

Internship Handbook

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Internship Handbook

Mission Oaks Recreation and Park District (MORPD) is committed to providing an educational and beneficial internship to students interested in Parks and Recreation as a career in the future. While there will be certain obligations that MORPD needs to follow, we are willing to work within the parameters of designing an internship program that focuses on the specific interests of the potential intern. Even though there is a contract between the intern and MORPD, it is not a promise for continued employment after the internship is concluded. No one now has the authority to make any binding oral promises, assurances, or representations regarding employment status or security. Any such representation made prior to the effective date of this policy are hereby rescinded and superseded.

While this handbook is designed to maximize the potential benefits from participating in an internship, the handbook provides interns with a helpful reference about MORPD. It includes an overview of MORPD, a summary of MORPD personnel policies, and the student requirements for the internship. This manual, however, cannot anticipate every situation or answer every question about the internship. MORPD policies stated in this manual are subject to change. To maintain flexibility in the administration of personnel policies and procedures, the district reserves the right to revise or rescind any provisions of this manual without notice but will make its best effort to notify employees within reason. If you have any questions about policies and procedures that have not been specifically addressed in this handbook, please consult with your Recreation Supervisor and/or Coordinator.

I. Mission

Mission Oaks Recreation and Park District provides unique neighborhood destinations for recreation and personal enrichment.

II. Vision

Mission Oaks Recreation and Park District creates healthy, sustainable parks and recreation services that transform the communities that we serve.

III. Mission Oaks Recreation and Park District History

The Mission Oaks name itself gives reference to the history of California and the heritage of the California missions established by the early Spanish settlers and the majestic oak trees that flourish throughout the Sacramento Valley. The Carmichael community was named in 1910 for the owner of most of the land in the area, Dan Carmichael. The Mission Oaks Recreation and Park District adopted The Acquisition and Development program in 1973, which requires the district to follow a master plan which allows the acquisition and development of the district without having to borrow funds or to use general obligation bonds to finance. Names of several parks and certain designated areas within parks have been named in honor of persons who have had a significant impact on the early history of the area or have contributed in some significant way to the district

or to parks and recreation in general. Mission Oaks developed and maintains 16 parks and four school parks. Mission Oaks originally developed and maintained Billy Mitchell and Starr King school parks, but these were given back to the San Juan Unified School District. Three facilities are located on community parks which include: Gibbons, Mission North, and Swanston, while the others serve as neighborhood parks. Located in the northeast corner of the district and within the 17.5-acre Gibbons Park is the 12,000+ square foot Mission Oaks Community Center (1982). The district office is located on Mission Avenue within the 12.7-acre Mission North Park. The newest district development (2008) is the Swanston Community Center located within the 10-acre Swanston Park in the southwest corner of the district.

IV. Internship Facilities and Hours

- Mission Oaks Recreation & Park District Office
3344 Mission Ave, Carmichael, CA 95608
- Swanston Community Center
2350 Northrop Ave, Sacramento, CA 95825
- Mission Oaks Community Center
4701 Gibbons Dr, Carmichael, CA 95608

- Normal Hours:
 - The normal business hours for the District are Monday through Friday 8am to 5pm. Community centers are open past 5pm. Employees shall be scheduled in accordance with the nature of their work requirements.

V. Intern Requirements Before Start Date

- Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license and compliance with established district vehicle standards.
- Required to have valid and current First Aid/CPR/AED certifications or be willing to receive certification provided by employer.
- Perform CA DOJ Live scan process prior to working (fingerprinting which takes up to 1-2 weeks).
 - Position Title Submitted Through MORPD: **INTERN**
- Applicants for employment must successfully pass a pre-employment medical examination (TB Test) administered by a county health services department doctor (which takes a week to receive the results).
- Currently enrolled in a college that is contracted with the Mission Oaks Recreation and Park District.
- Availability:

Employees shall be scheduled in accordance with the nature of their work requirements.

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

VI. Mission Oaks Recreation and Park District Responsibilities

- District Domain Login
- District Email
- Sportsman Login
- Website Login

VII. University Degree Completion Requirements

*****Subject to change based on intern's current university degree completion requirements.*****

Sacramento State University Requirements

Internship

- Hour Requirement
 - 400 hours for a full internship 195E.
 - 240 hours for a partial internship 195C.
 - 160 hours for a partial internship 195B.
- 136 Class Requirements
 - Midterm and Final Evaluations
 - Five Internship Reports
 - Final Project
 - Several Forms Due Throughout Internship
 - Time Logs

Other University Degree Completion Requirements

Internship

- Intern and facility site supervisor will be required to sit down and discuss university content that is to be required for submission throughout the internship.
- Dates and assignments will be documented below:

Assignment	Description	Due Date

VIII. Orientation

Purpose

- To ensure Board members and other employees, new or returning, are made aware of all District policies relating to the position for which they are hired.
- Each division head is accountable for the orientation of employees within that division. The responsibility for the actual orientation may be delegated.

Orientation

- All employees shall be provided with a copy of the job description.
- The person assigned to the orientation of the employee shall review all pertinent sections of the policy manual relating to the job responsibilities of the employee, who shall have access to an electronic copy.
- The person charged with the responsibility of orienting the new employee is to complete a New Employee Orientation Procedures Form, review each item on the list, and answer any additional questions regarding the job. The form is to be signed by both parties certifying that the employee has been properly informed concerning each item applicable to the position.

IX. Mission Oaks Recreation and Park District Policies

Purpose of Policies

- Carefully organized and clearly written policies that are kept up to date can be a tremendous asset to any organization. Written policies give continuity and consistency to the Board's position and serve as defense against undue pressure from unreasonable, self- seeking interests.

- Statements of policy are valuable orientation aids to new Board members, the executive director, and other personnel. They also provide awareness to residents, community organizations, and other interested parties as to the District's goals and objectives.
- A set of written policies adds integrity to the system, assists in the employment of personnel, helps prevent impulsive Board decisions, saves administrative time, improves staff morale, and promotes good public relations.
- A copy of the District policies shall be provided, to employees at the time of employment. Employees shall be responsible for reviewing and being familiar with the content.

Attendance and Leave of Absence Policy

Time Off

MORPD Holidays

- New Year's Day, January 1
- Martin Luther King's Birthday, 3rd Monday in January
- Lincoln's Birthday (observance to coincide with the SJUSD's schedule)
- Washington's Birthday (observance to coincide with the SJUSD's schedule)
- Memorial Day, Last Monday in May
- Independence Day, July 4
- Labor Day, 1st Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, 4th Thursday in November
Extended Thanksgiving Holiday, Friday following the Holiday
- Christmas Day, December 25

Vacation

- It is in the District's best interest for supervisors to ensure that eligible employees take regular vacations.

Requests for Vacation

- Requests for vacation should be made not less than three days prior to the effective date. Unforeseen situations will be resolved by the Supervisor. All requests for vacation must be approved by the employee's immediate supervisor and added to the "Scheduled Leave" calendar.

Use of Sick Leave (If Applicable)

- Sick leave may be used for such reasons as personal injury or illness; caring for a sick or injured spouse, child, or other close relative; and medical or dental appointments.
- It is the responsibility of the employee, in cases of illness, to notify his/her immediate supervisor of their illness no later than 15 minutes past the starting time of the employee's designated workday. If unable to contact his/her supervisor, the employee must notify their workplace. Failure to comply with the above procedure may result in disciplinary action.
- A doctor's certificate may be required after a three day leave of absence or as required by their supervisor

Religious Holidays

- Full-time employees may be granted vacation to observe religious holidays. If all leave has been exhausted, the employee may be granted leave without pay.

Jury Duty Leave

- If employees waive the daily fees paid for jury service or turns them over to the District, regular pay is continued during jury duty. If vacation is used, jury fees need not be waived or paid to the District. Employees are entitled to keep the travel expenses paid by the court.

Military Leave

- The District Administrator is authorized to grant fourteen (14) days leave, with pay, to those members of the Armed Forces Reserve Program or National Guard for official business required by the military, providing the employee has completed one year of continuous service with the District.

Communication Policy

Written Communications

- Internal (interoffice) written communication shall take whatever form that is appropriate.
- Correspondence to persons or organizations outside of the District will be prepared using the District's letterhead or another appropriate form.
- Correspondence directed outside the District, which requests or commits employees or other resources, is negative or critical, or recommends an action, must be approved by the District Administrator or appropriate division head.
- Correspondence directed to the Board, members of the Board of Supervisors, or other high-ranking officials, attorneys, or other individuals, regarding situations where the District may have liabilities, must be approved by the District Administrator.

Verbal

- District employees shall handle all telephone and personal communications in a positive and courteous manner.
- Speeches from service clubs, schools and other groups shall be handled in a positive manner that reflects favorably on the District's programs and activities.

Wireless

- The District recognizes that the performance of certain job responsibilities requires or may be enhanced by the use of a cellular or smartphone for efficiency. It is expected that certain staff be available after hours and weekends for an emergency response. These identified positions will be issued a District cellular phone or may be eligible for a monthly reimbursement for a personally owned phone.
- The District and its employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted of from whom the District employee received calls

or texts, or contents of text messages sent or received) pursuant to the California public records laws, court order, or state federal laws.

- Potential Applicable Cell Phone Usage Categories
 - Level II: Part-time park staff working in the field. District issued phones will have talk and text capability and be used only for District related business.
 - Level III: Part-Time Seasonal Staff will be issued a shared pre-paid phone/plan. This phone is to be carried during program hours by the lead staff person on site and be used only for District related business. The phone will be kept on the charger during non-work hours at the program site.

Personally, owned Cell Phones

- The reimbursement is intended to reimburse the employee for business use of the cell phone, not to pay the entire phone bill.
- The reimbursement should be commensurate with the requirement for business use and will be reviewed each January by Administration for change in the reimbursement amount or cancellation.
- The cell phone will belong to the employee, not to the District, however, employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the District employee received calls or texts, or contents of text messages sent or received) pursuant to the California public records laws, court order, or state and federal laws.
- The monthly and phone purchase allowances are not considered part of base pay used for calculating percentage salary increases.
- The Division Head or Administration may also request documentation of business use to determine the appropriateness of eligibility and level of the allowance amount.
- Sign the Cell Phone Reimbursement Agreement form thereby certifying that he/she will provide the phone number within five days of activation and will be available for calls (in possession of the phone and have it turned on) during and after work hours.
- Select any cell phone carrier whose service is dependable and equal to the service range provided by District issued mobile equipment
- Pay all charges on his/her personal cell phone plan. If the employee leaves the position, he/she continues to be responsible for the contractual obligations of his/her cell phone plan.
- Early termination fees will not be paid by the District if the employee leaves the District's employment for any reason.
- Monthly Reimbursements. Staff defined in Level I opting to use their own personal phones for District Business shall receive a monthly reimbursement of \$40. It is understood the phone is to be on and available after hours and on weekends for District emergencies. A copy of the monthly invoice shall be submitted prior to reimbursement.
- Things to keep in mind:
 - Staff must comply with applicable laws regarding the use of cell phones while driving.
 - Acknowledge that cell phone transmissions are not secure and that employees should use discretion in relaying information over cell phones.
 - Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

Complaints

- A written report will be completed upon receipt of any type of complaint from the public, using the appropriate District form. The complainant's name, address, telephone number and/or email address are to be recorded unless the complainant requests anonymity. A copy of the complaint will be forwarded immediately to the District Administrator indicating which division head received the action copy.
- Complaint reports received by division heads will be completed as soon as possible and forwarded to the District Administrator for appropriate action. The District Administrator shall determine which report(s) shall be presented to the Board.

Compliments

- A written report will be completed upon receipt of any type of compliment from the public, using the appropriate District form. The person's name, address, a telephone number and/or email address are to be recorded unless anonymity is requested.
- Compliment Reports are to be submitted to the District Administrator, with a copy to the appropriate division head, for proper disposition.

Media

- Contact with media representatives (press, radio, television, or social) should be handled as follows:
- Any inquiries concerning policies or procedures must be directed to the District Administrator or appropriate division head.
- Requests from the media should be referred to the District Administrator or a division head.
- Inquiries about incidents or accidents that by their nature imply potential liability, must be referred to the District Administrator who will refer the matter to the Sacramento County Counsel or the California Association of Park and Recreation Indemnity (CAPRI) office, depending upon the nature of the incident or accident.

Political Activity

- Engaging in political activities by employee is prohibited during working hours.

Compensation Policy

- "Interns and students, however, may not be "employees" under the FLSA—in which case the FLSA does not require compensation for their work."
- Primary Beneficiary Test
 - The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
 - The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
 - The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
 - The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
 - The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
 - The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.

- The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Pay Periods

- Timecards need to be turned in to appropriate division head every other Friday.

Stipend

- An intern does not receive pay based on an hourly rate, instead the intern will be compensated through a Stipend. This is a set amount that is pre-determined based on hours and district's rate, where the intern's pay is taken away from every two weeks.

Salary

- Salaries for those in this category are not subject to the same longevity considerations as those in other categories, as these positions are considered transitory and subject to dismissal, at will, by the district, with or without cause.

Health and Safety Policy

- The intention of a Health and Safety policy is for the members to develop, implement, and administer a comprehensive loss prevention program. The District maintains that the public and its employees are important assets, and division heads and supervisory personnel at all levels of the District work force are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations.
- The concept is to review the districts operations grid should include consideration of problems and/or errors that could occur as it relates to the environment, equipment, job procedures, and personnel. Most accidents are preventable. Loss prevention is to initiate such planning as is necessary to minimize unsafe acts, contain environmental hazards, and control unsafe conditions.
- Continual emphasis on loss prevention techniques, the refinement of work procedures, and safe working conditions, has been shown to significantly reduce injuries, property damage, and work interruption. All employees are charged with the responsibility of supporting and cooperating with the loss prevention program. All employees are expected, as a condition of employment, to adopt the concept that the safest most efficient manner to perform a task is the only acceptable way. Safety adherence and performance will be considered an important measure of supervisory and employee evaluations.

Loss Control

- It shall be the responsibility of management and employees alike to provide safe working conditions throughout the District.

Accident Report

- Prepared immediately following any accident by a District staff member, program participant, or any person on District property or while participating in any District sponsored program or activity.
- The report is to be completed and submitted to the appropriate division head within 24 hours of the occurrence. Reports must be factual and shall not contain opinions of the person reporting the accidents. Opinions may be requested in follow up reports.
- It is required that reports involving adults to be retained for seven years, and twenty years for those involving minors.

Employee (Non-Vehicular)

- Injuries received in the performance of assigned duties are to be reported by the employees to their immediate supervisor, using the appropriate report form, within 24 hours of occurrence.

Non-Employee (Non-Vehicular)

- Injuries to persons other than employees, occurring at any District facility or during a District program, shall be reported by the assigned employee to the appropriate supervisor as soon as possible.

Incident

- Incident Reports are used to record unusual behavior of program participants, accidental or provoked vandalism, discipline problems within activities, and disturbances directly or indirectly related to a program or facility.
- Reports will be submitted by the District employee in charge of or at a program or activity site or district facility, to the appropriate division head, who shall, following review, forward the report to the Director of Administrative Services and the District Administrator for review and action as deemed appropriate.
- It is required that reports involving adults be retained for seven years, and twenty years for those involving minors.

Facility Damage Report

- Preparation of a facility damage report is required for each occurrence of damage or vandalism requiring repair.

Safety Equipment and Protective Clothing

- District employees shall wear personal protective clothing and use proper safety equipment when required by their working assignment. Equipment, clothing, and other materials specifically required by the District will be provided or the employee shall be reimbursed for their purchase.
- Employees shall wear personal protective clothing and use proper safety equipment when required by their work assignment. Employees who refuse to use proper safe equipment or to wear personal protective clothing may be subject to discipline.

Driving

- The District shall consider any person possessing a valid unrestricted California driver's license is eligible to drive on District business.
- A District vehicle must be used and operated only by district employees.

I.T. Policy

Technology

- Use of Computers, Computer Networks and Internet Services
 - All employees shall be made aware of the policies and procedures regarding the use of district computers, computer networks, and Internet services, and shall attest to this fact in writing.

Social Media

- The Social Media Policy establishes guidelines for the establishment and use of social media sites by Mission Oaks Recreation & Park District. The purposes of District social media sites are to market and disseminate information about District programs, facilities, activities, services, and current events to members of the public. Social media also creates

valuable opportunities for the District to engage in 2-way interactions with members of the public.

- This policy establishes internal procedures for the use of social media sites. The authorized Mission Oaks social media sites are:
 - Facebook
 - Twitter
 - YouTube
 - Instagram
 - Next-door
 - Ask for approval before using a different platform.
- Mission Oaks Social Media pages are branded as “official” and are to include:
 - Mission Oaks Official District logo
 - *Parks Make Life Better* logo
- The following statement must be included on all official Mission Oaks Social media sites:
 - District social media sites are official purposes only. Designated employees acting in a professional capacity may post District relation information. Employee posting of a personal nature are not allowed. Employees that fail to conduct themselves in an appropriate manner may be subject to discipline up to and including termination.
 - The District’s website morpd.com will remain the District’s primary and predominant means of District communications.
 - The Director of Recreation & Marketing and designated employees shall monitor content on District social media sites to keep content pertinent to Mission Oaks recreation, programming and facilities activities.
 - District social media sites will comply with usage rules and regulations required by the site provider(s), including privacy policies.
 - The District reserves the right to terminate any District social media site at any time without notice.
 - The Director of Recreation & Marketing and designated employees will be responsible for the posting and monitoring of the District social media sites.
 - The content of District social media sites will only pertain to District- sponsored or District-endorsed programs, services and events. Content includes, but is not limited to, information, photographs, videos and hyperlinks.
 - The Director of Recreation & Marketing will maintain a list of the District’s authorized social media sites, including login and password information.

Social Media Do’s and Don’ts’s

- Suggest a minimum update of one post per day and depending on the response from page users this should be increased accordingly.
- Be mindful. The content you create shapes public perception of the District as a whole.
- Be strategic. Before you begin, have a clear purpose. Provide info that is valuable and worthwhile.
- Be welcoming. Invite readers to attend our programs and facilities.
- Set a positive tone, and deal with negative comments professionally.
- Don’t engage if you can’t commit to monitor and report back on program results.
- Use correct grammar, spelling, and punctuation. Correct any mistakes in a timely fashion.
- Use a multi-media approach. Include photos, links to videos, etc. When appropriate, ask fans to submit photos and videos.

- Send out links to updated web content (i.e. program registrations, new programs and events, program information from our valued partners, etc.).
- Be sure to respond to questions and comments in a timely manner.
- Share relevant news stories/posts about MORPD.
- Remember, your postings are to be professional and relevant to District news; not your personal views and opinions.

Non-Disclosure of Information

Disclosure of Telephone Numbers

- The home or business telephone numbers of Board and staff members, participants, or parents of minor participants, shall not be provided to any unauthorized person, unless permission to do so has been granted in writing by the Board or staff member, participant, or parents of minor participants. The requesters are to be advised that the telephone numbers cannot be disclosed, however, if they will provide their telephone numbers, the Board or staff member, participant, or parents of minor participants, will be contacted and requested to return the call at his/her earliest convenience.

Dissemination of Public Information

- Press releases, public service announcements, public notices, and paid advertising will be coordinated through each division director or program supervisor. Staff may request that any of the above methods of public information be prepared by using the appropriate form and timeline and submitting to the division director or district office for processing.

Intern General Practices

General Practices

- Responsible for using district resources wisely.
- Maintain records and complete all reports as necessary in a timely manner.
- Attend staff meetings, training and workshops.
- Responsible for notifying and reporting any problems or concerns to the Recreation Supervisor and Coordinator.
- Marketing programs through various platforms; help to recruit participants.
- Show respect for all staff and guests.
- Take pride in a job well done.
- Dress appropriately for your work assignment.
- Adhere to policies and procedures.
- Be effective in verbal, written and electronic communications.
- Be approachable and positive.
- Create a community you'd want to be a part of, and don't be afraid to ask questions!

Dress Code

Personal Appearance

- All District employees are expected to present a clean and well-groomed appearance at all times unless the type of assigned work or activity does not allow for such compliance.

District-Wide Dress Code and Appearance Standard

- The District's dress code and mandatory uniform policies are adopted in an effort to create an image of trust and credibility and a productive work environment by addressing issues of health and safety, free of potential disturbances or controversy.
- Dress Code violations shall be addressed first through the employee's immediate supervisor. The employee shall provide with an explanation of the specific violation and a

means to resolve the issue, including being allowed sufficient time to leave the office in order to change clothes and return appropriately attired. Habitual violations may result in official reprimand and/or dismissal.

Safety Standards

- All established safety standards and/or regulations are to be observed at all times. If there is doubt whether an article of clothing, jewelry, or hair length is hazardous to the safety of the employee, coworkers, or the participants in activities or programs, the division head shall be consulted for a determination.
- The District has wide latitude to set policy regarding its employees' personal appearance and grooming standards. District employees shall maintain a neat, professional appearance, appropriate to their assigned duties in serving the community. Dress and appearance that may be perceived by the public as inappropriate shall not be worn or exhibited. Management staff shall determine appropriateness of the dress or appearance, with the final authority vested with the District Administrator. Employees are expected to:
- Wear uniforms, staff shirts or nametags (if applicable) during specified times, unless excused by a supervisor.
- Wear safe and appropriate footwear for the program, class, activity, or work assignment. Bare feet are prohibited, and depending on the program, class, activity or work assignment, sandals, flats, or flip flops may not be worn.
- Remove sunglasses/protective eyewear while conversing with parents, participants or any members of the public.
- Remove caps or hats when indoors. All headgear shall be worn as they were intended; e.g., baseball caps shall be worn with the front facing forward.

Minimum Acceptable Dress Code Standards

- Condition of Clothing
 - All clothing should be clean, neat, modest, properly fitted, and appropriate for the occasion.
- Grooming
 - All employees are expected to maintain high standards of grooming and personal hygiene.
- Hair
 - Shall be clean and neat in appearance, suitable for the work environment.
 - Male employees must be clean-shaven or have neatly trimmed facial hair.
- Fragrance and Fashion
 - Excessive use of perfume or cologne, or other fragrance that can be intrusive to coworkers or participants, or may cause allergic reaction, shall not be permitted.
 - Excessive distracting makeup is inappropriate.
- Tattoos and Piercings
 - While tattoos and piercings may be examples of employee self-expression, they generally are not recognized as indications of religious or racial expression and, therefore, are not protected under federal discrimination laws. Supervisors shall counsel employees that tattoos are to be covered whenever possible, by clothing (or band-aids, spray-on concealing makeup or other type of device).

- Jewelry may be worn when it does not conflict with job safety and is not distracting to others. No areas of the body with body piercing jewelry, other than the ear, shall be visible during work hours. Any body jewelry that may be construed (in the opinion of the supervisor) by a member of the public as inappropriate shall be removed if they can be visible during work hours.
- Slogans and Logos
 - No clothing may be worn that projects a negative image, represents a conflict of interest, or otherwise is contrary to the best interests of the District. Examples may include products or events or individuals or groups with controversial slogans; products that are contrary to the District's wellness standards, i.e., alcoholic beverages, cigarettes, products that represent or advertise firearms, or other weapons; or products or events or individuals or groups that create uncomfortable, controversial, or offensive image to the public. If there is doubt about whether an article of clothing is contrary to policy, the District Administrator shall be consulted for a determination.
 - The District shall accommodate exceptions to this policy if the employee can establish that it would violate the employee's religious or cultural beliefs. However, if the District can show that the accommodation would be an undue hardship, such as if the employee's manner of dress creates a safety concern, allowances may not be made.

Minimum Form Standards

- Each form must have a letterhead or other appropriate identification. If the form is to be restricted to the use of one Division, its name may also be shown on the letterhead or title.
- Each form must show a title or heading. The title should indicate its function.
- Forms will not show the name(s) of employees. When appropriate, position titles will be used.

Access to Personnel Files

- Personnel files are private. They may be made available to employees, division heads, or supervisors, with approval of the Director of Administrative Services or Office Manager. Original files must remain onsite.
- Employees are entitled to review the contents of their files at any time but must arrange for the review with the Director of Administrative Services. Designated representatives of the employee must be in writing and signed and dated by the requesting employee.
- Inactive employees shall be offered the file, i.e., letters of appreciation, Certificates of achievement, memoranda of record. The Director of Administrative Services then shall place the file in current-inactive status for the remainder of the year.

Intern Work Standards

Hours of Work

- It is the responsibility of each employee to report and be ready for work at the designated time.

Rest Periods

- Breaks are intended to provide rest periods during the workday. During an eight-hour shift, two 15-minute breaks are permitted. One break is allowed midway through the first four-hour period and a second, midway through the second four-hour period. Rest periods shall be scheduled in accordance with the nature of the work assignment but, in no case, shall rest periods be scheduled within one hour of the beginning or ending of a work shift or lunch period.
 - During a four-hour shift, one 15-minute break is permitted midway through the four-hour period.
 - Supervisors may designate where rest periods may be taken. Rest periods begin when the employee stops work, not upon arrival at a location other than the workstation or job site. The rest periods may not be combined to provide a longer break.

Lunch Breaks

- Lunch breaks shall be scheduled in the middle of the employee's work shift and shall not exceed one hour.
- Lunch breaks begin when the employee stops work and ends when the employee returns to work.
- An employee working no more than a six-hour shift may sign a waiver waiving their lunch break. Any shift that is over six hours requires a lunch break to be taken.

Time Sheets

- All personnel are required to accurately prepare and submit a time sheet to their immediate supervisors for approval and signature. The time sheets are due no later than the Monday following the payday (every two weeks). The employee's supervisor has the responsibility of verifying each submittal as to actual time worked and will share accountability (with the employee) for the accuracy of the report. The supervisors are to submit the time sheets to the Office Manager, or their designee once approved. Supervisors will submit their timesheets to the District Administrator for approval, after which they will be submitted to the Office Manager or their designee, who will review them and verify the amounts of accrued leave.

Employee Performance Evaluations

- Work performance is periodically appraised and reported by the employee's supervisor. The appraisal is used primarily for employee development, to commend and further develop the employee's strong points, to counsel on weak points, and determine whether the continued employment and/or an increase in pay, subject to provisions in the District's salary structure and classification as appropriate.

Part-Time Employee Evaluations

- A written performance evaluation will be made at the end of an assigned program/activity or at the conclusion of a program season, whichever is appropriate. Evaluations are the responsibility of the employee's immediate supervisor. Part-time employees are entitled to dispute the comments in an evaluation.

Disputed Evaluations

- Should the employee disagree with all or any part of the evaluation, he/she has the right to reply to the supervisor, in writing, stating the reasons for the disagreement. Disputed evaluations shall be submitted to the Division Director for review and discussion with both parties.

Outside Employment

- In accordance with Government Code Section 1126(b), a District employee shall not engage in any employment, activity, or enterprise for compensation, which is inconsistent, incompatible, in conflict with, or adverse to his or her duties as a District employee or with the duties, function, or responsibilities of the District.
- A District employee's outside employment, activity, or enterprise may be prohibited if it:
 - Involves the use for private gain or advantage of the District's time, facilities, equipment and supplies; or the prestige or influence of his or her employment.
 - Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of his or her District employment.
 - Involves the time demands as would render performance of his or her duties as a District employee less efficient.
- It is not the intent of this policy to prevent the employment by private business of a District employee, who is off duty, to do work related to and compatible with his/her regular employment schedule, provided the person to be employed has the approval of their supervisor.

Employee Discipline

- The purpose of the disciplinary policy and procedure is to set and maintain standards of conduct within the agency, and in doing so, ensure that all employees are treated fairly and consistently. It is designed to help and encourage all employees to achieve and maintain satisfactory standards of conduct.

Policy Coverage

- The following categories of persons can be terminated at-will and have no rights to any of the pre- or post-disciplinary processes or procedures in this policy.
- Temporary Employee

- Provisional or Seasonal Employees
 - Any person who serves pursuant to a contract

Causes for Discipline

- May be counseled, admonished, reprimanded, suspended, demoted, discharged or incur a reduction in pay for, including but not limited to any of the following causes of discipline:
- Violation of any District policy, ordinance or resolution.
- Absence without authorized leave.
- Excessive absenteeism and/or tardiness.
- Inappropriate use of disability leaves in a manner not authorized or provided for pursuant to District policies.
- Making any false statement, omission or misrepresentation of a material fact.
- Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment.
- Unsatisfactory job performance.
- Inefficiency.
- Malfeasance or misconduct, which shall be deemed to include, but shall not be limited to the following acts or omissions:
 - Conviction of a felony. “Conviction” shall be construed to be a determination of guilt of the accused by a court, including a plea of guilty or nolo contendere, regardless of sentence, grant of probation, or otherwise.
 - The damaging of District property, equipment, or vehicles, or the waste of District supplies through negligence or misconduct.
- Insubordination; or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty.
- Theft.
- Violation of the District’s confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity.
- Misuse or unauthorized use of any District property, including, but not limited to: physical property, tools, equipment, District communication systems, District vehicles or intellectual property.
- Mishandling of public funds.
- Falsifying any District record.
- Discourteous treatment of the public or other employees.
- Violation of the District’s Drug-Free Policy.
- Violation of the District’s Policy Against Harassment, Discrimination and Retaliation.
- Failure to comply with the Districts Non-Negotiable.
- Unapproved outside employment or activity that violates the District’s policy, or other enterprise that constitutes a conflict of interest with the service to the District.
- Any conduct that impairs disrupts or causes discredit to the District, the employee’s District employment, to the public service, or other employee’s employment.
- Failure to comply with OSHA Safety Standards and District Safety policies.
- Altering, falsifying, and tampering with time records, or recording time on another employee’s time record.
- Working overtime without prior authorization or refusing to work assigned overtime.

- Carrying firearms or other dangerous weapons at any time is prohibited.
- Failure to respond/report for duty in the event of a declared state of emergency by Office of Emergency Services.

Types of Discipline

- Counseling Memo
 - A counseling memo shall be retained in the supervisor's file and may not be appealed.
- Oral Admonishment or Reprimand
 - An oral admonishment or reprimand will be memorialized in writing and retained in the supervisor's file. An oral reprimand may not be appealed.
- Written Admonishment or Reprimand
 - A written statement detailing the specific reasons for the admonishment or reprimand. A copy of the admonishment or reprimand will be retained in the employee's personnel file and may not be appealed. The employee has the right to have a written rebuttal attached to the reprimand in the employee's personnel file if the rebuttal is submitted to the Director of Administrative Services within 10 working days of the date the reprimand was received.
- Suspension
 - An employee may be suspended from his/her position for cause. Documents related to a suspension shall become part of the employee's personnel file when the discipline is final. An employee subject to suspension will receive prior written notice and appeal as provided herein.
- Demotion
 - An employee may be demoted from his/her position for cause. Documents related to a demotion shall become part of the employee's personnel file when the discipline is final. An employee subject to demotion will be entitled to prior written notice and appeal as provided herein.
- Reduction in Pay
 - An employee's pay may be reduced for cause. A reduction in pay for disciplinary purposes may take one of two forms:
 - A decrease in salary to a lower step within the salary range.
 - A decrease in salary paid to an employee for a fixed period of time.
 - Documents related to a reduction in pay shall become part of the employee's personnel file when the discipline becomes final. An employee subject to a reduction in pay is entitled to prior written notice and appeal as provided herein.
- Discharge
 - An employee may be discharged from his/her position for cause. Documents related to discharge shall become a part of an employee's personnel file when the discipline becomes final. A discharged employee is entitled to prior written notice and appeal as provided herein.
- University Policy
 - An intern's University Policies on student conduct and disciplinary policies may be applied to intern's discipline based on situation at the current time. Or based on University and MORPD signed contract.

Appeals Procedure

- Any person aggrieved by a decision of the administrative officer, pursuant to this policy may appeal to the district advisory board of directors for a final determination. With regard to any appeal that relates to a contract award, appeal must be filed with the district within five days of the date of such award. No contract may be executed by the district during the five-day period after the date of award and during any period while an appeal is pending before the district advisory board, unless an emergency exists.

Grievance Rights

- Employees have the right to submit grievances to the District Administrator or to the Board for situations involving discrimination; e.g., racial, age, religious, sex, ethnic origin, marital status, political affiliation, physical or mental disability. Further grievances involving alleged harassment may also be submitted to the District Administrator.

Appeal – Grievance

- A complainant may appeal the decision of the District Administrator to the full Board. The Chairperson of the Board shall determine whether the grievance should be heard by the full Board or to appoint a Hearing Officer.
- If the grievance is heard by a Hearing Officer, the officer shall prepare a proposed decision in such form that the Board as the decision in the grievance may adopt it. A copy of the proposed decision will be furnished to the complainant within ten days after the Board makes the proposed decision.
- The Board may:
 - Adopt the proposed decision in its entirety.
 - Modify the proposal as to its desire to end the grievance in fairness to all parties.
 - Reject the proposed decision in its entirety.
 - Elect to hear the grievance by a Committee of the Board or before the full Board.

Processing of Decision-Finality

- The decision of the Board shall be certified to the complainant in writing within ten days following the final decision.

Termination and Notice Requirement

- Seasonal Employees
 - Employees in this classification serve at will of the District and are subject to dismissal without notice.

Drug-Free Work Safety Program

- The District supports the Drug Free Workplace Act of 1988. The district's Drug-Free Work Safety Program defines the district's policy, which is to:

- Further enhance safety in the workplace for all employees.
- Promote employee health and wellness.
- Maintain a high level of quality in the service to the public.
- Improve productivity.
- Provide protection against public liability.
- Promote the public's trust in the district.
- The use of alcohol or illegal drugs during work hours is not permitted nor tolerated. The aftereffects of off-site alcohol or illegal drug use is not permitted nor tolerated. It is neither the intent of this policy nor the desire of the district and its agents to terminate any person's employment because of this policy; however, it is recognized that employees sometimes make choices that conflict with established district policies. Any employee's whose violation of these regulations is discovered, either through investigation and/or by drug screening, will be terminated from employment.

Dating in the Workplace

- The District does not have a policy prohibiting dating of coworkers; however, employees should carefully assess ramifications of a personal relationship if one has a reporting relationship to the other.
- When regular part-time employees and part-time employees enter a personal relationship, they shall report to their immediate supervisor(s).

Prohibition of Sexual Harassment

- It is the policy of the District to provide a work environment free of unwelcome sexual overtures or advances, and free of conduct creating an intimidating, hostile, or offensive environment for all employees of the District. It is the direction of this policy that any employee found to have committed an act of sexual harassment shall be subject to disciplinary action up to and including dismissal.
 - Enforcement
 - The District Administrator or the Board, depending on the nature of the grievance and to whom it is submitted, shall hear grievances and provide a decision in writing to the complainant.
 - Any employee who has been laid off under section 2950 may use this procedure to present a claim that he or she has been erroneously laid off. Grievances regarding layoffs must be submitted to the District Administrator, who shall hear the grievance and respond in writing to the grievance. Grievances regarding layoffs must be submitted within 10 days of service of the notice provided the employee under section 2950.1

Employee Benefits

Mission Oaks Recreation and Park District

- Part-Time Employee (Seasonal)
 - A part-time (seasonal) employee is hired to work intermittently and is not entitled to employee benefits.

Affordable Care Act

- If an intern works fewer than 30 hours per week, they don't have to be covered. Employers may choose to cover part-time interns at their discretion.

Employee Benefits If Applicable

- Eligibility
 - To be eligible for this benefit, the employee must work in this class with their supervisor's approval and must work a minimum of 40 hours per pay period on a regularly scheduled basis. Employees are eligible for participation in this program after 30 calendar days of employment.
 - Regular part-time employees are eligible for employee benefits; Seasonal employees are not eligible for employee benefits but may be reimbursed for job related expenses.

Carefully organized and clearly written policies that are kept up to date can be a tremendous asset to any organization. Written policies give continuity and consistency to the Board's position and serve as defense against undue pressure from unreasonable, self-seeking interests.

Statements of policy are valuable orientation aids to new Board members, the executive director, and other personnel. They also provide awareness to residents, community organizations, and other interested parties as to the District's goals and objectives.

A set of written policies adds integrity to the system, assists in the employment of personnel, helps prevent impulsive Board decisions, saves administrative time, improves staff morale, and promotes good public relations.

X. Detachable Intern Consent Form

I acknowledge that I have received a copy of the Internship Handbook dated: _____. I understand that this internship handbook replaces any and all prior verbal and written communications regarding working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of Mission Oaks Recreation and Park District.

I have read and understood the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with Mission Oaks Recreation and Park District.

I have read and understood the content in the Internship Handbook expected by Mission Oaks Recreation and Park District, and I agree to act in accordance with the Internship Handbook as a condition of my employment by Mission Oaks Recreation and Park District.

I understand that if I have questions or concerns at any time about the handbook, I will consult my immediate supervisor, my immediate supervisor's manager, the Human Resources staff, or the Superintendent/District Administrator for clarification.

I also acknowledge that the handbook contains an employment-at-will provision that states:

- Either Mission Oaks Recreation and Park District or I can terminate my internship relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Mission Oaks Recreation and Park District documents, or in any verbal statements to the contrary; and

Finally, I understand that the contents of this internship handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Please read this Internship Handbook carefully to understand these conditions of employment before you sign this document.

Employee Name (Please Print): _____

Employee Signature: _____

Date: _____