



Town of Beekman Recreation & Parks

29 Recreation Center Road
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Staff Rules and Expectations

Updated 2017

Work Time Commitments to the Rec

1. All staff members must participate in required trainings prior to being placed on a schedule to work. Trainings schedules will be published prior to staff signing work agreements and staff should place the required trainings on their calendar to ensure no conflicts prior to accepting a position.
2. All staff members must be on time for trainings, meetings and work shifts. Tardiness will not be tolerated. All staff will clock themselves in on the biometric time clock.
3. Staff arriving excessively early will only be paid from the time they are scheduled to work.
4. Staff working 6 hours or longer in a day will punch out ½ hour for lunch.
5. Staff are scheduled based on their stated availability and are expected to work as scheduled.
 - a. Summer staff are appointed to their positions based on the availability that they committed to on their application, at their interview, and on their Work Agreement. Additional time off will only be granted using the appropriate form and if coverage can be found.
 - b. Off- Season staff are placed on a schedule based on their previously stated availability. If a staff member becomes unavailable, they must find a replacement. They, and the replacement, must contact all Supervisors informing them of the substitution.
6. Personal cell phones must be kept in lockers or your car while on duty. Give land line numbers to friends and families for reaching you in the event of an emergency.
7. Socializing with friends and family must be on scheduled time off.
8. Staff in all departments are required to help keep the park and buildings clean and will have designated responsibilities related to same.
9. Any staff that are assigned keys or windbreakers will be required to return them before receiving final paycheck.

Vehicles

10. All camp staff must park in far parking lot at end of Community Center, and Gate and Aquatic staff in the lot across from the Gatehouse, unless you have a handicapped parking permit.
11. Recreation and Parks Department vehicles are only to be operated by authorized staff members.
12. No persons are to ride in the back of any Recreation or Park vehicle.
13. Staff are not to transport children in their own vehicles.

Staff Behavior and Role Modeling

14. Staff members are required to follow the instructions of supervising staff. Staff should also be aware of the chain of command and follow it. Failure to do so will result in disciplinary action.
15. Inappropriate physical confrontations or contact with a patron or staff member will not be tolerated. If there is a problem, go to a supervising staff member immediately.
16. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
17. Staff must be clean, neat, and appropriately attired. Staff members are required to be in staff shirts or uniform while on duty if one is provided by the Department. Uniform is intended for work purposes only and should not be worn elsewhere.
18. Staff respond to children and patrons with respect and consideration and treat all children and patrons equally regardless of sex, race, religion, culture.
19. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.

20. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.
21. Staff may not date program participants under the age of 18 years of age.
22. Staff members will be expected to represent the Recreation and Parks Department in a positive manner in the community and online; posting of inappropriate pictures and language on any internet profile is prohibited. Staff are not to make accessible to participants or their families information that is deemed inappropriate (containing sex, violence, drugs and alcohol). This includes inappropriate postings or information on social media. Staff who do, are at risk of dismissal from employment.
23. There is a zero tolerance policy for drugs, alcohol and theft. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. Any violation in this area will be grounds for immediate termination.
24. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
25. Staff are not to accept any monetary gratuities of over \$75.

Child Abuse Prevention and Recognition

26. Any type of abuse will not be tolerated and may be cause for immediate dismissal; abuse includes:
 - a. physical abuse – strike, spank, shake, slap;
 - b. verbal abuse – humiliate, degrade, threaten;
 - c. sexual abuse – inappropriate touch or verbal exchange;
 - d. mental abuse – shaming, withholding love, cruelty;
 - e. neglect – withholding food, water, basic care, etc.
27. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
28. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
29. Staff shall never leave a child unsupervised.
30. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
31. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
32. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
33. Staff may not post any photos of participants or staff in Beekman Rec programs on any internet site. Staff are welcome to pass all digital photos to the Rec Director or her designee for review and posting on Recreation Department managed websites.
34. In order to protect staff, volunteers, and program participants, at no time during a Department program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
35. Under no circumstance 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).
36. Staff are required to attend training in recognizing the signs of child abuse and are mandated reporters: Any suspected abuse may be brought to the supervisor and MUST be reported to the state mandated hotline by the staff member suspecting the abuse: 800-635-1522.

I understand that any violation of these Rules and Expectations may result in termination.

Employee Signature

Print Name

Date