



GENESEE COUNTY PARKS
Get away. Right away.

SEASONAL AND VARIABLE HOUR

EMPLOYEE GUIDE



GENESEE COUNTY
— M I C H I G A N —

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WELCOME NEW EMPLOYEE!

On behalf of your colleagues, I welcome you to Genesee County and wish you every success here.

We believe that each employee contributes directly to the growth and success of the Genesee County Parks and Recreation Commission, and we hope you will take pride in being a member of our team.

Although our daily duties are varied in many ways, all of us are dedicated to the fact that in every sense of the word, "people" are our business. We try to see that our guests enjoy their stay, and we extend to them hospitality and genuine friendliness. We try our best to be relatable, helpful, and considerate. For all of us, that means a smile, a courtesy – maybe a resourcefulness that we didn't know we had. No matter what your specific work assignment may be, remember: "Everyone works for the public relations department."

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Genesee County as a member of the Genesee County Parks and Recreation Commission.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,



Patrick Linihan
Director

Introductory Statement

This handbook supersedes and replaces all previous handbooks, policy manuals, rules, regulations, policies, and procedures. New and current employees are expected to maintain a continuing familiarity with the policies described in the handbook. When revisions and/or additions are made, employees will be provided with a written or digital copy. In addition, Parks divisions may provide a specific procedural manual with which employees are expected to review and follow.

No employee handbook can anticipate every circumstance or question about policy. As Genesee County Parks and Recreation Commission, herein after referred to as "the Commission", continues to grow, the need may arise, and the Commission reserves the right, to change, delete, add to, deviate from, interpret or cancel, in whole or in part, any of the policies set forth in the handbook, at its sole discretion, at any time, with or without notice.

Nature of Employment

Employment with Genesee County is for no fixed term and is entered into voluntarily. The employee is free to terminate his/her employment at any time and for any reason, with or without notice. Similarly, the County has the right to terminate the employment relationship at any time, with or without cause, with or without notice, so long as there is no violation of applicable state or federal law. This "at will" employment relationship exists regardless of any other written statement or policies or any other Genesee County or Parks Commission document or verbal statement to the contrary.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. The most common circumstances under which employment is terminated are: 1) Resignation – Voluntary employment termination initiated by an employee; and 2) Discharge – Involuntary employment termination initiated by the organization.

The Commission may schedule an exit interview at the time of employment termination to discuss such issues as employee benefits, repayment of outstanding debts to the Commission, or return of Commission-owned property. Suggestions, complaints, and questions can also be voiced. Employees will receive their final pay in accordance with applicable state law.

Employment Applications & Background Checks

The Commission relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment at any time.

To ensure that individuals who join the Commission are well qualified and have a strong potential to be productive and successful, the Commission may check the employment references of applicants.

In addition, applicants must submit to a criminal background check and driver's license check in order to be considered for employment. The Commission reserves the right to request updated criminal and license checks when employees are being considered for promotions, transfers, and/or continued employment.

The Genesee County Parks System

The Genesee County Parks & Recreation Commission is part of Genesee County government. It operates over 11,000 acres of park land. Parks facilities are located throughout Genesee County, but most facilities lie within two main geographical areas: The Genesee Recreation Area, which surrounds Mott Lake and is located solely within Genesee County, and the Holloway Reservoir Regional Park Area, which spans across both Genesee and Lapeer Counties.

Genesee County Parks facilities include a campground, seven County parks, three beaches, two boat ramps, various fishing sites, bike paths, a zero-depth water splash pad at Bluebell Beach, Goldenrod Disc Golf Course, Stepping Stone Falls, For-Mar Nature Preserve & Arboretum, the Mounds ORV Area, the E.A. Cummings Center, the Elba Equestrian Center, Crossroads Village & Huckleberry Railroad. As of July 2014, Genesee County Parks entered into a partnership agreement with the City of Flint to maintain city park areas: Thread Lake Park, McKinley Park, Max Brandon Park, Flint Park Lake, Fabri and Hamilton Dam area, Flint River Trail, Lewis St. Park, Riverbank Park, Riverside Forest Preserve, Park East and Park West, Sarvis Park, Vietnam Veteran's Memorial and West Boulevard Park. In 2022, this partnership agreement was extended to provide general maintenance to all City of Flint parks.

County parks are open daily from 8 a.m. to sunset. For-Mar Nature Preserve & Arboretum is open seven days a week 8am to sunset. Visitor Center hours at For-Mar are seven days a week 8am to 5pm. Admission is free to County parks, beaches (including the splash pad), For-Mar Nature Preserve & Arboretum, and the disc golf course. Pavilions within County Parks are available for rent, and special programs at For-Mar are offered for a minimal fee. Boat ramps at Bluegill Boat Launch on Mott Lake and Walleye Pike Boat Launch on Holloway Reservoir are open 24-hours daily and fees are in effect from April 1 through September 30. There are no fees at the other fishing sites. The Mounds ORV Area is open Monday-Saturday from 8 a.m. to sunset and on Sunday from 10:00 a.m. to sunset. Visitors may purchase either a daily pass or a season pass for entrance to the Mounds. Equestrian trails are available at the E.A. Cummings Center and Elba Equestrian Center. The Cummings Center trails are open daily from 8 a.m. to sunset, and buildings and horse stalls are available for rent. Advance reservations are required for camping at the Elba Equestrian Center. Wolverine Campground, in the Holloway Reservoir Area, offers lake-front sites and is open from mid-May to mid-fall. Camping fees vary depending upon site selection:-

Many weddings are held throughout the Parks system. Popular wedding locations include Stepping Stone Falls, the suspension bridge at Richfield County Park, and the Memorial Gardens at For-Mar Nature Preserve & Arboretum. Reservations are required and a fee is charged.

Crossroads Village is a "living history" village, which includes over 35 historic buildings. The Huckleberry Railroad is a narrow-gauge steam-powered tourist train that is located within Crossroads Village. Visitors may ride the train, see live entertainment in the Opera House, visit the one-room Stanley School House or browse our gift shops. Amusement rides are also offered on our antique equipment, which includes our 1912 Parker Carousel, the 1910 Parker Superior Wheel, Venetian Swings, and for the children, the mechanical pony carts and miniature train rides. During the regular summer season (Memorial Day – Labor Day), Crossroads Village & Huckleberry Railroad is open Thursday through Sunday from 10 a.m. to 5 p.m. and holidays that fall on a Monday or Tuesday. The School Days Season, which runs on various dates in May and June, and one day in December, offer special hours for school groups. In the fall, the Village hosts Crossroads Ghosts & Goodies and the Huckleberry Railroad Ghost Train. The day after Thanksgiving, the Holiday Magic begins with the ever-popular Christmas at Crossroads program, which features over 500,000 decorative lights and holiday displays.

This summer season, a busy schedule of activities and events will take place at various locations throughout the Parks system. Directions to various locations are provided in Appendix A. Our brochures are available for you to familiarize yourself with information about the Parks that will prove beneficial to you in the performance of your job duties.

As you can see, the Genesee County Parks & Recreation Commission offers a multitude of recreational opportunities for visitors to, and residents of, our community. Congratulations to you and thank you for becoming a team member of our wonderful Parks system!

Administrative Information

It is important that the Commission's personnel records are up-to-date at all times. This is especially important in the case of an emergency situation. Therefore, employees are expected to immediately inform their supervisor and the Parks Administrative Headquarters of any changes in address, telephone numbers, or emergency contact information.

Personnel Data Changes -Employees are required to have a valid mailing address and telephone number on record with the Commission at all times. It is the responsibility of each employee to promptly notify the Commission of any changes in employee mailing addresses, telephone numbers, and individuals to be contacted in the event of an emergency, etc. If any personnel data has changed, you must notify the Administrative Headquarters front office staff as soon as possible. Some positions will require a valid driver's license to be provided to the Administrative Headquarters front office yearly. The Administrative staff should be made aware if your driver's license status changes during the year.

Emergency Notification -If you need to be contacted during your work shift because of an emergency, Commission staff will make every effort to do so.

1. During office hours (Monday-Friday from 8 a.m. to 4:30 p.m.), emergency calls should be directed to the Administrative Headquarters (91-Base) at (810) 736-7100, extension 0. After hours or on weekends, calls should be directed to 9-1-1.
2. The person calling should be able to give the following information:
 - Full name of employee;
 - Classification (name of job position);
 - Work location;
 - Nature of emergency.
3. Administrative staff will attempt to notify the employee via the division supervisor, radio transmissions, telephone, or with the assistance of the Ranger Division.

It must be emphasized that this procedure is for emergencies only, and if, in the opinion of the dispatcher, the reason for the notification is not sufficient to justify an emergency, this process will not be used. Also, if the person calling will not give the nature of the emergency, this process will not be used.

Lunch and Break Periods -Paid rest periods (15 minutes for four hours worked) are permitted. Fifteen-minute rest periods (paid or unpaid) for four hours worked are required for employees age 17 and under.

Unpaid lunch breaks, of one half-hour to one hour, are permitted per an eight-hour shift. A minimum of one half-hour break is required per an eight-hour shift for employees age 17 and under.

Employees who wish to leave their work site to conduct personal business during a scheduled break must have authorization from their supervisor and must use their own personal vehicle. Employees who leave their work site to conduct personal business during an approved, scheduled break are responsible for returning to their work site within the allowed break time and/or as approved by their immediate supervisor.

All break periods are scheduled by your supervisor and are subject to change due to operating conditions. As scheduling and time permits, break periods should be taken out of the view of the public so the public does not view staff as loafing.

Time Off -All time off is without pay. If you are sick or have another legitimate reason that you can't report for your scheduled shift, you must notify your supervisor prior to the start of your shift. Your supervisor will advise you as to how to contact him or her. If you are unable to reach your supervisor, you may call (810) 736-7100 to speak with the Administrative Headquarters staff during regular office hours.

Upon returning to work, you may be required to submit satisfactory proof that you were unable to work. Unapproved absence from the job is cause for disciplinary action.

Timekeeping -Accurately recording time worked is the responsibility of every employee. Federal and state laws require the Commission to keep an accurate record of time worked to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime compensation is due for any hours worked over 40 in one week. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Paydays -Employees are paid bi-weekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods commence at 12:00 a.m. Saturdays and end at 11:59 p.m. on Fridays. Depending upon the day employment begins; it may take up to four weeks to receive the first paycheck.

If you do not select direct deposit, your supervisor will advise you as to where your check will be available for pick up from 11:00 a.m. to 1:30 p.m. on payday Fridays. **Keep in mind that you may be on duty, out of town, or otherwise unable to pick up your check during this time period.** Any checks not picked up will be mailed. **DO NOT CALL THE MAIN OFFICE REGARDING PAYCHECKS.** Checks will not be held for employee pickup outside of the prescribed pick up times. Refer to the **paycheck schedule** that you were given when you were processed for hire.

If a regularly scheduled payday falls on an official Genesee County holiday, employees will receive pay on the last day of the work week before the regularly scheduled payday.

Pay Corrections -The Commission takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of their supervisor or the Finance Officer so that corrections can be made as quickly as possible. If an employee is overpaid, the Commission will notify the employee of the error and the schedule for repayment.

Pay Deductions and Garnishments -The law requires that the Commission make certain deductions from every employee's compensation, including applicable federal, state, and local income taxes, and Social Security taxes. Pay setoffs are pay deductions taken to pay off a debt or obligation, such as child support or wage assignments.

At times, the Commission may offer programs and benefits beyond those required by law.

Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, please contact the Parks Finance Officer.

Complimentary Passes

Seasonal and variable hour employees hired are eligible for four complimentary passes to Crossroads Village & Huckleberry Railroad. These passes are valid for the summer season that year and not valid for Day Out With Thomas. Employees hired or continuing to work during the Halloween season will receive four passes valid during the Halloween Ghosts & Goodies program. Employees hired or continuing to work during the Christmas season will receive four passes valid during the Christmas at Crossroads Holiday Magic program.

Access to Personnel Files -The Commission maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Personnel files are the property of the Commission, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the Commission who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Administrative Headquarters. With reasonable advance notice, employees may review their own personnel files in the Commission's offices and in the presence of an individual appointed by the Commission to maintain the files, generally not more than twice per calendar year.

Performance Evaluations -Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted mid-point and/or at the end of employee's initial period of employment. Additional formal performance evaluations may be conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. After the initial period of employment, performance evaluations shall be conducted at the end of any subsequent employment with the Commission. Employees are entitled to a copy of their performance evaluations and may request a copy through their supervisor or the Administrative Headquarters.

Return of Commission Property -Employees are responsible for all the Commission property, materials, or written information issued to them or in their possession or control. Employees must return Commission property immediately upon request or upon termination of employment. The Commission may also take all action deemed appropriate to recover or protect its property.

Park Rules -The Genesee County Parks and Recreation Commission promulgates and publishes rules for the use, protection, regulation and control of all its services and facilities. These rules are published and posted throughout the Parks system and are applicable to all Park users. If you are not a ranger and witness a Park Rule violation, you should notify a Ranger by radio if possible, or notify 91-Base via two-way radio, or call (810)736-7100, ext. 0 during regular hours; (911 after hours and on weekends) so that they can assist you. At no time should you try to apprehend a violator yourself. Try to get a description of the person or persons and a license number, if possible.

Genesee County Right-to-Know Information/Hazardous Material Safety Data Sheet Information -- The Commission recognizes that its employees want to become more knowledgeable about those chemicals to which they may be exposed and how to safely use them. Your supervisor will provide you with this information. You may also refer to the information contained in Appendix B regarding the Genesee County Hazard Communication Program.

Workplace Monitoring -- Workplace monitoring may be conducted by the Commission to ensure quality control, employee safety, security, and customer satisfaction. Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation. Because the Commission is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

Work Assignments and Layoffs – Genesee County has been approved by the UIA (Unemployment Insurance Agency) as a seasonal and variable hour employer.

Failure to accept work assignments may result in a denial of your unemployment claims and benefits. Requests for early layoffs may be accepted; however, they will be considered a voluntary resignation, which will result in a denial of unemployment claims and benefits.

Genesee County Parks & Recreation Commission Plan for Prevention/Reporting of Exposure to Communicable Disease – In response to Public Law 100-607, the Health Omnibus Programs Extension Act of 1988, Title II, Programs with Respect to Aids and Hepatitis B (154 of the Public Act P.A. of 1974 as amended), Genesee County has developed a plan to serve as a method to reduce the risk of becoming exposed to infected blood and bodily fluids. The purpose of this policy is to provide designated Parks and Recreation staff with recommendations for reducing risk of exposure and infection to blood borne organisms such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). The procedures are detailed in Appendices C & D.

Employee Conduct & Personal Appearance

Employees of the Commission work and provide services for the public. It is extremely important that they conduct themselves at all times in a manner that will reflect credit upon themselves and the Commission, provide for the protection and well-being of all Commission employees and the general public, and ensure an orderly, efficient and productive workplace.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the Commission presents to citizens and visitors.

During business hours or when representing the Commission, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with citizens or visitors in person.

Your supervisor will advise you of the dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Reasonable accommodation, when necessary, may be made to a person with a disability.

If your employment involves interpretive services denoting a historical period and you are to wear clothing appropriate to that era, you may be required to refrain from wearing certain types of jewelry, including watches, or to avoid hairstyles that would not suggest that particular era.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Tank tops, tube or halter tops may not be worn under any circumstances.
- Mustaches and beards must be clean, well trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately, as some individuals may be sensitive to strong fragrances.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Open toe shoes are not to be worn under any circumstance.
- When off duty and in uniform – act appropriately.

Dealing with the Public

The "POSITIVE" Approach

1. Parks are for People!

The facilities and programs of Genesee County Parks and Recreation Commission are for everyone! We, as employees, are dedicated to creating an environment of wholesome recreation and relaxation for all our visitors. Our visitors are our guests and we must extend the VIP treatment to all.

2. Our Parks are Unique!

Employees of Genesee County Parks and Recreation Commission have the opportunity of working in unique facilities. Our facilities provide wholesome recreational experiences. Let your pride in your position be sensed by the visitors you are serving—your attitude will make your job much more enjoyable.

3. Service is Expected!

Everyone visits our facilities for a different reason, but they all have a common desire: friendly, efficient service wherever they happen to be. This can be the main difference between using OUR facilities rather than others. We must consistently give good service and make each guest glad he/she came to OUR facilities.

4. Information if Needed!

Much of our contact with guests requires answering the same questions over and over, but we MUST do so and with a WILLING SMILE. Good, factual information is one of the most needed services to our guests. If a visitor asks a question you cannot answer, be honest with him/her, and try to direct them to the proper place to get the answer.

Although staff members are encouraged to be as helpful as possible in providing information to the general public, at no time should personal opinion be voiced in place of, or in addition to, factual, up-to-date information.

5. Think and Thank!

Whenever you encounter a visitor, put yourself in THEIR position and your good judgment will tell you what to do and how to do it. Treat them with the utmost respect and they, in turn will be respectful to you. Likewise, saying "thank you" to a person you have just served is like a smile in itself. There will be cases when we will receive criticism and it usually comes from people who use our facilities most. It is very easy to become routine in handling these people, but do not let this happen, for they are of great importance to us. We must receive criticism graciously and use it constructively. If you will sincerely thank a person who has just offered criticism, you will find it amazingly easy to accept. Criticism should be passed on to your supervisor.

6. Impressions are Lasting!

Whenever guests enter one of our facilities, either for the first time or the 100th time, the impression they go away with that day will stay with them. You can make a favorable or an unfavorable impression by the way you deal with this visitor. Other factors will impress our guest also—the neatness of your apparel and personal appearance, the cleanliness of the surroundings and the quality of the services. If the guests feel they are welcomed here, they will come back!

7. Visitors are the Reason we have a Job!

No matter how you feel—no matter what problem you have at the moment—you must put forth a friendly, helpful attitude to facility guests. THEY ARE THE VERY REASON YOU HAVE A JOB!

8. Every Employee is Important!

Every employee—from the director on down the line—is there for one important purpose: to serve the visiting public. Remember that you may be the only contact a visitor will have with our organization. YOU are its representative of the moment. A lot can depend upon your behavior, so make the most of it, and reap the rewards of good public relation. EVERYONE WORKS FOR THE PUBLIC RELATIONS DEPARTMENT!

Ten Ways to Help Visitors Enjoy Our Facilities

1. **Smile!** It goes a long way in putting everyone at ease.
2. **Ask!** Your offer of assistance can make a guest feel right at home.
3. **Neatness!** The better you look, the better the first and lasting impression.
4. **Patience!** Youngsters can get rambunctious, but before you know it, they'll be back as adults, because you were nice!
5. **Memories!** When people take happy memories home, they're more likely to tell their friends about us and visit again.
6. **Learn!** The more you know about our facilities and programs, the more you can help!
7. **Friendship!** That's our motto—and you can show our guests it's the Genesee County Parks and Recreation Commission's way of life.
8. **Pride!** It's something no one can replace. You have a fine reason to be proud of your agency.
9. **Make Suggestions!** Many guests will stay longer when you tell them the things to see and do.
10. **Be Pleasant!** It doesn't cost anything, and it makes everyone feel better.

Dissemination of Information to News Media -- As a public agency, the Commission's business is public business, and therefore, the public has a right to information concerning the Commission's operation. However, all news and press information will be released to the news media through the Director or his designee. Seasonal and variable hour employees are not authorized to speak to the news media on behalf of the Commission, unless specifically designated to do so by the Commission's Director.

IN CASE OF WATER-RELATED ACCIDENTS, INJURIES, FATALITIES, OR FELONIES, ALL INQUIRIES SHOULD BE DIRECTED TO THE DIRECTOR'S OFFICE OR THE RANGER DIVISION.

Policies Regarding Smoking, Solicitation, and Security Inspections

Smoking -- In compliance with the Genesee County Clean Indoor Air Policy, **smoking is prohibited throughout the interior areas of all Commission facilities**. This includes the Huckleberry Railroad. In compliance with the Genesee County Outdoor Smoking Policy, **all entrances, exits, and ramps to Commission buildings are designated as "no smoking" areas**. Smoking shall be permitted at designated locations away from entrances, exits, and ramps to Commission buildings. Check with your supervisor for designated locations.

For-Mar Nature Preserve and Arboretum is a **non-smoking facility**, which includes the grounds.

In compliance with Genesee County's policy relative to vehicles, **smoking is prohibited in all Commission vehicles**. These smoking prohibitions apply equally to all employees and the general public.

Solicitation -- In an effort to ensure a productive and harmonious work environment, persons not employed by the Commission may not solicit or distribute literature in the workplace at any time for any purpose. In addition, employees may not solicit or distribute literature concerning outside events or concerning other organizations or outside activities while on duty and while on Parks Commission property. Examples of impermissible forms of solicitation include: 1) circulation of petitions; and 2) distribution of literature not approved by the employer.

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for information such as Affirmative Action statement, employee announcements; internal memoranda; job openings, etc.

If employees have a message of interest to the workplace, they may submit it to the Commission Director for approval. The Commission Director will post all approved messages.

Security Inspections --The Commission prohibits the possession, transfer, sale, or use of illegal drugs, alcohol, firearms, explosives, or other improper materials on Parks Commission property. The Commission likewise wishes to discourage theft or unauthorized possession of the property of employees, the Commission, and visitors. To facilitate enforcement of this policy, the Commission or its representative may at any time, with or without notice, inspect desks, lockers, or other storage devices that may be provided for the convenience of employees, but remain the sole property of the Commission, and to inspect any persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the Commission's premises.

Policies Regarding Use of Computer, Phone, Radio, and Mail Systems

Computers – Computers furnished to employees are the property of the Commission. Employees whose job duties include the use of a computer system will receive adequate training and must comply with the Seasonal and Variable Hour Computer Use Policy pertinent to his/her division, which is in compliance with the Genesee County Computer Use Policy. Computer usage and files may be monitored or accessed. Violation of said policy may result in disciplinary action, including and up to, termination.

Telephones – To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Personal calls should be limited. Employees may be required to reimburse the Commission for any charges resulting from their personal use of the telephone and/or disciplined for excessive personal use.

Voice Mail -- Divisions with voice mail must check for messages on a regular basis. The automated answering system is not to be used to avoid answering telephone calls.

Cell Phones – Any employee assigned cellular phones for use while on duty must comply with the Seasonal and Variable Hour Employee Cell Phone Use Policy pertinent to his/her division. Violation of said policy may result in disciplinary action, including and up to, termination. See Appendix H.

Mail -- The use of the Commission-paid postage for personal correspondence is not permitted.

Radio Communications -- The Commission uses the radio communications network maintained by Genesee County 911. Careless and unlawful acts in the use of this valuable equipment will not be tolerated. The following types of transmission are prohibited and could result in prosecution: Obscene, inappropriate or offensive language; off-frequency transmissions; transmitting of music; private enterprise; or personal use.

Park Rangers only monitor the 25Parks talk group. Other talk groups (25Maint, 25Beach, 25CRV, 25Rail) should be used by the appropriate park staff for non-Ranger related communication.

During regular administrative office hours (Monday-Friday from 8 a.m. to 4:30 p.m.), all employees assigned radios shall call in their respective number and area of responsibility or location at the beginning of their shift. All radio units will give their location when going in and out of service. Employees will remain in radio contact for their entire shift. From Memorial Day to Labor Day, all employees assigned radios will call in and out of service to Wolverine base, which is available 24/7. Outside of regular administrative office hours, your supervisor will instruct you as to the procedure for checking in and out of service.

Policies Regarding Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Equipment -- Please notify your supervisor if any equipment, machines, or tools, appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Vehicles -- Vehicles may be provided for use in order to assist with or perform job duties. Vehicles shall be operated in a safe manner and shall at all times be under the control of the operator. A high degree of personal courtesy with reference to other vehicles and pedestrians shall be observed at all times. When you are driving a Commission vehicle, you must have a valid driver's license as issued by the State of Michigan authorizing you to drive that particular type of vehicle. You must obey all local and state traffic and parking laws and ordinances. All fines and citations are your personal responsibility, with continued abuse of Commission vehicles subjecting you to disciplinary action. The suspension, limiting or revocation of your license may lead to your suspension, demotion or termination. Please review Appendix E – Safe Vehicle Use & Prevention of Vandalism on page 52 regarding specific directives and suggestions from the Genesee County Risk Manager.

GCPRC vehicles are to be used exclusively for GCPRC business. GCPRC vehicles may not be used for personal use or "joy-riding." Only authorized Commission employees may operate or ride in a Commission vehicle. Family members, friends, unauthorized co-workers, hitchhikers, or animals are not allowed in a Commission vehicle under any circumstances. Commission vehicles, when left unattended, must be properly secured with the ignition keys removed and all doors locked and windows secured.

Zero Tolerance Policy – In compliance with Genesee County policy, no employee shall operate any Commission-owned vehicle, or any privately-owned vehicle on Commission business, in the event they have ingested any alcoholic or controlled substances. No employee may possess or consume alcoholic or other controlled substances in a Commission-owned vehicle. No employee whose blood, saliva, or urine contains such alcohol or substances may operate a Commission-owned vehicle. Violation of this policy will result in disciplinary action, up to and including, termination.

Vehicle Accident Policy -- If you have an accident while operating a Commission vehicle **outside of Parks Commission property**, you must:

- Call the police.
- Provide officers at the scene with vehicle registration and proof of insurance.
- Make no statement regarding fault.
- Contact your supervisor immediately to report the accident and to receive further instructions. If you are unable to reach your supervisor, contact 91-Base via radio or telephone (736-7100, ext. 0 during regular hours or 9-1-1 after hours and on weekends) for assistance.
- After resolution of the accident, your supervisor will provide you with a Risk Management Accident/Incident Report form to be completed by you and returned to your supervisor within 24 hours.

If you have an accident while operating a Commission vehicle **on Parks Commission property**, you must:

- Contact a Ranger immediately.
- Contact your supervisor immediately to report the accident and to receive further instructions. If you cannot reach your supervisor, contact 91-Base via radio or telephone (736-7100, ext. 0 during regular hours or 911 after hours or on weekends) for assistance.
- After resolution of the accident, your supervisor will provide you with a risk Management Accident/Incident Report form to be completed by you and returned to your supervisor within 24 hours.

Vehicle Maintenance Policy -- All Commission vehicles must be on a regular maintenance schedule where authorized personnel inspect and repair the vehicle. If you are assigned a Commission-owned vehicle, you are expected to inspect your vehicle on a daily basis. All defects and/or damages must be reported to your supervisor immediately. Each division may designate one person to be responsible for ensuring equipment safety and prompt repair. The interior of the vehicles must be kept free of litter. In addition, your supervisor may direct you to keep a daily mileage log.

Miscellaneous Policies

Job Posting/Promotion Policy -- The Commission provides employees an opportunity to indicate their interest in open positions to transfer and/or advance within the organization according to their skills and experience. In general, seasonal positions are posted on our website as we accept applications throughout the year. The Commission reserves its discretionary right to not post a particular opening.

From time to time over the course of each season, opportunities for promotion may arise within each operating division. Seasonal and variable hour employees may submit an internal application in order to be considered for the promotional opportunity. Internal applications are available upon request at the administrative office.

To be eligible to apply for a posted job, employees must not be on probation or suspension. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

All internal candidates who meet the basic qualifications for the position will be eligible for an interview. Supervisors will select the candidate with the best qualifications, performance, and work records. **Selections will not be based solely on length of service.** Supervisors will only consider the two most recent years of employment with the Parks and Recreation Commission in the promotional hiring process.

Key Policy -- The Commission maintains a mastered key system as follows:

1. Employees will be assigned necessary keys depending upon degree of responsibility.
2. Padlocks keyed the same will be used on all gates throughout the Parks system. For justifiable reasons, exceptions may be made as authorized by the Facilities Management Director.
3. Keys will be assigned as follows:
 - a. A mastered set of keys will be maintained.
 - b. All authorized employees, upon written permission from their respective supervisor, will be issued a key to the building where their office is located or the building to which they are expected to report to work. Only those employees with justifiable reasons will be issued a key.
 - c. Keys necessary for the performance of daily functions shall be issued to the respective supervisor. It shall be the responsibility of that supervisor to initiate check-in/check-out procedures for all keys issued for the performance of daily functions.
4. Loaning or giving keys to unauthorized persons, loss of, or unauthorized use or duplication of keys, shall be cause for disciplinary actions.
5. Keys assigned to individual employees will be inventoried periodically. A security replacement charge of \$40 shall be paid for the loss of any assigned master key. Any employee who cannot account for any key(s) assigned to him/her shall immediately report to their supervisor the circumstances surrounding the missing key(s). The employee shall submit a written report to his/her supervisor with a copy to the Facility Management Director within one week of the loss or of becoming aware of the loss.
6. The Facilities Management Coordinator is responsible for the Mastered Key System.

Inclement Weather Policy – Occasionally, inclement weather prohibits seasonal and variable hour employees from performing outdoor work assignments. On such occasions where inclement weather interferes with outdoor work assignments and there are not sufficient indoor tasks to appropriately occupy seasonal and variable employee time, supervisors may notify their subordinates that they will be released before the end of their regularly scheduled shift. As with all other time off, this time is without pay.

Due to inclement weather or slow business, employees may be sent home without the opportunity to make up hours.

Note: This policy applies to inclement weather only. It does not allow for an employee to make up time if he/she comes in late or leaves early or to make up for a scheduled day off.

Seasonal And Variable Hour Employee Overtime Policy -- All authorized work performed in excess of forty (40) hours per week is considered overtime. The director, or designee, must approve in advance all work performed in excess of 40 hours per week. The designees are as follows:

- Maintenance/Campground – Park Superintendent/ Parks Operations Manager/ Director
- Ranger Division – Chief Ranger & Full-Time Ranger/ Director
- For-Mar – Chief Park Naturalist/Chief Park Horticulturist/Park Naturalist/Horticulturist
- Crossroads Village – Crossroads Village Manager/Crossroads Village Asst. Manager/ Parks Operations Manager/ Director
- Railroad Shop – Director of Railroad Operations
- Toll Booths – Parks Operations Manager/ Director
- Mounds ORV Area - Parks Operations Manager/ Director
- Keep Genesee County Beautiful – Parks Program Manager

This policy will apply to all overtime assignments requiring general skills within an operating division. Overtime assignments requiring special licensing or certifications (i.e. Railroad Engineer) are subject only to the advanced approval of the director or their designee.

An overtime list for each operating division (i.e. maintenance, campground, ranger, etc.) will be established at the beginning of each season. Some divisions have defined seasons and could be defined as follows:

- Spring/Summer: April 1 – September 30
- Fall: October 1 – December 31
- Winter: January 1 – March 31

**GENESEE COUNTY PARKS & RECREATION COMMISSION
CASH MANAGEMENT POLICY AND PROCEDURES**

Cash handling policies are a very important function of the Genesee County Parks and Recreation Commission. This policy outlines the guidelines in handling, receiving, transporting, and depositing cash and cash equivalents. Cash is any form of payment such as cash, checks, credit cards, gift certificates and money orders. The finance office has oversight for all revenue producing areas in the Parks and sets the guidelines for policies and procedures relating to cash functions.

Internal controls and segregation of duties are essential to maintain adequate cash control in all revenue producing parks. Separation of duties is required between the person handling the cash and the staff responsible for making the deposits and finalizing the accounting records.

SAFEKEEPING OF FUNDS

All cash shall be kept in a safe, locked cash drawer/register, lock box/bag when not in use. Finance staff shall work with supervisors in each park/area to determine the proper safekeeping guidelines specific to each park.

Safes are to remain locked at all times when not in use. No doors are to be left ajar and combinations are not to be shared. Combinations to the safes are changed annually and shall be changed whenever there is a turnover in staff.

CASH DRAWERS/CHANGE FUNDS

Standard cash drawer funds shall be established for each location based on type of activity and volume.

Each cash drawer shall be distributed from the safe by the supervisor or designated employee in parks where safes are provided. The employee receiving the drawer shall count and verify the amount received. The employee fills out and signs a cash transmittal and places the transmittal in the cash drawer. Drawers are counted down at the end of the shift to the original starting amount, agreeing to the cash transmittal. Sales are reconciled to RecTrac and a deposit slip filled out. Supervisors or designated staff verify sales reconciliation and verify drawers are counted down correctly to original amounts. Deposits are consolidated into one deposit by park when applicable.

Standard amounts shall be set for Parks in which cash bags are issued. Each employee receiving a cash bag is required to sign a cash sign out sheet acknowledging the amount and keys received including keys for the night deposit. In signing the acknowledgment, employees agree to return the cash bag and keys to Parks at the end of the season and/or the end of employment.

In parks with high volume sales, change will be kept in the safe and supervisors will distribute change on an as needed basis. All change funds are to be counted daily.

Cash drawers must have the cashiers full attention at all times. Cashier is responsible for start-up cash and all monies collected during a shift. Only the employee and supervisors

are allowed in the cashier's booth or behind the cashier's counter. Cash drawers are not to be shared with other staff unless permission is granted from the finance office.

Do not allow anyone access to your cash without proper authorization and identification including county audit staff for surprise audit purposes.

Employees are not allowed to make purchases or reservations for themselves.

DEPOSITS

Park rangers transport deposits to the bank/Drop Box from designated parks when applicable.

Deposits shall be made for each day's sales. Exceptions must be approved by the finance office.

For parks that do not have access to a safe, deposits are made at the end of each shift through the night depository.

Deposit slips must have the correct date, the cashier's initials, the name of the park and shall be filled out correctly listing cash, checks, etc. The yellow copy is to be included in the daily reconciliation and the pink and white go into the bank deposit bag.

Bank bags are to be used and agreed to the deposit slip. Genesee County Parks and Recreation shall be listed as customer. The account number, the amount and date are to be completed on deposit bag. Cash and coin go into the top pocket and checks go into the bottom pocket of the deposit bag. The date, amount and park is written on the top tab and pulled from the deposit bag to be included in the daily sales reconciliation.

Cash drawers shall be counted in designated areas not in view of the public.

Cashing personal checks, borrowing from deposits, changing deposits to cover shortages or any comingling of personal funds with parks funds are serious offenses will be investigated by the park rangers and could result in immediate discharge and/or prosecution.

FORMS OF PAYMENTS

Cash

- All bills \$5.00 and over shall be checked with a counterfeit pen.
- No Canadian money over a quarter will be accepted.
- All bills must be "whole" no ripped or torn bills are to be accepted.
- Watch for counterfeit bills and call a supervisor if you suspect a bill is counterfeit.

Checks/Traveler's Checks

- Checks should be written to Genesee County Parks & Recreation Commission.

- Verify identity with a driver's license or another form of picture identification. Write the license number and birth date on the face of the check along with your initials and the park it was taken at.
- Verify the check includes a phone number.
- Starter checks will not be accepted without a supervisor's approval.
- Checks are only accepted for the amount of purchase and must be dated the day of the purchase.
- The back of the check must be stamped with bank deposit stamp.
- No personal checks will be cashed for customers or employees.
- No third party checks accepted.

Credit Cards

- Cards accepted include Master Card, Visa, Discover and American Express.
- Check identification to verify the customer's identity.
- Only the cardholder may make a purchase with the card.
- RecTrac will verify the card is valid when entered into the system.

Gift Certificates

- Select gift card as form of payment and enter gift card number into RecTrac to verify balance and use as a form of payment.

RECEIPTING CASH/RECORDING SALES

Each employee receives a log in and password for RecTrac which is to be kept confidential and not shared with other staff.

All revenue shall be receipted in and a receipt provided to the customer. Receipts can be in the form of a register receipt, ticket, permit or pass. Areas that do not have access to a computer, must give receipts from a receipt book containing duplicate receipts.

All sales shall be reconciled with RecTrac at the end of a shift and the reconciliation turned into the supervisor. Supervisor's review and approve reconciliations and turn them into the finance office.

Permits and passes sold shall be reconciled with RecTrac each shift. Voided passes/tickets are to be attached to the daily reconciliation and approved by a supervisor.

Revenue transactions are to be rung in as they occur and be recorded for the correct amount. No transactions shall be over/under to give cash back to the customer or balance sales.

Refunds and return policies are set for individual parks based on necessity. All voids, returns, or refunds must have a supervisor's approval. Unless prior approval has been authorized, refunds will be handled through the finance office. All voided sales receipts must be attached to the daily sales reconciliation.

Each employee has RecTrac settings customized to the park at which they work and their level of responsibility assigned by the finance office.

Cash Discrepancies

Any differences between daily sales reports and deposits must be explained on the daily sales reconciliation report.

All overages and shortages must be immediately reported to your supervisor. Supervisors are responsible for reporting discrepancies to the finance office.

All discrepancies are subject to disciplinary action up to and including termination.

Employees who do not report discrepancies and employees who consistently have problems balancing cash will be subject to disciplinary action up to, and including termination.

Park Rangers will investigate all incidents of suspected theft. Criminal charges may be filed against employees who steal or misuse Commission funds.

Audits

The finance office conducts random audits of all parks handling cash. Employees with cash bags are required to report to the finance office to have cash bags audited. Cash bags shall be available for audit by supervisors at all times.

Passes and permits are subject to audit and should be kept with cash and accounted for at all times.

Employees should check for proper identification before giving access to cash.

The employee should remain present during the audit and will sign off at the end agreeing to results.

Employees who do not follow cash management policies and procedures will be subject to disciplinary action up to, and including, termination.

Maintenance Warehouse & Railroad Locomotive Shop Fuel Dispensing Procedures and Policies

Procedures

- Keep fuel loading pad always clear of all obstructions.
- Park vehicles, equipment/fuel containers on concrete pad when filling tanks.
- Pump will not function unless power is turned on by removing the padlock and activating the pump.
- Personnel shall remain at vehicle while fuel is being pumped.
- When fueling is completed, turn pump off. Pump shall be always locked.
- Fuel spills should be reported to the Garage ASAP and contained by using the spill response kit located at the pump.
- Log information on fueling into the appropriate logbook.
- Failure to comply with these rules may result in disciplinary action, up to and including termination.
- Select the appropriate fuel for the vehicle/equipment you are fueling (Regular gas, off-road gas, or diesel fuel).

Policies

- Warning signs with instructions for fuel operation shall be posted at pumps.
- Warnings shall apply to both vehicles and fuel containers.
- All personnel authorized to use this fueling operation shall receive training in the proper use of the equipment, the hazards of fuel spill and the proper methods of cleaning of fuel spill.
- All filling operations shall take place only on the concrete pad.
- All fuel spills shall be reported to the garage staff immediately and contained with the spill response kit located adjacent to the fuel pump.
- The fuel pumps shall remain locked at all times when they are not in use.
- A log information book shall be kept posted adjacent to the switch.
- Only authorized personnel shall have access to the pumping station.

Failure to comply with these rules may result in disciplinary action, up to and including termination.

Policies Regarding Personal Relationships, Sexual Harassment, & Equal Opportunity Employment

Personal Relationships in the Workplace -- The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship. The Commission also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

Sexual Harassment -- The Genesee County Board of Commissions, as part of its commitment to equal employment opportunity, reaffirms its endeavors to maintain a work atmosphere free of sexual harassment as amended on 8/27/2013.

Sexual harassment as defined by the Equal Employment Opportunity Commission (EEOC) is; *Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:*

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

Genesee County will not tolerate sexual harassment of any of its employees by a supervisor, other employee, county agent or, in certain circumstances, a non-employee.

Complaints of sexual harassment should be brought to the attention of the employee's supervisor, or a higher supervisor if the immediate supervisor is the subject of, or involved in the complaint. Complaints may also be brought to the Human Resources Department (HRD). If a complaint is made to a supervisor, the supervisor must immediately notify the HRD of the complaint. If a complaint is made to the HRD, the Human Resources Director will immediately notify the appropriate Department Head of the complaint filed.

The HRD shall provide the internal forum for the investigation and resolution of the complaints of sexual harassment. In each case where a complaint is filed with the HRD, The HRD will notify Corporation Counsel during of the filing of the complaint. In addition, the HRD will consult with Corporation Counsel during the course of the investigation of each complaint.

Immediate and appropriate action will be taken to resolve all complaints of sexual harassment. Under usual circumstances, the investigation will be completed and a report issued within two-four weeks of filing.

Employees whose conduct constitutes a violation of this policy can expect to be disciplined. The type of discipline will be based on a case-by-case basis, contingent on the degree of the offense.

Efforts will be made to ensure the confidentiality of those who file complaints and those who have complaints filed against them. Employees who file complaints of sexual harassment in good faith and witnesses who respond in good faith shall not be subjected to retaliation. Employees who retaliate will be severely disciplined, up to and including discharge. **Reports of any such retaliation shall be reported and processed using the same procedure described above for reporting and processing the harassment complaint.**

Through this policy, Genesee County is again affirming its commitment to creating a work environment for all employees that is free of any form of discrimination. This policy shall remain in effect indefinitely but may be amended by the HRD through adoption by the Genesee County Board of Commissioners, when deemed necessary.

Equal Opportunity Employment -- To provide equal employment and advancement opportunities to all individuals, employment decisions at the Commission will be based on merit qualifications, and abilities. The Commission does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.

The Commission will make accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employments, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Commission Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to

disciplinary action, up to and including termination of employment.

Any employee or applicant who believes that he/she has suffered discrimination shall report the incident(s) immediately to the Commission Director. If the complaint is to be brought against the Commission Director, the incident(s) shall be reported to the Parks and Recreation Commission, or his/her designee. If the complaint is to be brought against the Commission, the incident(s) shall be reported to the County Human Resources Director. Additionally, if there is a potential for conflict of interest, the complaint will be forwarded to the County Human Resources Director for investigation. Subject to the provisions of this policy, the Commission guarantees that an employee or applicant reporting incident(s) of discrimination will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination, the entirety of the circumstances, the nature of the discrimination and the context in which the alleged incident(s) occurred will be investigated. The Commission Director (or Commission Board, or designee, or County Human Resources Director, in the proper circumstances) has the responsibility of investigating and resolving complaints of discrimination.

All complaints will be handled in a timely and, to the extent possible, confidential manner. Investigations will normally include conferring with the parties involved and any named or apparent witnesses. Upon completion of the investigation, the results and any action taken thereon will be reported to the complaining employee or applicant. If the investigation reveals that the complaint is valid, prompt and appropriate remedial action will be taken to stop the discrimination and to prevent its recurrence.

The Commission considers discrimination in the workplace to be a major offense that will result in disciplinary action against the offender, up to and including suspension or discharge, regardless of the offender's position with the Commission.

Policy Regarding Workplace Violence Prevention

The Commission is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Commission has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be always treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Commission.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Commission will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, the Commission may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The Commission encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Administrative Office before the situation escalates into potential violence. The Commission is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Policy Regarding Workers' Compensation Procedures

The Commission provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses MUST inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. The supervisor will provide further directions and forms that must be completed within 24 hours of the accident/injury. **If you cannot reach your supervisor, you must call the Administrative Headquarters (736-7100, ext. 0 during regular hours) or, if after hours, contact a Ranger or after-hours (911).** Unless the injury is life-threatening, you must seek authorization first before reporting to the Care Center listed below.

1. After an on-the-job injury, your supervisor will direct you to the **Hurley Medical Center – Occupational Medical Facility, 1 Hurley Plaza, Flint, MI 48503 –or- to the nearest hospital if the Care Center is closed or the injury requires emergency medical care.** An ambulance may be called to transport, if the injury involves severe trauma to the head or multiple body parts and the injury may be life threatening.
2. If your initial visit is to a hospital and there is an indication to follow-up with “your doctor” or that you may be unable to return to work, visit the clinic as soon as it reopens. **Do not** visit your family physician. This procedure is to ensure that you will receive payment for authorized lost work days.
3. The Care Center will evaluate your condition as to your ability to return to work, recommend time off, or refer you to a specialist. Return the Care Center’s evaluation to your supervisor.
4. You and your supervisor will prepare the necessary workers’ compensation forms within 24 hours of the injury or illness and provide them to the Commission Finance Officer, who will forward them to the Genesee County Risk Manager.
5. You must notify your supervisor of any change in your injury or illness status, e.g., reduction or extension of time off, referrals by the Care Center for other treatments, etc. Your supervisor will notify the Commission Finance Officer, who will notify the Genesee County Risk Manager.
6. Most medical providers will bill the Genesee County Risk Management or the claims service directly for payment of authorized bills. If you receive a medical bill, forward it to the Commission Finance Officer. Copies of prescriptions for medication and/or medical equipment/services should also be sent to the Commission Finance Officer. If authorized, payment may be made directly, if possible, to providers or reimbursed to employee for out-of-pocket costs (copies of receipts must accompany prescription). Any other costs for which an employee seeks reimbursement must also be submitted to the Commission Finance Officer.
7. Your failure or refusal to follow the above procedures may initiate a “Notice of Dispute” by the claims’ service. **WORK SAFELY!**
8. If you are unable to return to work, you must have a return-to-work authorization from the doctor.

Discipline

The Commission does not have a program of progressive discipline for seasonal and variable hour "at-will" employees. If an employee cannot abide by the Work Rules and/or cannot be a contributing member of the Commission staff, the employee's employment at the Commission will be terminated. It will be within the sole discretion of the Commission to decide **if** and **when** discipline will be used in lieu of discharge. No employee should have any expectation of receiving disciplinary action of any kind prior to dismissal. The Work Rules, which provide examples of unacceptable behavior, are listed in Appendix F.

APPENDIX A
Directions To Parks

Administrative Headquarters	5045 Stanley Rd., Flint 48506
Atlas County Park	Hegel Road east of Gale Rd. Goodrich 48438
Bluebell Beach/Flint River Bike Path	5500 Bray Rd., Flint 48505
Bluegill Boat Launch	4045 Coldwater Rd., Flint 48506
Bluegill Trail	4045 Coldwater Rd., Flint 48506
Buell Lake County Park	14098 Genesee Rd., Clio 48420
Buell Lake Model Airplane Field Clio 48420	South of Buell Lake County Park entrance,
Buttercup Beach	7130 N. Baxter Rd., Columbiaville 48421
Branch Rd/Carpenter Rd Fishing Site	G-5380 Branch Rd., Flint 48505
Bray Rd Fishing Site	5030 Bray Rd., Flint 48505
Chevy Commons	301 S Chevrolet, Flint 48503 &
West Entrance	800 West Kearsley St., Flint 48503
East Entrance	
Clover Beach	15349 S. Linden Rd., Linden 48451
Crossroads Village & Huckleberry Railroad	6140 Bray Rd., Flint 48505
H B Railroad Maintenance Warehouse	6160 Bray Rd., Flint 48505
Davison Roadside Park	6160 Davison Rd. Burton 48519
Elba Equestrian Complex 48446	1875 N. Elba Road, Oregon Township, Lapeer
E. A. Cummings Event Center	6130 E. Mt. Morris Rd., Mt. Morris 48458
Flint River Trail	2977 Carpenter Road Flint 48506
Flushing County Park	4417 N. McKinley Rd., Flushing 48433
For-Mar DeWaters Building	5360 Potter Road, Burton MI 48509
For-Mar Nature Preserve & Arboretum	2142 N. Genesee Rd., Burton 48509
For-Mar Maintenance Area	5285 Davison Road. , Burton 48509
Genesee Rd. Fishing Site Bldg.)	Genesee Rd. at Stanley (across from Admin.
Goldenrod Disc Golf Course	6405 Irish Rd., Davison 48423
Hogbacks Area & Dog Training	Elba, Washburn, McDowell and Stanley Rds.
Holloway Dam Public Access Roads	11135 Carr Rd. between Henderson and Oak
Holloway South Maintenance	12274 E. Stanley, Columbiaville 48421
Irish Rd/Flint River Fishing Site	6422 Irish Rd, Davison 48423
Klam Road Fishing Site 48421	Klam and Piersonville Rd, Columbiaville
Lewis Street Park	3100 Lewis St. Flint
Linden County Park	15349 S. Linden Rd., Linden 48451
Linden Maintenance Bldg	15462 Whitiker Rd., Linden 48451

Linden Soccer Fields Linden 48451	South of Linden Cty Park, across the road,
Lions Park	Genesee & Stanley Rd., Genesee 48437
M-15 Fishing Site & Canoe Launch	State Road, North of Stanley Road, Davison
Maintenance Storage Bldg.	6487 Genesee Road, Flint MI 48506
Maintenance Warehouse	G-5055 Branch Rd, Flint 48505
Mounds Off-Road Vehicle Area	6145 E. Mt. Morris Rd., E. Mt. Morris 48458
Mount Morris Road Fishing Site Lapeer County	Mount Morris Road, East of Catlin Road,
Mudd Lake Fishing Site	2345 Elba Road, Lapeer MI 48446
Pyles Road Public Access Lapeer	Intersection of Pyles Rd and North Lake Rd,
Richfield County Park/BMX Track	6322 N. Irish Rd., Davison 48423.
Riverbank Park	182 S Saginaw St. Flint
Stanley Rd Fishing Site & Boat Ramp Flint 48506	5131 Stanley Rd. (east of Admin. offices)
Stanley Tubes Fishing Site	12439 Stanley Rd, east of Henderson Rd.
Stanley & Belsay Road Fishing Site Parking lot (Belsay Rd)	5487 Stanley Rd., Flint, 48506 (west of
Stepping Stone Falls and Picnic Area & Trailway	5161 Branch Rd., Flint 48506
Timberwolf Fishing Site	7004 N Irish Rd., Otisville 48463
Toboggan Hill Lapeer 48446	Washburn Rd., North of Carpenter Rd,
Vermilya Road Public Access	East end of Vermilya Rd, east of Catlin
Vietnam Memorial	5500 Bray Rd. Flint 48506
Vietnam Veteran's Memorial Ave	2000 James P. Cole 48503 S of E. Hamilton
Walleye Pike Boat Launch	7240 N. Henderson Rd., Davison 48423
Wolverine Campground – Main Entrance & Holloway North Maintenance	7698 N. Baxter Rd., Columbiaville 48421 Mt. Morris Rd,
Wolverine Service Entrance – Lapeer Co. Side	5833 Mt. Morris Rd., Columbiaville 48421
Zemmer Park 48446	Marathon Rd, north to Zemmer Rd, Lapeer

City of Flint Partnership Parks:

Aldrich Park	721 Hall St., Flint 48503
Amos Park	2200 Amos Dr., Flint 48506
Atherton Park	Chambers St. and Farley Dr., Flint
Bassett Park	2251 Forest Hill Ave., Flint 48504
Brennan Park	1301 Pingree Ave., Flint 48503
Broome Park	3201 Hammerberg Ave., Flint 48507
Bundy Park	1150 E. Bundy Ave., Flint 48505
Burroughs Park	1500 Woodlawn Park Dr., Flint 48503
Clara Hilborn Park	5500 Martin Luther King Ave., Flint 48505
Common Wealth Triangle 1	
Common Wealth Triangle 2	
Cook Park	929 S. Averill Ave., Flint 48503
Cronin Derby Downs	1420 W 12 th St., Flint 48507
Dayton Park Cemetery	End of Nelson St. North of Avondale
Delaware Park	2600 Burns St., Flint 48506
Dewey Park	600 E. Moore St., Flint 48505
Dougherty Park	1717 N. Chevrolet Ave., Flint 48504
East Street Park	820 East St., Flint 48503
Eldorado Vista Park	1326 San Juan Dr., Flint 48504
Farnumwood Park	4201 Shawnee Ave., Flint 48507
Fleming Park	1618 Canniff St., Flint 48504
Flint Park Lake Park	1098 W. Stewart Ave., Flint 48504
Flint River Trail & Parkway	446 E. Boulevard Dr., Flint 48503
Genesee Valley Trail	2300 W. Court St., Flint 48503
Gerholz Park	1700 W Atherton Rd., Flint 48507
Hamilton Park	700 Root St. between 5 th Ave and MLK Ave
Hardenbrook Park	310 E. Jackson Ave., Flint 48505
Hasselbring Park	6025 Dupont St., Flint 48505
Iroquois Park	610 W. Taylor St., Flint 48505
Dallas Dort Park	Corner of Chippewa St. and E. Witherbee St.
Kearsley Park	1700 Kearsley Park Blvd., Flint 48503
Kellar Park Hammerberg	West side of Kellar Park Dr. off of
Lewis Street Park	3108 Lewis St., Flint 48506
Longway Greenway	
Longway Park	3400-3500 Whittier Ave., Flint 48506
Mann Hall Park	900 Middleton Ave., Flint 48503

Martin Park	900 E Ruth Ave., Flint 48505
Max Brandon Park	5101 Dupont St., Flint 48505
McCallum Park	3900 Orr St., Flint 48532
McClellan Park	3350 Clio Rd., Flint 48504
McFarlan Veterans Memorial Park	325 Saginaw St., Flint 48502
McKinley Park	3102 Collingwood Parkway, Flint 48503
Metawanenee Park	
Mobley Park Miller Rd.	North and South Side of Crescent Dr. at
Mott Park	2402 Nolen Dr., Flint 48504
Oak Park	2550 North St., Flint
Ogema Triangle	
Ophelia Bonner Park	5400 North St., Flint 48505
Pierce Park	2302 Brookside Dr., Flint 48503
Polk Park Ave.	NE corner of Earlmoor Blvd. and Brewster
Ramona Park	1546 Stone St., Flint 48503
Riverside Forest Preserve	
Riverside Park	6720 N. Webster Rd., Flint 48505
Rollingwood Park	2900 Layton Blvd., Flint 48506
Sarginson Park	1400 Beaver Ave., Flint 48503
Sarvis Park	2200 Myrtle Ave., Flint
Thread Lake Park	900 Lakeside Ave., Flint 48503
West Boulevard Park	5155 W. Boulevard Dr., Flint 48505
Whaley Park	3817 N. Franklin Ave., Flint 48506
Wilkins Park	
William Durant Park	401 E. Witherbee St., Flint 48505
Windiate Park	4100 Pengelly Rd., Flint 48507
Woodlawn Park	1500 Woodlawn Park Dr., Flint 48503

DIRECTIONS TO PARKS

ATLAS COUNTY PARK	Hegel Road – east of Gale Rd, Goodrich 48438
BUELL LAKE PARK	14098 Genesee Road, Clio, 48420 North on Genesee Road two miles past Vienna Road (M-57) (RC Model Airplane Field is south of entrance)
DAVISON ROADSIDE PARK Roads	6160 Davison Road, Burton 48519 Located on Davison Road (south side) between Belsay and Irish *Sledding....Beginners Hill

FLINT PARK LAKE	1100 block of Stewart, off Dupont Street.48505
FLUSHING PARK	4417 North McKinley Road, Flushing, 48433 I-75 Expressway to Pierson Road exit, turn west on Pierson Road to Flushing Road, turn right on Flushing Rd, turn north on McKinley Road in Flushing, about one mile to park entrance
HOGBACKS AREA & DOG TRAINING	Elba, Washburn, McDowell and Stanley Road.
LEWIS STREET LINDEN PARK	3100 Lewis, (and Leith Street) Flint 48506 15349 South Linden Road, Linden, 48451 US-23 Expressway to Thompson Road exit, west on Thompson Road three miles to Linden Road, South on Linden Road about three and one-half miles to park. Park is located about one-half mile south of Linden village limits. *Tobogganing.....Intermediate Hill *Soccer Fields are south of Linden County Park, opposite side of road.
MAX BRANDON PARK	3606 Dupont St. Flint between Pasadena and Stewart 48504
MCKINLEY PARK Rd.) to	2999 Orville Street Flint 48503 S. Saginaw St (north of Atherton
THREAD LAKE PARK on Peer,	Belvidere, east on Belvidere then north on Harold Street, to Peer, turn east then north on Orville.
RICHFIELD PARK	6322 N. Irish Road, Davison, 48423 Located on Irish Rd, about one-half mile north of Coldwater Road, entrance on the east side of the road.
RIVERBANK PARK	182 S. Saginaw St Flint 48502 Between Union St and Flint River
RIVERSIDE FOREST PRESERVE	Woods from Carpenter Rd to Groveland
RIVERSIDE PARK EAST	4700 E Boulevard b/t Groveland and Webster 48505
RIVERSIDE PARK WEST	2228 Riverside, Flint 48506 b/t Mabel and Bennett
SARVIS PARK	2200 Myrtle, Flint 48504 (& Wisner, east of Clio Rd)
VIETNAM VETERAN'S MEMORIAL	2000 James P. Cole 48503 S of E. Hamilton Ave
WEST BOULEVARD PARK	3500 W Boulevard Flint 48505 E. of 475 near Massachusetts

DIRECTIONS TO BEACHES

BLUEBELL BEACH	G-5500 Bray Road, Flint, 48505
BUTTERCUP BEACH	7130 Baxter Road, Columbiaville, 48421 State Road (M-15) to Mt. Morris Road, east on Mt. Morris to Baxter Road, right (south) on Baxter Road. – WOLVERINE CAMPGROUND
CLOVER BEACH (BYRAM LAKE)	15349 South Linden Road, Linden, 48451 West side of Linden Park (see Linden Park directions)

DIRECTIONS TO BOAT LAUNCHES

BLUEGILL BOAT LAUNCH	See directions for Bluegill Bicycle Path
WALLEYE PIKE LAUNCH	7240 N. Henderson Road, Davison, 48423 Entrance on Henderson Road just south of Carr Road. State Road (M-15) to Stanley Road, east on Stanley Road to Henderson Road, north on Henderson Road to Boat Launch on east side.
CANOE LAUNCH SITES	11135 Carr Road Carr and Oak Roads – Holloway Dam On Carr Road about one-half mile east of Oak Road Bluegill Boat Launch Genesee Road south of Stanley Road Northeast side of Richfield Park

DIRECTIONS TO FISHING SITES

BRANCH ROAD SHORE FISHING	5380 Branch Road Dort Highway to Carpenter Road East on Carpenter Road to Branch Road (four-way stop sign), north (left) on Branch Road about three-quarter mile to shore fishing parking lot on east side of the road.
BRAY ROAD FISHING SITE	5030 Bray Road, Flint, 48505 East of Dort Highway at the corner of Bray and Carpenter Roads on the north side of the road. Entrance on Bray Road.
BUELL LAKE FISHING SITE	Located on Genesee Road one-quarter mile south of entrance to Buell Lake Park (see Buell Lake Park directions). Handicap accessible.
CARR ROAD FISHING SITE	State Road (M-15) to Stanley Road, east to Canoe Launch (Henderson Road), north on Henderson Road to Carr Road, west on Carr Road to sign designating fishing site.
GENESEE RD street FISHING SITE	Genesee Road at Stanley Rd, south of bridge on west side of (across from Parks Administration Building)
HOLLOWAY DAM PUBLIC ACCESS SITE	11135 Carr Road - between Henderson and Oak Roads Stanley Road, in Oregon Township, Lapeer MI 48446
IRISH ROAD FISHING SITE	6422 Irish Road, Davison, 48423 Located across from Goldenrod Beach on east side of road
KLAM RD SITE	Klam and Piersonville Rd. Columbiaville 48421
MUDD LAKE SITE	2345 Elba Road, Lapeer MI 48446
STANLEY ROAD Genesee Rd. FISHING SITE	5131 Stanley Road, Located on Stanley Rd. ½ mile east of Handicap Accessible

STANLEY/BELSAY RD. on Stanley	5487 Stanley Road, Flint MI 48506. Lot is just west of Belsay Rd
STANLEY RD. TUBES	12439 Stanley Road, east of Henderson Rd.
ZEMMER ROAD SITE on Mt. one-quarter Mt. Morris and	Marathon Road. Take State Road (M-15) to Mt. Morris Road, east Morris Road to Washburn Road, South on Washburn Road about mile to where Mt. Morris Road picks up again on your left, follow Road to Marathon Road, north on Marathon Road to Zemmer Road entrance.
TIMBERWOLF SITE ½ mile N of	7004 N. Irish Road, Otisville, 48463 Entrance located off Irish Rd Coldwater

DIRECTIONS TO CROSSROADS VILLAGE AND HUCKLEBERRY RAILROAD

G-6140 Bray Road, Flint, 48505

I-75 Expressway to I-475 Expressway to Saginaw Road exit (exit 13), north on Saginaw Road about one-quarter mile to Stanley Road, east on Stanley Road about two miles to Bray Road, south on Bray Road to the Village (on east side of the road)

OR

Carpenter Road to Bray Road, north on Bray Road about one mile to Village (on the east side of the road).

(Also see directions to Village from North/South/East/West printed in brochure)

DIRECTIONS TO EVERETT A. CUMMINGS EVENT CENTER

6130 East Mt. Morris Road, Mt. Morris, 48458 (site of the Genesee County Fair). Genesee Road to Mt. Morris Road, east on Mt. Morris Road about one mile to entrance (on south side of the road), or I-75 to Exit 126 Mt. Morris Rd, east on Mt. Morris Rd approximately 9 miles to entrance.

DIRECTIONS TO THE ELBA EQUESTRIAN COMPLEX

1875 N. Elba Road. Three-quarter mile south of Coldwater Road on Elba Road, On Elba Road between McDowell and Coldwater Roads.

DIRECTIONS TO FOR-MAR NATURE PRESERVE & ARBORETUM

2142 North Genesee Road, Burton, 48509 Genesee Road north of Davison Road one-quarter mile north of Davison Rd to entrance on the east side.

DIRECTIONS TO GOLDENROD DISC GOLF COURSE

6405 Irish Road, Davison, 48423 - North of Coldwater Road

DIRECTIONS TO THE MOUNDS (OFF-ROAD VEHICLES)

G-6145 East Mt. Morris Road, Mt. Morris, 48458

Genesee Road to Mt. Morris Road, east on Mt. Morris Road about one mile to the Mounds (on the north side of the road) or I-75 to Exit 126 Mt. Morris Rd, east on Mt. Morris Rd approximately 9 miles to entrance.

DIRECTIONS TO STEPPING STONE FALLS AND C.S. MOTT LAKE DAM

G-5161 Branch Road, Flint, 48506

Located about one mile north of Carpenter Road, take either I-75 or I-69 to I-475 north, exit 11 (Carpenter Road), turn east on Carpenter Road and follow to Branch Road (four-way stop), turn left (north) on Branch Road, about one mile to entrance.

DIRECTIONS TO TOBOGGAN HILL (EXPERT TOBOGGAN HILL)

State Road (M-15) to Richfield Road, east on Richfield Road to Washburn Road, north (left) on Washburn Road about one and one-half miles to the end of the road.

DIRECTIONS TO WOLVERINE CAMPGROUND

G-7698 North Baxter Road, Columbiaville, 48421 State Road (M-15) to Mt. Morris Road, east about three miles to Baxter Road, south on Baxter Road to campground.

Feel free to direct customers and staff members to the main office operators when in doubt about additional directions to various city parks that the County Parks may maintain 736-7100 extension 0.

APPENDIX B

Genesee County Right-to-Know Information

Genesee County has developed a Hazard Communication Program, which is two-fold:

- It provides general training on the safe use of workplace chemicals; and
- It identifies a source that employees may use to obtain the information needed about a given chemical used on the job.

Genesee County continually monitors and identifies hazardous chemicals used in the work area. Material Safety Data Sheets (MSDS), which provide information on the makeup of a given chemical, can be made available to you upon request.

Introduction of Chemicals Into the Body

There are three ways that harmful chemicals can enter your body:

1. Absorption through the skin;
2. Inhalation when you breathe; and sometimes
3. Ingestion when you eat or swallow. Ingestion of hazardous chemicals is usually much less risky than are the other two.

Solvent vapors are also inhaled during spray painting. In addition, spray painting creates a mist of tiny liquid paint droplets containing solvent, pigments and resins in paint. This mist can be inhaled into the lungs and settle on the skin. Some of the substances in the paint can be absorbed in the skin. This is especially true of solvents including Glycol ether.

Finally, if paint chemicals are on the hands, they may be ingested by eating or smoking in the work area or during a break if the hands are not washed first.

General Categories

A hazardous material can generally be defined as any explosives, flammable material, oxidizer, poison or etiological, radiological, or corrosive substance or material in a quantity or form that can pose a risk to health, safety or property.

1. **Explosives**: Any material, which burns suddenly so that there is violent expansion of hot gases with great disruptive force and loud noise.
2. **Compressed Gases (Flammable and Non-Flammable)**: A combustible gaseous mixture, which can produce a poisonous, asphyxiating or irritant atmosphere and capable of burning (flammable).
3. **Flammable and Combustible Liquids**: A solid material, which is spontaneously combustible and dangerous when wet because of its flammability and release of toxic gases and vapors.
4. **Flammable Solids**: A solid material, which is spontaneously combustible and dangerous when wet because of its flammability and release of toxic gases and vapors.
5. **Corrosives**: A chemical, which gradually deteriorates or wears away any material by chemical reaction.
6. **Irritants**: Any chemical or substance, which causes soreness, roughness (rash) or inflammation of a body part.

Labeling and Other Forms of Warning

Each container of hazardous chemicals must carry a label. The label will carry certain information regarding the hazards, but for more complete information, you must consult a Safety Data Sheet (SDS).

General Requirements

1. The term container includes bags, barrels, boxes, cans, cylinders, drums, reaction vessels, etc.
2. Procedures have been established by Safety Engineering for handling incoming materials and unlabeled containers.
3. Portable containers do not have to be labeled, provided:
 - a. Chemicals must be taken from labeled containers.
 - b. The portable container must be for the immediate use of the employee who makes the transfer.
4. Pipes should be labeled, information on the contents of labeled pipes must be provided in written form.

Contents of the Label

1. Identify the product:
 - a. Chemical ingredients, brand name, trade name, code name or code number.
 - b. The same identity must appear on the SDS and on the Chemical Inventory List.
2. Appropriate hazard warnings include:
 - a. Warning statement
 - b. Health effects
 - c. How to avoid harm
 - d. First aid information
 - e. Name and address of supplier

Safety Data Sheets

The SDS is the most important way in which information will be provided under the hazard communication standard. The chemical manufacturer, distributor or supplier must provide a SDS for each hazardous substance. The SDS will be the most complete source of information for individual hazardous chemicals.

SDS General Requirements

1. A SDS must be provided for each hazardous product used in the workplace.
2. A manufacturer's SDS must be sent with the first shipment.
3. A manual of all SDS's will be kept in a central location within the workplace.
4. Building Maintenance also must keep copies of all SDS's for chemicals used in Genesee County. Copies should be forwarded to our office after the receipt.
5. Employees and union representatives must have ready access during each shift in the workplace.

Contents of SDS

The SDS should contain:

1. Identity of the hazardous ingredients.
2. Chemical characteristics.
3. Physical hazards (fire, explosion, etc.)
4. Health effects, including signs and symptoms of exposure.

Medical conditions made worse by exposure, including short-term and long-term health effects.

Emergency Chemical Exposures

Chemical exposure emergencies often involve the following:

1. Strong acid or base chemical burns.
2. Severe irritation to your eyes, nose and throat.
3. Dizzy, drunk or unconscious state from solvents.

Before medical help can arrive, you can offer help to yourself or to a co-worker by taking the following steps:

Chemical Burns

Strong acids and bases are normally used in electroplating, stripping and cleaning operations. They cause severe eye and skin injuries upon direct contact. If someone is splashed with a strong acid or base, he may not be able to help himself and may depend on you for help in an emergency. In this situation:

- 1) Immediately flush the affected area with water for at least fifteen minutes. This step is the single most important treatment. Eye washes and showers should be located near each workstation.
- 2) Remove contaminated clothing while flushing skin or eyes with water.
- 3) For eye injuries, after fifteen minutes of continuous flushing with water, it is important to be seen by the medical department.

IMPORTANT: There are special exceptions to this emergency treatment for chemical burns. One example: hydrofluoric acid quickly penetrates your skin, and is better treated with water and a burn jelly.

Chemical Irritants

Some examples of commonly used chemicals, which will irritate the lungs if inhaled in high concentrations, are: ammonia, isocyanates, fluorine, nitrogen oxides and sulfuric acids. An acute high exposure may result in a condition called pulmonary edema, in which the lungs become filled with fluid.

This condition can cause death from inability to breathe.

Breathing problems may not appear until several hours after exposure. So even if the exposed person looks mildly affected, they need to be seen by a physician and observed closely for a while.

Chemical Anesthetics

(Chemicals that put a person to sleep)

Acute exposures to common solvents such as toluene, xylene, ketones and cleaning compounds containing alcohol could result in a drunk-like state where the person may become uncoordinated, confused and drowsy.

Whatever the type of chemicals, when someone has been overcome through inhalation, the best action is to:

1. Remove the person from the exposure into fresh air. Remember that if you are not wearing proper respiratory protection during a rescue attempt, you may quickly become another victim.
2. If the person is not breathing, perform mouth-to-mouth resuscitation until medical help arrives.
3. Remove contaminated clothing.

Main Points

Emergency exposures usually involve:

1. Acid or base chemical burns or lung irritation or chemical anesthetics, like solvents.
2. Chemical burns to the skin or eyes should be flushed for fifteen minutes with large amounts of water.
3. Persons overcome by lung irritants or anesthetics like solvents must be moved to fresh air. Use mouth-to-mouth resuscitation if not breathing.
4. Wear proper respiratory protections when attempting a rescue. Do not become another victim.

APPENDIX C

Genesee County Parks and Recreation Plan for the Prevention/Reporting of Exposure to Communicable Disease (Universal Precautions)

The following policy for the prevention of exposure to communicable disease is a response to Public Law 100-607, the Health Omnibus Programs Extension Act of 1988, Title II, Programs with Respect to Aids and Hepatitis B (154 of the Public Act P.A. of 1974 as amended). It is to serve as a method to reduce the risk of becoming exposed and infected with blood and bodily fluids.

The purpose of this policy is to provide designated Parks and Recreation staff with recommendations for reducing risk of exposure and infection to blood-borne organisms such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

This policy will:

- Identify jobs, tasks and procedures, where occupational exposure exists.
- Explain universal precautions and work practice controls that should be implemented by those employees who have been identified as at risk of an occupational exposure.
- Offer a Hepatitis B vaccine free of charge to employees identified as at risk of an occupational exposure. However, the identified employees who refuse the vaccine must sign a statement of declination.
- Offer Hepatitis B antibody pretest to those identified as at-risk employees who request a pretest.
- Offer post-evaluation and follow-up to any employee who has an exposure incident.
- Provide an evaluation procedure for exposure incidents.
- Provide an annual informational training to update the identified employees at risk on how to protect themselves from hazards of infection and policy review.

Principles of Universal Blood and Body Fluid Precautions

To prevent transmission of a variety of infectious agents, including HIV and HBV, general infection control principles exist. General infection control principles, also known as Universal Precautions, stress that all blood and body fluids that one comes in contact with are to be considered infectious for HIV and other blood-borne organisms. Body fluids that should be considered under Universal Precautions include any body fluid, visible with blood, vaginal secretions, semen, amniotic fluid, pericardial fluid, peritoneal fluid, synovial fluid and cerebrospinal fluid.

One does not generally consider Universal Precautions for body fluids such as feces, nasal secretions, sputum, sweat, tears, urine and vomit. However, maintaining good personal hygiene will protect from possible exposure to unknown contagions.

The concept and practice of Universal Precautions will help minimize the risk of acquiring HIV, HBV and other blood-borne organisms during performance of health related duties.

Modes of Infectious Disease Transmission Including HIV and HBV

The mere presence of an organism indicates a potential for disease. However, how an organism is transmitted in a health care setting is the single more important link in the chain of infection. There are four main routes for transmission: common sources, contact, airborne and vector borne.

Common Source Transmission occurs when a source of infection brings an organism into contact with susceptible individuals. An example of this is food, water or medications contaminated with salmonellosis, staphylococci, etc.

Contact Transmission occurs when there is direct contact between a susceptible individual and the source with a subsequent transfer of the organism (i.e., person to person contact as in touching, kissing or sexual intercourse).

Airborne Transmission occurs when droplet spray or re-aerosolized dust becomes airborne from the infected source during coughing, talking, etc. before coming in contact with the individual (e.g., tuberculosis, influenza, etc.).

Vector Borne Transmission involves spread of an organism by way of vector (i.e., vertebrate, invertebrate (arthropod) or mollusk (e.g., fomites and insects)). These are unimportant as a rule.

Transmission of HIV and HBV can occur in the health care setting by puncture of skin via needles, lancets or other sharp objects; contact with an open wound or non-intact skin (e.g., chapped, ulcerated) to contaminated blood, bodily fluid or concentrated virus.

Employee Exposure Determination

Listed below are those employee classifications where a reasonable anticipated skin, eyes, mucous membrane, or contact with blood or other potentially infectious material may result from the required performance of his/her duties administering first aid.

Category A Employees

- Interpreter Cashier - Designated first aid station provider Crossroads Village
- Park Ranger as first responders and public safety officers (see separate policy)
- ORV Specialists as first responders (see separate policy)

Training Records

Training will be provided to each employee within 10 days of starting his/her Category A job assignment. Annual updates will be conducted thereafter.

Training records shall be maintained for a minimum of three years in the Parks and Recreation Personnel file.

Medical Records

Confidential medical records shall be kept separately from the personnel file in the Risk Management Office.

Standard Operating Procedure

The nature of work activity performed by Parks and Recreation-Crossroads village staff may occupationally result in direct contact with blood or other bodily fluids. To minimize the risk of exposure to blood and bodily fluids, the procedures described below should be routinely followed.

1. Hand washing
Washing hands and other skin surfaces are the most important procedure in the prevention of spread of communicable diseases. Hands and skin surfaces should be washed with warm water and soap to create a foaming action. Hands and skin surfaces should be rubbed together to create friction. Rinse. This procedure should be performed immediately after contact with blood and/or bodily fluids and after removal of gloves. Wear gloves if exposed to a visitor's bodily fluids and always change gloves between visitor contacts. Hand washing should occur before and after every visitor contact.
2. Disposing of Materials
Materials stained with blood or other bodily fluids are not considered to be regulated waste. These materials are to be placed in a leak proof closeable and secured plastic bag and can be placed along with regular waste which is to be disposed of in the large trash container located outside of the Village. These materials include such items as sponges, sanitary napkins, paper towels, cotton balls, swabs, gloves and plastic speculums. Once secured a plastic bag should be kept away from visitors, heavy traffic areas, halls and exits. Regulated waste such as water contaminated by bodily fluids/blood will be disposed of according to the State of Michigan Medical Waste Standard.
3. Barrier Precautions (Personal Protective Equipment)
Personal protective equipment needed for job assignment will be provided at no cost to employees. This may include but is not limited to gloves, face shields and disposable clothing or footwear. All staff should use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with or splatter of blood or other bodily fluids of any patient is anticipated.

Wear disposable gloves when handling blood soiled items, touching surfaces or materials exposed to blood or bodily fluids; wash hands after removal of gloves and before leaving work area; gloves should be removed and appropriately disposed of after every visitor contact for first aid.
4. Cleaning Contaminated Surfaces (Where blood/bodily fluids have spilled)
All debris should be removed with a disposable cloth. Wash surfaces with soap water. Surfaces and contaminated equipment are to be cleaned with disinfectant solution (1:10 solution of bleach) and allowed to dry.
5. Other Precautions
Do not smoke, drink, eat, rub eyes or insert objects into the mouth where blood or blood products are handled or stored. Do not store food or beverages in areas of possible contamination.
6. Procedure for Exposure to Blood or Bodily Fluids
In case of an exposure to blood or bodily fluids by way of an open wound or mucous membrane, or if you strongly suspect exposure to blood or bodily fluids, all employees must observe the following:
 - a. Exposed area should be washed immediately and thoroughly with soap and water.
 - b. In the case of blood splash to eyes or any mucous membrane, flush with water continuously for at least ten minutes.
 - c. Report to your supervisor.

- d. An incident report and Accident/Injury Form (B) should be completed by the employee and given to the supervisor.
 - e. Copies of the reports are to be sent to the Directors Office and forwarded to Genesee County Risk Management for follow-up evaluation and documentation.
 - f. Employee should report and seek medical follow-up via Risk Management, with a County appointed physician/clinic if fever, rash or lymphadenopathy (swollen glands) occur within 12 weeks after exposure.
 - g. If an employee declines to be tested after an accidental exposure to possible contaminated blood, they are to sign a standard consent form indicating this. This form will then be forwarded to Risk Management.
7. Additional Procedures for Employees Assigned to First Aid Stations
- a. Employees assigned to First Aid Stations shall be offered the Hepatitis B Vaccine through the Genesee County's Clinic.
 - b. If the employee assigned to a First Aid Station elects not to have the Hepatitis B Vaccine, then he/she must sign Appendix C and return it to the supervisor.
 - c. Volunteers who have an EMT through their current employer will provide documentation that they have the blood-borne pathogens training provided through that employer.

APPENDIX D

Genesee County Parks and Recreation Blood-borne Pathogens Exposure Policy and Plan for the Prevention/Reporting of Exposure to Communicable Disease (Universal Precautions) – Specifically for Park Rangers and ORV Specialists

Policy Statement

It is the policy of this department to provide a safe working environment for its employees who may be exposed to blood-borne pathogens in the course of his/her employment.

It is also the intent of this plan to identify responsibilities, provide training, and establish guidelines and procedures for the employer and the employee to reduce the risk associated with exposure to blood and/or fluids.

This plan applies to all personnel who may come in contact with blood or other potentially infectious materials in the performance of their duty and is in response to Federal Register 29 CFR Part 1910.1030 of the Department of Labor-Occupational Safety and Health Administration, Public Law 100-607, the Health Omnibus Program Extension Act of 1988; 154 of the Michigan Public Act of 1974, as amended.

Purpose

Identify tasks and procedures where occupational exposure exists.

Explain universal precautions and work practices that should be implemented.

Offer Hepatitis B vaccine free of charge to Category A employees who are at risk. However, any employee who refuses the vaccine must sign a Statement of Declination Form with the Parks and Recreation Department. It is understood that many seasonal and variable hour employees are employed full-time with another agency and may have had the vaccine or signed a declination form. These employees must provide documentation of when and where they have had the vaccine or sign a Genesee County Declination Form.

Offer a Hepatitis B antibody pretest only to employees who make a request.

Offer post-evaluation and follow-up to any employee exposed on the job.

Provide an evaluation procedure for exposure incidents.

Employee Exposure Determination

Category 'A' employees may reasonably anticipate skin, eye, and mucous membrane contact with blood or other potentially infectious materials that may result from the required performance of his/her job duties.

Training Records

The initial introductory training class will be given by a person knowledgeable in the Blood-borne Pathogen Exposure Policy and it mandatory for employees listed in this policy.

Each of the employees will receive a copy of the Blood borne Pathogens Standard and it is expected that they will review it, so he/she will know exactly its requirements.

Annual training will be provided and additional training when changes, such as modification of tasks or procedures or institution of new tasks or procedures affect the employee's occupational exposure.

The training program will address, at a minimum, all the elements as described in the Standard. Training records shall be maintained for a minimum of three years and include the information as required by the Standard.

Recordkeeping

An accurate medical record will be kept in a confidential file for each employee with an occupational exposure. This record will contain all necessary information as required by the Standard.

Medical records will be kept confidential and not discussed or reported without the employee's express written consent to any person within or outside the workplace, except as required by this Standard or by Law.

Medical records will be maintained for the duration of employment plus 30 years as required by the Standard.

Protective Equipment

All personnel covered by the policy will have access to the following protective equipment:

- a. Disposable gloves
- b. Sharps container
- c. Protective masks
- d. One CPR mask
- e. A supply of antiseptic towelettes
- f. A storage bag for above equipment
- g. A disposable bag for contaminated items
- h. Antibacterial soap

Personnel should use the above protective equipment to help alleviate the possibility of any type of exposure. It is highly recommended that personnel, at a minimum, wear disposable gloves when responding to a situation where there is a probability of exposure to human bodily fluids.

Additional quantities of protective equipment will be stored in the supervisor's office for replacement of used items.

Procedures

Exposure – An exposure occurs when a person's blood or any bodily fluids transfer to another person's blood stream. This can occur in three ways:

- Needle sticks (e.g., accidental needle stick while searching places)
- Through human bites or through openings in the skin (e.g., cuts, sores, abrasions, etc.) which are exposed to blood or bodily fluids
- Splashes into the eyes, nose, or mouth

Examples of fluids include: blood, saliva, tears, semen, vomit, urine, and stool.

The mere handling of a victim does not constitute an exposure. For an actual exposure to occur, at least one of the above conditions must be met.

Reporting

An employee who believes they have been exposed to an infectious disease shall:

- a. Thoroughly wash the area with soap and hot water, if direct contact was made.
- b. Gather information about the person involved (keeping confidentiality in mind). Information collected by the employee shall include name, date, and any medical

information legally available, where the person is now and what has led the employee to believe the person has an infectious disease. This information may not be disclosed under the Freedom of Information Act.

- c. Contact their supervisor immediately.
- d. An Incident Report and the Genesee County Accident/Injury Form shall be completed immediately, given to the supervisor and forwarded to Risk Management.
- e. The employee should seek medical follow-up, via the Risk Management Office, with a County appointed clinic/physician.

If an employee declines to be tested after an accidental exposure to possible contaminated blood, they are to sign the standard consent form indicating this.

Blood Test for Suspected Carrier

When a supervisor has been notified that an employee believes they have been exposed to a communicable disease, the supervisor may ask the suspected carrier to voluntarily submit to a blood test. Medical personnel shall administer the test.

General Precaution

The following precautions should be observed:

- a. Use a resuscitator mask when performing mouth-to-mouth resuscitating or CPR.
- b. Disposable surgical gloves shall be worn when handling blood or other bodily fluids, regardless of whether such fluids are wet or dry.
- c. Wash hands thoroughly and immediately with hot water and soap or antiseptic wipes following contact with blood or other body fluids. Hand washing is recommended even if gloves have been worn.
- d. Make it a practice to bandage open wounds or cuts on hands to avoid direct contact with contaminated bodily fluids. Bandages should be changed if they become wet or soiled.
- e. Use care when conducting searches of subject, cells, or vehicles (if applicable). Never blindly place hands in areas where there may be sharp objects that could puncture the skin.

Employees who have been diagnosed as having leukemia or other forms of cancer, or who are taking medicine, which suppresses the immune system, should not enter areas where there are bodily fluids present, or have contact with persons who have an infectious disease.

***Information in records (e.g., test) results regarding an employee or arrestee with AIDS or other communicable disease is confidential. Access to such information is limited to staff who have legal need to know. Disclosure of any information, except as required by law, must not be made unless the express written consent of the person is obtained.

Universal Precautions

The following policy for the prevention of exposure to communicable disease is a response to Public Law 100-607, the Health Omnibus Programs Extension Act of 1988, Title II, Programs with Respect to AIDS and Hepatitis B. It is to serve as a method to reduce the risk of becoming exposed and infected with blood and bodily fluids.

The purpose for this policy is to provide staff with recommendations for reducing risk of exposure and infection to blood-borne organisms such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV).

Discussion

Department personnel routinely come into contact with members of the public. At some point it is predictable that some personnel will come in contact with a person who has an infectious disease such as AIDS, HBV, and other infectious diseases.

Blood-borne pathogen means pathogenic microorganisms are present in human blood and can cause disease in humans. These pathogens include, but are not limited to HBV and AIDS.

AIDS is a serious infectious disease of viral etiology. It appears to be caused by one or more viruses called human T lymphotropic virus III (HTLV-III and HTLV-IV).

The virus has a major destructive effect on the body's immune system, which in turn reduces the infected person's capacity to fight infection. The end result is debilitating and usually fatal causing infections or malignancies which would normally represent no significant threat to a healthy person. The disease seems to be predominantly sexually transmitted in proportion to the number of sexual partners particularly to the multiplicity of partners in high-risk groups (homosexuals, IV drug abuser, prostitutes, or those persons requiring frequent blood transfusions). Sexual and nonsexual transmission is through bodily fluids, including blood and semen, all of which have been shown to contain HTLV-III and HTLV-IV viruses. The virus is spread among intravenous drug abusers when they share contaminated paraphernalia. Hemophiliacs apparently contract AIDS, Hepatitis A and B, and other infectious diseases through transfusion of blood and blood products. Infants of mothers with AIDS are likely to develop the disease.

The precautionary measures found in this Communicable Disease Policy are necessary under certain specified conditions, to minimize the risk of infection to employees of the Department. Employees are reminded that there is no medical evidence indicating that Hepatitis B or AIDS can be transmitted by casual contacts that generally occur between an employee and victim or victims do not pose a risk of disease transmission.

Principles of Universal Blood and Body Fluid Precautions

To prevent transmission of a variety of infectious agents, including HIV and HBV, general infection control principles exist. General infection control principles, also known as Universal Precautions, stress that all blood and body fluids that one comes in contact with are to be considered infectious for HIV and other blood borne organisms. Body fluids that should be considered under Universal Precautions include any body fluid, visible with blood, vaginal secretions, semen, amniotic fluid, pericardial fluid, peritoneal fluid, synovial fluid, and cerebrospinal fluid.

One does not generally consider Universal Precautions for body fluids such as feces, nasal secretions, sputum, sweat, tears, urine and vomit. However, maintaining good personal hygiene will protect from possible exposure to unknown contagions.

The concept and practice of Universal Precautions will help minimize the risk of acquiring HIV, HBV, and other blood borne organisms during performance of health related duties.

Modes of Infectious Disease Transmission Including HIV and HBV

The mere presence of an organism indicates a potential for disease. However, how an organism is transmitted in a health care setting is the single more important link in the chain of infection. There are four main routes for transmission: common sources, contact, airborne, and vector borne.

Common Source Transmission occurs when a source of infection brings an organism into contact with susceptible individuals. An example of this is food, water or medications contaminated with salmonellosis, staphylococci, etc.

Contact Transmission occurs when there is direct contact between a susceptible individual and the source with a subsequent transfer of the organism (i.e., person to person contact as in touching, kissing or sexual intercourse).

Airborne Transmission occurs when droplet spray or re-aerosolized dust becomes airborne from the infected source during coughing, talking, etc. before coming in contact with the individual (e.g., tuberculosis, influenza, etc.).

Vector Borne Transmission involves spread of an organism by way of vector (i.e., vertebrate, invertebrate (arthropods) or mollusk (e.g., fomites and insects)). These are unimportant as a rule.

Transmission of HIV and HBV can occur in the health care setting by puncture of skin via needles, lancets or other sharp objects; contact with an open wound or non-intact skin (e.g., chapped, ulcerated) to contaminated blood, bodily fluid or concentrated virus.

Standard Operating Procedure

The nature of work activity performed by staff may occupationally result in direct contact with blood or other bodily fluids. To minimize the risk of exposure to blood and bodily fluids, the procedures described below should be routinely followed.

Hand washing

Washing hands and other skin surfaces are the most important procedure in the prevention of spread of communicable diseases. Hands and skin surfaces should be washed with warm water and soap to create a foaming action. Hands and skin surfaces should be rubbed together to create friction. Rinse. This procedure should be performed immediately after contact with blood and/or bodily fluids and after removal of gloves. Wear gloves if exposed to a visitor's bodily fluids and always change gloves between visitor contacts. Hand washing should occur before and after every visitor contact.

GENESEE COUNTY—EMPLOYEE ACCIDENT OR INCIDENT REPORT FORM

This side of the form is to be completed by the employee within 24 hours of the incident or injury and given to the supervisor for completion
DO NOT WRITE IN SHADED AREAS

I. EMPLOYEE DATA

FILL IN ALL SPACES-PRINT LEGIBLY - ALL INFORMATION MUST BE COMPLETED

DEPARTMENT		DEPT. CODE	EMPLOYEES WORK PHONE		SUPERVISORS NAME		
EMPLOYEE'S NAME			OPTIONAL E-MAIL ADDRESS (HOME OR WORK)		JOB CLASSIFICATION		
HOME ADDRESS				SOCIAL SECURITY #-REQUIRED		DATE OF BIRTH	
CITY		STATE	ZIPCODE		EMPLOYMENT CATEGORY		
					REG. FULL TIME REG. PART TIME TEMPORARY SEASONAL		
GENDER	MARITAL STATUS		# OF DEPENDENTS	PHONE #-REQUIRED	LENGTH OF COUNTY EMPLOYMENT		
M F	MARRIED SINGLE				LESS THAN 6 MONTHS 6 MOS TO 1 YR. 1 YR TO 5 YRS MORE THAN 5 YRS		
TIME OF INJURY		DURING SHIFT _____		SHIFT SCHEDULE		TIME IN CURRENT POSITION AT TIME OF THE ACCIDENT	
AM PM		DURING OVERTIME		START	FINISH	LESS THAN 6 MONTHS 6MOS TO 1 YR. 1-5 YRS OVER 5 YRS	

II. INJURY & LOCATION DATA

ADD ADDITIONAL PAGES IF NECESSARY

LOC #

DATE OF INCIDENT OR INJURY		LAST DATE WORKED	BUILDING OR ADDRESS WHERE INJURY OCCURRED		CITY
WHAT WAS EMPLOYEE DOING JUST BEFORE THE INJURY (DESCRIBE ACTIVITY, EQUIPMENT IN USE, MATERIALS OR TOOLS. BE SPECIFIC.)			HOW DID INJURY OCCUR? (EXAMPLE-WALKING IN HALL, SLIPPED ON SPILLED COFFEE AND FELL. CUTTING TREE LIMB. SAW CUT LEFT THUMB.)		
DESCRIBE YOUR INJURY (STRAIN, SPRAIN, LACERATION, ETC.)			PART OF BODY AFFECTED (LEFT THUMB, FOREHEAD, LOW BACK, LIST ANY MULTIPLE)		
WHAT OBJECT OR SUBSTANCE DIRECTLY HARMED YOU? (EXAMPLES: CONCRETE FLOOR, ELECTRIC SAW, GROUND, CHEMICAL-INCLUDE NAME OF CHEMICAL)					
LIST ANY WITNESSES. INCLUDE THEIR PHONE NUMBERS:					
1. _____		2. _____			
3. _____		4. _____			
WHAT ACTION OR PROCEDURE COULD YOU, THE EMPLOYEE HAVE DONE, TO AVOID THIS INJURY. BE THOUGHTFUL. THIS IS FOR LEARNING, NOT FOR FAULT FINDING.					

III. MEDICAL TREATMENT

DURING THE FIRST TWENTY-EIGHT (28) DAYS OF MEDICAL CARE/TREATMENT, YOU **MUST** SEEK TREATMENT AT A COUNTY RISK MANAGEMENT APPROVED FACILITY. AFTER TWENTY-EIGHT (28) DAYS, YOU MAY SEEK TREATMENT WITH A DOCTOR OF YOUR CHOICE. **BEFORE** CHANGING PHYSICIANS, IT IS NECESSARY TO NOTIFY RISK MANAGEMENT, IN WRITING, OF THE PROPOSED CHANGE AND PROVIDE THE NEW TREATING PHYSICIANS NAME, ADDRESS AND TELEPHONE. THAT DOCTOR MUST COMPLY WITH THE REPORTING REQUIREMENT FOR WORKERS COMPENSATION INJURIES. CONTACT RISK MANAGEMENT FOR FURTHER ASSISTANCE.

ANY MEDICAL TREATMENT? YES NO	WERE YOU TAKEN BY AMBULANCE? YES NO	IF YOU HAD MEDICAL TREATMENT, SIGN AND SUBMIT THE MEDICAL RELEASE FORM WITH THIS REPORT
TREATMENT LOCATION:		
_____ HURLEY OCC. MED. CLINIC (1 Hurley Plaza, Flint, MI 48503)	_____ EMERGENCY ROOM-HOSPITAL: (PUT NAME OF HOSPITAL IN SPACE)	_____ OTHER _____

BY SIGNING THIS FORM, YOU ARE AFFIRMING THAT THE ABOVE INFORMATION IS ACCURATE AND TRUE. YOU ARE ALSO STATING THAT THIS ACCIDENT OCCURRED AT WORK. FRAUDULENT FILING OF WORKER COMPENSATION CLAIMS MAY BE SUBJECT TO COUNTY DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE DISMISSAL.

DATE: _____	EMPLOYEE SIGNATURE _____	DO NOT WRITE IN THIS BOX
		DATE REC'D IN RM _____

IV. THIS SIDE OF FORM IS TO BE COMPLETED BY THE SUPERVISOR. AFTER COMPLETION, VERIFY INFORMATION AND COMPLETENESS OF EMPLOYEE SIDE AND SUBMIT THE FORM AND MEDICAL RELEASE FORM IF THE EMPLOYEE HAS HAD MEDICAL TREATMENT TO RISK MANAGEMENT AS SOON AS FEASIBLE. THERE IS A 24 HOUR TIME-FRAME FOR REPORTING INCIDENTS

**FOR QUESTIONS ON THIS FORM, CONTACT THE RISK MANAGER AT 810-257-2628. FAX: 810-257-3502
THE ORIGINAL SHOULD BE SENT TO RISK MANAGEMENT EVEN IF FAXED.**

EMPLOYEE NAME	DATE OF INCIDENT	DATE YOU WERE NOTIFIED	LAST DAY EMPLOYEE WORKED
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IS THE TASK RELATED TO THIS INJURY WITHIN THE NORMAL JOB TASKS FOR THIS EMPLOYEE? HAD THE EMPLOYEE BEEN TRAINED? IF NOT, PLEASE ELABORATE.

WHAT SPECIFIC ACTIVITY WAS EMPLOYEE PERFORMING	WAS EMPLOYEE WORKING: _____ ALONE _____ WITH CREW OR OTHER EMPLOYEE _____ OTHER	SUPERVISED _____ DIRECTLY _____ INDIRECTLY
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V. ADDITIONAL INFORMATION AND CONTRIBUTING FACTORS. CIRCLE ALL THOSE THAT APPLY

CAUSATION CODE: CONTACT WITH: ACID HOT OBJECT FLAME/FIRE STEAM/HOT FLUID	EXPOSURE TO: RADIATION DUST/FUMES/GAS ELECTRIC CURRENT COMMUNICABLE DISEASE (BLOOD BORNE PATHOGEN)	SLIPS TRIPS & FALLS: ON SAME LEVEL ON DIFFERENT LEVEL (STAIRS) DIFFERENT LEVEL (NON-STAIRS) LADDER SCAFFOLD	ON WET/ICY SURFACE ON GREASY SERVICE SLIPPED, NO FALL TRIPPED
STRUCK BY OBJECT (OBJECT MOVING)	STRUCK AGAINST (STATIONARY) OBJECT	STRUCK BY FLYING OBJECT (FOREIGN OBJECT IN EYE)	
CAUGHT BETWEEN MOVING OBJECTS (AS MACHINERY)			
MOTOR VEHICLE ACCIDENT (AS PASSENGER OR DRIVER)	STRUCK BY MOTOR VEHICLE (PEDESTRIAN)		
MATERIAL HANDLING: HOLDING OBJECT	INDICATE AS COMPLETELY AS POSSIBLE CARRYING OBJECT	LIFTING OBJECT	PUSHING PULLING REACHING
HUMAN INTERACTION: ASSUALT/ATTTACKED BY	RESTRAINING PERSON	LIFTING PERSON	
MISCELLANEOUS: INSECT/ANIMAL CONTACT	CUMULATIVE TYPE INJURY (REPETITIVE MOTION)	FATALITY (INDICATE OTHER CAUSE ABOVE)	UNKNOWN

VI. CORRECTIVE ACTION NECESSARY TO PREVENT RECURRENCE OF THIS INCIDENT/ACCIDENT

IN ORDER TO EFFECTIVELY DECREASE THE POTENTIAL FOR RECURRENCE, A CORRECTIVE ACTION MUST BE IDENTIFIED AND COMPLETED. THIS IS AN ESSENTIAL PART OF LOSS MANAGEMENT. PLEASE DESCRIBE HOW THIS INJURY/INCIDENT COULD HAVE BEEN AVOIDED. CONSIDERATION SHOULD BE GIVEN TO 1.) ENFORCING WORK/SAFETY RULES, 2.) RETRAINING THE INDIVIDUAL ON THE CORRECT PROCEDURE OR PROCESS, 3.) REVISED PROCESSES 4.) CORRECTION OF DEFECT IN EQUIPMENT OR PREMISES

IF A CORRECTION OF THE DEFECT IS NECESSARY, HAS IT BEEN REQUESTED OR ORDERED? _____ HAS IT BEEN COMPLETED? _____ IF SO, WHAT DATE? _____

EXPLAIN ANY ADDITIONAL ACTIONS, REVIEWS OR SUGGESTIONS THAT MAY CONTRIBUTE TO IMPROVED SAFETY WITHIN THE DEPARTMENT.

VII. PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR	VIII. SEVERITY OF THE INJURY
<p>LIST ALL PROTECTIVE EQUIPMENT THE EMPLOYEE IS REQUIRED TO WEAR FOR THIS JOB ASSIGNMENT:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>WHAT EQUIPMENT WAS THE EMPLOYEE WEARING AT THE TIME OF THE INCIDENT/ACCIDENT?</p> <p>_____</p> <p>_____</p> <p>DATE OF LAST EQUIPMENT TRAINING</p> <p>_____</p>	<p>DESCRIBE THE SEVERITY OF THE INJURY:</p> <p><input type="checkbox"/> LOST TIME <input type="checkbox"/> NO LOST TIME <input type="checkbox"/> FIRST AID CASE</p> <p><input type="checkbox"/> WORK WITH RESTRICTIONS <input type="checkbox"/> MEDICAL TREATMENT ONLY</p> <p><input type="checkbox"/> FATALITY Contact MIOSHA if a fatality occurs and immediately notifies Risk Mgmt. Risk Manager (810)-257-2628 MIOSHA 1-(800)-858-0397</p> <p>SUPERVISOR INFORMATION: PLEASE PRINT</p> <p>NAME _____</p> <p>PHONE _____ DATE EMPLOYEE GAVE INFORMATION _____</p>

IX. REQUIRED SIGNATURES

IMMEDIATE SUPERVISOR _____ **DATE SIGNED** _____

DEPARTMENT/DIVISION HEAD _____ **DATE SIGNED** _____

APPENDIX E SAFE VEHICLE USE & PREVENTION OF VANDALISM

Per the Genesee County Risk Manager, the following measures to protect personal and County property became effective November 19, 2002:

1. Always park in safe areas; preferably fenced and lighted.
2. Always lock your vehicle.
3. Do not leave the keys in the car.
4. Store all items in the trunk.
5. Put items in trunk prior to vehicle use. This will prevent someone watching you load items in the trunk and then target the vehicle after you leave the parking area.

Each employee is responsible to drive in a lawful and respectful manner. Driver's license records are checked periodically and driving privileges may be revoked if you lose your license or have excessive points.

1. Do not exceed the speed limit. The posted limit is the maximum—not the minimum!
2. Slow down at dusk, dawn, in wet, snowy, foggy, or icy conditions. The posted limit is the maximum only when driving conditions are near perfect.
3. If road workers are on the streets, slow down!
4. If you are using your windshield wipers, use your low-beam headlights—not your brights.
5. Use the turn signals and check your mirrors often. This gives other drivers a chance to know what you are planning to do and you a chance to determine what other drivers are doing.
6. Avoid driving in other driver's "blind spots." They may notice you initially, but forget later and veer into your lane.
7. Plan ahead. Leave early so you do not need to hurry.
8. Increase your following distance on all roads. Give yourself time to control the car and stop.
9. Take care of the vehicle, and report any problems with the vehicle. If you don't help take care of these vehicles, you may be stranded due to an unreported deficiency.

Remember, you represent Genesee County and the Genesee County Parks & Recreation Commission when you are on the road.

Leave a favorable impression by setting a good example to our fellow citizens.

Appendix F WORK RULES

Certain work rules regarding employee conduct and behavior are essential for the Commission to operate efficiently and smoothly. These work rules have been established with the objective of helping everyone to become as effective as possible. All employees are expected to follow these work rules. These rules and regulations do not, in any way, change the at-will employment relationship between the Commission and its seasonal and variable hour employees. The following list, which is neither complete nor exhaustive, contains examples of some, but not all, of the conduct, which is prohibited, and which may result in discipline, up to and including discharge.

1. Engaging in horseplay or reckless conduct which endangers the safety of other employees or guests.
2. Abusive language to any employee, supervisor, or park patron.
3. Gambling on the premises or soliciting for lotteries.
4. Violating any health and safety instructions or rules established by the Commission or other agencies having jurisdiction.
5. Absence from duty or assignment without authorization.
6. Negligent or willful misuse, abuse, or destruction of the Commission's facilities or equipment.
7. Using materials and supplies in a wasteful or careless manner.
8. Using instruments, tools, and equipment for personal reasons without prior approval of the Commission Director, or designee.
9. Inciting others to react negatively to a management directive or causing disruption of the work force or creating a substantial risk of disrupting the work of another or affecting other's morale.
10. Failure to report back to work on time after completion of a lunch period.
11. Being discourteous toward any client or co-worker.
12. Theft, unauthorized possession, removal or use of property belonging to another employee or to the Commission.
13. Excessive tardiness.
14. Excessive absenteeism from work without reasonable cause, or absence three scheduled working days without proper authorization.
15. Smoking in restricted or smoke free areas.
16. Violation of the sexual harassment policy.
17. Violation of the posted no solicitation/no distribution rules.

18. Use or possession of alcoholic beverages, marijuana, illegal drugs, or controlled substances, guns, knives or other deadly weapons while on Commission property or in Commission vehicles, on-duty, or reporting for duty, or operating Commission equipment property.
19. Falsification of any Commission records or documents.
20. Fighting on Commission premises, including parking lots, or off Commission premises while on a work related assignment.
21. Threatening, intimidating, coercing or interfering with a client or fellow employee.
22. Any other act or failure to act that is clearly detrimental to the best interest of the Commission or its employees.
23. Sleeping during working hours.
24. Refusal to be examined by a physician or other competent person, when requested by supervision.
25. Refusal to accept management's directives or refusal to perform any job assignment.
26. Lack of application to work, wasting time and loitering, attempting to slow your work or the work of other employees, being away from assigned job, making a pretense of working, excessive mistakes or errors on the job.
27. Poor work performance, loafing, neglect or failure to perform as assigned.
28. Untruthfulness or making false, vicious or malicious statements concerning any employee or supervisor of the Commission.
29. Misuse of LEIN
30. Conviction of Misdemeanor or Felony (depending on position held).

The Commission reserves the right to determine if and when it chooses to utilize progressive discipline for violating the Rules of Conduct. It is understood that the Commission has no obligation to utilize progressive discipline prior to terminating an employee and that the employee has no legitimate expectation that progressive discipline will be used prior to termination. As with all of the policies, procedures, and rules at the Commission, the Commission reserves the right to amend, modify, or revoke the same at any time with or without prior notice to employees.

APPENDIX G **ARBITRATION PROCEDURE**

This arbitration process may be used if an employee is disciplined or discharged and is not willing to accept the Commission Director's response from the Problem Resolution process.

NOTICE REQUIREMENTS

The employee must provide written notification of his/her desire to pursue the arbitration procedure within ten (10) business days to the Commission Director. The Commission Director or the Commission legal representative will then coordinate the arbitration procedure with the employee or his/her legal representative.

REPRESENTATION, DISCOVERY, AND SUBPOENA RIGHTS

Either party may elect to be represented by an attorney or other representative of their choice. Each party shall have the right to pre-hearing discovery in the time and manner provided by the then applicable Michigan Court Rules. Each party shall also have the right to subpoena witnesses and documents for the arbitration hearing.

DESIGNATION OF WITNESSES

At least thirty (30) days before the arbitration hearing, the parties must exchange lists of witnesses, including any experts, and copies of all exhibits intended to be used at the arbitration hearing.

PROCEDURAL REQUIREMENTS

Arbitration shall be in accordance with the Model Employment Arbitration Procedures of the American Arbitration Association ("AAA") in effect at the time written notice of the claim is given. The parties shall mutually select a neutral arbitrator who is licensed to practice law in the State of Michigan. If the parties cannot reach agreement, the arbitrator will be selected by the Genesee County Circuit Court. The arbitration hearing shall take place in or near Flint, Michigan.

The arbitrator's decision will be final and conclusive. The arbitrator shall apply the substantive law of the State of Michigan and the Michigan Court Rules shall apply. The arbitrator shall have no power to add to, subtract from, or alter the policies and procedures of the Commission or other terms of the employment relationship, and shall render a written decision setting forth findings of fact and conclusions of law only as to the claims or disputes at issue. The arbitration award may be entered in the highest court for the forum, state or federal, having jurisdiction over the issues not sooner than thirty (30) calendar days after its issuance. If the award is in favor of the Employee, and the Employer complies with the award within the thirty (30) calendar day period, the award may not be entered with any court.

Either party, at its expense, may arrange for and pay the cost of a court reporter to provide a stenographic record of proceedings. Either party, upon request at the close of the hearing, shall be allowed to file a post-hearing brief, with the filing date being set by the arbitrator.

DAMAGES, FEES AND COSTS

This arbitration procedure does not waive or limit, in any way, any statutory damages to which a party claims it, he or she is entitled. The Commission will pay the expenses of the arbitrator at the arbitration hearing and for the preparation of the arbitrator's opinion and award, except for that portion which is equal to the current civil filing fee in federal court, which shall be paid by the Employee. Each party will deposit funds or post other appropriate security for its, his or her

portion of the arbitrator's fee, in an amount and manner determined by the arbitrator, ten (10) days before the first day of hearing. The moving party shall be responsible for the arbitrator's fees related to any pre-hearing motion. Each party shall pay for its, his or her own costs and attorney's fees, if any.

APPENDIX H **CELL PHONE USE**

A. All cellular telephone (County issued cell phone) usage will be monitored regularly by management. Personal use of cell phone minutes must be identified and individual users will be accountable for excess minutes. An individual may only use Genesee County Parks' cell phone when it does not incur an additional cost or for incidental calls that cannot be avoided during normal business hours.

B. Cell phone usage will be discussed and an explanation must be provided to the Director if charges are excessive personal or usage is identified as questionable on the cellular bill.

C. While the Genesee County Parks does not currently charge employees for overages, the Parks reserves the right to change this policy at any time.

D. County-issued cell phones shall only be used in a responsible manner so as not to distract from tasks or operation of County equipment or vehicles. If cell phone cannot be operated safely, employee shall stop vehicle or equipment use until cell phone business is completed. There shall be no texting allowed during operation of any County vehicle or equipment.

E. Unless job duties require such activity, using County issued cell phone for activities such as downloading applications/data or streaming music/movies, sending and receiving pictures and text messages, social media, internet usage, entering personal passwords to restrict phones from use by other employees, playing games and entering of personal contacts **is prohibited.**

Loss of Cell Phone

Department heads must be notified immediately when a cell phone is lost or stolen so that appropriate action can be taken with the cell phone provider.

Personal Cell Phone Usage

While many individuals have a personal cell phone, usage of this device during scheduled work hours clearly validates that personal business is being conducted. The Genesee County Parks recognizes the need to stay in contact with family. Therefore, personal cell phones should only be used for emergency purposes and incidental use. The presence or usage of personal cell phones should not:

- Prohibit the ability to service citizens or communicate with other staff members
- Disrupt the workplace (i.e. ring tones)
- Interfere with job performance
- Personal cell phones, including wireless devices (i.e. Bluetooth, texting), are not allowed to be used while operating County equipment or vehicles.
- Earbuds are not to be worn during working hours. This includes when employees are driving county vehicles, operating equipment or performing any work tasks.

Genesee County Parks & Recreation Commission
Administration Office
5045 Stanley Rd, Flint Mi 48506
geneseecountyparks.org
(Revised March 2024)