



# **PRC Employee Handbook**

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## **Introduction and Welcome**

Welcome to the Nationally Accredited Westchester County Department of Parks, Recreation and Conservation. You have been chosen from a field of many qualified applicants, and we believe you will do an excellent job serving the needs of our patrons and the department as a Westchester County Parks employee.

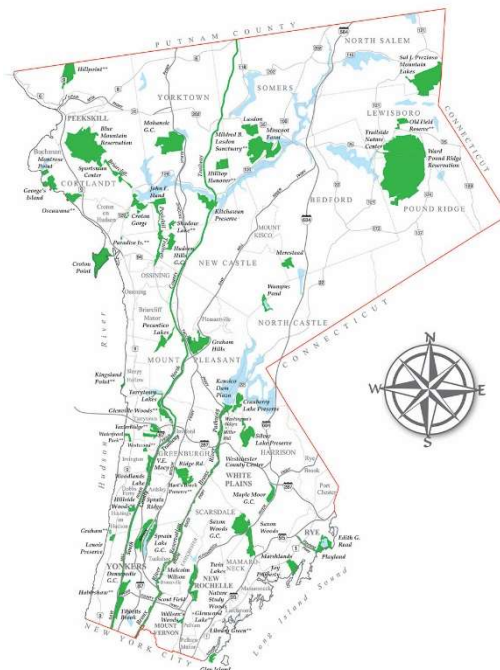
Please become familiar with our mission, motto and code of conduct. You are expected to conduct yourself in a professional manner. This will indicate satisfaction with your job and pride in your park. Each and every employee at Westchester County PRC plays an important role in the experience of our guests. If we all do what is expected of us, we will provide a great experience for everyone who comes to our park.

## History

The Westchester County Parks system began in 1906 when the state legislature created the Bronx Parkway Commission, which set aside land paralleling the Bronx River for recreational public use and thus created the first county-owned park. In 1922, the administration of parks and parkways was turned over to the newly established Westchester Parks Commission. The commission, recognizing the need for healthful outdoor recreation, acquired 9,700 acres of parkland for public use by the end of 1920. During the same period, the Westchester Recreation Commission was established. It focused on organizing a variety of athletic, cultural and social activities to meet the growing needs of the Westchester community.

In 1962 the two commissions were merged, creating the Westchester County Department of Parks, Recreation and Conservation, with a mandate to enhance the lives of county residents with cultural and recreational experiences.

Today the department operates and/or maintains:



## Westchester County Park's Mission Statement

*"To create life-enriching experiences at safe, clean, affordable parks and preserve our natural resources through responsible leadership."* The Westchester County Department of Parks, Recreation and Conservation is a public service agency providing county residents and visitors with over 18,000 acres of green space with more than 50 parks including pools, beaches, nature preserves, recreation trails, golf courses, two working farms, an arboretum, Playland, Westchester's premier family amusement complex, and the Westchester County Center, the county's civic and entertainment facility.

## **Performance Respect Commitment**

### **Performance:**

- ☐ Displays professional initiative
- ☐ Ability to do the job assigned
- ☐ Exhibits follow-through
- ☐ Closure of assignments/projects/commitments
- ☐ Willing to make tough decisions and stand behind them
- ☐ Gets the most from/promotes teamwork

### **Respect:**

- ☐ For Westchester County and the Administration
- ☐ For PRC
- ☐ Our Customers
- ☐ Your co-workers
- ☐ Our goals, values and vision

### **Commitment:**

- ☐ A passion and enthusiasm for what we do
- ☐ Loyalty
- ☐ Stepping up and owning the responsibility of your position
- ☐ Integrity

## **Diversity, Equity and Inclusion**

The concept of Diversity, Equity and Inclusion encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. This can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the scope of diversity contained within each individual. It is our goal as a department to be welcoming of all individuals, whether they be a co-worker or a guest in our parks. It includes policies and programs that encourage and support representation and participation of different groups or individuals. As employees, we work as a team, and in serving the public, we must be polite, understanding and respectful of each unique individual visiting our facility.

## Code of Ethical Conduct

As public employees, we perform our responsibilities with the highest personal standards of integrity and honesty in order to inspire public trust and confidence. We make every effort to be professionally competent, efficient, effective and fiscally responsible. The safety and well-being of our patrons is our focus. We are ever mindful of the stewardship responsibility we have to preserving our parks resources for future generations.

The PRC management team respects all of the department's employees and the jobs they are asked to perform, and will offer whatever support they can to help each individual achieve his or her potential.

## Employee Expectations

While employed with the Westchester County Department of Parks, Recreation and Conservation you are to strictly abide by all the rules and regulations as set forth herein and additional related rules and regulations, both general and specific, as issued orally or written from time to time during the period you are employed. These instructions have been prepared for the purpose of acquainting you with the code of conduct that is strictly enforced, and should assist you with adjusting yourself to the work conditions that prevail.

You are to conduct yourself in such a manner as will indicate satisfaction with your job and pride in your park. You are to exercise every reasonable care to avoid causing injury to patrons of the park or any of your fellow employees, and you are to take all reasonable precautions toward protecting yourself from injury by not exposing yourself to unnecessary danger. You are to recognize that any failure on your part to live up to the conditions of employment and conduct as set forth herein, will subject you to rigid disciplinary action or immediate dismissal.

As an employee we try to prevent accidents, but when they happen, we are expected to meet the situation in the most effective manner. Constant vigilance, common sense, tact, sound judgment, and adherence to the rules and regulations will go far toward ensuring the safety of patrons. **In the event an accident does occur to yourself, another employee, or a patron, you are to report it to your immediate supervisor as soon as possible and fill out all necessary reports.**

## Job Description / General Duties

Assignments will vary depending on work experience, staff availability, facility needs and/or supervisor discretion. Please pick up trash (whether it is yours or not) and dispose of it in the proper waste receptacle. The cleanliness of the park grounds, especially the park bathrooms (including Port-o-Sans) is everyone's responsibility. Clean and flush toilets, ensure there are paper towels and toilet paper and ensure that trash is disposed of properly.

## Attendance

Attendance is one of the most important aspects of your job. When you do not report to work, it places an extra burden on your fellow workers and ultimately the customer is affected. Chronic absenteeism or tardiness, regardless of the reason, makes it difficult for us to run our parks smoothly. **An excessive record of absenteeism or tardiness may be cause for dismissal.** More on this subject can be found in the *Rules of Conduct* section of this handbook.

## Staff Schedule

Daily work hours and days may vary by facility. All staff is required to report promptly to work, regardless of weather conditions, unless otherwise instructed. In the event of inclement weather (heavy rain or snow), please call your respective work site.

## Sick

**If you are sick or need to be absent you must personally call your immediate supervisor every day you will not be in prior to your scheduled starting time.** Voicemails and text messages are not acceptable. You may leave a message, but continue to call the facility until you have spoken to your supervisor. This should happen no earlier than two hours before the start of work and NO LATER than your scheduled start time) and advise him/her that you will not be in. **Excessive absences and failure to report to work may be cause for disciplinary action or dismissal.** Any requests for time off should be arranged at least one week in advance. After 3 days out as sick, a doctor's note is required to return.

## Leaving & Returning to Work / Lunch Hour

County employees are entitled to a lunch break. Generally, it is a half or one-hour unpaid lunch break taken between the hours of 12:00 noon and 2:00 p.m. In order to ensure that proper coverage will be maintained in your work area, lunch hours are staggered.

## Termination/Resignation

If terminated, all county property is to be returned. If resigning please give two weeks' notice, allowing us time, if necessary to hire and train a replacement. All shirts, jackets, IDs, nametags, parking passes, locker keys, are considered county property and must be returned prior to receipt of final paycheck.



## **Uniform Policy & Dress Code**

As members of a professional organization, all full-time, hourly and seasonal employees are expected to dress in a manner reflective of our high standards. Employees must always be neatly groomed and use good judgment and taste when dressing. The following is our dress code\*:

\*Logo, color and style of uniforms vary within the department, i.e. County Center, Golf, Parks and Conservation.

*Park Superintendents, Facility Managers, Divisional Directors*  
(An approved employee list of this category maintained by each division)

Department-issued collared polo shirt with logo paired with slacks or business casual pants i.e. "Dockers," or dresses or skirts and appropriate shoes.

ALL staff must:

Display department-issued name tag with logo or county-issued ID card at all times.

Always make appropriate choice of color of pants, dresses, etc.

*Park and Facility Staff*  
(Includes fulltime, hourly and seasonal staff not in management positions)

Required to wear department-issued collared polo shirt with logo and purchase tan "khaki-style" pants or shorts and appropriate shoes.

*Park and Facility Staff* – cannot wear shorts or Capri pants for safety concerns, with the exception of – lifeguards (separate uniform policy), pool deck attendants (not pool filter room workers), car parkers, bathroom cleaners, cashiers, ticket booth attendants, park office staff and golf course starters during the summer.

Where appropriate, display department-issued name tag with logo or county-issued ID card.

*Maintenance Staff and Mechanics*  
(Includes fulltime, hourly and seasonal staff)

Required to wear uniforms issued from the standard county contract including shirt, pants and jackets for appropriate seasons; required to purchase appropriate shoes.

Never

Alter or deface uniforms or cut-off shirt sleeves or collars.

Wear non-department issued t-shirts.

Wear jeans, halter tops, bare midriffs, miniskirts, flip-flops or sneakers.

#### Exceptions

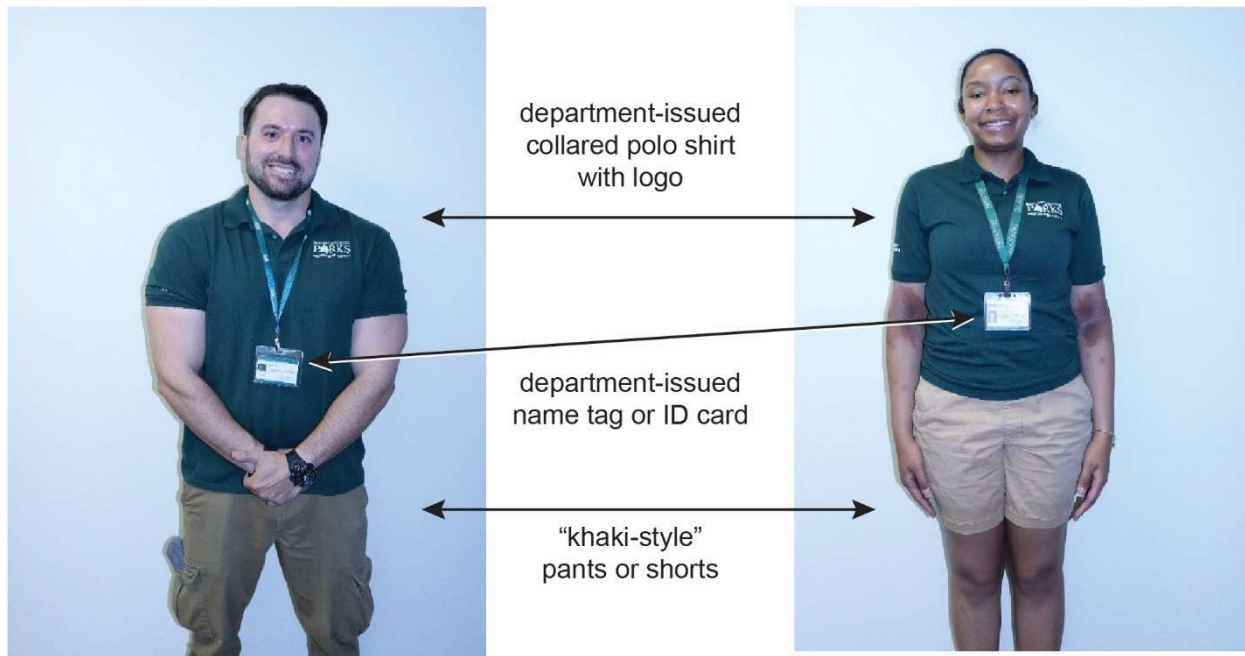
Curators and Naturalists – can wear neat cargo pants or shorts year-round.

Muscoot Farm Staff – can wear neat jeans year-round.

NOTE: When in Parks uniform, including off duty, you represent Westchester County and the Parks Department.

Employees reporting to or leaving work are prohibited from wearing any clothing which displays obscene or profane language or images.

### PRC Standard Uniform Example



Only acceptable headgear to be worn is what PRC issues or authorized by management.  
Comfortable black, white or black/white clean sneakers to be worn.

## Pay/Payroll

Paydays are every other Friday. Pay Statements can be checked on the County Website (directions follow)



### HOURLY

#### 2023 PAY DAY SCHEDULE

Pay Period	Salary Increments	Date of Period		Payday	Quarter
		From	To		
01		December 19, 2022	January 1, 2023	January 6, 2023	
02		January 2, 2023	January 15, 2023	January 20, 2023	
03		January 16, 2023	January 29, 2023	February 3, 2023	
04		January 30, 2023	February 12, 2023	February 17, 2023	
05		February 13, 2023	February 26, 2023	March 3, 2023	
06		February 27, 2023	March 12, 2023	March 17, 2023	
07		March 13, 2023	March 26, 2023	March 31, 2023	First
08		March 27, 2023	April 9, 2023	April 14, 2023	
09		April 10, 2023	April 23, 2023	April 28, 2023	
10		April 24, 2023	May 7, 2023	May 12, 2023	
11		May 8, 2023	May 21, 2023	May 26, 2023	
12		May 22, 2023	June 4, 2023	June 9, 2023	
13		June 5, 2023	June 18, 2023	June 23, 2023	Second
14		June 19, 2023	July 2, 2023	July 7, 2023	
15		July 3, 2023	July 16, 2023	July 21, 2023	
16		July 17, 2023	July 30, 2023	August 4, 2023	
17		July 31, 2023	August 13, 2023	August 18, 2023	
18		August 14, 2023	August 27, 2023	September 1, 2023	
19		August 28, 2023	September 10, 2023	September 15, 2023	
20		September 11, 2023	September 24, 2023	September 29, 2023	Third
21		September 25, 2023	October 8, 2023	October 13, 2023	
22		October 9, 2023	October 22, 2023	October 27, 2023	
23		October 23, 2023	November 5, 2023	November 9, 2023	Thursday
24		November 6, 2023	November 19, 2023	November 22, 2023	Wednesday
25		November 20, 2023	December 3, 2023	December 8, 2023	
26		December 4, 2023	December 17, 2023	December 22, 2023	FOURTH
01		December 18, 2023	December 31, 2023	January 5, 2024	

THE W-2 FOR 2023 WILL INCLUDE PP 1, 2023 THROUGH PP 26, 2023

## Payment Choices

All seasonal employees may choose to have their net pay deposited directly into a pre-designated bank account (Direct Deposit) or receive a Pay Card.

**Direct Deposit** - The direct-deposit paycheck amount will be received by your designated bank for use as cash on each payday. To enroll in direct deposit, you must complete an authorization agreement for pre-authorized payroll credits.

**Pay Card** - Your pay will be deposited into an account that is linked to that card each payday. The Pay Card works like a typical debit card, allowing you to withdraw cash at ATM machines, make purchases at business establishments (supermarket, grocery, gas station, etc.) that accept cards, and make online purchases.

2023 Rehires will be issued a new card. The former Pay Cards are invalid. New hire employee cards will be given to you, at your assigned facility, by your supervisor once the Pay Card has been issued. You will be responsible for a fee to replace the Pay Card if lost or stolen. Payday falls on every other Friday. The funds deposited are for two weeks ending the previous pay period.

### **\*\*PAY PERIODS ARE MONDAY THROUGH SUNDAY**

All payroll information is now available electronically for **active** employees from their computer at home. Described below are the instructions, enabling fully remote access to payroll and withholding information for all Westchester County employees **during employment. You will not be able to access this information once the season is over.**

### **INSTRUCTIONS FOR ELECTRONIC ACCESS TO PAYROLL & WITHHOLDING INFORMATION**

Through the Internet:

1. Access the Internet via Edge.
2. Key in <http://payinfo.westchestergov.com> into the address line, hit enter.
3. When prompted, enter birth date and last 4 digits of your Social Security number along with the password. For new hourly employees who have not yet assigned themselves a password, they can leave the "password" field blank. They will then be prompted to assign and confirm a password. This will now be their "Leave Management password" that they can use whenever they sign on in the future.
4. A list of recent checks/electronic fund transfers (EFT's) will be displayed
5. Click on "Detail" next to the check/EFT you want to review.
6. Please note that neither the bank code nor the bank account code will be displayed when viewing from the internet. If an employee should forget their password, they will need to contact Human Resources within the Parks Department.

## **Staff Parking**

Driving in the park is a privilege so remember to drive safely and slowly. Parking is provided in the main parking area of the facility and is free to employees while on duty.

## **Park Cleanliness/Recycling**

Part of your job responsibility is to keep your assigned area clean and neat. Make sure your work area is clean each morning. Please advise your supervisor if you need cleaning supplies. As you move about the park, if you see paper and trash, please lend a hand and pick it up and place it in a trash receptacle. If you notice that a receptacle is full, please mention it to one of the Park Supervisors or Managers. Please encourage our guests and fellow employees to recycle. Special BLUE containers are placed next to garbage cans to collect plastic containers only – no garbage.

## **Social Media**

Social Media use (postings, photographs, videos, blogs or in any other form) during work hours is prohibited. This includes but is not limited to employees wearing a uniform/ID either on or off duty at the park/facility or when off of county property. Social Media use concerning work matters is also prohibited on or off duty. Work matters are to be brought to the attention of your supervisor.

The only exception to this policy is for the specific department employees who have been given official approval to use Social Media in the promotion or advertising of our parks.

## **Press Policy**

Employees should direct all press, press referrals, news personnel, to their supervisor.

## **Cell-Phone / Hand Held Electronic Devices**

If an employee has his or her own smart phone or cell phone at work, its usage during work hours should be restricted to emergency calls only. A supervisor may restrict the use of personal cell phones/hand held electronic devices during work hours.

## Patron Relations

Every employee of the County government is, to some extent, involved in public relations, because the County will very likely be judged by the manner in which you make contacts with the public. Any County business should be conducted in such a manner as to leave a lasting good impression. As a County employee, you must make every effort to give each person with whom you come in contact the best possible attention and utmost courtesy.

**Patron questions should be answered cheerfully, intelligently and politely. Refer the patron, if appropriate, to an employee who can supply the requested information. Staff should refer all complaints** to their immediate supervisor. Do not argue with park patrons; refer them to the park office. Differences of opinion and disagreements will occur, with park patrons or employees, however, all matters are to be settled with as little disruption as possible. Everyone is expected to behave in a mature, professional manner.

## How to Handle a Guest Complaint

There are times when you will encounter guests who have been faced with a situation that has prevented them from having fun. On these occasions, your mission is to do your best to listen to the guest and try to solve the problem. This is easily accomplished when you treat the guest in a courteous and attentive manner.

If you follow the guidelines below, the guest's complaint could turn into a compliment! Just remember that a smiling guest is a happy guest.

1. "Listen" with your eyes. Look at the guest as he or she is talking to you and give your undivided attention. Be an active listener, engaged and interested in what the guest has to say.
2. Thank the guest for bringing the matter to your attention, and then attempt to solve the problem.
3. Call your supervisor immediately if you cannot solve the problem. Keep smiling and make every effort to keep the guest happy.

## Acceptance of Gifts

Individual – Employees shall not directly or indirectly solicit any gifts or accept any gift having a value of seventy-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, under any circumstances in which it could reasonably be expected to influence them in the performance of their duties or is intended as a reward for any official action on their part. **Park employees do not accept gratuities, tips, or gifts from patrons.**

## **Guests with Disabilities who are Accompanied by a Service Animal**

Our Department is committed to ensuring that no guest with a disability is discriminated against and that each guest experiences full and equal enjoyment at all of our Park facilities. Service animals are welcome. No documentation or paperwork for the service animal is required and staff cannot request documentation. If it is not apparent why the guest needs the assistance of a service animal, staff members are only permitted to ask two questions of the guest:

- 1) Is the animal required because of a disability?; and
- 2) What task has the animal been trained to perform?

### **When asking these questions, staff cannot inquire as to the nature or extent of the guest's disability.**

There are only two exceptions to the general requirement allowing service animals to be permitted:

- 1) The animal is out of control and the animal's handler does not take effective action to control it; or
- 2) The animal is not housebroken.

Even in those two situations, the guest must still be given the opportunity to remain at the Park facility and enjoy the experience without the service animal present.

## **Safety Procedures**

- Safety Guidelines
  - The safety and well-being of each guest and employee is of paramount importance and we make every effort to provide a safe environment.
  - This requires a conscious and sincere effort by all employees to follow the safety and operation guidelines and training you receive.
  - The most important element with regard to safety is you. Many of our visitor's get caught up in the excitement of the park, and don't always act safely. You must be alert at all times to protect our guests and your co-workers from possible accidents.
  - If you note a problem or concern, please bring it to the attention of your supervisor immediately.
  - Every employee is responsible for his or her own safety and for the safety of the guests. Therefore, you must observe all standards of instruction related to the safe performance of your job.



- Follow the guidelines provided below and make safety awareness and accident prevention a part of your everyday responsibilities:
  - Ask questions if you're not sure how to do a job or perform a task.
  - Report any defective equipment or abnormalities to your supervisor immediately.
  - Use equipment safely and in accordance with the training and any manuals you received.
  - Keep your work area neat and clean.
  - Always watch out for your fellow employees, as you would yourself, when it comes to safety.
  - Report unsafe conditions immediately to your supervisor.
  - Always unplug any electrical equipment before cleaning.
  - Report potential fire hazards to your supervisor immediately.
  - Know proper and safe operating procedures for your job before you begin.
  - Report anyone who looks suspicious (i.e. dressed inappropriately for the weather, carrying a weapon, acting strangely, etc.) to your supervisor who will contact the police.
  - Know all restrictions that apply to your job location and enforce them fairly, firmly and tactfully.
  
- Telephone/Park Radio Usage
  - The park phones are to be used for business. However, employees may use the phones for emergency purposes. If a family member needs to contact you, they should call the main park number and ask for the appropriate extension.
  
  - Two-way radios are used for park business only. The purpose of these radios is to keep communication open between ride operators and managers. Please be aware of emergency communications and stop all communications unless you are involved in the situation or have another emergency. Use of the radio is important, so please keep chatter to a minimum and communicate in a discreet manner.
  
  - Those who use the radio inappropriately will be subject to dismissal.
  
- Fire
  - In the event of a fire at your work location, immediately notify your supervisor and County Police. If necessary, move the guests to an area of safety and close your location down completely. (If the fire is not in your area, please DO NOT GO to the scene of the fire).



- Thunder and Lightning Policy

- Lightning is common in the summer months; however, it can strike any time of the year.
- When an employee is working in the field, with no visible patron activities occurring and lightning strikes all individuals should stop activities and seek shelter in a substantial building or hard topped vehicle until the storm has passed.
- When assigned to work on or around a park location with patron activities we have a responsibility to assist in the safe exiting of the location by all patrons in the event of thunder or lightning.
- We do not direct guests to a specific location. We suggest they “Seek Shelter in a substantial building or hard-topped vehicle.
- Please be aware patrons should not be directed out of the pool and then be allowed to use playground and other potentially dangerous park apparatus during the storm.

### **Lost/Missing Person (Non-Waterfront Incident)**

- Once a person is reported lost or missing, please adhere to the following:
  - Call your supervisor immediately.
  - You may also escort the person to the park office.
  - At all times make sure you stay with the person filing the missing person report until the missing person is found, or a police officer or park ranger arrives on the scene.
  - They will take charge of the incident and continue to obtain the missing person description and information.
  - If the information gathered suggests a child abduction, then Code Adam procedures begin immediately.
  - If not, a search of the area where the missing person was last seen commences.
  - If a search for the missing person continues for some time, then a Code Adam situation may be declared.

**\*\* A Code Adam situation is declared only by the County Police.**

### **Public Safety Personnel**

The New York State Office of Public Safety has requested staff report any suspicious activity and has provided instructions as to specifics. Immediately notify your supervisor should you suspect anything.

## **Personal Protective Equipment**

When needed, employees will be provided with protective equipment appropriate for the task required, for example; safety glasses, hearing protection, work gloves. Westchester County Parks must inform you of the health effects and hazards of toxic substances at your worksite. The SDS safety data sheets are located in the park superintendent's office and the maintenance garage and are available for review. You will be given the appropriate training and sign off form verifying it was completed.

## **Hazardous Communication Information (Yellow Book)**

Each facility has a "yellow binder" with information regarding the types of chemicals that employees may encounter and an inventory of products which is located in the Superintendent's office and the maintenance garage. Use of chemicals is monitored on an annual basis. The Westchester County Health Department's Office of Environmental Health Risk Control is available to provide technical assistance to all County Departments.

## **Vehicle and Equipment Use**

Employees must be 18 years of age or older to request authorization to drive a County Vehicle. Park employees must receive driver approval and written permission before operating county vehicles. The proper and safe use of other equipment, relative to grade classification, must be demonstrated at all times. The operation of a County vehicle is a responsibility that is most serious in nature. An employee who operates a County-owned vehicle assumes a high degree of responsibility and is expected to respect this privilege when undertaking this task. County employees must obtain approval from Risk Management and their Department Heads and are permitted to use County vehicles only for approved official purposes in the performance of their jobs. No employee will operate a County-owned vehicle ***without*** a valid driver's license. Employees operating a County vehicle will strictly observe NYS Seat Belt regulations. **Smoking is prohibited in all County vehicles.** It is also your responsibility to keep them clean.

## **Power-Driven Mobility Devices**

No vehicle shall be allowed on any path or trail maintained for persons except baby carriages, wheel chairs and vehicles used by the department for office purposes. ***Power-driven mobility devices used to assist a person with a disability shall be permitted provided that said device is operated in a manner that is not harmful to persons or property. Such vehicles may not exceed a speed of three (3) miles per hour.***

## **Incidents/Accidents**

In the event of an incident, the Park Supervisor or his/her representative will determine the seriousness of the incident/accident and follow procedural steps. All accidents resulting in bodily injury to any person, whether or not employed by the County, and all incidents resulting in property damage, or destruction or illegal taking of County property, shall be reported immediately to the Director/Assistant Director of Division, who will advise the Director of Risk Management or The County Attorney. Accidents requiring first aid must be reported to the park office immediately and an **Accident Report Form completed**. Employee incidents, illness or injury must be reported to the park office immediately and an **Employee Injury & Illness Incident Report Form completed**.

## **Emergency Communication Procedure**

**Any employee can call for an ambulance, however, it is important that your immediate supervisor is notified.** When calling the office please state your name, location of the emergency, nature of the emergency. Above all remember to stay calm and never jeopardize your personal safety when providing assistance. Remember to use latex gloves in all first aid situations. Employees not directly involved in rendering first aid or assistance will remain at their worksite. You should only perform functions for which you have been trained (if any).

**Anytime an emergency vehicle (police, fire, ambulance) is called to a park facility, your immediate Supervisor should be notified immediately. He/she will then contact the Director/Assistant Director of the Division who will then notify the Deputy Commissioner and Commissioner.**

## **Drug-Free Workplace**

Westchester County makes every effort to ensure a drug-free workplace for its employees. The County's commitment is a result of its concern for the health and well-being of every employee and from its responsibility to maintain the highest standards when conducting public business. Staff, at no time, will report to work under the influence of drugs or alcohol. **Any consumption of alcohol or any controlled substance, while on duty, will result in immediate termination.** Hangovers are considered under the influence and will be dealt with appropriately.

## **Alcoholic Beverages – Controlled Substances**

Employee Use of Alcohol or Controlled Substance is prohibited. Employees may not possess or consume any alcoholic beverages or controlled substances on the park grounds before, during, or after working hours. Any violation of this policy will result in termination. Any employee who reports to work under the influence of alcohol or a controlled substance will be escorted off the premises and will not be paid for reporting to work. Use, possession or sale of alcohol or controlled substances may result not only in termination but in arrest as well.

## **Marijuana Use Policy**

Pursuant to NY CLS Labor Section 201-d, New York State has legalized recreational use of marijuana for adults age 21 years and older. This law does not impact the County's ability to maintain a Drug Free Workplace. The County does not tolerate the use of impairing substances by employees while conducting County business, including during break and meal periods. And employees who are deemed to be impaired for whatever reason may be subject to the County's Reasonable Suspicion protocols. Further, the County continues to test for marijuana metabolites when mandated or permissible under State, Local or Federal statutes.

## **No-Smoking Policy**

- Westchester County Parks has a strict No-Smoking policy.
- The use of tobacco products, vaping devices, electronic cigarettes and other nicotine delivery devices is prohibited in the parks, beaches and pools.
- It is important to make sure that employees know how to enforce this policy.
- We must assume that some guests may not be aware of the policy.
- If you encounter someone smoking on County property, you should say "Excuse me, but smoking is not permitted in the park. Direct the guest to the one of the exits."

## **Workplace Violence Prevention Program and Procedures**

For further information, refer to the Workplace Violence Procedure Manual.

Workplace violence presents a serious occupational safety hazard for workers.

On June 7, 2006, New York State enacted legislation that requires public employers (other than schools covered under the school safety plan requirements of the education law) to perform a risk evaluation of its workplaces and develop and implement programs to prevent and minimize workplace assaults and homicides. In 2009, the State expounded upon the requirements of the program, as outlined in Section 800.6 of Title 12 of the New York Code, Rules and Regulations.

The purpose of this **Workplace Violence Prevention Program** is to provide information to managers, supervisors, and employees about preventing and responding to incidents of workplace violence or threats of violence and the “New York State Public Employer Workplace Violence Prevention Law.”

The goals of the program and manual (received and acknowledged receipt of at hiring) are:

1. To reduce the probability of threats or acts of violence in the workplace
2. To ensure that any incident, complaint, or report of violence is taken seriously and dealt with appropriately. This manual outlines the major components of the effort to meet these goals: program, procedures, workplace security risk evaluation, prevention, training, and other support services

## **Sexual Harassment**

For further information, refer to the Harassment & Discrimination Training Manual, Executive Orders 2 & 3 of 2009 and Executive Order 11 of 2018.

### **What is Sexual Harassment?**

- ☐ Unwanted sexual advances
- ☐ Requests for sexual favors
- ☐ Visual, verbal or physical conduct of a sexual nature

### ☐ **Quid pro quo - “This for That”**

Asking someone you work with for sexual favors, then promising that person some type of promotion or other type of employment-related benefit. (i.e. “If you sleep with me, I’ll promote you to Manager.”)

### ☐ **Hostile Work Environment**

Any visual, verbal, or physical behavior or conduct of a sexual nature that makes a person feel uncomfortable, intimidated or offended. (i.e., telling offensive jokes, putting suggestive pictures up in your locker, saying an inappropriate remark to a co-worker, such as “You look really sexy in that outfit.”)

### **Who Can Be Sexually Harassed?**

Sexual harassment can occur between a man and a woman, between two women, between two men, supervisors and subordinates, employees and guests.

### **How to Prevent Sexual Harassment**

Treat all employees and guests with respect and common courtesy. Behave in a professional and dignified manner at all times at work.

If you think that something that you are about to say could possibly bother or offend someone, **don't say it**. Do not say anything to anyone that you wouldn't want said to someone in your own family.

### **Reporting Sexual Harassment**

Employees who believe they have been sexually harassed on the job should speak to their Supervisor or the Director of Human Resources. All complaints of sexual harassment are confidential and will be investigated.

Appropriate disciplinary action, even termination will occur should an employee engage him or herself in this type of behavior.

## **EARNED SICK LEAVE LAW FOR HOURLY EMPLOYEES**

Westchester County has passed an Earned Sick Leave Law applicable to the hourly employees of the County who work more than 80 hours in a calendar year. These employees will earn one (1) hour of sick leave for every 30 hours worked with a maximum of forty (40) earned hours in a calendar year.

To be entitled to this earned sick time the employee must meet the following criteria:

- employee must work 80 hours in a calendar year, January 1<sup>st</sup> to December 31<sup>st</sup> of the given year
- employee must work 90 days before they can use the sick time accrued

Once the employee has met these two criteria, the available leave balance will be displayed on the Westchester County Pay Stub (which can be found by entering payinfo on the County intranet or [payinfo.westchestergov.com](http://payinfo.westchestergov.com) from a private computer).

Unused sick time that has been earned by hourly employees will carry over to the following year. Accrued carryover earned sick time hours can be used the first of the new calendar year. An hourly employee will not be credited with additional earned time until the employee has worked 80 hours in the new calendar year. Accrual calculation for the new year will go back to January 1 of the new year. The total hours of sick leave utilized by the employee in a given calendar year cannot exceed 40 hours. Employees who are off County payroll and are rehired within 9 months will retain their unused sick time balances.

Time can be used for an employee or family member; with a mental or physical illness, injury

or health condition; to get a medical diagnosis; for care or treatment of a mental or physical illness, injury, or health condition; or to get preventive medical care. It can be used if the employee's business closes due to a public health emergency or if an employee's child's school or child care provider has closed due to a public health emergency.

Time off should be granted in no less than four (4) hour increments, unless a full scheduled day is less than 4 hours. If an employee is out sick, they must personally call their immediate supervisor prior to their scheduled starting time (but no earlier than two (2) hours before the start of work) and advise that they will not be reporting to work. Texting is not considered an approved form of notification.

A doctor's note is required after three (3) consecutive days of absence. FMLA is applicable to hourly employees and time off for a serious health condition will be referred to the FMLA Administrator.

For further information, refer to the Earned Sick Leave Law.

## **SAFE TIME LEAVE LAW**

Hourly and Non-Represented Employees have a right to Safe Time Leave, which can be used to attend or testify in criminal or civil court proceedings relating to Domestic Violence, Human Trafficking or to Move to a Safe Location. Employees are allowed to take up to 40 hours of Safe Time Leave per calendar year, in full days or increments.

The following criteria must be met to be eligible:

- Employees must have worked 90 days in the calendar year after date of employment
- Employee must provide reasonable documentation for request (i.e. Court appearance or subpoena, police report etc.)
- Submit Safe Leave Request Form

The employer cannot take or threaten to take any type of adverse employment action against an employee who is a victim of Domestic Violence or Human Trafficking. You have the right to file a Complaint if you feel retaliatory action against you by your employer.



## **Rules of Conduct**

- Rules of Conduct
  - Our rules are designed to protect the rights and interests of everyone – the employee, the guest and the park.
  - Westchester County PRC maintains a Zero-Tolerance Policy for any situation that, from management's perspective, impacts on the safety and enjoyment of the park by our guests.
  - The following situations are those, among others, which may require disciplinary action and/or result in termination:
    - Not following a manager's and/or supervisor's instructions related to the conduct of your duties
    - Visiting with other employees while on duty
    - Eating, smoking or chewing gum while on duty
    - Not adhering to uniform requirements
    - Theft of property of the park, an employee or guest
    - Any type of threatening conduct
    - Fighting
    - Negligence in handling park property
    - Gambling on park property
    - Sleeping while on duty
    - Reading a book, on social media or watching a movie while on duty
    - Issuing false statements about the park or its employees
    - Endangering any other person's safety through failure to follow any instructions/directions or intentionally violating any safety standard
    - Distracting fellow employees while on duty
    - Any rudeness or indifference towards a guest, co-worker or management
    - Personal conduct that compromises the image of the park, whether on or off duty
    - Posting to social media during work hours
    - Posting to social media concerning work matters on or off duty
    - It is expected that conduct on public transportation to and from work, whether in uniform or not, must be the same that is expected while at work
    - Being under the influence or in possession of a substance that has or could impair your judgment and impact your performance of job duties
    - Personal relationships are not discouraged; however, no form of affection may be shown in the park. This includes, but is not limited to, holding hands, hugging, kissing, etc.

**Should you have any questions or concerns please contact your facility supervisor for further clarification.**



# NOTES



### **Employee Handbook Sign Off:**

I acknowledge that I am in receipt of a copy of the Westchester County Employee Handbook and understand that it is my responsibility to read and be familiar with the contents.

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_