X	X	X	X
Dark Green C River Jacket	X		X					X
Navy nylon jacket	X				X			
Navy nylon jacket fleece lining	X							
Navy Fleece Vest	X							
Navy Fleece Sweater	X							
Forest Green Fleece Zip Vest		X						X
Forest Green Fleece Zip Sweater		X	X					X
Forest Green Nylon Hood Jacket		X	X			X	X	X

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 26
SUBJECT: Vehicle Assignment

DATE: April 23, 2001

PAGE: 1 of 1

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

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

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

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

1. Commission vehicles are to be used for official Commission business only. The use of Commission owned vehicles for personal use is strictly prohibited.
2. Exxon cards assigned to each vehicle shall remain in the glove box of the vehicle at all times. It is the responsibility of the person utilizing the car to ensure that the car is not returned with the gas tank on empty. When signing for gas the license tag of the vehicle must be on the receipt.
3. Interior and exterior upkeep of the vehicle is the responsibility of the person to whom the vehicle is assigned. Personal items should be kept to a minimum as the entire staff has access to any vehicle.
4. All accidents should be reported immediately to the Director of Human Resources.
5. All maintenance problems should be reported to the Director of Maintenance or Fleet Maintenance Supervisor.
6. The Commission will not assume responsibility for traffic or parking violations occurring during the operation of a Commission vehicle.
7. Failure to abide by the terms and conditions of this policy may subject an employee to discipline, up to and including termination of employment.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 27
SUBJECT: Technology Policy

DATE: March 11, 2003

PAGE: 1 of 3

PURPOSE – This policy covers the use of all technology resources belonging to Charleston County Park & Recreation Commission (CCPRC, also referred to herein as the agency). It includes, but is not limited to pagers, phones, cell phones, all computer systems of any size and function and their attached peripherals, voice mail systems, e-mail systems, network resources and Internet resources. All technology resources owned by CCPRC are in place to enable the agency to provide professional services in a timely and effective manner. This is the primary function of these resources and any activity or action that is inconsistent or interferes with this purpose is prohibited. Any violation of this policy may result in disciplinary action up to and including employee termination. Because technology systems are constantly evolving, CCPRC requires its employees to use a common sense approach to the rules set forth below, complying not only with the letter, but also the spirit, of this policy.

COMMUNICATIONS AND DATA OWNERSHIP – CCPRC equipment and systems are designed for business use. All data, including but not limited to electronic mail, Internet mail, voice mail communications, web browsing information, and any information stored on computers, network, software systems or media remains the property of the agency and **should not be considered private. Executive and/or Information Services staff may intercept, inspect, monitor, block, filter, audit or review this data at any time. Use of Email or voice mail to harass, offend or discriminate against others is prohibited.** Users should be aware that deleting email or voice mail might not purge the message from agency systems. **The procurement, creation or distribution of abusive or inappropriate materials is strictly prohibited. Use of agency resources to conduct activity that is illegal, malicious, inappropriate, or obscene is also strictly prohibited.**

NETWORK AND APPLICATION LOGIN ACCOUNTS – All employees who use agency technical resources must have an Information Services Employee Information Form on file. Using this form, Division Directors or their approved designees are required to request these rights, which may include a user ID and password for any employee if their job responsibilities require it. CCPRC policy strictly prohibits an employee from sharing their password or using another employee's password. Each employee is responsible for all actions taken while using his or her user profile, password, or access code. Logging in for another employee using your password is not permitted at any time. Passwords must not be written down and stored or posted anywhere. When an employee leaves a workstation for even a short period of time, he/she must log off the network to maintain network security. If at any time an employee feels his/her password or access code has been compromised, the employee must notify Information Services immediately, and a new password or code will be assigned.

EQUIPMENT USE – CCPRC employees are expected to use care and caution with all agency electronic equipment, including but not limited to computers, monitors, printers, cables, pagers, cell phones, and telephones. Any malfunction or damage should be reported to Information Services immediately by work order. If an employee is leaving the workstation for more than 30 minutes or leaving the building, all equipment is to be shutdown using proper application tools, powered off and the surge protection strip turned off. No employee shall load any external device or software to their workstation or network without the express permission of Information Services staff. This includes personal digital assistants, driver files, shareware, freeware, personal software, browser “plug-ins” or other Internet-distributed programs. Programs that cycle pictures through the screen saver or background are not allowed. Static images used as wallpaper are allowed if the image is approved by division director.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004
SECTION: 27
SUBJECT: Technology Policy

DATE: March 11, 2003

PAGE: 2 of 3

INTERNET ACCESS – Agency Internet Access consists of Internet Email and Web-Browsing and is designed for business use. Individual employee internet access may be granted by a Division Director request submitted on an Internet Access Request Form. All agency workstations will be configured with the agency website, CCPRC.COM, as the home or default page. Employees shall not change this setting. Employees must be aware and follow agency Internet policies. **The procurement, creation or distribution of abusive or inappropriate materials is strictly prohibited. Use of agency resources to conduct activity that is illegal, malicious, inappropriate, or obscene is also strictly prohibited.**

Internet Specific Restrictions – The following restrictions apply to all employees using agency technology resources unless a specific written request is submitted and approved by Division Director and Information Services:

- Email attachment size is limited to 3 Megabytes total per message.
- File downloads from the Internet are not permitted.
- The downloading and playing of audio or video files is not permitted.
- The use of any Internet instant messaging systems such as AOL Instant Messenger is not allowed.
- The use of Internet or browser based “chat rooms” or “news groups” are not allowed.
- The CCPRC provided email system is the only email software allowed. The use of web browser based email systems such as Hotmail, Yahoo Mail, Netscape Mail, AOL mail, and others is not permitted. Currently, Microsoft Exchange/Outlook is the only allowed email system.

Personal Use – The Internet access system is provided for the purpose of conducting agency business. Management recognizes that there may be an occasional need for personal use, just as there is an occasional need to make a personal telephone call. In either case, personal use must be kept to a minimum. Employees must be aware that personal use of agency owned technology resources is still subject to all of the rules in this policy including inspection and monitoring, and should not be considered private.

Personal use should be kept to a minimum and is limited by the following restrictions:

- Personal use must not interfere with an employee’s obligation to carry out agency duties in a timely and effective manner.
- Personal use must not undermine the use of agency resources for official purposes or interfere with other employees performing their job duties.
- There must be no cost to CCPRC.
- Use of agency technology resources for operating a personal business or soliciting of any kind is prohibited.
- The use of email to advertise, notify or announce any item for sale or give away is allowed only through the agency’s internal public folder system, and not allowed using Internet resources.
- The distribution of electronic junk mail or chain letters is prohibited.
- Individuals who have not been issued a valid network user ID and password (including an employee’s family or friends) are not allowed to use agency technology resources for any reason.
- Personal use of agency technology resources by an employee neither expresses nor implies sponsorship or endorsement by the Charleston County Park & Recreation Commission.

Appropriate Email Use – At all times when an employee is using CCPRC technology resources, he/she is representing the agency. Use the same good judgment in all resource use that you would use in written correspondence and in determining appropriate conduct. With the availability and use of an Internet email address comes an obligation to check for and respond to professional communications. Employees should retrieve electronic mail at least twice per working day, with exceptions made for users who do not have immediate access to an Internet enabled computer. All communications should be professional in content

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 004

DATE: March 11, 2003

SECTION: 27

SUBJECT: Technology Policy

PAGE: 3 of 3

and grammar, and should not be in all capital letters. No Internet “slang” or special character combinations shall be used in professional messages. The forwarding of previous messages should be strictly monitored. In most cases, previous messages should be deleted before a reply is sent. All forwarded messages must contain a professional greeting and message from the agency employee to their intended recipient. When sending or forwarding email messages, all employees shall identify themselves clearly and accurately. Sending email using a name other than your own, or emailing without a name is expressly forbidden. All messages forwarded or sent to email contacts must be applicable to the recipient. Additional rules of appropriate usage may be defined by the Executive Division and distributed by addendum to this policy.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 005
SECTION: 1
SUBJECT: Travel and Subsistence

DATE: April 23, 2001

PAGE: 1 of 3

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

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

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

I. Travel and Subsistence:

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

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.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	005	DATE:	April 23, 2001
SECTION:	1		
SUBJECT:	Travel and Subsistence	PAGE:	2 of 3

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

2. When a Commission employee is traveling in or out of the State on official business, the following lodging reimbursement will apply:
 - a. Actual motel/hotel costs will be reimbursed for the single room rate or one-half the cost of the double room rate if shared with another County employee.
 - b. A lodging receipt shall be provided to the Finance Division upon return from travel.
3. When registration and/or tuition fees include any meals, the applicable per diem subsistence allowance shall be decreased by the meals 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 Commission will be the responsibility of the employee.
5. Travel reimbursement will cover all expenses except registration fees and authorized transportation allowance; reimbursement for local transportation, tips and phone calls and other advanced reimbursable expenses shall be itemized on the Expenses Reimbursement Request Form.
6. All Commission employees engaged in authorized travel on Commission business are permitted reasonable long distance telephone communication with spouses/or other family members. CCPRC telephone calling cards may be issued to employees traveling out of town on agency business. Employees may request to sign-out a CCPRC calling card through the Accounting Department. Employees traveling out of town overnight on agency business are allowed to charge one personal long distance call per day to the CCPRC calling card (limited to 10 minutes).

When recommended by the Division Director and approved by the Executive Director, prepayment for anticipated travel expenses may be made to staff personnel. All Commission personnel shall submit the necessary Purchase Order Forms to the Finance Division well in advance of the proposed departure date.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 005

DATE: April 23, 2001

SECTION: 1

SUBJECT: Travel and Subsistence

PAGE: 3 of 3

The Commission will adhere to cost containment responsibilities as they relate to travel and subsistence, prohibiting non-essential travel. Proper accounting of all expenses incurred will be required.

1. An approved Purchase Order Form must be submitted for previously budgeted travel and subsistence related expenses.
2. An Expense Reimbursement Request must be submitted within 48 hours of return for local transportation, tips and other reimbursable expenses.
3. All monies issued in advance will be itemized on the Expense Reimbursement Request Form and shall be submitted with appropriate receipts to the Finance Division within 10 days of the official trip.
4. In the event of extenuating circumstances, whereby it is the opinion of the Division Director that he or an employee should make unbudgeted travel for the Commission on short notice, the Executive Director may grant authorization for the emergency trip.
5. Submit documentation of training such as certificates, letters, etc. to document training expenditures and to include in the Personnel Record jacket.
6. Failure to abide by the terms and conditions of this policy may prevent or delay reimbursement and may subject an employee to discipline, up to and including termination of employment.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 005
SECTION: 2
SUBJECT: Staff Training Programs

DATE: April 23, 2001

PAGE: 1 of 1

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

1. Commission Sponsored Training Program: The Commission may consider sponsored job related training when it will assist a Commission 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 Commission. Examples of such training include workshops, panel discussions, courses, and seminars sponsored by the South Carolina Budget and Control Board, The Trident Chamber of Commerce, college and university continuing education programs, professional association sponsored seminars and other training resources. Job related certification and/or refresher courses for certification may also be considered.

Travel, subsistence and related expenses incurred in support of employee training will be budgeted for and accounted for in accordance with Policy Number 005-1, Travel and Subsistence Policy. Division Directors shall review and approve Commission sponsored training via the budget process. The Human Resources Division will maintain a library of potential Commission sponsored training workshops, seminars and courses for review by Commission employees.

2. Staff Development and Training Program: The Commission 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 Division will develop the staff development program on a fiscal year basis utilizing input from interested Commission 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.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	005	DATE: April 23, 2001
SECTION:	3	
SUBJECT:	Educational Tuition Assistance Program	PAGE: 1 of 2

It shall be the policy of the Commission to provide for the continuing academic education of regular, full-time Commission employees through the Educational Tuition Assistance Program.

The Educational Tuition Assistance Program provides for continuing academic education of eligible regular, full-time Commission employees. Employees become eligible upon completion of 1 year of service. This program pertains to courses attended by employees which accrue credit toward a high school diploma or high school equivalency certificate, college degree, or post-college graduation degree.

Upon the request of the employee, recommendation of his/her Division Director, and approval of the Executive Director, a regular, full-time employee may participate in the Educational Tuition Assistance Program described hereinafter, subject to the following requirements.

1. That the course shall directly relate to the employee's current job duties; or any course, including courses outside the major electives, required for a degree or certificate in a field either directly related to the employee's current duties, or a field in which the employee would have a reasonable expectation of being promoted to while employed with the agency. Such course work must be completed at an officially accredited educational institution.
2. That the employee shall satisfy the necessary prerequisites of the course for which he/she requests tuition assistance, and shall receive approval of the Executive Director prior to enrolling in the course.
3. That participation in the Educational Tuition Assistance Program shall be solely on the employee's own time.
4. That monies have been budgeted for that specific employee.

Employees approved for participation in the Educational Tuition Assistance Program will be advanced funds by the Commission for 100 percent of tuition for three courses offered by accredited educational institutions, up to a limit of \$300.00 per fiscal year. Appropriate receipts shall be provided to the Finance Division following registration for courses. The Commission will not reimburse employees for the cost of books, fees, or other charges incurred in participating in the Educational Tuition Assistance Program. After completion of the course employees are required to provide the Human Resources Division with a copy of the grade received. If a "C" or better and evidence thereof is not obtained, the employee shall reimburse the Commission within thirty days of the completion of the course. If the tuition fee is not reimbursed within thirty days, the amount will be deducted from the employee's paycheck and they will forfeit further participation in the Educational Tuition Assistance Program. Written notification will be made to the employee prior to any deductions.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	005	DATE:	April 23, 2001
SECTION:	3		
SUBJECT:	Educational Tuition Assistance Program	PAGE:	2 of 2

Additional accreditation or certification exams or refresher courses directly relating to the employee's current job duties may also be considered under the Educational Tuition Assistance Program, upon approval by the Executive Director.

Educational Leave: Leave without pay not to exceed thirty working days may be granted to employees for the purpose of continuing their education. An employee shall submit a written request for such leave including the name and location of the educational institution, the course to be taken, and the dates of the course. Recommendation of the Division Director shall be submitted to the Executive Director for approval. In considering this recommendation, the Division Director shall consider the following information:

1. Length of service of employee
2. Employee Performance Evaluation
3. Nature of the educational leave opportunity

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 005

DATE: September 22, 2008

SECTION: 4

SUBJECT: Commissioner Travel and Subsistence

PAGE: 1 of 3

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

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

All Commissioners are expected to show proper regard for economy in incurring travel expenses. The spouse/or other family members may accompany a Commissioner on an official trip, provided that their presence does not detract from the performance of duty, and provided no expenses attributable to them will be borne by the Commission.

I. Travel and Subsistence:

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

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

Breakfast \$ 5.00

Lunch 9.00

Dinner 16.00

\$30.00

In extreme cases, the Finance Committee can make appropriate adjustments in high cost markets.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 005

DATE: September 22, 2008

SECTION: 4

SUBJECT: Commissioner Travel and Subsistence

PAGE: 2 of 3

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

2. When a Commissioner is traveling in or out of the State on official business, the following lodging reimbursement will apply:
 - a. Actual motel/hotel costs will be reimbursed for the single room rate.
 - b. A lodging receipt shall be provided to the Executive Director or Administrative Manager upon return from travel.
3. When registration and/or tuition fees include any meals, the applicable per diem subsistence allowance shall be decreased by the meals provided.
4. Although overall cost may dictate that a Commissioner travel early or stay late, additional expenses due to arrival earlier or departure later than scheduled by the Commission will be the responsibility of the Commissioner.
5. Travel reimbursement will cover all expenses except registration fees and authorized transportation allowance. Reimbursement for local transportation, tips and phone calls and other reimbursable expenses shall be itemized on the Expenses Reimbursement Request Form.
6. All Commissioners engaged in authorized travel on Commission business are permitted reasonable long distance telephone communication with spouses/or other family members. CCPRC telephone calling cards may be issued to Commissioners traveling out of town on agency business. Commissioners may request to sign-out a CCPRC calling card through the Executive Director or Administrative Manager. Commissioners traveling out of town overnight on agency business are allowed to charge one personal long distance call per day to the CCPRC calling card (limited to 10 minutes).

PERSONNEL POLICIES AND PROCEDURES

POLICY NO: 005

DATE: September 22, 2008

SECTION: 4

SUBJECT: Commissioner Travel and Subsistence

PAGE: 3 of 3

The Commission will adhere to cost containment responsibilities as they relate to travel and subsistence, prohibiting non-essential travel. Proper accounting of all expenses incurred will be required.

1. An approved Purchase Order Form must be submitted for previously budgeted travel and subsistence related expenses.
2. An Expense Reimbursement Request must be submitted within 48 hours of return for local transportation, tips and other reimbursable expenses.
3. All monies issued in advance will be itemized on the Expense Reimbursement Request Form and shall be submitted with appropriate receipts to the Finance Division within 10 days of the official trip.
4. Submit documentation of training such as certificates, letters, etc. to document training expenditures and to include in the Personnel Record jacket.
5. A full report of travel shall be provided to the full Commission at the next Regular Commission meeting.
6. Failure to abide by the terms and conditions of this policy may prevent or delay reimbursement.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	006	DATE:	April 23, 2001
SECTION:	1		
SUBJECT:	Commission Organization	PAGE:	1 of 1

The Commission shall maintain an accurate listing and organizational chart of unclassified and classified full-time staff positions.

The Executive Director shall be responsible for developing the appropriate concept of organization for full-time staff positions. This organization will address the various salary or wage grades, levels or other classifications utilized by the Commission and make organization assignments based upon maximum efficiency and productivity of assigned staff.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	006	DATE:	April 23, 2001
SECTION:	2		
SUBJECT:	Position Classification Plan	PAGE:	1 of 2

The Commission shall maintain a system of position classifications so as to assure fair and consistent treatment in matters of compensation and personnel administration.

Positions within the Commission may be assigned to various Commission divisions, categories, salary or wage grades, levels, or other classifications based upon the difficulty, responsibility, nature, or specific requirements of the position. For the purposes of this procedure, as well as procedural implementation of Commission policy as it relates to compensation, personnel administration, disciplinary action, fringe benefit eligibility and other matters, the following definitions shall apply:

I. Employee Classification:

1. Unclassified Employee: An employee directly appointed by the Commission who is employed, compensated, and otherwise performs responsibilities at the discretion of the Charleston County Park and Recreation Commission.
2. Classified Employee: An employee of the Commission appointed by the appointing authority who generally works a scheduled work week and is employed, compensated and otherwise performs responsibilities in accordance with the Commission Personnel Policies and Procedures Manual.

II. Employee Status:

1. Probationary Employee: Generally a full-time, salaried employee who has not successfully completed the appropriate probationary period or directed extension thereof as a result of appointment, promotion, demotion, reclassification, voluntary lateral transfer or other personnel or disciplinary action.
2. Regular Employee: Generally a salaried employee who has successfully completed the appropriate probationary period or directed extension thereof as a result of appointment, promotion, demotion, reclassification, voluntary lateral transfer or other personnel or disciplinary action.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	006	DATE:	April 23, 2001
SECTION:	2		
SUBJECT:	Position Classification Plan	PAGE:	2 of 2

III. Employee Type:

FULL TIME EMPLOYEE – An employee appointed to work at least 37.5 hours per week at a given salary on a year-round regular basis. Full benefits apply. Full privileges apply.

FULL TIME / PART TIME EMPLOYEE – An employee appointed to work 30 hours or more per week in a position that is budgeted for 52 weeks per year, and has maintained six months employment in that position. Modified benefits apply. Full privileges apply, excluding the Spouse ID Card.

SEASONAL EMPLOYEE – An employee who receives an hourly wage, a stipend, or other compensation for performing designated duties based on seasonal demand. Limited privileges apply as outlined in the Seasonal Employee Handbook. Modified benefits apply.

IV. Applicable Policies Apply to All Employees: Generally these policies apply to all regular full-time employees unless specified otherwise.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	006	DATE:	April 23, 2001
SECTION:	3		
SUBJECT:	Commission Position Description	PAGE:	1 of 2

It is the policy of the Commission to have an accurate position description for each classified full-time, part-time, and seasonal position.

The purpose of developing a position description for each classified full-time and regular part-time position is to document the need for a position, clarify roles, outline essential duties and responsibilities and to assist in the counseling of employees. At the time a position is created, altered, or considered for reclassification action, a position description will be developed in draft by the appropriate Division Director with the consultation of the position's immediate supervisor. The draft position description will be reviewed by the Associate Executive Director as to knowledge and experiential requirements, internal and external organizational relationships, supervisory and training requirements and format. After consultation with the appropriate Division Director, a finalized position description will be recommended to the Executive Director for approval.

The following information shall be included in the Position Description format:

1. Format Requirements:
 - a. Position Title: Simple, concise position title.
 - b. Function: Explain briefly the supervision and primary responsibility of the position.
 - c. Examples of Duties: Provide a complete listing of typical duties performed using simple action words as assists, directs, maintains, etc.
 - d. Required Knowledge, Skills and Abilities: List the degree and types of functional, experiential and academic knowledge required of the position.
 - e. Acceptable Education, Experience and Training: Explain the types, level and the interchangeability of education, experience and training required of the position. Explain certification requirements and/or the acceptability of certain types of required education, experience and training.
 - f. Approvals and Date: Signatures and signature dates of the Executive Director and appropriate Division Director.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	006	DATE:	April 23, 2001
SECTION:	3		
SUBJECT:	Commission Position Descriptions	PAGE:	2 of 2

2. Review of Position Descriptions: Generally position descriptions will be reviewed at least annually for all classified Commission full-time and part-time positions. This review process may take place in conjunction with a consideration for completion of the Employee Performance Evaluation, administration of disciplinary action or in reviewing goals program progress. Each employee should be intimately familiar with his or her position description and periodically review this document with their immediate supervisor.

When the employee or immediate supervisor feels that the position description does not accurately describe the duties of the position, reclassification action may be appropriate in accordance with Policy Number 002-5, Reclassification Action. All internal and external advertising done for the purposes of employee recruitment shall reference those skills, abilities, education, experience and training requirements set forth in the approved position description. For the purposes of this policy and other personnel related forms and reports, the terms position description and job description shall be considered interchangeable.

PERSONNEL POLICIES AND PROCEDURES

POLICY NO:	006	DATE:	April 23, 2001
SECTION:	4		
SUBJECT:	Commission Volunteers	PAGE:	1 of 1

The Commission authorizes the use of volunteer personnel, within expressed limitations, for the purpose of enhancing the delivery of Commission services.

The primary purpose of the volunteer program is to help enrich and extend the work of paid staff to assist in providing programs and activities for visitors and volunteers.

Program Coordinators are responsible for recruiting, training, and monitoring the volunteers in their program. The selection of volunteers depends upon the needs of the individual program and the qualifications and skills of each applicant.

Volunteers are accepted from the public without regard to race, creed, religion, age, sex or any other legally protected status. Specific conditions regarding volunteers are stipulated within the individual program area.

In return for service to the Commission and the community it serves, volunteers accrue one point for each hour of service. These points may be redeemed for various rewards available through the Volunteer Coordinator. An annual Volunteer Appreciation Banquet is scheduled to recognize our volunteers and their valuable contributions to the agency.