



TOWN OF WEST SENECA

LAUREN J. MASSET
RECREATION SUPERVISOR

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
WILLIAM HANLEY
WILLIAM BAUER
JOSEPH CANTAFIO
JEFFREY PIEKAREC

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: June 9, 2020

RE: West Seneca Youth & Recreation Employee Handbook (revised June 2020).

Please approve the updated West Seneca Youth & Recreation Employee Handbook (revised June 2020).

The previous handbook can be found here:

http://www.westseneca.net/application/files/7915/3919/2271/Recreation_Staff_Manual_Employee_Handbook__11June2018_4.pdf

West Seneca Youth & Recreation Employee Handbook



Version	June 2020
Town Board Approved Date	

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Chain of Command

West Seneca Tax Payers

Town Supervisor and Council - Supervisor Dickson, Councilman Hanley, Councilman Bauer, Councilman Cantafio, Councilman Piekarec

Recreation Supervisor - Lauren J. Masset

Youth Service Coordinator

Program Leaders

Recreation Attendants / Lifeguards / Clerk Typists

Important Numbers

- Recreation Office:
 - Phone: 674-6086
 - Fax: 675-5106
 - 1300 Union Road, West Seneca, NY 14224
- WS Police or Fire: 674-2280 or 911
- Child Abuse Hotline: 1-800-342-3720
- WS Animal Control: 823-2988
- Poison Control: 878-7654

General Guidelines Operating Principles

- The Department will offer integrity, honesty, mutual respect and an absence of intimidation in all interactions.
- The Department will attempt to be insightful and focused upon the recreational needs of the community.
- The Department will continue to promote a communication flow that will permit it to make continuous upgrades as needed, based on input and feedback.
- The Department will attempt to make decisions based on the efficient use of available resources.

Employment At-Will

The employment relationship is "at-will employment", which means employment and compensation may be terminated at any time with or without cause, notice or liability by the staff or the Town. Moreover, regardless of anything contained in the handbook and regardless of any custom or practice, the Town makes no promises and remains free to change policies, benefits, and all other working conditions without having to consult anyone or obtain anyone's

agreement. Just as any staff has the right to terminate his/her employment for any reason, the employer retains the absolute power to discharge anyone at any time, with or without cause, and without prior notice.

The policies, procedures, benefits, and information described in this handbook do not constitute and are not intended to constitute an employment contract or to be, a promise of future or continued employment with the Town. Information in this handbook does not create a contract of employment and may be modified as needed by the Town with or without advance notice. The Town reserves the right to establish and to change an staff's wages, hours, benefits, and working conditions and to discipline or discharge any staff with or without notice. In addition, the Town reserves the right to change an staff's wages and will provide staff with advance notice of any such change in accordance with the law. No supervisor or other representative of the Town (except the Board) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Equal Employment Opportunity

It is the policy of the Town to provide equal employment opportunity in all employment practices without regard to race, color, religion, gender (including pregnancy), national origin, age, disability, genetic information, sexual orientation, marital status, military status, familial status, domestic violence victim status, gender identity or expression, or any other characteristic protected by law. Harassment on the basis of any of the categories identified above or any other characteristic protected by law is strictly prohibited. Our policy not to discriminate extends to all personnel actions, including: recruiting, hiring, training, treatment on the job, performance appraisals, promotion, demotion, transfer, pay, termination, and other conditions of employment. These characteristics and any others protected by law will also apply to our policies on harassment.

The Town also will not tolerate retaliation against a person because he or she complained about discrimination, filed a charge of discrimination, participated in an employment discrimination investigation or lawsuit, or engaged in any other protected activity.

The Town also complies with the Genetic Information Non-discrimination Act of 2008 ("GINA"). GINA prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask all staff not to provide any genetic information when responding to a request for medical information. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assisted reproductive services.

All members of management and managers are expected to support and abide by this policy without reservation.

Harassment Prevention Policy

We have no tolerance for harassment or discrimination of any staff by a manager, staff, visitor or the representatives of other businesses with whom they interact as part of their job. Again, this applies to any classifications protected by federal, state and local laws or ordinances.

The purpose of this policy is not to regulate personal morality within the Town but to ensure that all staff are free from harassment or discrimination on the basis of sex, race, gender or any other basis.

Types of harassment are identified as verbal or physical conduct that denigrates or shows hostility toward another because of his/her race, color, religion, gender, national origin, age, marital status, sexual orientation, veteran status, military status, familial status, status as a victim of domestic violence, disability, gender identity or expression or any other characteristic protected by law. As with sexual harassment, this conduct is prohibited and must be reported immediately. Because it is difficult to define harassment, staff are expected to behave at all times in a manner that is respectful of these differences. All such conduct listed above is unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a manager, co-worker, client, customer, vendor or other third party.

We want everyone to know that submission to unwelcome conduct or any form of harassment is NOT a term or condition of their employment.

Anyone who believes that he or she has been discriminated against or subjected to harassment from a member of management, co-worker, vendor, or other third party must bring the matter to their manager, or any other member of management. All reports of discrimination or harassment will be investigated by the Town and remedial action will be taken where necessary.

The Town understands that these matters can be extremely sensitive, and will keep all staff complaints and communications (such as interviews or witness statements) in strict confidence to the extent possible, while balancing the need for confidentiality with the need to do a thorough investigation. The Town will not tolerate retaliation (adverse actions) against any staff who complains of harassment or discrimination or provides information in connection with such a complaint or the investigation of a complaint. Engaging in prohibited retaliation will result in discipline, up to and including immediate termination.

Sexual Harassment Policy

The Town of West Seneca (the "Town") is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All staff are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the Town of West Seneca's commitment to a discrimination-free work

environment. Sexual harassment is against the law¹ and all staff have a legal right to a workplace free from sexual harassment and staff are urged to report sexual harassment by filing a complaint internally with the Town of West Seneca staff can also file a complaint with a government agency or in court under federal, state or local anti-discrimination laws.

1. The Town's policy applies to all staff, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business, regardless of immigration status, with the Town. In the remainder of this document, the term "staff" refers to this collective group.
2. Sexual harassment will not be tolerated. Any staff or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the staff reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Town will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any staff of the Town who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All staff, paid or unpaid interns, or non-staff² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, Department Head, or the Town's Harassment Officer. All staff, paid or unpaid interns or non-staff who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.
4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the Town to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Staff of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The Town will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The Town will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All staff, including managers

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All staff are encouraged to report any harassment or behaviors that violate this policy. The Town will provide all staff a complaint form for staff to report harassment and file complaints.
7. Department Heads and supervisors are required to report any complaint that they receive, or any harassment that they observe or become aware of, to the Town's Harassment Officer.
8. This policy applies to all staff, paid or unpaid interns, and non-staff and all must follow and uphold this policy. This policy must be provided to all staff and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to staff upon hiring.

What is "Sexual Harassment"?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any staff who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another staff’s body or poking another staff’s body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target’s job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.
- Sexually oriented gestures, noises, remarks or jokes, or comments about a person’s sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people’s ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity and the status of being transgender, such as:
 - Interfering with, destroying or damaging a person’s workstation, tools or equipment, or otherwise interfering with the individual’s ability to perform the job;
 - Sabotaging an individual’s work;
 - Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects staff, paid or unpaid interns, and non-staff, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while staff are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by staff can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- Reported that another staff has been sexually harassed; or
- Encouraged a fellow staff to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The Town cannot prevent or remedy sexual harassment unless it knows about it. Any staff, paid or unpaid intern or non-staff who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, department head or the Town's Harassment Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or department head or the Town's Harassment Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all staff are encouraged to use this complaint form. Staff who are reporting sexual harassment on behalf of other staff should use the complaint form and note that it is on another staff's behalf.

Staff, paid or unpaid interns or non-staff who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Town's Harassment Officer.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any staff may be required to cooperate as needed in an investigation of suspected sexual harassment. The Town does not tolerate retaliation against staff who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Town's Harassment Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the Town but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the Town, staff may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, staff may seek the legal advice of an attorney.

In addition to those outlined below, staff in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects staff, paid or unpaid interns and non-staff, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed an HRL complaint in state court.

Complaining internally to the Town does not extend time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

Staff does not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Staff may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and

mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 staff to come within the jurisdiction of the EEOC.

An staff alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, staff who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Workplace Violence Prevention

We are strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to staff and damage to our property. We specifically discourage staff from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage staff to exercise reasonable judgment in identifying potentially dangerous situations and informing management accordingly.

Threats, threatening language or any other acts of aggression or violence made toward or by any staff **WILL NOT BE TOLERATED**.

For purposes of this policy, a threat includes any verbal or physical harassment or abuse, attempts to intimidate or to instill fear in others, menacing gestures, bringing weapons to the workplace, stalking, or any other hostile, aggressive, injurious and/or destructive actions undertaken for the purpose of domination or intimidation.

All potentially dangerous situations including threats by co-workers should be reported immediately to their manager, or to any other member of management with whom staff feel comfortable. Reports of threats may be made anonymously. All threats will be promptly investigated. No staff will be subject to retaliation, intimidation or discipline as a result of reporting conduct which the staff believes violates this policy.

If an investigation confirms a violation of this policy has occurred, the Town will take appropriate corrective action with regard to the offending staff (s). If staff are the recipient of a threat made by an outside party, please follow the steps detailed in this section. If staff have any questions about this policy, please speak with a member of management.

Protections for Staff Based on Reproductive Health Decisions

It is the intention of the Town to comply with all labor law regulations, specifically as it relates to one's right to privacy of medical records and reproductive health decisions.

Discrimination based on an staff's or a dependent's reproductive health decision making is prohibited in accordance with New York State Labor Law Section 203-e. The law defines "reproductive health decision making" as including but not limited to, the decision to use or access a particular drug, device or medical service. An staff may bring a civil action in any court of competent jurisdiction against an employer alleged to have violated the provisions of this section.

- x An employer shall not access an staff's personal information regarding the staff's or the staff's dependents without the staff's prior informed affirmative written consent.

- x An employer shall not discriminate nor take any retaliatory action against an staff with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the staff's or dependent's reproductive health decision making
- x An employer shall not require an staff to sign a waiver or other document which purports to deny an staff the right to make their own reproductive health care decisions

Accommodation Policy

It is the policy of the Town of West Seneca to comply with all the relevant and applicable provisions of the federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The Town prohibits discrimination against qualified individuals with disabilities in all aspects of employment including, but not limited to, hiring, advancement, discharge, compensation, and training.

The Town's commitment to this policy includes making reasonable accommodations to persons with disabilities unless doing so would pose an undue hardship on the Town. Any staff who desires a reasonable accommodation to perform the essential functions of his or her job must notify Human Resources in writing.

Religious Accommodation Policy

The Town of West Seneca is dedicated to treating its staff equally and with respect and recognizes the diversity of their religious beliefs. All staff may request an accommodation when their religious beliefs cause a deviation from the Town dress code or the individual's schedule, basic job duties, or other aspects of employment. The Town will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other staff — when determining a reasonable accommodation. At no time will the Town of West Seneca question the validity of a person's belief.

If a staff member requires a religious accommodation, they should speak with their manager or supervisor.

Code of Ethics

The Town Code has many important aspects in addition to the Code of Ethics handout that was signed for today. The complete Town Code can be found on the Town's website. The link to access the code is notated below. <http://ecode360.com/WE0417>

Drugs and Alcohol-Free Workplace Policy

The Town has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of staff, and to the security of our equipment and facilities. For these reasons, the Town is committed to the elimination of drug and/or alcohol use and abuse in the workplace. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all staff and all applicants for employment of the Town. Violations of the policy may result in disciplinary action, up to and including termination.

Staff must report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit staff from the lawful use and possession of prescribed medications. Staff must, however, consult with their doctors about a medication's effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their manager. Staff should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all staff:

- x Whenever staff are on duty, operating any Town vehicle, present on Town premises, or conducting related work off-site, they are prohibited from:
 - o Using, consuming, possessing, transferring, buying, selling, manufacturing or dispensing an illegal drug or paraphernalia.
 - o Being under the influence of alcohol or an illegal drug as defined in this policy.
- x The presence of any detectable amount of any illegal drug or illegal controlled substance in an staff's body while performing Town business or while on Town property (including vehicles) is prohibited.
- x The Town will not allow any staff to perform work duties while taking prescribed drugs that may adversely affect the staff's ability to safely and effectively perform his or her job duties. Staff taking a prescribed medication must carry it in the container labeled by a licensed pharmacist and be prepared to produce it if asked. Prescription drugs must be used only in the manner, combination and quantity prescribed. No prescription drug may be brought or consumed on Town property by any person other than the one for whom it is prescribed.
- x The Town reserves the right to immediately discharge an staff whose performance or conduct warrants discharge.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The Town retains the right to require the following tests:

- x Pre-employment: Staff are subject to testing and are required to have an acceptable result prior to commencement of employment.
- x Reasonable suspicion: Staff are subject to testing based on observations by a manager of apparent workplace use, possession or impairment.
- x Post-accident: Staff are subject to testing when they cause or contribute to accidents that damage a Town vehicle, machinery, equipment or property and/or result in an injury to themselves or another staff requiring off-site medical attention, where impairment could have contributed to the accident or injury. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- x Follow-up: Staff who have tested positive, or otherwise violated this policy, may be subject to periodic follow-up tests at the discretion of the Town.

Any staff who fails a drug test will be subject to disciplinary action, up to and including termination. Any staff who refuses to submit to a drug/alcohol test may be terminated from employment. The Town reserves the right to enforce any staff handbook rules that may apply.

Town's Right to Inspect

The Town reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All staff, contract staff and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Staff who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Suspension or Revocation of Driver's License Due to Drug-Related Arrest or Conviction

Staff who are required to drive a Town vehicle or their own personal vehicle in the course of their employment with the Town, whose driving privileges are revoked or suspended for any period of time due to an arrest or conviction for a drug- or alcohol-related offense, such as a DUI, must inform Human Resources immediately upon the revocation or suspension of their driver's license. Failure to notify the Town may result in disciplinary action up to and including termination.

Questions about this policy should be directed to Human Resources.

Employment of Relatives

Standards for employment decisions such as hiring, promoting, reappointing, evaluating, awarding salary, disciplining, and terminating staff are based upon an individual's qualifications for the position, ability, and performance. The Town seeks to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment.

As such, the Town prohibits staff from holding positions where they would be subject to direct supervision by, or be the direct supervisor of, a relative or someone who is otherwise a member of the same household. For purposes of this policy, a "relative" is any person who is related to the staff by blood or marriage or whose relationship with the staff is similar to that of persons related by blood or marriage. This includes spouses, domestic partners, parents, grandparents, children, grandchildren, and in-laws or step relatives.

If the relative relationship violates this policy but was established after employment has commenced, then the individuals involved will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In cases where a conflict or the potential for conflict arises due to the relative relationship of two staff (or any other reason), even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

The term "direct supervision," as used in this policy, refers to both the direct supervisor-supervisee relationship and any work relationship where one of the staff might be involved in a personnel decision concerning the other. Therefore, a person serving in a supervisory position may not participate in decisions regarding hiring, reappointment, placement, evaluation, rate of pay, salary increases, promotion, monetary awards, or other personal interest for a relative or household member employed by the Town, even when the supervisor is not in the direct line of authority.

Immigration Reform and Control Act

The Immigration Reform & Control Act of 1986 requires employers to obtain proof of legal status to work in the United States from any applicant who accepts a job offer.

All new staff must complete and sign a verification form (I-9) designed by the Immigration and Naturalization Service to certify that they are eligible to work in the United States.

Staff are required to submit original documentation as evidence of identity and eligibility as required by law. This documentation may be photocopied and maintained by the Town. Failure to provide valid and accurate I-9 documentation within three (3) days of their hire date could result in termination of employment. Presenting false or otherwise invalid information or documentation is cause for termination.

Rehire of Separated Staff

Former staff who return to the Town are considered new staff. They will be subject to the conditions relating to new staff.

Social Networking Policy

At the Town, we understand that social media can be a fun and rewarding way to share their life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with its certain responsibilities. To assist staff in making responsible decisions about the use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all staff who work for the Town.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to their own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication. The same principles and guidelines found in the Town policies and three basic beliefs apply to activities online. Ultimately, staff is solely responsible for what is posted online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of conduct that adversely affects staff's job performance, the performance of fellow staff or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Town or the Town's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines, along with the Town Code as well as any specific departmental procedures, and ensure postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

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image. It is expected that staff will treat their co-workers with respect when sending e-mail messages or any other communications via the systems. The transmittal, retrieval or storage of information that is in any way, discriminatory, harassing, obscene, racial, sexual, religiously slurred, pornographic or X-rated, or combination of these, is strictly prohibited. This includes screen savers. In addition, electronic messaging will not be used to solicit for outside business ventures, personal parties, social meetings, charities, political causes or religious causes.

Be Respectful

Always be fair and courteous to fellow staff, residents, users of Town services, visitors, vendors or people who work on behalf of the Town. Also, keep in mind that staff are more likely to resolve work-related complaints by speaking directly with their co-workers or by speaking with their Department Head or Human Resources than by posting complaints to a social media outlet. Nevertheless, if staff decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, staff or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law, Town Code, or Town policy.

Be Honest and Accurate

Make sure staff is always honest and accurate when posting information or news, and if staff makes a mistake, correct it quickly. Be open about any previous posts' staff has altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that staff knows to be false about the Town, fellow staff, residents, users of Town services, visitors, vendors or people who work on behalf of the Town.

Post Only Appropriate and Respectful Content

- Maintain the confidentiality of the Town's private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect laws, regulations, and local ordinances that govern the confidentiality of Town business, Town staff, and residents.
- Do not create a link from a personal blog, website or other social networking site to a Town website without identifying oneself as a Town staff.
- Express only personal opinions. Never represent oneself as a spokesperson for the Town. If the Town is a subject of the content staff is creating, be clear and open about the fact that they are an staff and make it clear that their views do not represent those of the Town, fellow staff, members, customers, suppliers or people working on behalf of the Town. If staff does publish a blog or post online related to the work they do or subjects associated with the Town, make it clear that staff is not speaking on behalf of the Town. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Town."
- Staff members may not take pictures of participants and post them on any social media or networking program. Staff members cannot post derogatory pictures of themselves wearing their staff shirts or nametag on any social media or networking program on the internet.

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- Staff may not friend program participants on any social networking site while employed by the Town of West Seneca.

If a staff member is caught doing any of the above, it is grounds for immediate termination.

Using Social Media at Work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by the Department Head or supervisor or consistent with the Town Equipment Policy. Do not use the Town email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is Prohibited

The Town prohibits taking negative action against any staff for reporting a possible deviation from this policy or for cooperating in an investigation. Any staff who retaliates against another staff for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Cell Phones & Smart Devices

The following policy outlines the use of personal cellular phones, or other internet capable electronic devices while at work. The purpose of this policy is to promote a safe and productive work environment that is not disrupted by the distraction of a cell phone or other electronic device. Personal cell phones are never to be used while working for the Recreation Department. If staff is "clocked in" they should not be using their cell phone or smart devices at any time.

If caught using personal phone the below discipline may occur:

- First Offense – Verbal reprimand
- Second Offense – Written reprimand and sent home immediately
- Third Offense – Discipline and can lead to termination

Certain staff will be designated to have their cell phones with them to use in case of emergencies: Recreation Supervisor, Youth Service Coordinator, Asst. Camp Director, Camp Leaders, Pool Supervisor, Ice Rink Supervisor. If the following are not present at a program the Recreation Supervisor may assign someone to have their phone for that shift only.

Child Protection Policy

The Recreation Department of West Seneca, in an effort to create a safe environment for its participants and staff, has created a child protection policy. Child Abuse and sexual misconduct are a reality. The purpose of this policy is to protect the children in our community. It is also to

create an environment to deter individuals who look to do harm. Lastly, it is to protect individuals and the town from liability.

Please refer to the Veterans Park Day Camp Safety Manual for reporting policy and procedures. This can be found: (a) www.westseneca.net (b) Fish Bowl (Rink) (c) Recreation Office (d) At request

Communication

Each staff is expected to work in a cooperative manner with management/supervision, coworkers, customers, families, and vendors. The Town of West Seneca is committed to keeping staff informed of Town news, policies, events, and developments within the organization. To do this, several methods are used, including all-staff meetings, e-mail, and bulletin boards in designated areas. If staff have questions about the location of bulletin boards, they should speak with their supervisor or manager. It is the staff's responsibility to regularly review posted materials, which includes topics such as regulatory information, upcoming events, staff programs, general announcements, etc.

Discipline Policy for Participants & Staff

With the Mission in mind, the following guidelines have been developed for discipline. At no time will the department tolerate violence or inappropriate behavior towards staff, patrons, program participants, members of the public, other town staff, or other persons.

This includes, but is not limited to:

Verbal Abuse	Biting
Swearing	Kicking
Inappropriate Language	Spitting
Hitting	Bullying
Pinching	

Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power. Bullying can be direct (i.e. name calling, hitting, pushing, etc.) or indirect (i.e. social exclusion, spreading of rumors, cyber bullying, etc.)

Violence, inappropriate behaviors and/or bullying will not be tolerated and may result in disciplinary action up to and including termination from the program.

In the event that a discipline situation arises with a participant, the guidelines below will be implemented. However, if at any time the safety of others (mental or physical) is in jeopardy, the individual may be terminated from the program without prior notice.

- Verbal Warning – The offender, whether a participant or staff member, will be given a verbal warning to not continue the action initiating the situation. Parents of the participant should be made aware verbally of the issue, what was done regarding the situation and of our policy.
- Written Warning – Upon the second violation, a participant and their parents will be given a written warning of the action, what was done regarding the situation and our policy. If applicable, the offending staff will be given a written warning of the action, what was done regarding the situation and our policy
- Suspension or Termination from program – Upon third violation, a participant or offending staff will be suspended or terminated from the program or from the recreation department for a determined length of time as to the discretion of the supervisor and Director of Recreation. No refund will be issued.

Staff Assistance Program

The Town of West Seneca has partnered with Child and Family Services to be able to offer an staff assistance program to its staff. This is a free benefit to Town staff and is offered as an option to help staff deal with personal or family problems, stress management, relationship concerns, and alcohol and drug abuse. Conversations with a representative at Child and Family Services is confidential. They can be reached at 716.681.4300.

Staff Confidentiality

The Recreation Department's mission is to provide through a competent, committed staff and supportive community, diversified recreational programs which will meet the needs of our residents.

Definition of Confidentiality:

Trust or faith in a person. A trusting relationship. A feeling of assurance, entrust with the confidence of another.

Staff understand that in their capacity as an staff of West Seneca Recreation, they may have the opportunity to become aware of confidential information or actions concerning the participants, staff, and operations of this organization. Anything learned or experienced during interactions which may be considered private and sensitive, or privileged information must be held in strict confidence. Staff agree that they will not share protected information, nor divulge identifying information regarding the participants, staff, or operations of WSREC or relation individuals or entities with anyone other than the Director of the Recreation Department.

Failure to comply with confidentiality expectations may result in immediate termination of my relationship with the Town of West Seneca Recreation Department.

Overtime

From time to time, it may be necessary for staff to work overtime in order to complete work assignments. The staff's manager must approve all overtime in advance of the overtime being worked for non-exempt staff.

Overtime compensation is paid to all non-exempt staff for hours worked over 40 hours in one workweek in accordance with federal and state wage and hour laws or any applicable prevailing wage required. The workweek begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. the following Saturday. Overtime premium pay per hour for hours worked over 40 in one workweek is based on actual hours worked. Paid time off is not considered "hours worked" for purposes of calculating overtime eligibility. For purposes of calculating overtime, the following hours do not count as hours worked: paid or unpaid meal periods, jury duty, holiday pay, PTO, any leave of absence.

Payroll Policies and Procedures

Staff Classifications

The Town classifies staff for purposes of compensation administration and eligibility for overtime. Staff should speak with their manager to confirm their status. Benefit eligibility questions may be directed Human Resources.

Regular, Full-Time Staff: one who is regularly scheduled to work a minimum of thirty-five (35) hours in a workweek.

Regular, Part-Time Staff: one who is regularly scheduled to work less than nineteen (19) hours in a workweek.

Seasonal Staff: one who is scheduled to work thirty-five hours or less on a seasonal or temporary basis.

Non-Exempt Staff: Those staff who are entitled to overtime pay at the rate of time and one half of their regular rate of pay for all hours worked beyond forty (40) in a workweek, in accordance with applicable wage and hour laws, are deemed to be nonexempt.

Exempt Staff: Those staff who are excluded from the overtime requirements of federal and state wage and hour law are deemed to be exempt. Exempt staff generally include salaried professional, executive and administrative staff. Certain computer programmer personnel and sales staff may also be exempt.

The Town complies with federal and state wage and hour laws concerning the payment of wages and overtime. Staff will be advised of their staff classification at the time of hire, promotion or transfer. A change in circumstances (e.g., greater number of hours worked) will

not result in a change of status to a position with greater benefits unless the staff is specifically notified of such a status change in writing. Since all staff are hired for an unspecified duration, assignment to any of these classifications does not guarantee employment for any specific length of time. Regardless of classification, employment is at the mutual consent of staff and the Town. Accordingly, either the staff or the Town can terminate the employment relationship at will, at any time, with or without cause or notice.

Hours & Work Schedules

A full-time schedule is a minimum of thirty-five (35) hours per week. Regular business hours of operation are determined by the Town and the Department Head. Hours worked and staff schedules are set by their manager at the time of employment, but may be modified based on Town need. On occasion, the Town may require evening and weekend schedules. It is anticipated that staff will cooperate to the fullest extent possible when called upon to flex their schedules. Staff are not permitted to come in late or leave early in place of not taking their lunch break.

Pay Schedule & Deductions

Staff will either be paid weekly with payday on Thursday. In those months when the usual payday falls on a holiday, staff will be paid on the workday immediately preceding the usual payday.

Staff are encouraged to periodically review their pay stubs to make sure all relevant information (name, address, Social Security number, deductions, etc.) is correct. Payroll should be notified immediately of any omissions, errors or discrepancies in pay.

Direct Deposit and Deductions

All staff may use direct deposit into checking, savings or multiple accounts.

Federal and State laws require that certain deductions be made from each staff's paycheck. Among those are federal, state and local income taxes, and the staff's contribution to Social Security as required by law. The amounts of deductions depend on earnings and the information furnished on the W-4 forms regarding the number of dependents/exemptions claimed. Any other mandatory deductions, such as court ordered wage attachments or garnishments would be explained to the staff when we are ordered to make such deductions.

We are not responsible for and will not adjust an individual staff's tax status without an updated withholding certificate (W-4) being filed with Human Resources.

Errors in Pay and Compliance with Wage and Hour Laws

The Town intends to fully comply with all obligations regarding fair wages, minimum wage, overtime and other laws and regulations regarding payment to our staff under local, state, and

federal laws. Non-exempt staff must record and report all hours worked. We prohibit managers from asking, requiring or permitting non-exempt staff to perform work "off-the-clock." Additionally, we prohibit all managers from making any improper deductions from the salaries of exempt staff. We want staff to be aware of this policy and to immediately inform us if they are asked/required to work "off-the-clock," if they believe an improper deduction has been made from their pay or if they notice any other potential error with their paycheck. These reports should be made to the payroll department.

Pay Advances

We do not extend credit or provide payroll advances to staff.

Timekeeping

Federal and state laws require the Town to keep accurate records of time worked in order to calculate staff pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. It is important for all staff to fill out their timesheets daily.

All staff are required to completely and accurately record all time worked each workday. This includes four (4) records per day: clocking at the start of the shift, clocking out for the meal period, clocking in after the meal period, and clocking out at the end of the shift.

Hourly staff are expected to keep an accurate record of hours worked on a weekly time sheet or electronic timekeeping system, signed as correct and turned in to their manager for approval. In order for payroll to be processed in a timely fashion, staff must submit their weekly timesheet to their manager by the designated time, and this will then become an absolute reflection of the time worked during the week. It is expected that staff will submit only accurate timesheets. Staff who are found to have over-reported hours worked and staff found to have under-reported hours worked will be subject to disciplinary action up to and including the termination of employment. Upon review and approval of the staff's manager, the weekly timesheet must be submitted into Payroll. The staff's manager must approve any overtime in advance of the overtime being worked.

Personnel Files and Changes in Personal Information

Staff personnel files are strictly confidential, and will not be disclosed to individuals outside the Town unless authorized in writing by the staff or required by law or legal process. Personnel files are maintained by Human Resources.

Access to Staff Files

Upon written request to Human Resources, current staff of the Town will be permitted to review their personnel records at a time mutually convenient to the staff and the Human Resources office.

Access to staff personnel files is limited to the staff and managers only in the course of performing their normal job function.

Access to medical files, worker's compensation files and immigration records will generally be limited to Human Resources. Under circumstances where there is a need to disclose information from these files to other staff or managers such access will be limited and will be granted only in accordance with applicable law.

Changes in Personal Status

When staff have a change in personal status or information, please alert Human Resources. It is their responsibility to keep their information up-to-date. The items that staff must keep updated include but are not limited to:

- x Changes of Name, address, email address, phone number
- x Addition or Deletion of Dependents or beneficiaries (may impact benefit enrollment)
- x Change of W-4 & state tax forms
- x Change of Emergency Contact Person and Telephone Number (s)
- x Election to Change or Drop any other benefit program

Reference/Employment Verification

All outside requests for information about current or former staff will be referred to Human Resources. Under no circumstances may any such information, including reference letters, be released except through the Human Resources department. Adherence to this policy is critical to protect the Town, the person to whom the inquiry is addressed, and the person on whose behalf the inquiry is being made.

Payroll & Timesheets

- Time clocks are located at the Veterans Park Pool, West Seneca Ice Rink, Recreation Office and Town Hall. Staff must use the clock(s) which he/she is enrolled in.
- Staff will be required to clock in and out at the beginning and end of shift at the time clock which they are enrolled in. For shifts when an staff is working more than six (6) hours, the staff is required to take a thirty (30) minute break. Staff are not permitted to work more than 7 hours in a work day.

- Staff are required to clock in and out for breaks. For Summer Day Camp staff on field trip days, the supervisor will enter their half hour lunch, therefore staff will not need to clock out.
- Staff should not clock in more than five (5) minutes before the start of the assigned shift or clock out more than five (5) minutes after the end of the assigned shift, unless s/he has received prior approval from the Recreation Supervisor or Program Supervisor. First offense, verbal warning. Second offense, written warning. Third offense, possible termination.
- It is the responsibility of the staff to email Lauren J. Masset, Recreation Supervisor at lmasset@twsny.org within 24 hours if the staff missed a clock in/out. If a punch is missed, staff must continue to use the time clock for the remainder of their shift.
- Directors and supervisors are to review the time sheets prior to turning them into the Recreation Department. Timesheets should only be used if staff is assigned to a location with no time clock. Timesheets are due every Thursday by 5:00 PM. If staff is assigned to a location with a time clock, timesheets will not be accepted.
- If staff misses a punch in or out for their shift or break: First offense, verbal warning. Second offense, written warning. Third offense, possible termination.
- Late timesheets will delay staff's paycheck.
- Missing punches may delay staff's paycheck.
- No staff who is on the clock should leave their location/program/event. Running personal errands for oneself or a co-worker are not permitted. Any "work trips" must be approved by Lauren Masset, Recreation Supervisor at least forty-eight (48) hours in advance.
- Any staff who is not working should not be in the staff designated areas at any time, under any circumstance.
- Paychecks will be mailed on Thursdays. If so desired, direct deposit is available. Under no circumstance, for any reason or at any time will the department hold their paycheck in the office and/or at a program site.

Actual Hours

In the event of inclement weather conditions or low enrollment/attendance, staff may be sent home early or called off for their shift. Staff will not be paid for any hours that staff did not work, regardless of the time staff arrive and/or clock in. The provision of NYS minimum wage order which requires that staff who show up for a shift be paid at least four hours or the number of hours in the regular schedule shift, whichever is less, at the basic minimum hourly wage (12 NYCRR §142-2.3), does not apply to local government staff in NY. Specifically, Section 142-2.14 of the minimum wage order which defines "staff" wage order provides that:

- x Staff means any individual employed, suffered or permitted to work by an employer, except as provided below.
- x Staff do not include any individual employed by a Federal, State or municipal government or political subdivision. This means staff will not be paid for any hours that staff did not work regardless of why staff did not work them.

In the event of travel, staff is not paid to your first destination within the Town for travel but if you must travel during their workday, mileage should be kept and it is considered work time.

Breaks

If staff works six (6) hours or more, staff is permitted a thirty (30) minute break. For longer shifts, staff may be scheduled for a one (1) hour break. This break can be divided into 2- half hours or if rotation permitting a full hour. No one is permitted to work more than 7 hours in one day. Staff may not leave the facility during their shift when they are “clocked in” – unless they have permission from the Recreation Supervisor.

Staff Attendance

Dependability, attendance, punctuality, and commitment are essential at all times. As such, staff are expected at work on all scheduled workdays and during all scheduled work hours, and to report to work on time.

- Running successful Recreation programs is dependent upon staffing levels.
- Staff is expected to be ready to begin working at the start of their shift. Tardiness is not acceptable.
- The first time a staff person is late to work they will be given verbal warning. The second time they will receive a written warning. The third time they will receive a written reprimand and job termination may occur.

Time Off

- In the event the staff cannot work a scheduled shift, they must (1) submit a request off form a minimum of three weeks in advance. Staff must also find someone to cover their shift. OR (2) provide a doctor's note excuse from work.
- Time off requests are not guaranteed to be approved. In the event they are not approved, staff is still required to show up for their shift.
- In the event staff is a no call, no show: first offense: verbal warning; second offense: written warning; third offense: possible termination. If staff signed off to cover someone's shift and does not show up to cover that shift – the scheduled staff will be counted as no call no show. No call no shows for three consecutive shifts it will be deemed a voluntary resignation.
- There will be no excuses for not finding a replacement, and it is staff's responsibility.
- If a situation arises on the day of a shift which will keep staff from reporting, or if coverage cannot be found, it will be handled on an individual basis with the Recreation Supervisor.

Public Relations

The staff, as a member of the Recreation Staff Team, is the most important public relations tool. Our entire program and the department itself, is often based on contact with staff. Please make sure when dealing with our participants (the public) to be professional both verbally and in written communications.

Often, we use facilities that are not town property (i.e. schools). It is important that we operate as guests to foster the relationship to continue utilizing the facilities to run our programs.

Also, there may be times when an staff's program is highlighted by the department for the newspaper. If an staff has suggestions on possible subject interest for the papers, they should contact their supervisor.

NOTE: Permission is required by parents in order to use a child's photograph. No staff member should post photos of program participants on any social media platform or release those photos to any other source.

West Seneca Recreation Concerns

If a staff member has a concern regarding a program, participant, another staff member, director, etc. and they do not feel comfortable coming to talk in person to the Recreation Supervisor they can use her email at lmasset@twсны.org to express their concern.

Lauren J. Masset, Recreation Supervisor can be reached via email (lmasset@twсны.org), via phone (716-674-6086) or in person for a pre-scheduled meeting (1300 Union Road).

Code of Conduct for Staff

- At NO time during the program may a staff person be alone with a single child where others cannot observe them. Staff should space themselves in a way that other staff can see them.
- Staff shall never leave children unsupervised
- Restroom supervision
 - Staff will make sure the restroom is not occupied by suspicious or unknown person before allowing children to use the facilities.
 - Staff will stand in the doorway while children are using the restroom
 - If staff are assisting young children, the door must remain open and another staff member must be present
 - No child regardless of age should ever enter a bathroom, alone on a field trip or at the Veterans Park Aquatics Complex.
 - Always take/send children to the bathroom in pairs.

- Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
- Staff will be observant each day for any abnormal changes to appearances and behavior. Questions or comments will be addressed to the Recreation Supervisor. Any questionable marks or responses will be documented.
- Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- Staff must appear clean, neat, and appropriately dressed.
- Staff CAN NOT wear their staff shirts, hats, etc. or ID's outside of work.
- Using, possessing, discussing, or being under the influence of alcohol, tobacco, or illegal drugs during the work hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment are prohibited.
- Staff must portray a positive role model for our participants.
- Staff is not to transport children in their own vehicles.
- Staff may not date any program participants.
- Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file).
- When registering participants, all required information, such as ID card numbers, must be obtained.
- All staff is to act professionally towards one another. This means no gossiping about other staff members, participants, and the public.
- Staff are expected to follow all program and facility rules for the program/facility they are scheduled for.

I understand that any violation of this code of conduct will result in discipline, up to and including termination.

Curriculum

Program curriculum varies by the program but may consist of passive activities, swimming, field trips, and other various activities.

Safety

The Town aims to provide a safe and healthy workplace for all staff and participants. We support a workplace that is comfortable and secure for staff as well as participants.

Therefore, it is important to follow procedures for safeguarding staff and participants. Safety is everyone's responsibility.

Health Forms/Registration Information

- Every participant in the program must be registered. It is staff's responsibility to review participant roster prior to the program and be aware of any medical alerts or specific needs.
- Make sure all of the staff are working with are aware of any medical alerts.
- If staff has any questions call the office for clarification.
- Incident/Accident reports must be filled out at the time of the incident/accident and turning into the office immediately.
- Day Camp Health Forms must travel with staff on all field trips.

Incident/Accident Reports

- Incident/Accident reports must be filled out at the time of the incident/ accident and turned into the office immediately.
- Incident/Accident reports must be filled out in pen neatly.
- Incidents are anything involving verbal conflict, discipline, equipment damage, etc.
- Accidents are anything that involves providing any type of first aid, including applying a band aid. Staff should refer to the certification material/guide in the first aid kit for specific instructions on how to handle the incident. When in doubt, an staff should check with a member of management.
- Staff should refer to the summer daycare safety plan for guidance on how to handle communicable diseases.
- NOTE – the form for accident/incident is the same.
- Dealing with the public – It is imperative that staff in NO way tell the injured person or his family that the Town or the Town's insurance will take care of their injuries. The report is for information purposes only. The public should contact the Recreation Office for further clarification.
- Any accident report for an individual under 18 years of age must be signed by his/her legal parent or guardian.
- Reports must be submitted to Lauren J. Masset, Recreation Supervisor within one (1) business day.
- In the event of a serious accident, injury or an event where 911 needs to be called Lauren J. Masset, the Recreation Supervisor must be notified via her cell phone immediately after calling 911.
- In the event staff fails to fill out an Incident/Accident Report in full or completely fail to complete one, the staff will be given a verbal warning on their first offense, a written warning on the second and third offense could lead to termination. Depending on the situation, the Town reserves the right to forego these steps move to immediate termination.

Hand Washing

- All staff and program participants will follow these guidelines and procedures at all times to eliminate and minimize the transmission of infectious disease and to prevent allergic reactions from occurring.
- Hands must be washed:
 - After using the bathroom
 - Before and after meals, snacks, or preparing food
 - After blowing nose
 - After touching personally contaminated objects
 - After removing disposable gloves
 - After contact with blood or body fluids
 - Everyone will use soap and warm water to wash their hands

Violent Weather

Lightning Storm

- In the event of a lightning, storm staff should be cognizant of impending weather conditions and should plan to be in a safe environment.
- Safe environments include inside a building, bus, or automobile.
- Avoid: Metal objects (fences, pipes, bicycles, etc.) Tall lone trees, open structures like picnic shelters, water, beaches, and open fields.

If caught in an open area and lightning/hear thunder is visible, keep moving towards safety (building, bus, etc.) until the time when the sound of thunder and the flash of lightning is only 30 seconds apart. At this point, spread the group 50 feet apart from one another, have everyone sit with their legs crossed, and their elbows on their knees, and their chin in their hands. This is the lightning position. Everyone must stay in the position until 30 minutes have passed without any thunder and lightning. If possible put on insulating material just as a life jacket, rubber/foam pad, etc.

If staff is assigned to the Veterans Park Aquatics Complex staff must follow this, the policies listed in the Veterans Park Pool Section, the Veterans Park Aquatics Complex Operational Guide all policies listed in our NYSDOH/ECDOH Safety Plans for the Facility.

Tornadoes

- Tornado warning indicates a tornado has been sighted and staff needs to seek shelter immediately. Avoid windows, doors and outside walls. Find a building with a basement/lowest level of the interior. If no shelter is nearby, lie flat in the nearest lowest place such as a ditch, culver, or ravine, and cover staff's head.

If staff is assigned to the Veterans Park Aquatics Complex staff must follow this, the policies listed in the Veterans Park Pool Section, the Veterans Park Aquatics Complex Operational Guide all policies listed in our NYSDOH/ECDOH Safety Plans for the Facility.

Program Standards

If at any time staff is unsure of something, ask another staff member for assistance before answering the patron's questions. Staff should never answer 'I don't know' to any patron, so please seek out the proper help before answering; the patron will appreciate your help!

Finally, it is important that staff must be aware of the legal implications of their job. Staff is responsible for their actions and also for the failure to act properly. The Recreation Department reserves the rights to drug test any of its staff if staff appear to be under the influence or suspected of being under the influence during work hours. If staff has any questions regarding the operation of the facility or how to handle a certain situation, it is important that staff seek out answers from the chain of command.

Remember that staff is a representative of the Town of West Seneca and a local government staff. The taxpayers are who fund the operation of the pool, as well as staff's paycheck. Working for the local government, it is essential that staff maintains professionalism AT ALL TIMES WHILE ON THE CLOCK AND/OR IN UNIFORM. When staff puts their uniform on, staff is representing the Town of West Seneca and all of its affiliates. Please do not put oneself in a position to jeopardize themselves, fellow staff of the Town of West Seneca, or the Town of West Seneca itself.

Attendance

- All staff should have an attendance form for each program
- Accurate attendance should be taken each class
- Only registered and paid participants may participate
- Contact the office with any questions regarding to registration
- Staff will be held accountable if participants are found in the program and were not registered

Facility Space & Maintenance

- Contact the recreation office if there are any maintenance issues with the facility space of the program
- Make sure the program is in a safe area (do a 360).
- Survey the space every day to evaluate conditions including broken fence, glass, sharp corners, etc. Please place any unsafe items in the proper trash receptacle

Arrival & Dismissal

- All programs have scheduled starting and ending times. Please be sure to adhere to these.
- Any changes must go through the Recreation Department
- Permits for facilities must be carried with each day
- No participants should enter the program area until a staff person is there. Participants should not be dropped off outside, but must be escorted in by parents.
- Supervision is not available prior to or after times of the program and children should not be left waiting for parents. In the event that the parents are late, the supervisor should call the parents immediately.
- Children should not be released to a parent or guardian if they appear to be intoxicated or under the influence of drugs. If this situation occurs, contact the supervisor and the emergency contact on the participant's roster, and the police if the situation escalates or staff feels threatened.
- At pick up, staff must check the ID of every person picking up a program participant. The adult must be on the approved pick-up list, if they are not on the list, the staff member cannot release the child to them. Staff also must ensure that the child is signed out by the parent/guardian at time of pick-up.

Orientation for Program Participants

- Introduction- of staff and relevant experience
- Welcome parents, youth, etc.
- Go over Emergency Procedure (exits, phone, bathrooms)
- Describe program (go over dates, times, content, goals)
- Describe behavior standards expected of participants
- Take any questions

Program/Activity Structure

- Participants should receive a balance of instruction (90%) and game/free time (10%), both of which should be fun for them!
- Make adjustments according to the weather. (i.e. heat, rain, etc.)
- Program content should be age appropriate so children achieve success rather than frustration.

Program Equipment

- Staff is responsible for obtaining all necessary equipment to run the program through the Recreation Department.
- Proper maintenance, inventory and return of the equipment to the Recreation Department is the responsibility of the staff who signed the equipment out.

Staff Standards

Staff Discipline Policy

To function effectively, every organization must develop policies and procedures to ensure that staff and the Town's rights are respected. The Town of West Seneca is no exception. Violation of our policies and procedures or engaging in unethical or unlawful conduct in the course of doing company business may lead to disciplinary action, which, based on the circumstances of the individual case, could result in corrective action up to and including termination. Our policy is designed to correct performance issues and to give the staff an opportunity to improve. Disciplinary steps may include a verbal warning, written warning, unpaid suspension, and the termination of employment, but the Town reserves the right to accelerate or repeat these steps based on the individual circumstance of any situation.

Specifically:

- A. The immediate supervisor shall observe performance:
 - a. If there is a question regarding the staff's performance the immediate supervisor will discuss with the staff the deficiency and suggest what can be done to improve.
 - b. This staff shall be informed of the steps of the policy at this point
- B. The staff's performance does not improve:
 - a. Immediate supervisor will notify the next level of supervision, which would then begin directly supervising of that individual.
 - b. That supervisor shall meet with the staff. At this meeting the supervisor will discuss ways of improving.
- C. The staff's performance still does not meet standard expected:
 - a. The Recreation Director will meet with staff
 - b. The Director will discuss the shortcomings and methods to improve
- D. The staff's performance still does not meet standard expected:
 - a. The staff shall be dismissed. Staff will be issued a discipline form and it will be placed in their file.

This list is not meant to be all-inclusive, but provides some examples of conduct which could result in disciplinary action:

- x Failure to be courteous to all participants, patrons, visitors and co-workers or failure to maintain themselves in a dignified and professional manner while working
- x Possessing, using, selling or reporting to work under the influence of alcohol, drugs or other controlled substances
- x Stealing of Town property or the property of another staff
- x Willful defacing or damaging of Town property
- x Falsifying records, reports, forms, Town documents

- x Refusing to follow the orders of a supervisor or manager or otherwise being insubordinate
- x Failing to accurately complete time sheets
- x Acting in an incompetent or irresponsible manner
- x Exhibiting carelessness, poor workmanship or poor productivity
- x Failing to use safety devices or willfully disregarding normal safety practices
- x Violating meal and rest period rules
- x A pattern of unexcused absences or excessive tardiness that violates Town policy or is otherwise deemed inappropriate by the Company
- x Any other conduct in violation of a Town rule or policy or which is deemed unacceptable by the Town of West Seneca.

Nothing in this policy alters the at-will employment relationship. The Town may consider an staff's job performance, prior violation of our work rules, and other relevant circumstances in determining whether to counsel, warn, suspend or terminate an staff. It is up to the staff's manager and Town management to decide the appropriate corrective action.

Dress Code

Recreation, by nature, may require staff to be dressed to fully participate or direct the program. However, we expect staff to be dressed neat to positively represent the department. The way staff dresses send a message that is received by many including staff, supervisors, participants, parents, and the public.

- Staff shirts are required at all times. Jeans, shorts, or pants should be worn with the staff shirt. No cut offs allowed. Staff shirts should not be alerted. Shorts must be an appropriate length.
- Staff must wear appropriate footwear for their program. See below for dress code requirements per program.
- Recreation Program & Pool staff are required to wear/have on their person their lanyard, with a whistle and CPR mask at all times. No exceptions.
- Lifeguards must wear guard uniforms (shirt) regardless of the heat and (male) swim trunks (female) one-piece bathing suits.
- Office staff should dress business casual. No clothing with holes. No cut odds. No athletic clothing. No Jeans (except on Fridays).
- Recreation Program Staff (Summer) – (1) Athletic shorts that are longer than a finger length or athletic pants with no holes. (2) Sneakers, tied. (3) Staff shirt, unaltered. Also, on pool and beach days (male) swim trunks (female) one-piece bathing suits.
- Recreation Program Staff (Winter) – (1) Athletic pants or jeans with no holes. (2) Sneakers, tied. (3) Ice Skates, tied (4) Rink jacket with First Aid gloves in the pocket, if applicable (5) Lanyard w/ CPR Mask.

If staff is not dressed appropriately staff will be sent home.

Staff Health & Safety

If an staff or camper from camp and/or the aquatics complex has a health issue such as communicable diseases or head lice, the Department Head is required by the NYSDOH to report this to ECDOH and send a letter to all of the staff and program participants families stating this. In addition, the staff is not allowed to return without a doctor's note clearing them, and they must be free from symptoms for 24 hours.

Media

Any questions by the media (newspaper, etc.) are to be directed to the Recreation Supervisor. The Supervisor is the spokesperson for the department.

Summer Day Camp

In addition to information on previous pages
Staff must follow all NYSDOH, ECDOH regulations.
Staff must follow all policies in the programs NYSDOH/ECDOH Safety Plan.

CCL Gym Programs

In addition to information on previous pages
Staff must follow all CCL Youth Gym procedures. If staff have any questions, they should speak with their supervisor and review the procedures at their location.

Ice Rink

In addition to information on previous pages
Staff must follow all Ice Rink Facility Rules and Recreational Skating Rules.
Staff are expected to enforce all Ice Rink Facility Rules and Recreational Skating Rules, be kind to patrons and ensure the safety of the patrons on the ice at all times. Failure to do will result in disciplinary action including but not limited to verbal/written warnings and/or immediate termination.

Veterans Park Aquatics Complex

In addition to information on previous pages
Staff must follow all policies in the programs NYSDOH/ECDOH Safety Plan.
Staff must also follow the policies in the Veterans Park Pool Operational Guide.
Staff must follow all Veterans Park Aquatics Facility Rules.

Staff are expected to enforce all Veterans Park Aquatics Facility Rules, be kind to patrons and ensure the safety of the patrons on the ice at all times. Failure to do will result in disciplinary action including but not limited to verbal/written warnings and/or immediate termination.

Staff Responsibilities

Lifeguards

As a member of the Town of West Seneca Aquatic Staff for the summer, it is expected that staff will bring commitment and competence to their job each and every day. Staff's position involves much more than just getting a paycheck. Staff will be counted upon to be mentally and physically prepared to do your very best at all times. By accepting this position, staff is also accepting an obligation to fulfill all of the duties associated with it, and to continually update all necessary skills and knowledge. Lifeguards must properly follow rotation and know where in the rotation they are at all times.

The Lifeguards' primary responsibility is to ensure the safety and wellbeing of all patrons of the facility. They are expected to supervise the use of the pool and guest activities in and around the pool area including the pool deck as well as, all areas enclosed by the fence. While on-duty, they are expected to scan the water within their zone of surveillance quickly and effectively. At all times, lifeguards must enforce all posted rules and regulations, as well as state and local health laws.

Lifeguards who are off-duty will operate the front window, utilizing the cash register as well as assist with any patron needs. While at the front window, staff should act professional, courteous and attentive.

Lifeguards are expected to accept assignments willingly, and respond to all incidents promptly and effectively. They are expected to take initiative, be resourceful, and take their job seriously. Cooperation with other guards in team efforts and adherence to the rules and regulations are important to the successful operation of the facility. They are expected to be courteous and consistent. Staff must be kind and polite to everyone and enforce the rule firmly and uniformly. It is therefore necessary that they are familiar with each rule and regulation.

Head Guards

In addition to the above, head guards assist the pool supervisor with managing and maintaining the facility. They are to keep order of the facility with both patrons and staff, delegate duties to roving and off duty guards, ensure rotation is being followed properly, address any staffing issues, open & close the facility which includes closing out the register and recording daily revenue.

Head guards are the “assistant” to the supervisor and are in charge of the facility while the supervisor is away from the pools. When the supervisor is present, they will rely on the head guards for smooth operation and report any issues or incidents to the supervisor.

Pool Supervisor and Assistant Pool Supervisor

The Pool Supervisor is in charge of all facility operation and works in collaboration with the Recreation Supervisor. Staff will answer and deal with all questions and concerns from both staff and patrons and refer them to the proper places to get the appropriate answer, if one cannot be given. The pool supervisor is responsible for creating and maintaining a schedule, overseeing all programs including swimming lessons and open swim, delegating roles properly, ensuring all staff are abiding by their responsibilities, and maintaining a safe and orderly environment. Assistant Pool Supervisors assist the Pool Supervisor as requested.

Attendance

Scheduling

There will be a master schedule stating who is working what shift as well as in what pool. In addition to a master schedule, each staff member will get a copy of their shifts through the entirety of swim lessons. Once swim lessons are over, a new schedule will be generated. Staff are expected to show up on time and ready to work with a positive attitude. Depending on the number of guests, the supervisor or head guards may release any staff if attendance is low. This will be voluntary. If a staff member is late for their shift, they must contact the pool supervisor, or head lifeguard as soon as possible. If tardiness becomes habitual, staff will be written up along with being released for the day. If any further issues arise, their employment can be subject to termination.

Absences

In the event a staff member cannot work a scheduled shift, they must follow the Request Off Policy as noted above. Please provide completed Request Off Form to both the Pool Supervisor and Lauren J. Masset, Recreation Supervisor. No Requests Off are guaranteed to be approved.

The head guards or pool supervisor are the only staff who can post shifts on the dry erase board and make changes in the master schedule. Lifeguards must first submit an absence request form for approval from the pool supervisor prior to finding coverage. Once approved, their shift will be posted on the board for someone to claim IN ADDITION to attempting to find coverage for the shift. Again, staff must follow the Request Off Policy as outlined in the previous pages of this handbook. No Requests Off are guaranteed to be approved.

When coverage is found, staff must notify the supervising staff to make the required changes to the master schedule. When staff are unable to report to a scheduled shift, it is necessary that they find their own replacement.

There will be no excuses for not finding a replacement, and it is the staff member's responsibility to do so.

If a situation arises on the day of a shift which will keep staff from reporting, or if coverage cannot be found, it will be handled on an individual basis with the supervising lifeguard. No Requests Off are guaranteed to be approved.

Breaks

In addition to the policy listed previously in this handbook.

Staff that works six (6) hours or more are permitted to a thirty (30) minute break. For longer shifts, staff may be scheduled for a one (1) hour break. This break can be divided into 2- half hours or if rotation permitting, a full hour. Staff may not leave the facility during their shift when they are "clocked in" – unless they have permission from the Recreation Supervisor. During clocked out breaks - staff may not leave the facility without notifying the supervising lifeguard, and when permission is granted, no more than two people may be away from the grounds at a time. Leaving the facility is a privilege, not a right. If staff do not return to the facility at the agreed upon time, this privilege can be revoked.

Rotation

There will be two separate rotations, and staff must adhere to the one in which they are scheduled. There will be no "swapping" rotations.

Main Pool

The main pool rotation is 20 minutes at each position on each chair. There are 8 guards on duty to rotate through the chairs. Time out of the chair is spent in the guardhouse to assist with the front desk as well as emergency standby. In the event of an emergency, guards will rescue as another guard on duty closes the water that was under the rescuer's watch. The other guards will clear the pool and assist in the rescue (i.e. CPR/AED), they will also call and direct EMS and manage other patrons. The Town's rotation, guard to patron ratios and guarding operation follows the most current guideline set by the American Red Cross included in Lifeguard, CPR/AED training and lifeguard management courses. These also follow the safety plans that the Town has submitted to the Erie County Department of Health.

Spray Pool

The wading pool rotation is 30 minutes in each position and requires at least 4 people. 4 guards are required so that in the event of an emergency, the guard on duty can act/save the patron, another guard may assist the save/rescue (i.e. Two-person CPR/AED use), another guard will call emergency medical services and direct them upon arrival and the last will assist with the patrons, including but not limited to, direction and crowd control.

The Town's rotation, guard to patron ratios and guarding operation follows the most current guideline set by the American Red Cross included in Lifeguard, CPR/AED training and lifeguard management courses. These also follow the safety plans that the Town has submitted to the Erie County Department of Health.

Operational Items

Staff are required to wear the staff shirt and whistle that were issued plus their own bathing suit (see the Dress Code section in the previous pages) while working. Shirts that have been altered will not be tolerated. If staff are not wearing their full uniform, they will be sent home and will not be permitted to return without it. The use of any electronics as well as anything that will distract from duties is strictly forbidden while on duty, this includes working the front window.

A write-up will be issued to the offending lifeguard and head guard on duty if any on-duty lifeguard is found using a cell phone. A second offense will be termination. If staff are "Clocked In" then they should not be using their cell phone or smart device.

The head lifeguard will be issued a write-up if a radio is being played on the pool deck, in the pool house or in the wading pool at any time during the pool's hours of operation. A second offense will be termination.

Day-to-day operations are heavily dependent on weather conditions. In the event of inclement weather or if at any time conditions become unsafe for patrons and staff, the pools will be closed. If the pool becomes unclear to the point where the drains on the bottom of the deep end are not visible due to weather or pool conditions, the pool will be shut down until the weather clears, or until the problem can be addressed by Buildings & Grounds. If thunder is heard and confirmed by supervisory staff, the facility will be shut down for at least thirty (30) minutes per occurrence; if lightning is visible and confirmed by supervisory staff, the facility will be shut down for one hour per occurrence. Staff may be sent home early. Staff will not be paid for hours they did not work. See the "Actual Hours" section in the previous pages of this document.

While working at the front window it is vital that staff understand all regulations of the Town Pool, as they will be asked by the patrons what is permitted at the facility.

Molly Martin

From: Jaimie Kaminski
Sent: Wednesday, June 17, 2020 2:41 PM
To: Gary Dickson; William Hanley; William Bauer; Jeffrey Piekarec; Joseph Cantafio
Cc: Megan Wnek; Amy Kobler; Tina Hawthorne; Molly Martin; Rosalee Metzger
Subject: WARRANT INFORMATION FOR 06/22/2020 TOWN BOARD MEETING
Attachments: 06-22-20 VDR.pdf; WARRANT EXCEL.xlsx; YTD.pdf

TO: The Honorable Town Board
FROM: The Finance Office
DATE: 06/22/2020
RE: WARRANT INFORMATION FOR 06/22/2020 TOWN BOARD MEETING

Kindly move to approve the vouchers submitted for audit, chargeable to the following funds:

Operating Account - \$ 686,260.88

General Fund	\$421,832.71
Highway Fund	\$115,633.71
Sewer Fund	\$148,566.63
Gas Conversion	\$85.65
Electric Lighting	\$142.18

8974
114327 12810

Jaimie L. Kaminski
Town of West Seneca
Finance Department
716-558-3207
jkaminski@twсны.org