CITY OF

BLOOMINGTON

MINNESOTA

PARKS AND RECREATION DIVISION

2015 Seasonal Employee Handbook

CITY OF
BLOOMINGTON
MINNESOTA

CITY OF BLOOMINGTON ORGANIZATIONAL MISSION STATEMENT:

A professional, productive, learning organization that builds and renews the community by providing quality services at an affordable price.

CITY OF BLOOMINGTON, PARKS AND RECREATION DIVISION MISSION STATEMENT:

The Mission of the Bloomington Parks and Recreation Division is to enhance the quality of life, health and wellness of our patrons through innovative and diversified parks, arts, recreation, leisure and cultural opportunities. This is accomplished through the stewardship of the community's parks and natural areas, and through the provision of quality recreational facilities and programs at an affordable price.

PARKS AND RECREATION DIVISION
1800 W. OLD SHAKOPEE ROAD, BLOOMINGTON MN 55431-3027
PH 952-563-8877 FAX 952-563-8715 TTY 952-563-8740

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITIES EMPLOYER

CITY & PARK INFORMATION

IMPORTANT PHONE NUMBERS

~ Facilities & Emergency ~

The City of Bloomington Civic Plaza & Emergency	Police & Fire	911
	Police Non-emergency	952-563-4900
	Main line	952-563-8700
	TTY	952-563-8740
Parks & Recreation	Main Line	952-563-8877
	Informational Line	952-563-8878
	Rain Out Recorder	952-563-8878
Bloomington	Armory	952-835-2074
	Dred Scott	952-944-5282
	Valley View	952-881-0900

Safety	Poison Control Center	1-800-222-1222 612-873-3141
	National Weather Service	952-361-6670 763-512-1111
	MN DOT Advisory	511
	Rain Out Recorder	952-563-8878
Other	Bloomington Family Aquatic Center (BFAC)	Main: 952-563-4634 Concessions: 952-563-4636 Managers: 952-563-4635
	Bush Lake Beach Managers	952-563-4731
	Center for the Arts (evening)	952-563-4714
	Normandale Lake Bandshell	952-831-3318
	Park Maintenance	952-563-8760
	Facilities Maintenance	952-563-8760
	Evening Sports Coordinator	952-215-9770

*If asked for a phone number, please give out the main Parks and Recreation line – they will be directed to the correct person from there.

IMPORTANT PHONE NUMBERS

~ Park & Rec. Staff ~

PARKS & RECREATION			
Manager	Randy Quale	**W:**	952-563-8876
		C:	952-215-9753 (M1)
Assistant Manager	Greg Boatman	**W:**	952-563-8899
		C:	952-215-9607 (M2)
Cultural Arts Manager	Jim Urie	**W:**	952-563-8881
		C:	952-215-9765 (M3)
Supervisors	Jackie Doncavage	**W:**	952-563-4949
		C:	952-224-6974 (S5)
	Mark Morrison	**W:**	952-563-8693
		C:	952-215-9756 (S4)
	Ann Mosack	**W:**	952-563-8892
		C:	612-910-8892 (S1)
	Jill Murphy	**W:**	952-563-8889
		C:	952-215-9766 (A1)
	Jenna Smith	**W:**	952-563-8891
		C:	612-499-4352 (S6)
	John Stutzman	**W:**	952-563-8880
		C:	952-215-9754 (S2)
Coordinators	Traci Davis Inclusion	**W:**	952-563-8584
		C:	952-292-5110 (C9)
	Courtney Gallagher Aquatics	**W:**	952-563-8738
		C:	952-210-8443 (C2)
	Stacy Goltz Camp Kota	**C:**	952-374-7539 (C6)
	Jay Ludwig Pond-Dakota	**W:**	952-563-8738
		C:	952-484-0477 (A4)
	Ryan Meyering Arts in the Parks	**W:**	952-563-8895
		C:	952-215-9786 (A3)
	Jerrod Nelson Arts in the Parks	**W:**	952-563-8895
		C:	952-215-9767 (A2)
	Mike Ramirez Adult Sports	**W:**	952-563-8886
		C:	952-215-9770(C4)
	Olivia Sage Mini's/Adaptive	**C:**	952-215-9788 (C5)
	Heather Schultz Playgrounds	**C:**	952-215-9769 (C3)

Assistant Coordinators	Jim Brickweg BFAC	**W:**	952-563-4635
	Tim Mitchell BFAC	**W:**	952-563-4635
	Elise Johnson BLB	**W:**	952-563-4731
	Christina Poore BLB	**W:**	952-563-4731
	Caitlin Maiers Camp Kota	**C:**	952-374-7687 (C7)
	Shannon Moran Camp Kota	**C:**	952-374-7699 (C8)
	Joe Sage Playgrounds	**C:**	952-224-6854(P4)
	Lindsay Richins View/Galaxy Inclusion	**W:**	952-563-8584
		C:	952-374-7689 (P9)
	Ben Hullerus Playgrounds Inclusion	**W:**	952-563-8584
		C:	952-224-6813 (P1)
	Nick Roffers Mini's/Classes Inclusion	**W:**	952-563-8584
		C:	952-224-6855 (P5)
	Ally Chapman Kota Inclusion	**W:**	952-563-8584
		C:	952-374-7692 (P12)
Other Staff	Alisha Blaydes Seasonal Office Support	**W:**	952-563-8887
	Alison Evans Office Support	**W:**	952-563-8884
	Matt Dammann Adaptive Softball	**C:**	952-374-7697(P17)
	Dawn Lewis Program Specialist	**C:**	952-239-6871 (P6)
	Lara Dale Program Specialist/ Adaptive Softball	**C:**	612-290-8019 (C1)
	Kacky Dankbar Volunteers - Kota	**C:**	952-228-8439 (P21)
	Zach Horn Volunteers - Playgrounds	**C:**	952-228-8440 (P22)

PLEASE DO NOT GIVE OUT PHONE #S TO THE PUBLIC!

*If asked for a phone number, please give out the main Parks and Recreation line – they will be directed to the correct person from there.

PROHIBITING UNLAWFUL DISCRIMINATION

It is the policy of the City of Bloomington to provide Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity / Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes Chapter 363. The City of Bloomington will use reasonable good faith efforts to afford minority and female business enterprises with the opportunity to participate in the performance of subcontracts for construction projects that this City engages in.

Scope of the Prohibition
The City of Bloomington will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. The City of Bloomington will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to the following: hiring, promotion, reclassification, demotion, transfer, recruitment or advertising, disciplinary action, termination, layoff, and selection for training, including apprenticeship. Unlawful discrimination is unacceptable and will not be tolerated or condoned in any area of employment. All City employees, including managers, supervisors and co-workers are prohibited from engaging in or condoning any form of unlawful discrimination during the course of their employment with the City. Unlawful discrimination will not be tolerated or condoned by independent contractors, vendors, suppliers, lessees, volunteers, including commissioners, board members and City Council members, clients, patients or registrants for City programs or services while acting in the course and scope of their employment or volunteer activities for the City, their duties pursuant to any contract with the City, their role as commissioners, board members or City Council members, or their receipt of City services or their participation in City programs.

Reporting:

The City of Bloomington has appointed the Manager of the City of Bloomington to manage the Equal Employment Opportunity Program. The Manager's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting to the City Council and Federal, State and Local agencies the effectiveness of this Affirmative Action Program. The City Manager of Bloomington will receive and review reports on the progress of the program. If any employee or applicant for employment believes he or she has been discriminated against, the employee or applicant should contact the City Manager and/or the Director of Human Resources.

Every effort will be made to protect the privacy and job security of persons sharing their concerns in good faith. Retaliation against any employee, or former employee who complains about unlawful discrimination will not be tolerated and may result in disciplinary action against the retaliator. The complaint process is intended to be sufficiently flexible to be adapted to the circumstances of the particular case. It is designed to protect the rights of both complainant and respondent and to prevent retaliation. The complaint process will respect, in so far as possible, the private and sensitive nature of the information involved. However, it is not a confidential process and the confidentiality of a complaint or concern raised under this policy cannot be assured. Management is responsible for preventing and correcting unlawful discrimination in a manner that ensures the protection of the rights of all employees.

Determination of unlawful discrimination will be made on a case-by-case basis. Violations of this policy are subject to disciplinary action in accordance with the City's disciplinary procedures and termination of the violator's relationship with the City.

Mark E. Bernhardson, City Manager

PROHIBITING SEXUAL HARASSMENT

It is the policy of the City of Bloomington that sexual harassment in the workplace is forbidden. Sexual harassment can increase hostilities, can create an offensive working environment and decrease productivity. It adversely affects working relationships between City employees and can increase costs to the City and its taxpayers.

Sexual harassment for the purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or contractual relationship with the City;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or contractual relationship with the City;
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment; and, in the case of employment, the employer knows or should have known of the existence of the harassment and fails to take timely and appropriate action.

Sexual harassment does not depend on the gender of the parties and can be perpetrated by an individual of the same sex or by an individual of the same sexual orientation. A pattern of sexually harassing conduct may include the use of unwelcome suggestive sexual comments, jokes or innuendo; persistent unwanted flirtation or invitations for dates; unwelcome sexual advances; unwelcome sexual remarks or inquiries about a person's body, clothing or sexual activities; unwelcome patting, pinching, or other offensive touching; or displays of offensive, sexually suggestive pictures or objects.

Sexual harassment is unacceptable and will not be tolerated or condoned in day to day employment, employment recruiting, testing, hiring, transfer, promotion, discipline, termination or any other area of employment. All City employees, including managers, supervisors and co-workers are prohibited from engaging in or condoning any form of sexual harassment during the course of their employment with the City. Sexual harassment will not be tolerated or condoned by independent contractors, vendors, suppliers, lessees, volunteers, including commissioners, board members and City Council members, clients, patients or registrants for City programs or services while acting in the course and scope of their employment or volunteer activities for the City, their duties pursuant to any contract with the City, their role as commissioners, board members or City Council members, or their receipt of City services or their participation in City programs.

Reporting: Supervisors that have knowledge of prohibited sexual harassment activity must report that activity to a Department Head, the Human Resources Director or the City Manager. Other persons with knowledge of prohibited sexual harassment activity are encouraged to report that activity to a Department Head, the Human Resources Director or the City Manager. Every effort will be made to protect the privacy and job security of persons sharing their concerns in good faith. Retaliation against any employee, or former employee who complains about sexual harassment will not be tolerated and may result in disciplinary action against the retaliator. City staff will be directed to investigate immediately or take other steps to avert or diminish any harm that might be caused by sexual harassment. The complaint process is intended to be sufficiently flexible to be adapted to the circumstances of the particular case. It is designed to protect the rights of both complainant and respondent and to prevent retaliation. The complaint process will respect, in so far as possible, the private and sensitive nature of the information involved. However, it is <u>not</u> a confidential process and the confidentiality of a complaint or concern raised under this policy cannot be assured. Management is responsible for preventing and correcting sexual harassment in a manner that ensures the protection of the rights of all employees.

Determination of sexual harassment will be made on a case-by-case basis, depending on the circumstances, including the nature of the alleged sexual advances, the context in which they occurred and any other facts deemed relevant. Violations of this policy are subject to disciplinary action in accordance with the City's disciplinary procedures and termination of the violator's relationship with the City.

Mark E. Bernhardson, City Manager

PROHIBITING THE USE OF TOBACCO

A healthy work force is in the best interest of the City and each of its employees. According to the Surgeon General of the United States, smoking is the "single largest preventable cause of death known to the medical profession."

By establishing a smoke-free policy the City protects non-smokers from the toxic effects of smoke pollution while working for the City, and encourages smokers to reduce use of tobacco products while working for the City, in accordance with sound public health practice and overwhelming medical evidence.

The City of Bloomington hereby establishes a smoke-free policy for City buildings, grounds and City owned licensed vehicles. The City also designates the Public Health Center buildings and grounds as smoke-free. The City establishes a policy prohibiting tobacco use at the Bloomington Civic Plaza campus, except in designated smoking areas. Signage shall be provided indicating that smoking is prohibited. Tobacco use is prohibited in City owned licensed vehicles. The City shall not provide employees or others with tobacco products by vending machines or any other method.
Whom the Policy Applies:

All persons in any City building or City owned licensed vehicle are covered by this policy. Employees who wish to smoke must do so during a scheduled break or lunch period when they have sufficient time to leave the building.

Mark E. Bernhardson, City Manager /f/C&P/Policy-Prohibiting Tobacco

CITY ORDINANCE: ARTICLE III. PARKS & PLAYGROUNDS, Section 5.21
(23) **City-Owned Parks, Open Spaces and Recreation Areas -**

(A) No person shall use tobacco products on City-owned golf courses and on the exterior premises of the Bloomington Ice Garden. These areas shall be posted by appropriate signs and markers as directed by the Park Director.
(B) No person shall use tobacco products on City-owned parks, conservation areas and open spaces, including trails used for walking and biking. These areas shall be posted by appropriate signs and markers as directed by the Park Director.
(C) No person shall use tobacco products at City-owned picnic shelters during private rentals of these facilities. These areas shall be posted by appropriate signs and markers as directed by the Park Director.
(D) This Section does not apply to the use of tobacco products in motor vehicles parked on the premises of City-owned parks, conservation areas, open spaces and recreational facilities.

See your program specific manual and supervisor for more details. All park ordinances can be found in SECTION 5.21 of the City Code online at the City's website. You are responsible for reading and understanding.

DRUG AND ALCOHOL TESTING

Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex and ethnic group. It poses risks to the health and safety of employees of the City of Bloomington and to the public. No employee shall be under the influence of any drug or alcohol while the employee is working, on the employer's premises or operating the City's vehicles, machinery or equipment unless authorized by a valid medical prescription. No employee shall use, possess, manufacture, sell or transfer drugs, alcohol or drug paraphernalia while working or on the employer's premises. Also, an employee shall notify the City, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. If an employer suspects that an employee may be under the influence of any drug or alcohol, the employer has the right to ask the employee to take a drug test.

Employees who wish to read the Drug and Alcohol testing Policy contained in the City's Employment Rules should contact their supervisor.

PROHIBITING FIREARMS IN THE WORKPLACE

It is the goal of the City of Bloomington to assure, as far as possible, healthful and safe working conditions for all of its employees, including a workplace that is in compliance with state and federal occupational safety and health standards and rules and free from recognized hazards that are likely to cause death or serious injury or harm.

Prohibitions ~ The City of Bloomington recognizes that firearms in its workplace present a threat to the health and safety of its employees. Therefore, the City hereby establishes a policy prohibiting all: employees (other than its sworn peace officers); independent contractors; vendors and suppliers; volunteers, including commissioners, board members and City Council members; clients and patients; and all applicants for City programs or services, from carrying or possessing firearms while acting in the course and scope of employment or volunteer activities for the City; their duties pursuant to any contract with the City; their role as commissioners, board members or City Council members; or while receiving City services or participating in City programs. This policy includes persons with valid permits to carry firearms.

The possession or carrying of a firearm is prohibited under this policy while the City employee (other than its sworn peace officers), independent contractor, vendor, supplier, volunteer, commissioner, board member City Councilmember, client, patient, applicant, program participant, service recipient is working or acting in that capacity on City property or while working in any location on behalf of the City, including, but not limited to:

-Driving on City business;
-Riding as a passenger in a car or any type of mass transit on City business;
-Working at the City Civic Plaza or any other City-owned work site;
-Working off-site on behalf of the City
-Performing emergency or on-call work after normal business hours and on weekends;
-Working at private residences and at businesses on behalf of the City;
-Attending training or conferences on behalf of the City;

Exception: Persons with a valid permit issued under state law, when commuting to or from a City-owned parking area in their private vehicle, may possess a firearm, provided the firearm is concealed from view and safely secured in the person's vehicle. However, it is a condition of the relationship between all persons to which this policy applies and the City of Bloomington that should the person choose to secure a firearm in their private vehicle while it is parked in a City-owned parking area that they agree to indemnify, defend, and hold the City harmless for any damages that may result from the storage in or the release of the firearm from the vehicle.

No Firearms in Private Areas to Maintain Safe Workplace ~ City employees and volunteers are prohibited from allowing any person they know to be carrying a firearm into private areas of any City property. Private areas include areas posted "Authorized Personnel Only," and similar postings. When City employees or volunteers observe a person carrying a firearm in a private area as herein defined, they may notify the person that carrying a firearm in a private area is prohibited and ask the person to leave the private area, or contact a supervisor immediately. Supervisors must notify the police department if the person refuses to leave the private area.

Private Areas Subject to Search ~ The City reserves the right to search and inspect employee property while on City premises, while operating City machinery, equipment or vehicles for work-related purposes, or while engaged in City business off premises. The City also reserves the right to search all workplace areas on City premises, including desks, lockers and file cabinets. Employees, as a condition of their continued employment are deemed to have consented to such searches and agree that they have no reasonable expectation of privacy in their work areas.

Reporting ~ The City encourages employees who are aware of violations of this policy to promptly report the violations to their supervisor or to the City Manager. No employee acting in good faith, who reports violation of this policy will be subject to retaliation or harassment based upon their report.

This policy supercedes any prior policy of the City regarding firearms. Violations of this policy are subject to disciplinary action in accordance with the City's disciplinary procedures and termination of the violator's relationship with the City.

VEHICLE IDLING POLICY

Findings and Purpose

This policy is intended to address three issues facing the City of Bloomington - air pollution, carbon emissions into the atmosphere and vehicle fuel expense. Air pollution is a major public health concern in Minnesota. The Twin Cities Metropolitan Area has experienced elevated concentrations of ground level ozone and particulate matter. Air pollution can cause or aggravate lung illnesses such as acute respiratory infections, asthma, chronic bronchitis, emphysema, and lung cancer. Carbon emissions have been linked to global warming. The cost of fuel has increased dramatically, consuming a significantly higher share of the City's financial resources.

Exhaust from vehicles is a substantial source of ozone precursors and particulate matter in the Twin Cities Metropolitan Area. Although new engines are now cleaner due to improved emission control technologies, the slow turn over in their inventory and the number of miles and hours these vehicles idle each year reduces air quality.

City of Bloomington employees can play an important role in improving air quality and reducing fuel expense by limiting the amount of time engines are allowed to idle.

Policy

A driver of a City of Bloomington vehicle must:

1. Turn off the engine upon stopping at a destination; and
2. Not allow an engine to idle at any location for more than five minutes.

An operator of an off-road piece of equipment must:

1. Turn off the engine when the attendant is on breaks and lunch; and
2. Not allow an engine to idle at any location for more than five minutes.

Idling is not permitted solely for the comfort of the driver or passengers (see Exception 4 below), or in situations where the vehicle is in its close proximity to its assigned indoor parking space.

Exceptions to this policy permit idling when:

1. Necessary for an official traffic control device or signal or traffic conditions such as stopped in a line of traffic, at a railroad crossing, at a construction zone, or at the direction of a police officer;
2. Necessary for accomplishing work for which the vehicle operates a lift, hoist, crane, drill, pump, excavating, pipe cleaning or televising equipment;
3. Required for vehicle inspection, maintenance, testing, or repair;
4. Occupants' health, safety, welfare, or the vehicle has equipment that is temperature sensitive and would be compromised if the vehicle were not maintained at an adequate temperature;
5. Necessary to remove ice and snow and defrost windows enabling the vehicle to be driven safely;
6. Necessary for providing public safety and/or emergency medical services.

Mark E. Bernhardson, City Manager

COMPLAINTS AND GRIEVANCES

From the City Employee Manual

There is a procedure to be followed by an employee should he/she feel they have not received fair treatment in their employment with the City. The complaint should first be brought to the employee's supervisor. If the matter is not settled between employee and supervisor, the employee should then contact the Human Resources Office to obtain a set of Employment Rules, which outline the entire procedure to be followed.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

It is the City of Bloomington's policy to provide Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/ Affirmative Action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363.

The City of Bloomington will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance, or membership or activity in a local commission.

The City of Bloomington will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or advertising, disciplinary action, termination, layoff, and selection for training, including apprenticeship.

The City of Bloomington will use reasonable good faith efforts to afford minority and female business enterprises an equal opportunity to participate in the performance of subcontracts for construction projects that this City engages in.

The City of Bloomington has appointed the City Manager, Mark E. Bernhardson, of the City of Bloomington to manage the Equal Employment Opportunity Program. The City Manager's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting to the City Council and Federal, State and Local agencies the effectiveness of this Affirmative Action Program. The City Manager of Bloomington will receive and review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, the employee or applicant should contact the City Manager, Mark E. Bernhardson, and/or the Director of Human Resources, Kent T. Michaelson, 1800 West Old Shakopee Road, Bloomington, Minnesota 55431, or call 952-563-8710

The City Manager will evaluate the performance of the City's management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this City, who does not comply with the Equal Employment Opportunity Policies and Procedures as set forth in this Statement and Plan may be subject to disciplinary action.

Mark E. Bernhardson, City Manager

ACCOMMODATION POLICY

The Americans with Disabilities Act of 1990 (ADA) requires that qualified individuals with disabilities have equal access to all services offered by local government. The ADA calls for removing barriers and providing reasonable accommodations so that a person with a disability may fully participate in the same City programs, services, and activities to which non-disabled citizens have access. The accommodation policy promotes the spirit of ADA as well as good customer service throughout the City.

Policy Statement

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs or activities. Upon request, a reasonable accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities.

All employees; independent contractors; vendors & suppliers; lessees; volunteers, including commissioners, board members and City Council members; clients & patients; & all registrants for City programs or services, while acting in the course and scope of: their employment or volunteer activities for the City; their duties pursuant to any contract with the City; their role as commissioners, board members or City Council members; or their receipt of City services or their participation in City programs must make reasonable accommodations to provide all citizens, including city employees, who request accommodation due to a covered disability equal admission and access to City programs, services and activities.

Mark E. Bernhardson, City Manager /f/C&P/Policy-Accommodation

SUGGESTED GUIDELINES FOR REASONABLE ACCOMMODATION FOR AN EMPLOYEE

The purpose of the guidelines for accommodation is to assist employees with supervisory responsibilities through the process of dealing with a request for a reasonable accommodation by an employee.

When a request for a reasonable accommodation is made by an employee:

a. Listen to the request.
b. Notify immediate supervisor and Division Manager and/or Department Head regarding request.
c. Provide the accommodation, if readily achievable. Your ADA Liaison is a good resource for accommodations.
d. Provide employee with approximate time frame in which the accommodation will occur and the name of the contact person responsible for coordinating the accommodation.
e. Document process taken to provide accommodation and end result.
f. Send documentation to Human Resources Department to be placed in confidential medical file.
g. After consulting with Department Head and/or City Manager, if unable to provide the accommodation requested, ask individual if an alternative accommodation would be acceptable. Your ADA Liaison is a good source for suggestions and/or resources.
h. Provide alternative if available. Repeat steps d - f.
i. If unable to agree on an alternative, inform immediate supervisor and personnel department of the situation.
j. Inform employee regarding situation, and process being taken to provide accommodation.

SUGGESTED GUIDELINES FOR REASONABLE ACCOMMODATION FOR A CITIZEN

The purpose of these guidelines is to assist employees when encountering a request for reasonable accommodation by a citizen.

When a request for a reasonable accommodation is made by a citizen (consumer):

a. Listen to the request.
b. Notify immediate supervisor and Division Manager and/or Department Head regarding request.
c. Provide the accommodation, if readily achievable. Your ADA Liaison is a good resource for suggestions for accommodations.
d. Notify customer as to when and where accommodation will be available and provide a contact name and phone number of the person responsible for providing the accommodation.
e. Document process taken to provide accommodation and end result.
f. Place in Department or Division Accommodation File after deleting the name of the party making the request and send one copy to ADA Co-Coordinator for Accommodation Documentation File.
g. If, after consulting your supervisor, you are unable to provide the accommodation requested, ask individual if an alternative accommodation would be acceptable.
h. Provide alternative, if available. Repeat steps d - f.
i. If an alternative is not readily available, inform customer of situation and action required to provide accommodation.

Keep immediate supervisor informed of the situation and document process taken including the final result.

WORKPLACE BEHAVIOR

Occasionally work, home or family can be somewhat overwhelming. Parents, children, other family members, co-workers, or customers can be the unintended recipients of a harsh or demeaning comment or similar behavior. Emotions of the moment can run high under stressful conditions, however we should be reminded of the importance of self control, good judgment, and appropriate workplace behavior.

The Bloomington City staff prides itself as a positive, professional organization with a team of talented employees. Courtesy and cooperation among co-workers is a significant part of your division's, department's and ultimately the City's success. Inappropriate comments or behavior detracts from that success, can damage working relationships, and hurt feelings.

Offensive conduct is not only harmful to the recipient and the organization, it is a violation of City employment policy. Please make your best efforts to treat your co-workers with the dignity and respect that everyone deserves.

Director of Human Resources

EMPLOYEE ASSISTANCE PROGRAM

Help is available to you, your spouse and immediate family in time of need through the Employee Assistance Program. Please read their brochure found on ***Appendix A*** as well as an informative brochure titled "Dealing with Personal Stressors at Work".

The City does provide an Employee Assistance Program to aid and assist City employees who are in need or have been referred for counseling and rehabilitation. Employees are encouraged to utilize the services of the Employee Assistance Program by contacting Ms. Susan Spindler, 7101 York Ave., Edina, MN, or telephone at (952)920-9380.

Medica Employee Assistance Program: 1-800-626-7944

HONESTY IS THE BEST POLICY

In order to keep in good standing within your position and with your supervisor, the old saying is true: Honesty is the best policy.

Seasonal staff are required to inform their supervisor immediately if they have infractions with the law involving drugs, alcohol, theft and other safety sensitive situations. If the supervisor is not informed, they typically always find out one way or another. This news is best to come straight from the staff member.

If an infraction has occurred, your employment status may change depending on what your supervisor determines. If an infraction has occurred during and/or after the season and the staff is seeking future employment, the infraction will most likely arise on the background check and this may be grounds for not being hired for the current season.

WEATHER

Important Weather Numbers			
Police/Fire/Medical	911	**MN DOT Advisory**	511
Non-Emergency Police	952-563-4900	**Rain Out Recorder**	952-563-8878
National Weather Service	952-361-6670 763-512-1111	**Bloomington Parks & Recreation**	952-563-8877

Warm Weather ~ Spring/Summer

Over the course of the summer, it may become necessary to cancel a program due to inclement weather. While this is not something we want to do, in the event of a very cold day or an all-day rain, we **may** make this decision. We will try to contact all staff; however, please call your supervisor if you are unsure.

Please be alert for the possibility of severe weather, such as lightning, thunderstorms, destructive winds and tornadoes.

During the Storm: Keep an eye on the horizon and listen to a weather radio for severe weather watches and warnings. In case of severe weather, staff and children will take shelter in the nearest severe weather shelter. If on a bus during severe weather, the bus drivers will pull over at the safest area until the weather subsides. Your job as staff is to be role models for the participants, remain calm, provide clear direction to everyone taking shelter, and have your city provided cell phone handy for check ins from the office.

Lightning: The safest place during a thunderstorm and lightning is indoors. Stay away and out of open water. If outside, avoid tall, isolated trees or other "natural" lightning rods. Avoid projecting above the surrounding landscape (on a hilltop, open field, golf course, or beach). Stay away from wire fences, clotheslines, metal pipes or rails, and stay off golf carts. Stay away from windows and don't use the telephone.

Tornadoes: Tornadoes should be expected. If you are in the tornado watch box, you should make emergency plans. When outside in a tornado warning, you should go to a substantial structure. If there is no shelter nearby, lie flat in the nearest ditch, ravine or culvert with your hands shielding your head. You should not stay in a vehicle.

After the storm: As severe weather approaches, Park and Rec's phone lines light up. This continues to be the case during and after the severe weather is done. Our job in the office is to inform parents/guardians about the safety of their child/participant and what the status is of the program. We will also be checking in with each running program for an update on the status of all participants, staff, parks and facilities. Your job after the storm is to inform your supervisor or coordinator immediately of the status of the participants, staff, equipment, and/or facility. If the facility, equipment, and/or park is damaged from the storm, be sure to fill out the appropriate forms and contact the appropriate maintenance department. Staff must take a walk around the facility(s) prior to allowing the participants out of the shelter in case of fallen power lines and other hazards. Use your judgment if calls need to be made home to parents/guardians.

Cold Weather ~ Fall/Winter

You can call the Parks and Recreation Cancellation/Weather Line at 952-563-8878 Option #1 to find out if the facilities have been closed or program cancelled. If schools are closed for the day or there is heavy snowfall, the weather will be evaluated on an hour-by-hour basis. Therefore, you may be on-call for your shift. You can also call the On-Call supervisor for more information.

The current information will be taken from the National Weather Service/KARE 11 Backyard by calling 763-512-1111.

If you have any doubts, please call the P & R Weather Line, or On-Call Supervisor.

NEW!

ONLINE TIME ENTRY AND PAY PERIODS

Time entry should be completed online promptly each day and must be done only by the employee. Check with your supervisor about the day and time your time sheet is due. If you do not submit your time in to your supervisor on the scheduled day, YOU WILL NOT GET PAID! Time that is submitted after you're your specified deadline will be combined with hours on the next pay period and you will not be paid on the following Friday. Your time sheet must be submitted completely and accurately in order to be paid for hours worked. See ***Appendix B*** for a Time Entry Instruction Guide.

- Go to www.BloomingtonMN.gov and find the small City of Bloomington logo at the bottom of the page and click on it. Then Click on ESS Employee Self Service (Munis).
- Log-in with the username and password. Your user name is your First Initial + Last Name + last four digits of your social security number. (JSmith1234) Your initial password is the last four digits of your social security number. You will be asked to change this the first time you log in.
- Under "Project", be sure to code your hours worked that day to the correct Project title (i.e. YFPLA, YFKOT). Your supervisor and coordinator will inform you if you have project titles to code your hours to. See ***Appendix C*** for project code listings. They will also be listed in a drop down box for you online.
- If you are working in more than one position at a different rate of pay, designate the roll you are working in upper left hand corner of your screen in the drop down box. (i.e. Instructor, Lead, Coordinator)
- If working for a different supervisor for a day or few hours, you may need to code your hours to a different Dept. code. These codes are available in the same drop down box as your project listings. **DON'T FORGET TO CLICK SUBMIT ON YOUR ENTRY!**

DIRECT DEPOSIT

Consult your bank or Human Resources to find out when your paycheck has been deposited into your account. AccelaPay card or direct deposit is required. AccelaPay cards go from year to year, DO NOT close out your account at the end of the season. If you have closed your account or it is inactive, you must fill out new forms and contact Human Resources directly.

2015 PAYROLL SCHEDULE

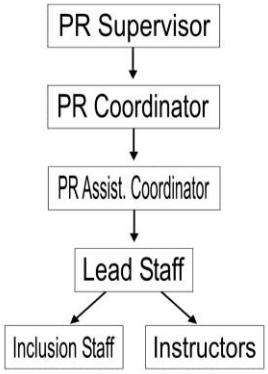
Pay periods are every two weeks. Each week begins on a Monday and ends on the following Sunday. Your schedule indicates which weeks a timecard is due and these are due on the Friday, or earlier if you are not working. ***See Appendix D***

MILEAGE REIMBURSEMENT

If staff uses his/her own vehicle for City business, the staff person can be reimbursed at a rate of 56 cents per mile for 2015. Driving to and from work is not considered City business. Ask your supervisor for more information. Staff must complete the yellow City of Bloomington Mileage Reimbursement form and turn it in to their supervisor – BE SURE TO WRITE YOUR NAME AT THE TOP. See ***Appendix E*** for sample. A mileage chart is available for your reference: see ***Appendix F***.

RETURNING/REHIRED EMPLOYEES

Each seasonal employee is employed through Parks and Recreation from the beginning of the program to the end of the program. When the program is over, every seasonal employee is terminated. Every employee needs to reapply for a new position at the beginning of each program. There are not privileges granted for the length of time you are employed by the City. You are not entitled to any special scheduling, positions, hours, etc... due to the length of time/seasons worked for Parks and Recreation. Under no circumstances may a return staff harass or demand to receive special privileges over a new staff.



VOLUNTEERISM

In an effort to comply with various Federal and State laws, Bloomington Parks and Recreation staff will not be allowed to volunteer for the City in a capacity that is the same as their employment.

It is also the intent of Bloomington Parks and Recreation to encourage the broadening of knowledge and allow experience in new areas for interested employees. Therefore, employees may be permitted to volunteer in other Divisions with written consent from their supervisor. The volunteer capacity must be initiated by the employee and the duties must be significantly different from their duties as an employee. Parks and Recreation employees may not volunteer for any Parks and Recreation programs to protect the employee and employer.

KEYS

If your Supervisor sees fit, you will be issued keys for your work needs. You are responsible for controlling these keys and returning them to you Supervisor at the end of the season. There keys are the property of the City of Bloomington and duplicating them or loaning them to an unauthorized person is absolutely prohibited. The cost for replacing a key is $100.

MEDIA, REPORTERS AND INVESTIGATORS

If at any time you are approached by the media, reporters, or investigators regarding an incident related to work it is very important you forward them to your supervisor or the Parks and Recreation Manager. As temporary and seasonal staff, you are not allowed to give any statement whatsoever to the media, reporters, or investigators without prior approval.

POLICE REPORTS

If at any time you need to fill out a police report for the City of Bloomington regarding a work related issue/report, **do not use your personal phone number or address.** You are a City of Bloomington employee and if you use personal information, it will be public knowledge. Please use the City of Bloomington Parks and Recreations address and phone number. You may place your supervisor as a contact if needed. The police department may ask to see your driver's license, ask them to use Parks and Recreation Division's address and phone number.

City of Bloomington, Parks and Recreation Division 952-563-8877
1800 W. Old Shakopee Rd., Bloomington, MN 55431

CALLING 911

If you need to call 911 at anytime, do the following: 1. Identify your city from which you are calling, 2. State your name and that you are employee of Bloomington, Parks and Rec, 3. State the emergency. After you get off the phone with the 911 dispatcher, you **MUST** call your Supervisor and/or Coordinator **IMMEDIATELY** to inform them of the situation.

CHILD PROTECTION

You are a MANDATED reporter for the City of Bloomington. If you witness something, hear something, or are told something by a participant in your program and it raises concern, it MUST be reported. Contact your supervisor and/or coordinator immediately with the confidential information. The information you collect from your encounter must include time, date, and DETAILS. Once you contact your supervisor and/or coordinator with this information, you may need to report this to Hennepin County Child Protection. Refer to "Police Reports" section above on how to file reports (i.e. no personal information shared).

SOCIAL MEDIA GUIDELINES

This list is a summary of the City of Bloomington's two-page Social Media Policy. The Social Media Policy applies to all City Employees, including seasonal and temporary employees.

Technology Use on the Job

As a general rule, do not access or visit social media web sites while on the job. Such distractions from your work lead to poor performance on the job. Also, keep in mind the following general rules:

- Using social media on any City equipment makes that information searchable by the City. The City monitors employees' Internet and communications usage when conducted on City equipment.
- If you post anything related to your job, follow the "Grandma Rule" – if your grandmother would be embarrassed by what you say, post or tweet, it is better to not say or post it.
- Remember that sending anything through the Internet creates a record. Be sure it is a record you will want to live with 20 years from now.

Data Practices

Special rules apply to the information gathered by the City. Most information concerning minors in Parks and Rec programming is considered private. Private information must be actively protected by all City employees. Examples of private information includes: medical diagnosis, prescription drug information, home phone numbers, etc. Please remember the following about the private information you use at work:

- Share private information on a need-to-know basis at work. Do not share it outside of work.
- Children often volunteer information about themselves, and you do not need to worry if they share something that is private. However, you should not share that information with others unless they need to know it.
- Avoid talking, posting, tweeting, or otherwise releasing private data outside of work.
- Private data includes photographs of minors. Do not take personal pictures that include children. The department can collect pictures based on an agreement in the registration materials.

Employee Use of Social Media Policy

Purpose

The City of Bloomington strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices. Many public employees have access to private and confidential information that must be actively guarded from publication. All City employees are expected to:

1. Actively protect private and/or confidential data. (See *City of Bloomington Guidelines and Procedures for the Minnesota Government Data Practices Act* available from the City Attorney's Office.)

2. Protect any information considered protected health information under HIPAA. (See *City of Bloomington HIPAA Policies and Procedures Manual* available from the Bloomington Public Health Division.)

3. Provide good customer service to both clients and co-workers.

4. Always be truthful and provide accurate information. (*See Social Media Policy,* ***Appendix G***)

General guidelines for all communications (official and personal)

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the

attention of his or her supervisor or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws relating to intellectual property rights, including without limitation, trademark, copyright and software use. Employees must also follow all City policies that may apply. Violations of the City's rules and policies may lead to disciplinary action up to and including termination. The following rules apply to all official and personal communications:

- **Technology and computer use.** City employees may use City technology for personal reasons as approved by the supervisor and on a limited basis, provided it doesn't interfere with normal work. The City reserves the right to inspect any electronic data created by or stored on a City-owned computer or related system. (See *Information Security Policy: End User Policies* available from the Information Systems Division and the City's Intranet site CityBIZ.)
- **Respectful workplace.** Employees are prohibited from disseminating any information that is discriminatory, harassing or threatening, or disseminating or viewing sexually explicit material.
- **Data practices.** Employees are prohibited from disclosing or disseminating data classified under the Minnesota Government Data Practices Act as private or confidential to anyone other than government employees whose job duties require access to the data and must route data practices requests to the City Clerk. Employees must also work to avoid releasing data that might lead to the release of private or confidential data. For example, avoid discussing on social media information that might lead to the identification of a resident complaining about their neighbor's property, or the victim of a crime or a witness to a crime.
- **Political Activity Policy.** Employees are prohibited from using City resources to participate in personal political activity while on City time or while discharging City responsibilities. Employees are prohibited from, in any manner, implying or suggesting that the City either supports a particular candidate, political issue or endorses the personal political opinions of the employee. Employees are expected to exercise great care, at all times, to distinguish their personal opinions about candidates or political issues from that of the City.
- **Media requests.** With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media must be routed through the City's Communications Administrator or City Manager. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspapers, newsletters and websites.

Additional guidelines for personal communications

While every employee has a right to speak out on the issues facing the community, state and nation, they must take great care to make it clear that their personal opinions are their own and do not represent the official policy of position of the City. It is important for employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business, supervisors or City policies. The following guidelines apply to personal communications including various forms of social media (Facebook, Twitter, blogs, YouTube, etc), letters to the editor of newspapers, personal endorsements, e-mail, City correspondence, newsletters and cable television.

1. Remember that what you write or post is public, and will be so for a long time. It will also be spread to large audiences without your knowledge or permission. Use common sense when using e-mail or social media sites. Refrain from sending or posting information that you would not want your supervisor or other employees to read, or that you would be embarrassed to see in the newspaper or viewed by your parents, spouse or loved ones.
2. The City of Bloomington expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the City. Do not engage in name-calling or personal attacks.

3. Refrain from making disparaging comments about the workplace, policies, or supervisors, or discussing internal employment disputes on social media. Assume anything written about a co-worker or supervisor will be read by that co-worker, your supervisor and many others.

4. Employees should not comment on social media or publish something related to City business without identifying themselves and using a disclaimer such as, "I am an employee of the City of Bloomington. However, these are my own opinions and do not represent those of the City of Bloomington."

5. If you wish to write an opinion based upon your work experience you should not make reference to the City if you are not discussing City business. For example, you should write, "As a police officer…" rather than, "As a Bloomington Police Officer…"

6. City resources, working time or official City positions must not be used for personal profit or business interests, or to participate in personal political activity. For example, an employee must not use the City's logo, e-mail or working time to promote his/her side business.

7. Personal social media account names or e-mail names should not be tied to the City (e.g. BloomingtonNet or using your City e-mail address when posting.)

See City policy – ***Appendix G***

SEASONAL EMPLOYEE FEEDBACK & EVALUATION

During the program season, all staff will have the opportunity to formally provide feedback about their program(s). Supervisors/Coordinators throughout the season will be completing one or more Seasonal Employee Evaluations on every staff member. This evaluation will be shared with the staff and signed by the supervisor/coordinator and staff. See ***Appendix H*** for an example and ***page 19*** for an explanation of the core values you will be evaluated on.

AFTER HOURS POLICY

City of Bloomington employees are subject to the same restrictions and policies as apply to the general public. This includes required full payment for parking passes, admissions, activites and concessions. City of Bloomington employees do not have the authorization to discount any admissions, activites or purchases for themselves or other patrons. Also like anyone else, our employees must acquire a permit from the Parks and Recreation office for any gathering which uses a city building or structure, at which alcoholic beverages are consumed, or which involves use of city property outside of normal park hours. There is a fee for such permits, and not all permits are approved. City ordinance defines park hours as sunrise to 10 p.m. Employees who organize or are present at any unauthorized gatherings are subject to disciplinary action up to and including dismissal, in addition to fines and other penalties for violating park ordinances.

CITY TELEPHONE & CELL PHONE USE POLICY

Telephones located at City facilities should be limited to business use only and calls should be limited to three to four minutes. Information regarding personal and city cell phone use will be listed in more detail in program specific manual.

The City has purchased cellular phones for employees who have a business necessity to telephone others or receive calls while outside of City buildings. Cellular phones are City equipment and are to be used by authorized employees to conduct business in a professional manner. Employees are responsible for the proper care and handling. THE COST FOR A LOST CELL PHONE IS **$100**. Employees who have been assigned or checked out the lost phone will be responsible for paying the $100.

Some programs use cell phones exclusively as the land line phones have been removed (Playgrounds for example.) Employees are to keep the cellular phone with them at all times. If the employee is allowing a patron/participant to use the cellular phone, they must supervise the use of the phone. Cellular phones are to be used for City business. Personal use is not allowed, except in case of emergency calls to 911 or similar emergency contacts.

PERSONAL CELL PHONE USE

No personal cell phone use during work hours is permitted unless approved by your supervisor. This includes text messaging, camera phone pictures, games, etc. LEAVE THEM AT HOME OR IN A SAFE PLACE.

PERSONAL PROPERTY

Do not bring unneeded personal property to work with you. The City is not responsible for loss or stolen personal property while you are on the job.

PETTY CASH & CREDIT CARD POLICY

Not all Parks and Recreation programs will use petty cash. If your program requires you to use this at any time, contact your supervisor about the petty cash policy in more details. Some staff at the coordinator level have been issued a City credit card. This is to be used only on pre-approved program necessities (i.e. entrance fees, supplies, etc.).

STAFF VISITORS POLICY

If friends, family, or visitors of the staff stop by to visit during hours, there are certain guidelines to follow. Visitors cannot enter any "staff only" area. The visit must not interfere with the program running or your job at hand. Preferably, visitors should come during the staffs' break time. If a child or sibling of a staff person would like to participate in a program or service area in which the staff is working, prior approval from the program or service area supervisor is required. See your program specific manual for more details.

TIME OFF REQUEST

Time off is to be requested directly to your program supervisor. More specific information will be discussed in your program specific training.

POLICIES TO PROTECT CHILDREN AND STAFF

- Staff may not invite children to their home or have other contact with children outside the program without prior administrative and parental approval
- Staff must report immediately any signs of possible child abuse, neglect or injury to their supervisor and must follow up their observations in writing. Contact a supervisor if you need advice or help with a concern. Please, for the child's sake, don't hesitate to follow your intuitions.
- To protect you and the City from liability, staff may not transport children in their personal vehicle.
- Use common sense. If the situation does not feel right, talk to your supervisor.

DRESS CODE

The dress and appearance of City employees is a direct reflection on the quality and professionalism of our services. It is the responsibility of all employees to be neat and clean and to dress in a manner that is appropriate to their work environment. Employees should use good judgment in attire, personal hygiene and overall appearance. Please be considerate of co-workers, citizens and other guests.

It is the responsibility of supervisors and managers to determine if an employee's appearance is inappropriate. At all times, regardless of the style of clothing that is worn, clothing must be clean, neat and free of holes, tears, fraying, patches, signs of wear or excessive wrinkles or noticeable stains. Any clothing that, by fit or design, is revealing or provocative is not suitable for our business environment.

Park and Recreation employees will be provided with City of Bloomington, Park and Recreation Shirt(s). In order for the public to properly identify a Parks and Recreation employee, the provided attire should be worn at all times. **Do not alter** your staff uniform (i.e. cut sleeves).

TOPS - All staff are expected to wear their City of Bloomington, Park and Rec shirts every work day. You will be given shirts by your supervisors before program begins. Examples of Park and Rec shirts: SummerFete, shirts with city logo and "staff" on back, Adaptive Softball, Tennis, Camp Kota, Playgrounds, etc.

BOTTOMS - Acceptable options include capri's, khakis, athletic shorts, shorts (use good judgment), jeans with no rips, holes or tears.

SHOES - Shoes should not keep staff from being engaged in an activity. If you teach a sports class (i.e. Soccer, Basketball, Baseball, etc.) – Tennis shoes are required (obviously – you are setting the example for these kids) Please see your supervisor for program specific requirements.

Supervisors and coordinators will determine if appearance is inappropriate. If a supervisor determines that an employee's standard of appearance is inappropriate, it will be brought to the employee's attention privately. Failure to meet acceptable standards of appearance as determined by a supervisor/coordinator may result in a warning or an employee being sent home to change clothing without pay. Additional policy violations could result in disciplinary action.

The City reserves the right to amend and/or revise this policy, including employee accommodation on the basis of cultural or religious beliefs.

SWIMSUIT POLICY

- **SWIMSUITS WILL BE FUNCTIONAL FOR YOUR PROGRAM AND ACTIVITY AT HAND.**
- Staff will be able to interact with participants in and out of water with their functional swimsuit.
- **BE PREPARED:** If a supervisor or coordinator feels that your suit is inappropriate - you will be given a t-shirt to wear over your suit and will be asked to find/wear an appropriate suit for the next swimming activity.

Beach and Pool Staff: Lifeguards must wear the provided suit when on duty.

Staff with swimming in their program:

MEN: Must wear a **SWIMSUIT** of appropriate length with secure, tie waist.

WOMEN: Must wear a one piece or two piece **SWIMSUIT**, similar to lifeguard suits pictured below. The suit must be secure.

NO TIE OR HOOK AND LATCH CLOSURES ALLOWED.
NO SPORTS BRAS ALLOWED – MUST BE A SWIMSUIT.

Suit bottoms must be moderate to full coverage. Suits must not be provocative in nature.

Swimsuits can be available for purchase through Parks and Recreation if you so desire. Contact your supervisor for more information.

CUSTOMER SERVICE

The City of Bloomington is a government agency. Like any such agency, its primary function is to give service. Your job exists to provide a specific service to the people of Bloomington and to other patrons. You are expected to give this service to the best of your ability and to perform your job with a spirit of courtesy, willing assistance and appreciation for the responsibility inherent in your job. You are an important person to the patrons who will be the recipients of that service.

The image of city government and Parks and Recreation depends a great deal on you. It is very important that you are courteous and considerate in all your dealings with the public. The individual rights of patrons should be respected. It is essential that every patron and fellow employee be treated with dignity and consideration.

When referencing the "Customer" it refers to our participants, our parents, our co-workers, our patrons, our citizens, our vendors, EVERYONE you may come in contact with!!

The **4 C's** will be the core of our staff standards, expectations and our day to day operations.
Competency, courtesy, consistency and communication -- when taken together -- create an experience. What experience are you creating for your "Customers"?

The 4 Cs: Competency, Courtesy, Consistency, and Communication

Competency: This defines how well you know your job, the details and daily operations, service you can provide to the "Customer" and most importantly the mission and goals of the City of Bloomington.

QUESTIONS TO ASK YOURSELF**:**

1. Do you know more than just your specific job responsibilities?
2. Are you aware of other Parks and Recreation programs that residents may inquire about and can you answer their questions?
3. Are you knowledgeable about your job, our services, products, programs, facilities and offerings?
4. Are the "Customers" in good hands?

Courtesy: This defines how well you treat EVERYONE! (Remember this is also your **co-workers** and other **city employees**.) Respect and courtesy can go a very long way in overcoming other shortcomings.

QUESTIONS TO ASK YOURSELF**:**

1. Did you greet and acknowledge the "Customer" before they greeted you?
2. Did you thank the "Customer" and tell them to come again or say we will see you next time, tomorrow, etc… No additional training or knowledge is required to say "thank you."
3. Do you know your frequent "Customers"' names?
4. Did you create a welcoming environment?
5. Did you keep the rumor that someone told you about another staff member to yourself and not spread it?
6. Did you shut down negative talk and attitudes?

Consistency: This defines how EVERY "Customer" receives the same information, treatment and service EVERY day! We should meet the customer's expectations with the highest quality service with EVERY interaction! When we are not consistent expectations are tarnished and the "Customer's" experience will be less than favorable. Exceptional service is standard, not the exception.

QUESTIONS TO ASK YOURSELF:

1. Was the service or product provided exactly what the "Customer" expected?
2. Did all co-workers contribute equally during their workday?
3. Were you a team player?
4. Did you stay consistent with rules and policies for every "Customer"?
5. Did you create an experience and ambiance that encourages the "Customer" to return?

Communication: This defines how well, how effective, and how consistent you communicate the correct information with the "Customer".

QUESTIONS TO ASK YOURSELF:

1. Did you first listen?
2. Did you second say…What I am hearing you say…..(repeat what they stated)
3. Did you thirdly ask….How would you suggest we solve this situation for the best outcome?
4. Did you then provide the "Customer" with a follow-up plan?
5. Did you follow-up with your Supervisor/Coordinator/Lead on issues, tasks, projects, etc…?
6. Did you communicate the visions and mission of the City of Bloomington?

Make a point today to create an experience for someone that makes their day. Because **EXPERIENCE IS EVERYTHING!**

STAFF CONDUCT

- It is important that staff perform their duties in a responsible, mature fashion.
- Be enthusiastic and willing to help where needed to get work done efficiently.
- When your supervisor is not on site for an event, you are expected to follow directions given by the person designated in charge, treating them as you would treat your supervisor.
- Offensive conduct or language is absolutely NOT permitted and is grounds for dismissal.
- Carelessness and negligence in the handling or control of city property is not permitted.
- When interacting with the public be courteous and respectable at all times.
- Remember that you are representing the City of Bloomington and your conduct at work is essential to doing a good job.
- As you walk through parks and buildings, look for trash and unsafe situations, especially broken equipment. A clean environment is a safer environment. Although there are park maintenance workers, we work as a team to keep the parks clean for the public. For example – if broken glass is found at a facility, you need to follow the steps written out on page 18.

INCIDENT REPORTS AND PROPERTY DAMAGE POLICIES

PERSONAL INJURY/INCIDENT REPORT ~ For Participant/Patron

What is it?

- A form to document details about an incident, injury, and/or illness that occurred to a **participant/patron.**
- See ***Appendix I*** for sample

When do I need to use it?

- If a person is questioned about his or her condition,
- If a person is examined for injuries
- If a person is given any form of first aid by any staff person because of an injury, illness or accident.

Things to note about this form:

- You must fill the form out in its entirety. Be sure to include the names, addresses and phone numbers of all injured persons and any persons who witnessed the actual accident and injury.

What do I do with the form after I have completed it?

- Incident Reports must be turned in to the Recreation Supervisor within **24 hours** of the incident. The Supervisor will then give a copy of the report to the City's Risk Manager and keep a copy for the Parks and Recreation's files.
- The Recreation Supervisor needs to be notified ASAP if 911 was called.

FIRST AID LOG

What is it?

- A form to document when treatment for a minor injury occurs (i.e. bandage given, scrape on leg, ice pack, etc.)
- See ***Appendix J*** for sample

How to use?

- Complete each line as listed
- One line per injury/participant

Requirements:

- Fill it out
- Turn in on the FIRST DAY of the month to Coordinator/Supervisor

Keep in mind:

- This document will be reviewed by your Coordinator, Supervisor, and/or Risk Manager

PROPERTY DAMAGE/GRAFFITI

If you find property damage to City owned facility, grounds, etc. you must follow these steps:

1. CALL POLICE and file a report – Use their non-emergency number (952-563-8700). Please refer to "Police Reports" on page 13.
2. CALL SUPERVISOR and/or COORDINATOR
3. Fill out the **Property Damage/Loss** form on the back of the Personal Injury/Incident Report form. (See back of ***Appendix I*** for sample)
4. Wait for police to arrive at scene
5. Call one of the following depending on what is damaged:
    a. If there is damage to a building/shelter:

i. Call **Facilities Maintenance**: 952-563-8760

b. If there is damage to park equipment, foliage, baseball fields, basketball courts, tennis courts, etc.
   i. Call **Park Maintenance**: 952-563-8760

c. If there is damage to a Biff:
   i. Call and leave a message with **John Stutzman**, Recreation Supervisor, at 952-563-8880.

OCCUPATIONAL INJURY REPORT ~ For Employees

What is it?

- A form to document details about an injury/illness that occurred to a **staff member**
- See ***Appendix K1*** for sample

When do I need to use it?

- If a staff member is injured while performing work duties
- If a staff member is given any form of first aid while on the job because of an injury, illness, accident or seeks treatment from a physician for the injury.

Why is it so important to fill this form out?

- In order for your medical bills to be covered, you **must** submit the Occupational Incident report

Outline of Procedures when an employee is injured:

1. Injured employee or supervisor completes the Occupational Injury Report. This needs to be given to supervisor within **24 hours**.
2. Occupational Injury Report is then sent up to Human Resources where more paperwork is completed and filed with the City's Workers' Compensation carrier.
3. Injured employee may choose to see their personal physician or Twin Cities Occupational Health and Rehabilitation Clinic – 2520 Pilot Knob Road, Suite 250, Mendota Heights, MN 55120, 651-224-8264. The initial visit to the physician on the date of the injury will be recorded as time worked and needs to occur without delay. If employee seeks medical treatment – they should give the treating clinic the following information for insurance billing purposes: Berkley Administrators, P.O. Box 59143, Minneapolis, MN 55459-0143.
4. Any absences from work due to an injury require the employee see a physician **before** returning to work. The employee must obtain a work ability report stating they are fit to work with no restrictions, are able to return to work in a light duty capacity with restrictions listed, or are unable to work and the duration of the absence. All absences must be authorized by a physician.
5. For temporary/seasonal employee who has no benefit hours available for missing time, Human Resources will need a special notification. HR will need a memorandum stating the time that the employee was scheduled to work but could not work due to the injury. Please see timecard (code 17) for recording "scheduled" hours for the injured part-time employee.
6. Physicians' reports and return-to-work noticies are very important for managing the injured employee's claim. All follow-up doctor's reports, including physician's return-to-work statements, light duty assignments, supervisor's reports, and <u>medical bills</u> should be delivered to the Human Resources Office. The City's Human Resources Department will then forward the documentation to Berkley Administrators for processing. This is an important step in the processing because claim numbers are attached and identified with each bill

submitted to Berkley. The attaching of claim numbers to medical bills helps speed the payment process.

7. The Human Resources Department does not retain copies of medical and prescription bills. The employee should retain a copy of any prescription cost until Berkley Administrators makes a determination regarding the employee's claim.
8. Any subsequent bills for the injury or second notice bills should be forwarded to Human Resources for transmittal to Berkley.

For an informational handout regarding occupational injury procedures see Appendix K2. Please keep a copy on-site.

If you have an automobile accident:

- ✓ Remain Calm
- ✓ Stop Immediately. Take all necessary precautions to prevent further accidents and injuries at the scene. Render all reasonable assistance to injured persons. Movement of injured persons should not be undertaken if likely to cause further injury.
- ✓ For Medical Emergencies call 911 (please refer to "Calling 911" on page 11)
- ✓ **All accidents must be reported to the police** -- 911
- ✓ Get names of Witnesses.
- ✓ Notify your supervisor immediately. See important telephone numbers in front of handbook. Parks & Recreation 563-8877.
- ✓ Notify the garage as soon as possible if driving a City vehicle. Garage (if it is a City vehicle) 563-4922; open 7:00 AM – 10:00 PM Monday through Friday.
- ✓ Complete a State Accident report.
- ✓ Complete a City of Bloomington Incident report.
- ✓ Do not make a statement of any kind to anyone other than your employer, an enforcement officer or a representative of your insurance company.
- ✓ If injured, complete an Occupational Injury Report (see page 19)

CPR AND FIRST AID

Please refer to the training you received for CPR and First Aid.

SAFETY EQUIPMENT

The main person of any safety program is YOU. It is your responsibility to act with care and consideration for yourself and others in the performance of your work. Each person must use his or her own good judgment as to when to wear safety equipment. If additional safety equipment is needed then what is provided, contact your supervisor. Most importantly, be smart while you are on the job. It is up to the discretion of the staff to be prepared for exposure to the sun and insects. Come prepared to work with the necessities such as sunscreen, bug spray, etc.

Sunscreen

Sunscreen is one of the most disregarded safety items during the summer season. PLEASE take care of your skin while working outside. It is advised for staff to wear the appropriate SPF for his or her skin. Baby oil and other oils are NOT recommended for anyone working under the sun for any amount of time.

Water

We encourage hydration during our programs to reduce injuries and illness. It is recommended that you carry a water bottle for use during work time.

First Aid Kit
You will receive further training in regards to First Aid Kits in your program specific orientation.

SICKNESS POLICY – Participants & Staff

Parks and Recreation "Sick Policy" for participants reads as follows:

"This policy has been put into place to protect your child(ren) and the other participants in the program. Please use common sense when deciding to send your child to one of our programs. If in doubt, please do not send them. Please do not send your child to our programs if your child has:

- had a temperature of 100 degrees or more within the past 24 hours.
- had a communicable illness such as strep throat, pink eye, chicken pox, measles, etc… unless they have been on antibiotics for longer than 24 hours or past the doctors recommended exclusion period.
- lice, unless they have been treated and no longer have any nits or eggs visible.
- has vomited within the last 24 hours

If we discover that one of the above has occurred or the child becomes sick while at one of our programs, you will be asked to make arrangements to pick the participant up from the location that we are at immediately."

Staff Sickness Policy:

Health is a priority – health of the participants and health of our staff. If you are sick with any of the above listed conditions or with others such as dehydration, exhaustion, heat stroke, have vomited within the last 24 hours, etc. – STAY HOME. Staying home and resting will most likely get you back to work quicker than coming to work sick and not being able to perform your job to the fullest extent and beyond. Coming to work sick can be a safety hazard. Be smart and take care of yourself. If any supervisor/coordinator feels your job performance is poor due to sickness, you may be sent home.

CONCUSSION POLICY – Participants & Staff

Parks and Recreation "Concussion Policy" for participants reads as follows:
A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away and please contact the Summer Spectrum office to notify us of the injury. Please refer to the Centers for Disease Control and Prevention website for more information: www.cdc.gov/concussion/pdf/parents_Eng.pdf

Concussions are serious and should not be taken lightly. When any participant has hit their head in any manner, you are to hand the parent/guardian a copy of the "Heads Up Concussion in Youth Sports, A Fact Sheet for Parents" from the U.S. Department of Health and Human Services Center for Disease Control and Prevention. These informational sheets will be available at all your programs and in ***Appendix L***. Along with the information sheet, a phone call home will be necessary.

Do NOT diagnose a concussion, as only a qualified medical professional can do this. The call home is to alert the parent/guardian to the potential and that medical assessment is advised. As always, any significant impact to the head, where immediate medical attention is needed, call 9-1-1. A physician's note may be required to return to program.

Staff Concussion Policy:
AGAIN Health is a priority. If you are feeling any of the symptoms of a concussion or have had a significant blow or fall, seek medical attention right away and notify your coordinator and/or supervisor immediately. Also, if the injury occurred while at work, you will need to fill out an Occupational Injury form and turn in to supervisor immediately. Be smart and take care of yourself. Your supervisor may required a physician's note stating it is okay for your to return to work.

Park & Rec Programs

Season	Program	Supervisor	Description
Winter/ Spring	Athletics – Adult Volleyball	John Stutzman	• Mid-October and continue through mid-March. • Co-rec and women's leagues are available
Summer	Normandale Lake Bandshell Rentals	Mark Morrison	• May be rented for events as approved by the City Parks and Recreation Division on an individual basis. • General event usage may include picnics, weddings or other special celebrations, organization performances or events, and business or family meetings. • Must fill out a Facility Use Permit and pay appropriate fees
	Adaptive Softball – Youth and Adult	Jackie Doncavage	• June – August. • Softball program specifically designed for people with disabilities.
	Arts in the Parks	Mark Morrison	• Committed to entertaining & educating citizens by providing positive cultural arts events for all ages. • Summer schedules are available, call 952-563-8895
	Farmer's Market	Jill Murphy	• Saturday's June – October • Gatherings in which farmers, growers and producers sell their own products directly to the public.
	Summer Fete	Mark Morrison	• July 3 • Normandale Lake Bandshell • Entertainment – music, fireworks, food • Free & open to the public.
	Mini's	Jenna Smith	• Games, sports, story time, arts & crafts, carnivals, & special weekly events for preschool age children
	Playgrounds	Jenna Smith	• Games, sports, story time, arts & crafts, carnivals, & special weekly events. • Adult directors experienced in recreation and youth leadership supervise summer playgrounds.
	Aquatics	Ann Mosack	• Bush Lake & Bloomington Family Aquatic Center (BFAC) • Outdoor aquatics such as Swimming Lessons, open swim, concessions, lifeguard training, reservations. • Open swim, Lap swim
	Tennis	John Stutzman	• Adult singles ladder & doubles leagues (men & women)
	Athletics – Sand Volleyball	John Stutzman	• June – August • Co-rec leagues are available, with 2 divisions in each league to allow participants to choose the level of competition that suits them.
	Camp Kota	Greg Boatman	• Organized to provide an opportunity to learn basic camping skills & to develop an appreciation for the outdoors. • Many opportunities of nature crafts, nature studies, knots, & camp craft skills, along with preparing meals Tuesday - Friday. • Activities – swimming, canoeing, arts & crafts, active games, field trips & an overnight campout Thursday night at Sumac Knoll Group Campsite in Hyland Park. • Bus transportation is provided to and from camp except on Friday mornings.
Summer /Fall	Athletics – Adult Softball	John Stutzman	• May – October • Men's, Women's & Co-Rec • Approximately 350 teams participate in the summer and fall. Games are played at two different complexes, Dred Scott and Valley View. • Leagues are available Monday through Friday.

Season	Program	Supervisor	Description
Fall	River Rendezvous	Mark Morrison Jill Murphy	• Pond-Dakota Mission Park in Bloomington, Minnesota. • Goal is to demonstrate the lifestyles of people living in Minnesota between 1830 and 1870 through story-telling & interactive, hands-on demonstration! • School Days (by registration only) & the public Rendezvous Day (no registration necessary).
	Athletics – Adult Touch Football	John Stutzman	• Played from the last week in August to the middle of October. • Games are seven-on-seven contests. • Fields are located on the north side of Dred Scott.
	Warming House Program/Outdoor Skating Rinks	Ann Mosack	• P & R operates 15 outdoor ice skating rink sites. • Facilities include a lighted general skating rink, a hockey rink & a heated park shelter for changing skates & warming up.
Winter	Athletics – Adult Basketball	John Stutzman	• 5 on 5 • End of November – March
	Winter Fete	Mark Morrison	• Promote recreation and exercise during the winter months. • Variety of programs being held all over the city, & being sponsored by a wide array of groups.
	Bloomington Center for the Arts	Jim Urie Jill Murphy	• Manage facility through developed management plan • Promote the arts by working with BFAC on joint projects • Offer and manage rental of spaces, staff, & equipment • Make recommended changes to facility management plans as needed
All Year Around	Adaptive Recreation & Learning Exchange	Jackie Doncavage	• Adaptive Recreation programs in the cities of Bloomington, Eden Prairie, Edina & Richfield offer specialized recreation programs & services specifically designed for people with disabilities. • Works cooperatively with the Learning Exchange, the Community Education Adults with Disabilities programs in the school districts of Bloomington, Eden Prairie, Edina & Richfield
	Inclusion Support Services	Jenna Smith	• Provided to program participants with disabilities who request some kind of support that will allow them to fully participate the programs offered by the Parks and Recreation Division.
	Athletics – Open Pickleball	John Stutzman	• Pickleball: Monday, Wednesday, Fridays – October through April • For players who want some fun & competitive exercise during the day • Come when you can • New teams will be formed up each day. • Bloomington Armory, 3300 W. 98th St. • $2 per day (price subject to change)
	Galaxy Youth Center	Jenna Smith	• Provides a safe and nurturing environment where youth, grades 6 to 8, can discover themselves through recreation, social interaction, community involvement, education & service to others. • Activities: music, Foosball, Ping-Pong and billiards, video games, arts and crafts, service projects, sports and more! • Open afternoons & evenings.

Season	Program	Supervisor	Description
	Gideon an Agnes Pond House/ Pond Dakota Mission Park	Mark Morrison	• House Tours • Lectures & monthly historical programs • Hiking trails and guided hiking • Biking trails
	Youth Sports Associations including BAA	John Stutzman & Greg Boatman	• All volunteer sports organization. • Provide opportunities for over 5,800 participants annually in 12 different sports programs. • Largest volunteer youth sports organization in the Country. • Offer youth organized sports programs to participate in without tryouts, without regard to ability and at a cost affordable to all. • Baseball, Girls & Boys Basketball, Girls floor hockey, football, golf, ice hockey, outdoor soccer, girls softball, volleyball, wrestling
	Park Facility Reservations	John Stutzman	• Reservations for all park buildings and fields.
	Volunteers	Jackie Doncavage	• Recruitment, training, coordination, and recognition of volunteers for Parks and Recreation programs

For complete Organizational Chart and Program listing, see Appendix M1 & M2.

DISCLAIMER:
No provision in this policy manual is intended to create a contract between the City of Bloomington and any employee. This policy manual summarizes major policies related to your employment.

Additional policies, rules and regulations may apply to your position. More information about these policies can be obtained from your supervisor. This policy manual is subject to modification by the City at any time at its discretion. If in doubt about a City policy, contact the Human Resource Department.

CONFLICT WITH OTHER DOCUMENTS:
In the event that any portion of this policy manual is either expressly inconsistent or can be implied to be inconsistent with existing employment rules or labor agreements or federal and state statutes, such employment rules and/or labor agreements or federal statutes shall have precedence.

The City of Bloomington complies with all applicable provisions of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. The City has designated coordinators to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 as mandated by the U.S. Department of Housing and Urban Development regulations. For information, contact the Human Services Division, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, MN 55431-3027; (952)563-8733 (Voice); (952)563-8740 (TTY).

Upon request, this information can be available in Braille, large print, audio tape and/or electronic format.

Appendix A

CITY OF BLOOMINGTON MINNESOTA

EAP

Employee Assistance Program

We do not leave our personal problems, or those of our families, at home when we go to work. Marital and family difficulties, emotional concerns, problems with alcohol or other drugs, legal and financial problems affect both our personal and work relations.

Absenteeism, lateness, reduced work performance, frequent physical illness, unsafe work habits, carelessness, poor relationships with coworkers and/or uncooperative attitudes are quite often due to problems not directly related to your job.

Sometimes these problems get beyond the stage where you can handle them by yourself.

We realize how important your work is to you and we'd like you to know how important your work is to us. Constructive assistance to help you lead a happier and more productive life is available through the Employee Assistance Program.

Help is available...

- to you, your spouse and immediate family.
- on a voluntary basis OR you may be referred by your supervisor if your job performance indicates that you may be in need of the services provided.
- in a prompt and confidential manner.
- for information, problem assessment and referral to appropriate resources.
- through services that are covered by your health insurance or through community agencies.
- but it is your responsibility to make use of the resources that the program offers.

Take the first step...

- by calling Susan Spindler
  at 952-920-9380,
  7101 York Avenue
  Edina, Minnesota 55435

Emergency calls should be made to 911.

The City of Bloomington does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all city of Bloomington services, programs, and activities. Upon request, this information can be available in braille, large print, audio tape and/or computer disk.

The City of Bloomington is an Affirmative Action/Equal Opportunities employer and will not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance, or membership or activity in a local commission.

2300C (02/09)

CITY OF BLOOMINGTON MINNESOTA

STANTON GROUP

live well, work well

Dealing with Personal Stressors at Work

Everyone's personal life can get a bit hectic, tumultuous and even downright depressing at times. These stressful times can cause headaches, upset stomach, back pain, sleeping disturbances and difficulty concentrating when you need to most. Stress can also make it harder for your body to defend against illness and can make current health problems worse.

Not only is stress problematic for your body, it is also problematic for your work life and responsibilities. When personal stressors – divorce, death of a family member or friend, money troubles, problems with children or taking care of an elderly relative – affect your personal life, they can have negative effects on your work life too.

To ensure that your work doesn't suffer during a time of personal stress, consider these recommendations:

- Keep a stress journal and write down exactly what is making you stressed:"I cannot seem to pay off my credit card," "My children are acting up at school" or "The death of my mother has made me feel like I can't go on." Then record how you react to these stressors and analyze whether there are more effective alternatives for dealing with them.
- Eliminate activities in your life that are not necessary, especially when going through personal stress. Focus your time on your work, your health and getting past the stressful situation.
- Take care of yourself – get plenty of sleep, eat well and get regular exercise.
- Work on letting go of things that you cannot change.
- Ask for assistance from family members or friends. Chances are, if it's affecting you, it's also affecting your family.
- Talk, laugh and cry about your stressors. This will help you feel some relief from these burdens by just getting your emotions out.

Your life is manageable, not just while you're in the office but at home too. Help is available through the City's Employee Assistance Program. Call Susan Spindler at 952-920-9380. See the attached brochure for more information.

Did you know...?

Breathing exercises, muscle relaxation techniques, getting a massage, aromatherapy, yoga or Pilates are great ways to de-stress. Consider incorporating these practices into your routine.

This brochure is for informational purposes only and is not intended as medical advice. For further information, please consult a medical professional.
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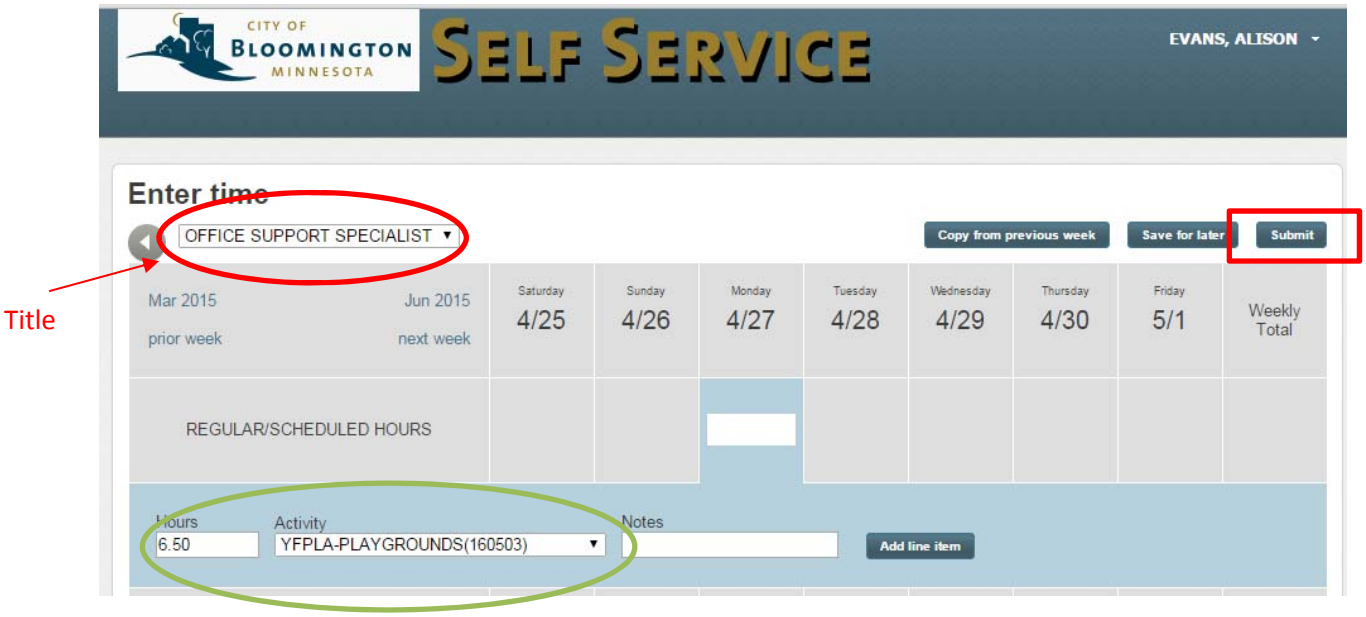
City of Bloomington
Time Entry Cheat Sheet

1. Go to the City of Bloomington Website: http://www.bloomingtonmn.gov/.
2. Scroll to the bottom of the page and click on the City of Bloomington icon.

3. It will take you to a page with different options click on:
   - ESS Employee Self Service (MUNIS)
4. This will take you to the self-service login page. Log in with your username and password.
   - Your username will be your first initial with your last name followed by the last four digits of your social security number.
     - Example: John Smith would be jsmith1234
   - *Your first time password will be the last four digits of your social security number.* It will prompt you to change it after you input your temporary password.
5. When you are logged in click employee self-service and then time entry on the right hand side.
6. Make sure you have your correct position title in the box in the upper left hand corner. If you work multiple positions within the City, please confirm with your supervisor what your title is for each position.
7. Click on the day and enter the number of hours worked in increments of .25 (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes)
8. Be sure to select the correct activity in the drop down box. Listings of all project codes are available in appendix C.
9. Click Submit!! (Do not use the Save for Later button, your hours will not be seen by your supervisor until you click submit!)
   - You can submit, edit, delete or change time daily as many times as you want until the box shows a green check mark that indicates your hours have been approved.

Make sure you enter all time for the two week pay period by the <u>last THURSDAY at 4pm</u> of the pay period!



The City of Bloomington, Parks and Recreation

PROJECT CODE LISTING

Program	Budget #	Project Code
Adaptive Softball – Adult	160505	ASOFT
Adaptive Softball – Youth	160505	YSOFT
Inclusion Services (General – see below)	160505	INCLU
Adaptive-Dance Your Socks Off	160505	DYSO
AR&LE Programming	160505	ARLE
Summer Adventure Playground	160503	YFPLA
Camp Kota	160503	YFKOT
Mini's at Moir	160503	YFTOT
The View	160503	YFVEW
Mini View	160503	YFMIN
Playground Partnership Program	160503	YFPPP
Other Programs	160503	YFOTH

INCLUSION STAFF ONLY		
Program	**Budget #**	**Project Code**
Adaptive Softball – Adult	160505	INASO
Adaptive Softball – Youth	160505	INYSO
Summer Adventure Playground	160505	INPLA
Camp Kota	160505	INKOT
Mini's at Moir	160505	INTOT
The View	160505	INVEW
Mini View	160505	INMIN
Playground Partnership Program	160505	INPPP
Galaxy	160505	INGAL
Volunteer	160505	INVOL

AQUATIC STAFF ONLY					
Program	**Budget #**	**Project Code**	**Program**	**Budget #**	**Project Code**
Pool Admissions	660851	PADMI	Beach Admissions	660852	BADMI
Pool Concessions	660851	PCONC	Beach Lifeguard	660852	BLIFE
Pool Lifeguard	660851	PLIFE	Beach Lead Staff	660852	BMANA
Pool Lead Staff	660851	PMANA			

2015 City of Bloomington Payroll Schedule

	Civilian Schedule		Police Schedule		Pay Date		
	From Date	To Date	From Date	To Date			
1	12/20/14	01/02/15	12/22/14	01/04/15	01/09/15	1st Quarter	26
2	01/03/15	01/16/15	01/05/15	01/18/15	01/23/15		25
3	01/17/15	01/30/15	01/19/15	02/01/15	02/06/15		24
4	01/31/15	02/13/15	02/02/15	02/15/15	02/20/15		23
5	02/14/15	02/27/15	02/16/15	03/01/15	03/06/15		22
6	02/28/15	03/13/15	03/02/15	03/15/15	03/20/15		21
7	03/14/15	03/27/15	03/16/15	03/29/15	04/03/15	2nd Quarter	20
8	03/28/15	04/10/15	03/30/15	04/12/15	04/17/15		19
9	04/11/15	04/24/15	04/13/15	04/26/15	05/01/15		18
10	04/25/15	05/08/15	04/27/15	05/10/15	05/15/15		17
11	05/09/15	05/22/15	05/11/15	05/24/15	05/29/15		16
12	05/23/15	06/05/15	05/25/15	06/07/15	06/12/15		15
13	06/06/15	06/19/15	06/08/15	06/21/15	06/26/15		14
14	06/20/15	07/03/15	06/22/15	07/05/15	07/10/15	3rd Quarter	13
15	07/04/15	07/17/15	07/06/15	07/19/15	07/24/15		12
16	07/18/15	07/31/15	07/20/15	08/02/15	08/07/15		11
17	08/01/15	08/14/15	08/03/15	08/16/15	08/21/15		10
18	08/15/15	08/28/15	08/17/15	08/30/15	09/04/15		9
19	08/29/15	09/11/15	08/31/15	09/13/15	09/18/15		8
20	09/12/15	09/25/15	09/14/15	09/27/15	10/02/15	4th Quarter	7
21	09/26/15	10/09/15	09/28/15	10/11/15	10/16/15		6
22	10/10/15	10/23/15	10/12/15	10/25/15	10/30/15		5
23	10/24/15	11/06/15	10/26/15	11/08/15	11/13/15		4
24	11/07/15	11/20/15	11/09/15	11/22/15	11/27/15		3
25	11/21/15	12/04/15	11/23/15	12/06/15	12/11/15		2
26	12/05/15	12/18/15	12/07/15	12/20/15	12/25/15*		1

*Due to holiday, funds will be deposited on 12/24/15

2016 City of Bloomington Payroll Schedule

	Civilian Schedule		Police Schedule		Pay Date
	From Date	To Date	From Date	To Date	
1	12/19/15	01/01/16	12/21/15	01/03/16	01/08/16

CITY OF BLOOMINGTON MINNESOTA

Mileage Reimbursement Claim

Exclude all personal mileage, for example, travel to and from home. Please print.

Printed name **Date**

Date	Destination	Purpose	Odometer reading Start	Odometer reading End	Total mileage

MILEAGE CHART ~ Approximate

City of Bloomington Parks and Recreation	Brookside Park	Bryant Park	Brye Park	Bush Lake Beach	Olson MS	City Hall	Countryside Park	Dred Scott Playfield	Valley View MS	Kelly Park	Normandale Bandshell	Oak Grove Elem.	Poplar Bridge	Running Park	Smith Park	Sumac Knoll	Sunrise Park	BFAC Pool	Westwood Park
Brookside Park		4	3	6	2	2	5	4	4	3	4	2	3	4	6	5	8	4	2
Bryant Park	4		8	7	5	3	10	11	2	3	6	4	4	3	2	8	8	2	5
Brye Park	3	8		4	3	4	3	2	9	6	4	4	4	6	8	2	4	6	2
Bush Lake Beach	6	7	4		5	8	2	3	8	9	2	8	3	10	7	2	2	8	5
Olson MS	2	5	3	5		2	4	4	5	4	4	3	3	5	6	4	8	5	2
City Hall	2	3	4	8	2		5	5	3	2	6	1	4	3	5	5	7	3	2
Countryside Park	5	10	3	2	4	5		1	11	7	5	6	5	8	10	3	2	11	4
Dred Scott Playfield	4	11	2	3	4	5	1		12	7	5	5	16	7	11	1	2	12	4
Valley View MS	4	2	9	8	5	3	11	12		2	7	4	4	1	1	10	11	1	5
Kelly Park	3	3	6	9	4	2	7	7	2		8	2	5	2	3	7	11	2	4
Normandale Bandshell	4	6	4	2	4	6	5	5	7	8		9	2	9	7	3	3	7	5
Oak Grove Elementary	2	4	4	5	3	1	6	5	4	2	9		5	3	6	5	11	3	2
Poplar Bridge	3	4	4	3	3	4	5	6	4	5	2	5		8	5	4	5	4	4
Running Park	4	3	6	10	5	3	8	7	1	2	9	3	8		2	7	12	1	4
Smith Park	6	2	8	7	6	5	10	11	1	3	7	6	5	2		9	9	1	7
Sumac Knoll	5	8	2	2	4	5	3	1	10	7	3	5	4	7	9		2	10	4
Sunrise Park	8	8	4	2	8	7	2	2	11	11	3	11	5	12	9	2		10	7
BFAC Pool	4	2	6	8	5	3	11	12	1	2	7	3	4	1	1	10	10		5
Westwood Park	2	5	2	5	2	2	4	4	5	4	5	2	4	4	7	4	7	5	

Social Media Guidelines

Online Communications by City of Bloomington Employees

The City's new set of tools – Facebook, Twitter and YouTube – promotes City news, events, programs and services to new audiences. Currently, only Communications Division staff are authorized to add content.

The Division relies on all employees to fill these pages with interesting, relevant and timely information. **Submit story ideas or program and event highlights** for posting to one or all of the City's social media pages by using the **website e-mail** or the **Story Idea Suggestion Box on CityBIZ**.

The line between our public and private lives is blurring; this is especially true when using social media tools. Use the following guidelines when you are participating in **online conversations regarding the City of Bloomington**.

For your convenience, the *Employee Use of Social Media Policy* is on the back of this handout. For a complete version of the *City's Social Media Use Policy*, visit the City's website, keywords: Social media.

Use common sense

You may use City technology for personal reasons, as approved by your supervisor and on a limited basis, provided it doesn't interfere with normal work.

Protect confidential information

Employees are prohibited from disclosing or disseminating data classified under the *Minnesota Government Data Practices Act* as private or confidential. You must also avoid releasing data that might lead to the release of private or confidential data. To learn more about the *Data Practices Act*, visit the City's website, keywords: Data practices.

Mind your manners

Treat past and present coworkers, residents and others with respect. Avoid posting materials or comments that may be seen as offensive, demeaning, inappropriate, threatening or abusive.

Don't mix your personal and business lives when online

If you comment on a social media site or publish something related to City business, identify yourself and use a disclaimer, such as, "I am an employee of the City of Bloomington. However, these are my own opinions and do not represent those of the City of Bloomington."

If you post an opinion based upon your work experience you should not make reference to the City. For example, you should write, "As a police officer..." rather than, "As a Bloomington Police Officer..."

Personal social media account names or e-mail links should not be tied to the City (e.g. Bloomington.net or using your City e-mail address when posting.)

Remember – the Internet is a public space

What you write or post online is public and could be copied to a larger audience without your knowledge or permission. Consider everything you post to the Internet the same as anything you would post to a physical bulletin board or submit to a newspaper.

Use your privacy settings

Although online communication can never be guaranteed to be completely private, the City recommends using the highest level of privacy settings available on Facebook. Facebook allows users to control who views their content.

To make your page viewable to only your friends and family, click on the *Account* chevron at the top right side of your Facebook home page and choose *Privacy Settings*.

For more information on privacy settings, visit, www.facebook.com/help/?page=839 or facbook.com/fbprivacy.

Be aware that an official response may be needed

The Communications Division monitors the City's social media sites for inappropriate content. If you spot a potential issue and believe an official City response is needed, bring it to the attention of a member of the Communications team. Communications has a procedure in place for responding to social media comments.

Did you know it's transitory?

City-directed comments on our social media sites are designed to be impermanent. They link users to City website information, provide a contact person or are courtesy responses that promote goodwill with the City's social media users.

Questions

Questions related to the City's Social Media Policy should be directed to Communications Administrator Janine Hill, ext. 8819, jhill@ci.bloomington.mn.us, or your direct supervisor.

City of Bloomington Employee Use of Social Media Policy

Purpose

The City of Bloomington strives to provide the public accurate and timely information, communicated in a professional manner, and in accordance with the laws regarding public information and data practices.

The term "employees," referred to in this document, is defined as all full-time, part-time and seasonal employees, all volunteers, and all appointed and elected officials of the City of Bloomington.

Many public employees have access to private and confidential information that must be actively guarded from publication. All City employees are expected to:

1. Actively protect private and/or confidential data. *(See City of Bloomington Guidelines and Procedures for the Minnesota Government Data Practices Act available from the City Attorney's Office.)*

2. Protect any information considered protected health information under HIPAA. *(See City of Bloomington HIPAA Policies and Procedures Manual available from the Bloomington Public Health Division.)*

3. Provide good customer service to both clients and co-workers.

4. Always be truthful and provide accurate information. *(See Social Media Use Policy.)*

General guidelines for all communications (official and personal)

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Any employee who identifies a mistake in reporting should bring the error to the attention of his or her supervisor or other appropriate staff. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws relating to intellectual property rights, including without limitation, trademark, copyright and software use. Employees must also follow all City policies that may apply. Violations of the City's rules and policies may lead to disciplinary action up to and including termination. The following rules apply to all official and personal communications:

- **Technology and computer use. City employees may use City technology for personal reasons as approved by the supervisor and on a limited basis, provided it doesn't interfere with normal work. The City reserves the right to inspect any electronic data created by or stored on a City-owned computer or related system.** (See Information Security Policy: End User Policies available from the Information Systems Division and the City's Intranet site CityBIZ.)

- **Respectful workplace.** Employees are prohibited from disseminating any information that is discriminatory, harassing or threatening, or disseminating or viewing sexually explicit material.

- **Data practices.** Employees are prohibited from disclosing or disseminating data classified under the Minnesota Government Data Practices Act as private or confidential to anyone other than government employees whose job duties require access to the data and must route data practices requests to the City Clerk. Employees must also work to avoid releasing data that might lead to the release of private or confidential data. **For example, avoid discussing on social media information that might lead to the identification of a resident complaining about their neighbor's property, or the victim of a crime or a witness to a crime.**

- **Political Activity Policy.** Employees are prohibited from using City resources to participate in personal political activity while on City time or while discharging City responsibilities. Employees are prohibited from, in any manner, implying or suggesting that the City either supports a particular candidate, political issue or endorses the personal political opinions of the employee. **Employees are expected to exercise great care, at all times, to distinguish their personal opinions about candidates or political issues from that of the City.**

- **Media requests.** With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media must be routed through the City's Communications Administrator or City Manager. Media requests include anything intended to be published or viewable to others in some form, such as television, radio, newspapers, newsletters and websites.

Additional guidelines for personal communications

While every employee has a right to speak out on the issues facing the community, state and nation, they must take great care to make it clear that their personal opinions are their own and do not represent the official policy of position of the City. It is important for employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business, supervisors or City policies. The following guidelines apply to personal communications including various forms of social media (Facebook, Twitter, blogs, YouTube, etc), letters to the editor of newspapers, personal endorsements, e-mail, City correspondence, newsletters and cable television.

1. Remember that what you write or post is public, and will be so for a long time. It will also be spread to large audiences without your knowledge or permission. Use common sense when using e-mail or social media sites. **Refrain from sending or posting information that you would not want your supervisor or other employees to read, or that you would be embarrassed to see in the newspaper or viewed by your parents, spouse or loved ones.**

2. The City of Bloomington expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the City. **Do not engage in name-calling or personal attacks.**

3. **Refrain from making disparaging comments about the workplace, policies, or supervisors, or discussing internal employment disputes on social media. Assume anything written about a co-worker or supervisor will be read by that co-worker, your supervisor and many others.**

4. **Employees should not comment on social media or publish something related to City business without identifying themselves and using a disclaimer such as, "I am an employee of the City of Bloomington. However, these are my own opinions and do not represent those of the City of Bloomington."**

5. **If you wish to write an opinion based upon your work experience you should not make reference to the City if you are not discussing City business. For example, you should write, "As a police officer..." rather than, "As a Bloomington Police Officer..."**

6. City resources, working time or official City positions must not be used for personal profit or business interests, or to participate in personal political activity. For example, an employee must not use the City's logo, e-mail or working time to promote his/her side business.

7. **Personal social media account names or e-mail names should not be tied to the City (e.g. BloomingtonNet or using your City e-mail address when posting.)**

Related policies

Please also see the following relevant policies:

- End User Security Policy – Contact Information Systems at 952-563-4885.
- Social Media Use Policy.

Questions

Questions related to this policy should be directed to the Communications Administrator or your direct supervisor.

CITY OF BLOOMINGTON MINNESOTA PARKS AND RECREATION

Seasonal Employee Evaluation

Employee's Name:		**Year:**	
Dates of Employment:		**Season:**	
Program:		**Position:**	

Seasonal Employee Evaluations are based on our core values: "The 4 C's". These are listed on page 19-20 in your seasonal employee handbook. When referencing the "customer" it refers to our participants, our parents, our co-workers, our patrons, our citizens, our vendors, EVERYONE you may come in contact with.

1 = below average, **2** = meets job requirements/expectations, **3** = exceeds job requirements/expectations.

COMPENTENCY: Ability to recognize and solve problems, judgment and awareness, knowledge, safety

Mid-Season Date:			**End of Season Date:**		
1			1		
2			**2**		
3			3		

COURTESY: "Customer" contact, professionalism, positive workplace, positivity (environment, attitude, etc.)

Mid-Season Date:			**End of Season Date:**		
1			1		
2			**2**		
3			3		

CONSISTENCY: "Customer" contact (exceptional service), completes all documentation, safety, enforces rules and policies

Mid-Season Date:			**End of Season Date:**		
1			1		
2			**2**		
3			3		

COMMUNICATION: Communication and relationship skills, cooperation and accepting feedback, listening and problem solving, follow-up and follow through.

Mid-Season Date:			**End of Season Date:**		
1			1		
2			**2**		
3			3		

MID-SEASON SIGNATURE:

Employee Signature: _____ Date_____

Coordinator Signature: _____ Date_____

CITY OF BLOOMINGTON MINNESOTA PARKS AND RECREATION

Seasonal Employee Evaluation Continued...

Pre-Season:
Goal:
Area to Improve:

Mid-Season Comments:		
STRENGTHS:	**AREAS OF GROWTH:**	**GOALS:**

End-Season Comments:

Should this person be considered for future employment? (This is a recommendation but does not ensure future employment.)	
	Yes
	Yes, but needs to reapply and will be screened with new applicants
	No, list reason:

All above ratings are subject to change based on information that becomes available after evaluation is completed including annual background checks. If this occurs, employee should be notified as soon as possible.

Date of Termination:

END OF SEASON SIGNATURE: (Please have employee sign evaluation form.)

Employee	**Date**
Coordinator (Please sign all evaluations)	**Date**
Recreation Supervisor	**Date**

CITY OF BLOOMINGTON MINNESOTA

Incident Number _____

Reset Form

City-Wide Incident Report Form

PURPOSE: Use this form to report occurrences that resulted in personal injury to third parties; vehicle accidents; and property damage to City property and/or third party property.

Complete this form in its entirety by clearly typing or printing the answer to each question below. If additional space is needed, please attach additional sheets. If a question does not apply to your circumstances, please write "N/A", or check the box at the beginning of the section. The form must be signed by the employee filing this report and his/her supervisor.

Original Incident Report Forms should be sent to the Risk Manager after review by the employee's supervisor and the Public Works Safety Coordinator (if applicable).

NOTE: When a City-owned vehicle is involved in an automobile accident, regardless of the amount of damage, the police must be called, and this form completed. If an automobile accident results in more than $1,000 in damages, a State Accident Report will be required to be completed by the driver and sent to the Risk Manager with a copy of this form.

GENERAL INFORMATION

Date of Incident/Injury_____ Time _____ ☐ am ☐ pm (check one)

Location where Incident/Injury occurred

Describe, in detail, how the Incident/Injury occurred (include a diagram if helpful)

INJURY REPORT
☐ check if this section does not apply

(DO NOT use this form to report a work related injury to City employee, use the "Occupational Injury Report" found on CityBiz)

Injured Person's (non-City employee) Name: _____ Age _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____ Cell Phone: _____

Witnesses: (include addresses and phone numbers):

Was First Aid Administered? ☐ yes ☐ no Who Administered? _____

Describe Treatment Given:

Was an Ambulance called? ☐ yes ☐ no

Was the person transported to the hospital? ☐ yes ☐ no Which Hospital? _____

Was a third party notified of the injury? ☐ yes ☐ no

If yes, name and relationship to the injured person? _____

AUTO ACCIDENTS INVOLVING A CITY VEHICLE
☐ check if this section does not apply

(* if damages exceed $1,000 a state accident report must also be filed by the City)

Vehicle #:_____ License Plate #: _____ Police Report #: _____

Describe, in detail, how the accident took place (attach another sheet or diagram if needed):

Was the City Vehicle taken to the Garage? _____ Estimated cost of repair: _____

PROPERTY DAMAGE INCIDENTS
☐ check if this section does not apply

Describe Property Damaged/Lost (use additional pages if necessary)

Describe Equipment, Tools, Supplies, etc. that were involved:

In your opinion, what caused the incident?

How can a similar incident be avoided in the future?

Please identify any witnesses to the incident, or the name(s) of anyone who might be able to provide additional information.

PRINT full name of person completing this report: _____

Signature _____ Date _____

Supervisor's remarks: _____

_____

Recommended Follow-up Training (if applicable) _____

Supervisor's Initials/Date Received: _____

PW Training and Safety Coordinator Initial/Date Received (if applicable): _____

Risk Manager's Initials/Date Received: _____

CITY OF BLOOMINGTON PARKS AND RECREATION

Incident Number _____

Statement pg. ____ of ____

Staff Statement and/or Treatment Given Continued:

_____

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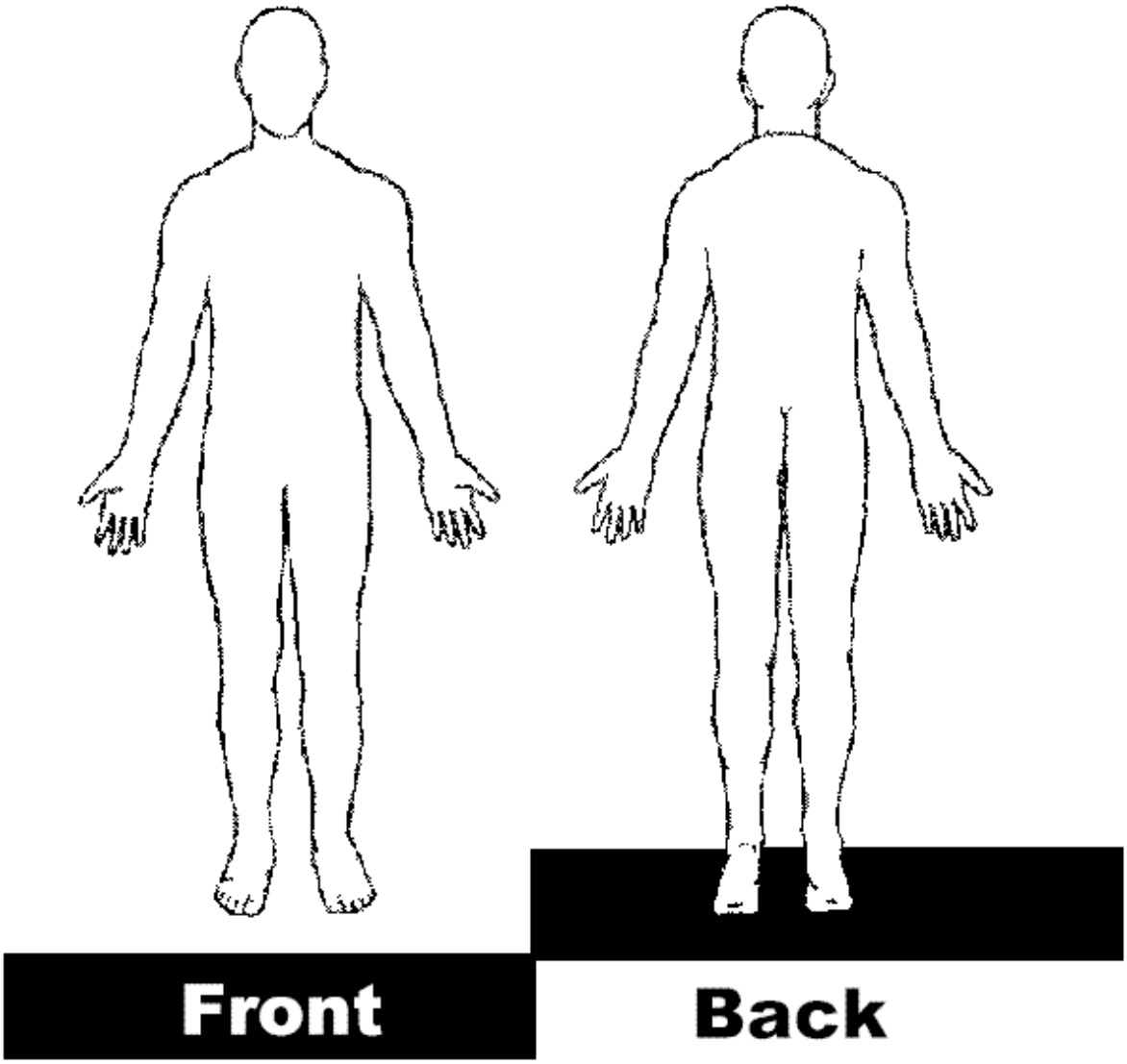
CITY OF BLOOMINGTON PARKS AND RECREATION

Incident Number _____

Statement pg. ____ of ____



Program: _____ Location:_____

Date / Time	Participant Receiving First Aid **(FULL NAME)**	Staff Administering First Aid	Describe Incident/Injury/Symptoms	Treatment Given	Personal Injury Report?	Parent Notified?
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No
					Yes / No	Yes / No

Appendix J

CITY OF BLOOMINGTON MINNESOTA

Occupational Injury Report

Please report ALL accidents and injuries immediately.

Please refer the employee to the employee's physician or Twin Cities Occupational Health for services.

Date of injury	Time a.m. / p.m.
Injured employee	Department /division
Supervisor notified	Date

Incident

Does employee work standard Monday - Friday, 40-hour week? ☐ Yes ☐ No *If no, explain schedule.*

At what address or location did injury occur?

Did injury occur on employer's premise? ☐ Yes ☐ No

Describe how injury occurred.

Describe injury in detail, indicating part(s) of body affected.

What job/task was employee doing when injured?

List co-employees/supervisors who may have witnessed injury.

Time lost

Did injury cause loss of time? ☐ Yes ☐ No *If yes, did employee lose time from work on day of injury?* ☐ Yes ☐ No

Dates/hours lost		Return to work Date	Time

Note: Employee must have doctor's statement upon return after time lost.

Treating physician/hospital		Phone	
Address	City	State	Zip

Additional details

If back injury, give weight of object lifted: pounds

What equipment/personal protective clothing was being used? Did equipment/clothing malfunction? ☐ Yes ☐ No

Machine/tool/appliance causing injury

Unsafe act/condition causing injury

If applicable, action taken to prevent recurrence

As a supervisor, do you believe injury is work-related ?
☐ Yes ☐ No ☐ Uncertain

Supervisor's signature *Date*

Over

This section is designed to gather important information about exposures to blood or other potentially infectious materials. This information will be used to determine the significance of the exposure, the need for medical care and will assist in assuring compliance with the OSHA Bloodborne Pathogens Standard and the City of Bloomington Bloodborne Pathogen Exposure Control Plan for work related exposures. The completed form will become a permanent part of the exposed person's medical record.

Bloodborne exposures only

Please describe the actions taken as a result of the bloodborne exposure.

Decontamination process

_____

_____

Clean-up process

_____

_____

Source person

Name		Phone	
Address	City	State	Zip
Contact name		Phone	

A copy of this report will be forwarded to the City's Exposure Control Officer (Health Activity Coordinator, Health Division) for follow-up.

Please review the procedures found in the City of Bloomington Bloodborne Pathogen Exposure Control Plan, Section IV - Significant Exposure, part B., Post-Exposure Evaluation and Follow-up.

CITY OF
BLOOMINGTON
MINNESOTA

OCCUPATIONAL INJURY REPORT

A form to document details about an injury/illness that occurred to a **staff member**

When do I need to use it?

- If a staff member is injured while performing work duties
- If a staff member is given any form of first aid while on the job because of an injury, illness, accident or seeks treatment from a physician for the injury.
- In order for your medical bills to be covered, you **must** submit the Occupational Incident report

Outline of Procedures when an employee is injured:

1. Injured employee or supervisor completes the Occupational Injury Report. This needs to be given to supervisor within **24 hours**.
2. Occupational Injury Report is then sent up to Human Resources where more paperwork is completed and filed with the City's Workers' Compensation carrier.
3. Injured employee may choose to see their personal physician or **Twin Cities Occupational Health and Rehabilitation Clinic – 2520 Pilot Knob Road, Suite 250, Mendota Heights, MN 55120, 651-224-8264.** The initial visit to the physician on the date of the injury will be recorded as time worked and needs to occur without delay. If employee seeks medical treatment – they should give the treating clinic the following information for insurance billing purposes: **Berkley Administrators, P.O. Box 59143, Minneapolis, MN 55459-0143.**
4. Any absences from work due to an injury require the employee see a physician **before** returning to work. The employee must obtain a work ability report stating they are fit to work with no restrictions, are able to return to work in a light duty capacity with restrictions listed, or are unable to work and the duration of the absence. All absences must be authorized by a physician.
5. For temporary/seasonal employee who has no benefit hours available for missing time, Human Resources will need a special notification. HR will need a memorandum stating the time that the employee was scheduled to work but could not work due to the injury. Please see timecard (code 17) for recording "scheduled" hours for the injured part-time employee.
6. Physicians' reports and return-to-work noticies are very important for managing the injured employee's claim. All follow-up doctor's reports, including physician's return-to-work statements, light duty assignments, supervisor's reports, and <u>medical bills</u> should be delivered to the Human Resources Office. The City's Human Resources Department will then forward the documentation to Berkley Administrators for processing. This is an important step in the processing because claim numbers are attached and identified with each bill submitted to Berkley. The attaching of claim numbers to medical bills helps speed the payment process.
7. The Human Resources Department does <u>not</u> retain copies of medical and prescription bills. The employee should retain a copy of any prescription cost until Berkley Administrators makes a determination regarding the employee's claim.
8. Any subsequent bills for the injury or second notice bills should be forwarded to Human Resources for transmittal to Berkley.

If you have an automobile accident:

- ✓ Remain Calm
- ✓ Stop Immediately. Take all necessary precautions to prevent further accidents and injuries at the scene. Render all reasonable assistance to injured persons. Movement of injured persons should not be undertaken if likely to cause further injury.
- ✓ For Medical Emergencies call 911 (please refer to "Calling 911" on page 11)
- ✓ **All accidents must be reported to the police** -- 911
- ✓ Get names of Witnesses.
- ✓ Notify your supervisor immediately. See important telephone numbers in front of handbook. Parks & Recreation 563-8877.
- ✓ Notify the garage as soon as possible if driving a City vehicle. Garage (if it is a City vehicle) 563-4922; open 7:00 AM – 10:00 PM Monday through Friday.
- ✓ Complete a State Accident report.
- ✓ Complete a City of Bloomington Incident report.
- ✓ Do not make a statement of any kind to anyone other than your employer, an enforcement officer or a representative of your insurance company.
- ✓ If injured, complete an Occupational Injury Report (see page 19)

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

A Fact Sheet for **PARENTS**

WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.

2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

July 2007

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

For more detailed information on concussion and traumatic brain injury, visit:
www.cdc.gov/injury

Departamento de Salud y Servicios Humanos de los Estados Unidos
centros para el control y la prevención de enfermedades

Hoja Informativa para los **PADRES**

¿QUÉ ES LA CONMOCIÓN CEREBRAL?

Una conmoción cerebral es una lesión en el cerebro, causada por un golpe en la cabeza o una sacudida. Incluso una pequeña conmoción o lo que parece ser un golpe o sacudida leve puede ser serio.

La conmoción cerebral no puede verse. Los signos y síntomas de una conmoción pueden aparecer inmediatamente después de la lesión o puede que no aparezcan, o se hagan visibles algunos días o meses después de haber sufrido la lesión. Si su hijo tiene los signos de una conmoción cerebral o si usted nota algún síntoma, busque atención médica de inmediato.

¿CUÁLES SON LOS SIGNOS Y SÍNTOMAS DE LA CONMOCIÓN CEREBRAL?

Signos que notan los padres y los tutores

Si su hijo ha sufrido un golpe en la cabeza o una sacudida durante un juego o una práctica, obsérvelo para determinar si tiene alguno de los siguientes signos y síntomas de una conmoción cerebral:

- Luce aturdido o fuera de control
- Se confunde con la actividad asignada
- Olvida las jugadas
- No se muestra seguro del juego, la puntuación ni de sus adversarios
- Se mueve con torpeza
- Responde con lentitud
- Pierde el conocimiento (así sea momentáneamente)
- Muestra cambios de conducta o de personalidad
- No puede recordar lo ocurrido antes de un lanzamiento o un caída
- No puede recordar lo ocurrido después de un lanzamiento o un caída

Síntomas que reporta el atleta

- Dolor o "presión" en la cabeza
- Náuseas o vómitos
- Problemas de equilibrio, mareo
- Visión doble o borrosa
- Sensibilidad a la luz y al ruido
- Se siente débil, confuso, aturdido o grogui
- Problemas de concentración o memoria
- Confusión
- No se "siente bien"

¿CÓMO AYUDAR A SU HIJO A PREVENIR UNA CONMOCIÓN CEREBRAL?

Aunque todo deporte es diferente, hay medidas que puede tomar para protegerse.

- Haga que siga las reglas impartidas por el entrenador y las reglas del deporte que practica.
- Invítelo a mantener el espíritu deportivo en todo momento.
- Haga que su hijo use el equipo protector adecuado según la actividad que realiza (como casco, almohadillas protectoras, canilleras o protector dental). El equipo de protección debe ajustarse bien, debe hacérsele el mantenimiento adecuado, y el jugador debe usarlo correctamente y en todo momento.
- Aprenda a identificar los signos y síntomas de la conmoción.

¿QUÉ DEBE HACER SI CREE QUE SU HIJO HA SUFRIDO UNA CONMOCIÓN CEREBRAL?

1. **Busque atención médica de inmediato.** Un profesional de la salud podrá determinar la seriedad de la conmoción cerebral que ha sufrido el niño y cuándo podrá regresar al juego sin riesgo alguno.

2. **No permita que su hijo siga jugando.** Las conmociones cerebrales necesitan de un cierto tiempo para curarse. No permita que su hijo regrese al juego hasta que un profesional de la salud le haya dicho que puede hacerlo. Los niños que regresan al juego antes de lo debido - mientras el cerebro está en proceso de curación - corren un mayor riesgo de sufrir otra conmoción. Las conmociones cerebrales siguientes pueden ser muy serias. Pueden causar daño cerebral permanente que afectarán al niño de por vida.

3. **Informe al entrenador del niño sobre cualquier conmoción cerebral que el niño haya sufrido recientemente.** Los entrenadores deben saber si el niño ha sufrido una conmoción recientemente en CUALQUIER deporte. El entrenador no necesariamente sabrá si el niño ha tenido una conmoción en otro deporte o actividad a menos que usted se lo diga.

Es preferible perderse un juego que toda la temporada.

Para obtener más información o solicitar más materiales **de forma gratuita**, visite:
www.cdc.gov/ConcussionInYouthSports

Para obtener información más detallada sobre la conmoción cerebral y la lesión cerebral traumática, visite: **www.cdc.gov/injury**

Julio de 2007
Versión en español aprobada por CDC Multilingual Services – Order # 4421

CITY OF BLOOMINGTON PARKS AND RECREATION

Parks and Recreation Manager
Randy Quale

Office Support Specialist
Alison Evans

Parks and Recreation Assistant Manager
Greg Boatman
(Camp Kota)

Park Project Coordinator
Jon Gurban

Center for the Arts Manager
Jim Urie
(Center for the Arts, Farmer's Market,)

Office Support Staff

Office Assistant
Mara Evans

PT Office Assistant
Marge Miller

PT Office Assistant
Christina Frey

Recreation Supervisors

Rec. Supervisor
John Stutzman
(Adult Athletics & Facilities)

PT Rec. Supervisor
Jackie Doncavage
(Adaptive Recreation & Volunteers)

Rec. Supervisor
Jenna Smith
(Youth & Family Programs & Inclusion Services)

Rec. Supervisor
Ann Mosack
(Aquatics, Ice Rinks & Community Events)

Rec. Supervisor
Jill Murphy
(Center for the Arts, Cultural Arts & Farmer's Market)

Rec. Supervisor
Mark Morrison
(Cultural Arts & Historical Programs)

Recreation Program Coordinators – All Seasonal PT Positions

Camp Kota Coordinator
Stacy Goltz

Camp Kota Assistant Coordinators
Caitlin Maiers
Shannon Moran

Sports Coordinator
Mike Ramirez

Assistant Sports Coordinators
Mike Snyder
Dan Wallerus

Adaptive Recreation Coordinator
Olivia Sage

Inclusion Coordinator
Traci Davis

Inclusion Assistant Coordinators
Ally Chapman
Zach Horn
Ben Hullerus
Lindsay Richins

Mini's Coordinator
Olivia Sage

Playground Coordinator
Heather Schultz

Assistant Playground Coordinator
Joe Sage

Aquatics Coordinator
Courtney Gallagher

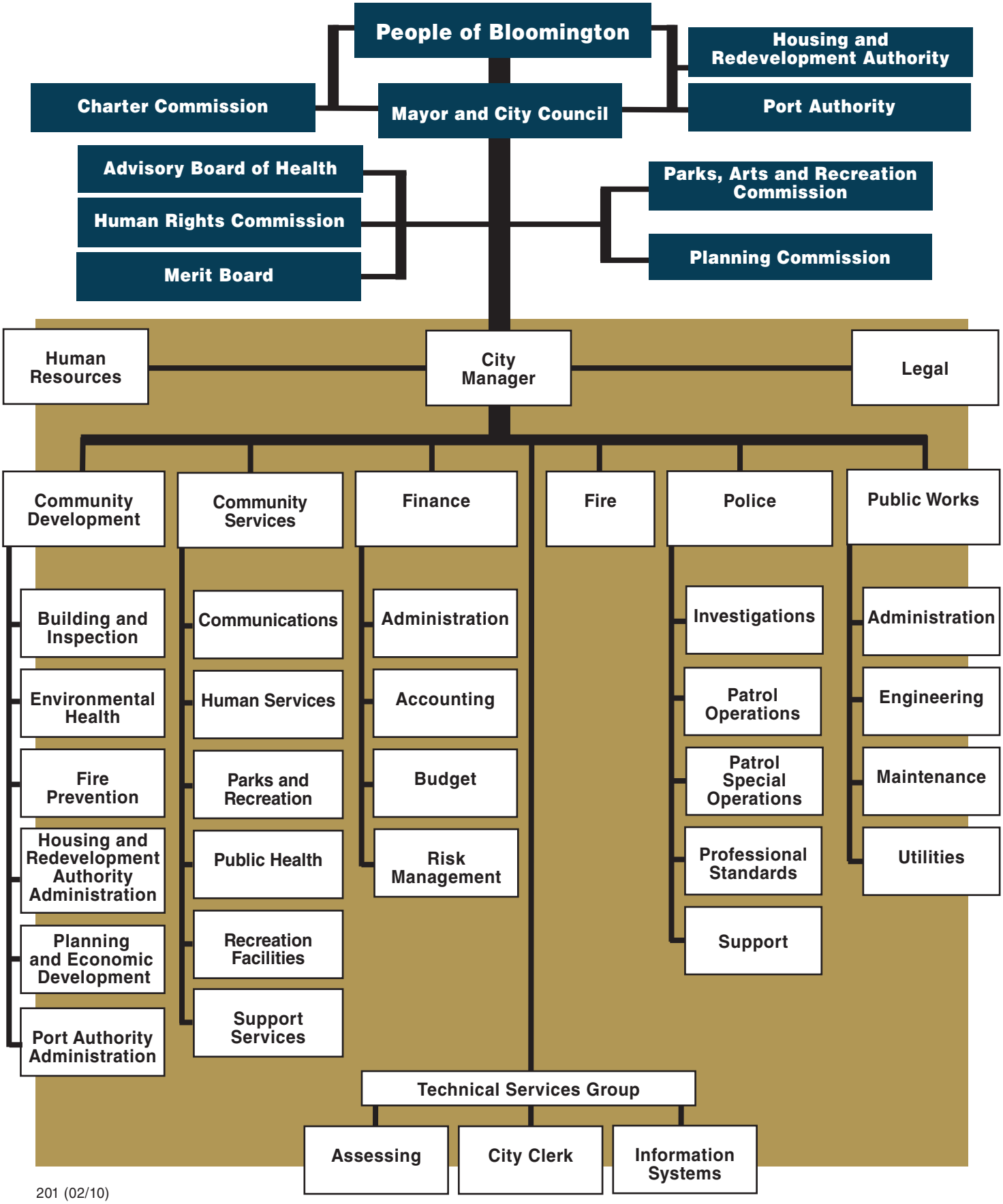
Aquatic Assistant Coordinators
Jim Brickweg (BFAC)
Elise Johnson (BLB)
Tim Mitchell (BFAC)
Tina Poore (BLB)

Warming House Coordinator
Courtney Gallagher

PT Farmers Market Coordinator
Avery Stark

Cultural Arts Coordinators
Jay Ludwig
Ryan Meyering
Jerrod Nelson

Last Updated: 4/27/2015


People of Bloomington
Housing and Redevelopment Authority
Charter Commission
Mayor and City Council
Port Authority
Advisory Board of Health
Parks, Arts and Recreation Commission
Human Rights Commission
Planning Commission
Merit Board
Human Resources
City Manager
Legal
Community Development
Community Services
Finance
Fire
Police
Public Works
Building and Inspection
Environmental Health
Fire Prevention
Housing and Redevelopment Authority Administration
Planning and Economic Development
Port Authority Administration
Communications
Human Services
Parks and Recreation
Public Health
Recreation Facilities
Support Services
Administration
Accounting
Budget
Risk Management
Investigations
Patrol Operations
Patrol Special Operations
Professional Standards
Support
Administration
Engineering
Maintenance
Utilities
Technical Services Group
Assessing
City Clerk
Information Systems