

**The City of Kyle
Parks and Recreation Department**



2024

Camp Personnel Policy Manual

Table of Contents

Section 1: General City Policy Statements

Section 2: Camp Policies

Section 3: Personnel

Section 4: Wage and Salary Administration

Section 5: Attendance, Leave and Benefits

Section 6: Responsibility, Discipline and Grievance procedure

Section 7: Sexual Harassment

Section 8: Substance Abuse Policy

Section 9: Camp Procedures

Section 10: Camp Rules and Procedures

Section 12: Emergency Action Plan

Section 13: Map

Team Kyle Organizational Culture.

The City of Kyle culture defines the way in which our employees interact with one another and with the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values. All management processes are developed to instill and reinforce the culture using the core values through employee job descriptions, hiring interview practices, on-the-job training, performance evaluations and the day-to-day work environment.

Team Kyle Culture is based on the Core Values (KYLE) listed below:

KNOWLEDGE- Knowledgeable in all aspects of job and City operations; maintains high quality of work; follows health and safety guidelines.

YES-ATTITUDE- Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

LEADING EDGE- Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

EMPLOYEE ACCOUNTABILITY- Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement. Takes accountability for their mistakes and learns from them.

Team Kyle leaders are also expected to live by these additional Core Values:

ABILITY TO MANAGE PERFORMANCE- Organizes work processes to be effective and efficient; provides employees with the necessary training and resources to get the job done; communicates clear performance expectations and standards to the team and provides formal feedback on performance on an ongoing basis constructively and tactfully.

DEVELOPS AND LEADS AN EFFECTIVE TEAM- Provides learning opportunities to the team; encourages decision making and accountability; establishes a vision and direction and motivates/inspires the team to follow suit; leads by example. Each employee plays an essential part in Team Kyle. All employees are expected to live the core values and learn the behavior that is expected to live the values every day at work. Managers are key for promoting the Team Kyle culture. Managers shall be responsible for any training value gaps in their perspective departments. All employees are expected to be committed to the goals and the culture of the organization. Employees that fail to adhere to the City's core values will be subject to discipline, up to and including termination of employment.

Welcome to the City of Kyle- Parks & Recreation Department Spring Break/Summer Camp program. This handbook will provide basic knowledge of rules, procedures and policies which will be observed during the 2024 Camp term.

This handbook is not a contract guaranteeing employment for any specific duration. Although we hope your relationship with The City of Kyle will be long term, either you or The City of Kyle may terminate this relationship at any time, for any reason, with or without cause or notice.

The Policies expressed in this handbook are subject to change at the discretion of The City of Kyle- Parks & Recreation Department, Recreation Coordinator or Recreation Manager. Should these policies change, those changes will be announced and made available by Camp Site Supervisor, Recreation Coordinator, Recreation Division Manager, or Assistant Director of Parks & Recreation.

Section 1

General Policy Statement

Section 1.1: General

Both the success of this city and each employee are directly related to your understanding of how the City of Kyle operates. The Employee Handbook contains general information and guidelines describing the City's work environment and personnel policies. It serves as a guide in making decisions in areas that directly affect all of us, as employees. As policies are reviewed and revised the Employee Handbook will be updated and changes will be communicated to you when they occur. **You must keep the handbook available for ready reference throughout the entire duration of camp.**

Section 1.2: Employment at Will

All employment by The City of Kyle is in the form of "at will" employment. This means all employees are hired for an indefinite period of time, and either the employee or the City is free to terminate the employment relationship at will, and at any time, with or without cause.

Section 1.3: Non-Contractual Relationship

The regulations herein provided are merely general guidelines that the City may unilaterally rescind or modify at any time without notice. The regulations are not intended to be, nor shall they be held to be, a contractual obligation.

Section 1.4: Regular Attendance

Unless otherwise indicated, regular attendance is an essential job requirement of all positions with the City of Kyle.

Section 1.5: Written Statements to Control

The statements and provisions of this manual shall control, over any contradictory statements, written or otherwise, made by any supervisor of the City; any agreements of assurances concerning the terms, conditions of duration of any individual's employment and is not binding unless the same is in writing and signed by a designated official of the City.

Section 2 General Camp Policies

Section 2.1: Work Hours

- A. Spring Break Camp work hours run from 7:45am to 5:00pm, Monday through Friday for 1 week beginning March 11th and ending March 15th, 2024.
- B. Summer Camp work hours run from 7:45am to 6:00pm, Monday through Friday for 9 weeks beginning May 28th and ending August 2nd.
- C. Employee work hours 6:45 am to 7:00 pm. These hours are subject to change at the discretion of the Camp Director based on the needs of the camp.
- D. Employees may be assigned a schedule based on staff needed. This may or may not consist of start time to end time.
- E. Employees are to adhere to their designated work hours. Employees may **NOT** sign in more than 15 minutes prior to or 15 minutes after their scheduled time unless approved by a supervisor. Supervisors must initial by the time to show approval. If the time is not initialed, staff may be subject to disciplinary action.
- F. All staff will sign in and out with a supervisor when they are ready to begin their daily duties. Supervisors will prepare all time sheets.
- G. Employees are required to notify their supervisors and request approval in writing as soon as they find it necessary to be absent from work, for any reason.
- H. Any unauthorized absence may result in disciplinary action, up to and including termination.
- I. Any **no call show** may result in automatic termination.

Section 2.2: Tobacco

- A. There will be absolutely no use of tobacco products on camp sites, while on an outside excursion, or while in camp uniform.
- B. Under State law smoking is prohibited in all public-school buildings.

Section 2.3: Disrespect to a Co-worker

- A. No employee shall show disrespect to a fellow employee using abusive, insulting, or indecent language and/or action.
- B. Disrespectful behavior may result in disciplinary action up to and including termination.

Section 2.4: Professional Communication & Text Messaging Etiquette

- A. Employees must respond to work-related emails, phone calls, text messages within a 24-hour period or in a timely manner, excluding after hours or weekends. Failure to do so could result in disciplinary action, up to and including termination.
- B. Employees shall relay communication in a professional manner that neither harms nor segregates an individual or group of people. This includes all forms of communication including but not limited to: Emails, Phone Calls, Text Messaging.
- C. Inappropriate conversations will not be tolerated. Employees who feel that communication with another employee is inappropriate should take the appropriate steps and inform their direct supervisor and the Human Resources Department.
 - a. Harassment through any form of communication will not be tolerated. Failure to comply with the Professional Communication guidelines could result in disciplinary action, up to and including termination.

Section 2.5: Prohibition of Alcoholic Beverages/Mind Altering Substances on Premises

- A. Alcoholic beverages or mind-altering substances shall not be brought onto or consumed on the premises of any of the campgrounds, any camp related excursions, **or while in camp uniform.**
- B. Employees are cautioned that violations shall lead to immediate dismissal and possible legal charges.
- C. Employees who report to work under the influence of alcoholic beverages/mind altering substances will result in disciplinary action, up to and including termination.

Section 2.6: Prohibition of Weapons or Firearms

- A. The possession of weapons or firearms, including handguns, is strictly forbidden.

Section 2.7: Reporting Child Abuse and Neglect

- A. Any employee having cause to believe that a child's physical, mental health, or welfare has been, or may be, adversely affected by abuse or neglect by any person shall immediately make a report as provided by state law. (Texas Family Code Ann. 261.101(a)).
 - a. A person who knowingly fails to report abuse or neglect of a child is committing a Class B misdemeanor (Texas Family Code Ann. 261.109).
 - b. A person who makes a report in good faith is immune from civil to criminal liability. (Texas Family Code Ann.261.106 (a)).
 - c. An Incident/Illness report will be filled out and turned into the onsite supervisor and the Recreation Specialist, which will be placed in the child's file.

Section 2.8: Employees Association with Children

- A. Association with campers or counselors in training participants on a personal level outside of camp is prohibited. This includes, but is not limited to, all forms of social media, exchanging of phone numbers and arranging to meet outside of camp. Failure to comply may be cause for termination. If a parent request, in writing, for a counselor to sign his/her child in or out or to transport a camper for any reason, verification by a supervisor will be necessary. Without written permission from a parent, and supervisor verification, **NO** staff member may sign in/out or transport a camper for any reason.

Section 2.9: Reporting of Accidents or Loss

- A. No employee shall fail to report an accident, or loss, involving a child to the camp supervisor immediately.
- B. No employee shall fail to report an accident, or loss, involving property within 24 hours.
- C. Failure to report either may be cause for disciplinary action up to and including termination.

Section 2.10: Malicious Gossip

- A. **NO** employee shall engage in malicious gossip. Legitimate complaints about staff or any other complaint concerning the program must be appropriately directed to the supervisor, in accordance with the City of Kyle-Parks & Recreation Department procedures addressed in this handbook.

Section 2.11: Violent Behavior in the Workplace

- A. Violent behavior by employees, campers, or customers such as fighting, threatening, bodily harm to others or any other act that may interfere with the safety of the campers, customers, or employees is prohibited.
- B. Failure to adhere to this policy may be cause for disciplinary action up to and including termination.

Section 2.12: Obscene Language and Gestures

- A. Vulgar, coarse, and rude language shall never be used in front of the campers and should never be used by employees while either on site, on field trips, or in uniform.
- B. Obscene gestures to other staff, children, or any member of the public while on duty is strictly forbidden.
- C. Failure to adhere to this may be cause for disciplinary action up to and including termination.

Section 2.13: Dress

- A. Staff **must** be dressed appropriately for the duties required for the job. Employees will be required to perform athletic duties such as running, climbing, hiking, and carrying, therefore should dress accordingly.
- B. Tennis shoes are **required** while on duty;
 - a. Shoes must be closed toe.
 - b. Sandals are only permitted while at the Pool.
 - c. **CROCS ARE NOT PERMITTED** while on duty.
- C. Staff will be provided with 5 camp shirts and are expected to be worn every day.
- D. Swimsuit attire for female counselors must be a one piece or a two-piece athletic style swimsuit. No provocative swimsuits are allowed.
- E. Cut –off shorts are not allowed.
 - a. Athletic shorts for both females and males.
- F. Shorts are required to cover your mid-thigh and be worn no lower than your hips.
 - a. If shorts are deemed too short, staff may be asked to go home and change. If the problem continues, disciplinary action may be taken up to and including termination.
- G. City of Kyle backpack, staff ID badge, whistle, and lanyard **MUST** always be worn. The City of Kyle Parks and Recreation Department will provide the backpack, staff ID, whistle and lanyard.
- H. Staff binders must always have all proper documentation and schedules with them.
- I. Minimal jewelry is allowed.
 - a. No hoop earrings or any other jewelry which might get caught or snagged.
 - b. Facial piercings should be removed or covered.
 - c. Any obscene, distasteful, or disrespectful tattoos must be covered. If a supervisor, parent, other staff member, or any other person comes in contact with you finds a tattoo to be obscene, distasteful, or disrespectful, you will be asked to cover them up.
 - d. Watches **must** always be worn. Smart watches are allowed until the Camp Director deems them to be a distraction or unsafe.

Section 2.14: Hygiene

- A. Employees must be clean and free of unpleasant odors, caused by the infrequency of washing or bathing.

Section 2.15: Personal Relationships

- A. Employees will work together in a professional manner; fraternization, dating, affectionate embracing, and any other inappropriate behavior will not be tolerated.

Section 2.16: Solicitation of Funds and Personal Business

- A. No employee shall use a City of Kyle cell phone for personal business.
- B. Personal cell phones are **not** permitted to be carried while on duty unless permission given by the Recreation Coordinator/Camp Director and Recreation Division Manager.

- a. Supervisors will ask staff who bring cell phones on campus to place them in a safe where they will remain until which time the staff member clocks out for the day, or permission to carry the phone is granted by the Recreation Coordinator/ Camp Director or the Recreation Division Manager.
- b. Any staff refusing to adhere to this policy will be asked to leave for the day and may be subject to disciplinary action, up to and including termination.
- C. Personal conversations and personal text messaging while on duty are strictly forbidden and may result in disciplinary action, up to and including termination.

Section 2.17: Gift or Gratuities

- A. No employee shall give a gift or gratuity to any child unless each child receives an equal gift.
- B. No employee shall accept any monetary gift or gratuity from any child or child's family.
- C. No employee shall receive any gift or gratuity from business or supplier.
- D. Non-monetary gifts may be accepted from campers and parents.

Section 2.18: Favoritism

- A. No employee shall show any favoritism towards any camper or group of campers; equality amongst the campers must always be presented.

Section 2.19: First Aid

- A. First Aid packs will be taken on **ALL** field trips, excursions and outside play.
- B. It is the responsibility of the staff to make sure the first aid packs are re-filled and have all required materials.
- C. If your pack is found to be out of compliance, this may be cause for disciplinary action.

Section 2.20 Counselor in Training

- A. Counselor in Training "CIT's" are 15-16 years old. They should not be performing counselor duties but should be assisting in those duties to learn. CIT's primary function is to help with smaller tasks while also learning how to be a good counselor.
- B. A CIT should **never** oversee a group by themselves or alone in the pool with the group.

Section 2.21 Camper Safety protocols

- A. Each counselor will be responsible for his/her charges moving from one location to another as a group. This will eliminate certain campers running ahead in an unsupervised manner, possibly crossing the street or parking lot unsafely and/or arriving at a facility that may not be supervised. Although this will be demanding on each staff person, it is necessary to ensure the safety of campers.
- B. You are responsible for the safety and well-being of the children you are escorting. You must always be accountable for all the children in your group. Please adhere to the following policies when walking children across campus.
 - a. There must be at least two staff with a group of 11 or more children. One staff will lead the group and one will follow all children at the rear. If a third staff is available, they will help during road crossings by stopping traffic while the group crosses safely.
 - b. Only follow approved routes. This means unless otherwise directed by the camp director or an assistant director, no one should ever go through an unapproved route.
 - c. **Before leaving with children, be certain to take a head count. If at any time during transport the group becomes spread out, stop, collect all the group together**

account for all children. After all children are accounted for you may continue with your route.

- d. If at any time you believe you are missing a child, take roll, have all children sit down and “hold” in a safe area with one staff. Second staff will take cell phone and/or radio and immediately re-trace route and follow missing person’s protocol. If missing child is not located immediately second staff will alert program director of situation, action, and progress.

Section 2.22 Bathroom protocols

- A. Campers will not be allowed to wander off to the bathrooms without notifying camp staff.
 - a. Camp staff are not allowed to enter the restroom when a camper is present.
 - b. Campers are not allowed to enter the restroom when it is occupied by staff or any other adult

Section 3 Personnel

Section 3.1: Definition of Employee Status

- A. **ALL** camp employees are defined as temporary employees.
 - a. Temporary Seasonal Employees: Employees engaged to work full-time or part-time on the City’s payroll with the understanding that their employment will be terminated no later than upon completion of a specific assignment. (Note that a temporary seasonal employee may be offered and my accepted a new temporary assignment with the City and thus still retain temporary status.) Temporary employees will not derive any benefits such as sick time, vacation, benefits, overtime, etc.

Section 3.2: Non-Discrimination

- A. Employees will be selected solely based on their relevant qualifications for the specific position for which they are being considered. Selections will be made without regard to the applicant’s political or religious opinions or affiliations or race, color, national origin, marital status, or other non-merit factors. Age, sex, and physical disability will not be considered in selection except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient administration.

Section 3.3: Age Requirements

- A. No persons under eighteen (18) years of age will be employed by the City of Kyle Summer Camp in a regular position or in any position requiring the operation of a motorized vehicle or equipment owned by or operated on behalf of the city, unless approved by the City Manager.

Section 3.4: Filing Applications

- A. Persons seeking employment with the City of Kyle will be required to complete, sign, and file with the Human Resources Department, an application for employment which is available online. Applications will be accepted only if a vacancy has occurred and has been posted. Applications not acted upon will be kept for six (6) months.
- B. After the announced deadline for the acceptance of applications, the Recreation Programmer will review all applications received for a position. Those applicants who meet the required

criteria will be forwarded to the respective department head for reviewing and/or interviewing so that they may make the final selection.

Section 3.5: Interviews

- A. Interviews will be structured and conducted in such a manner as to appraise each applicant's qualification and ability to perform the essential functions of the position. Applicants will be advised of the date, time, and location of any required testing.
- B. To ensure compliance with Americans with Disabilities (ADA) hiring guidelines, all departmental proposed hiring procedures will be submitted to the Personnel Department for review.

Section 3.6: Rating and Evaluation

- A. The Recreation Coordinator and or the Recreation Division Manager will make the selection of the most qualified applicant.
- B. All agreements with a selected applicant will be made in exact accordance with the written, authorized, and approved salary plan. Any agreement, oral or implied, that differs from that described here will not be honored.

Section 3.7: Medical Examination

- A. Within applicable departments, a post offer physical examination and drug-screening test will be required for all prospective full-time and selected part-time or temporary employees (depending upon job description). Physical examinations and drug screening will be performed by a physician designated by, and at the expense of, the City. No one will be allowed to start work before the examining physician certifies the candidate meets the minimum standards of physical fitness required for the position and the drug screen.

Section 3.8: Nepotism

- A. The City of Kyle will not knowingly employ a person who is related within the third degree by consanguinity or within the second degree by affinity to a person who becomes the Mayor or a member of the City Council, unless the said employee has been continuously employed by the City for a period of twelve months preceding the election of the Mayor or a member of the City Council.

Section 3.9: Immigration Reform and Control Act

- A. All persons hired must complete Form I-9 entitled "Employment Eligibility Certification" and must produce the required documents to establish both employment authorization and identify prior to commencement of employment.

Section 3.10: Probation Status- Summer Camp

- A. Initial Probation Period
 - a. The first two weeks of Summer Camp are the initial probation period. During this time the supervisors will be working very closely with Camp Counselors to make sure the individual has learned the job duties and developed the skills and abilities necessary to perform the job. Satisfactory job performance includes but is not limited to, regular attendance, punctuality, proper conduct toward the supervisor, fellow employees, campers and the public and satisfactory performance of the duties of the position.
 - i. Evaluation: Every individual appointed to a position with the City will be evaluated after completing two (2) weeks of service. A second evaluation will be done prior to the last day of camp.
- B. Termination of Employment

- a. A new employee may be dismissed at any time during the probation period if, in the new judgement of the Recreation Coordinator or the Recreation Division Manager, the quality of the employee's work does not merit continuation of service.
- b. Any camp staff member may be dismissed at any time should the Recreation Coordinator or the Recreation Division Manager deem the staff member ill-equipped to continue in the position or if the staff members actions or lack thereof, may bring or could bring harm to any camper or staff member.

Section 4

Wage and Salary Administration

Section 4.1: Reduction in Pay

- A. Following a disciplinary action, the Recreation Division Manager may reduce the pay of an employee. A written statement of the reasons for the reduction shall be furnished to the employee and a copy shall be made a part of their personnel record. Reduction in pay shall stay within the pay range for each group unless exceptional circumstances justify otherwise. No reduction shall deprive an employee of consideration for pay increases at a later date. The employee may appeal the decision of the Recreation Division Manager in accordance with the grievance procedure established by Section 5.10.

Section 4.2: Overtime Pay

- A. Temporary seasonal employees do not qualify for overtime pay of time and one half. If more than 40 hours are worked by an individual during a week, their normal wages will apply. HOURS WORKED are defined as hours actually worked not just scheduled
- B. CALL OUT PAY: If any employee is called back to work after leaving for the day, that employee will receive a minimum of two (2) hours for each instance in which the employee must return to the job site.

Section 4.3: Termination Pay

- A. City employees will be paid on a bi-weekly basis. Payday will be every other Friday. Attendance records and other payroll information shall be submitted to the supervisor no later than 6:00 pm each Friday and forwarded to the Payroll Clerk no later than 12:00 pm on the Monday following the pay period.

Section 4.4: Terminations

- A. You are expected to give notification of intent to resign at least ten (10) working days prior to the resignation date. Without proper notice you may have to wait until the end of the next pay period to receive final payment.
- B. Any employee who is absent from work for a period of two (2) workdays or more without notifying his/her supervisor of the reason for his/her absence may be considered as having resigned without notice.
- C. You may be laid off in a reduction of work force due to lack of available funds.
- D. You may be terminated from employment for disciplinary action.
- E. All City employees will be allowed to receive a pre-termination hearing, prior to termination.
- F. Any employee who is absent from work for a period of two (2) workdays or more without notifying his/her supervisor of the reason for his/her absence may be considered as having resigned without notice.
- G. You may be laid off in reduction of work force due to lack of available funds.
- H. You may be terminated from employment for disciplinary action.

- I. All City employees will be allowed to receive a pre-termination hearing, prior to termination.

Section 4.5: Termination Pay

Leaving the employment of the City voluntarily without “notice” may make that individual ineligible for re-hire by the City. Exceptions will be handled on an individual basis and reviewed by the Recreation Division Manager for approval.

- A. A self-terminating or terminated employee will receive their final compensation check on the next regularly scheduled payday.
- B. All terminating employees will receive their final compensation check from the Parks & Recreation office. A completed notice of termination must be in the Parks & Recreation office before the final compensation check is released.
- C. When an employee is voluntarily resigning their position, the City requests a two-week notice. The City recognizes all Notices of Resignation, oral and/or written. The City does not recognize a resignation notice period that exceeds two weeks (it will be considered a “two weeks” notice). Exceptions may be made in cases of key positions.
- D. If an employee terminates before the end of a pay period, the employee will be paid for the total hours actually worked through the employee’s termination date at his/her calculated hourly rate; provided that payment for accrued vacation may be denied, or reduced, if the termination of the employee results from wrongful actions or misconduct of the employee; and provided further that any such payment for accrued vacation may be denied by the City to any sums or amount the employee owes the City, or to damages resulting from malicious, intentional or grossly negligent action of the employee with respect to property or assets of the City.

Section 4.6: Garnishing of Wages

- A. It shall be the policy of this City that no deduction from, or garnishment of wages shall be allowed with exception of:
 - 1) levy of pay by the Federal government for the purpose of repaying tax debts to the Internal Revenue Service or
 - 2) court orders, such as child support payments and school loan payments. These exceptions will not be allowed without proper certification.

Section 5 **Attendance, Leave, and Benefits**

Section 5.1: Holidays

- A. There are no holidays during the week of Spring Break Camp, March 11th -15th.
- B. May 27th as well the week of 4th of July as are the only holidays observed during the Summer Camp.
 - a. The first day of Summer Camp will be Tuesday, May 28th, 2024
 - b. Summer Camp will not operate the week of July 1st -July 5th. Camp will resume the following Monday, 7/8/2024 with week 4 of summer camp.

Section 5.2: Sick Leave

Sick leave is defined as the absence of an employee due to sickness or accidental injury not caused by an on-the-job injury or illness. The following policies, rules, regulations, and practices are applicable to sick leave:

- A. Sick leave may be used when members of the employee's immediate family are ill. This includes the mother, father, sister, brother, husband/wife, and children of the employee.
- B. An employee absent on sick leave for two consecutive days will be required to furnish a statement from a physician indicating the reason for such absence.
- C. Sick leave for temporary seasonal employees is **UN-PAID** leave.

Section 5.3: Employee Responsibilities Regarding Sick Leave

- A. An employee absent from duty because of sick leave must notify his/her supervisor no less than one hour before the employee's regular start time. If absent for more than one day, the employee should notify the supervisor of his or her status each morning unless other arrangements are made.
- B. When the use of sick leave is foreseeable, such as in the case of a scheduled doctor visit, the employee must request prior approval. When unable to obtain prior approval for an absence, the employee must notify his/her supervisor as soon as practical.

Section 5.4: Funeral Leave

- A. An employee may receive three days leave for the death of a member of the employee's immediate family.

Section 5.5: Leave for Civic Duty

- A. Full-time employees who are registered voters will be allowed time off to vote in national, state, and local elections. Time off for voting will not exceed one (1) hour.
- B. Employees will be allowed time off to perform civic duties such as jury duty. Employees shall retain any fees received from performing such duty.
- C. Should a city employee be called to participate in court proceedings, other than as a juror, where the employee and the city are not parties to the lawsuit, the employee will be required to be subpoenaed to attend any proceeding or instructed to attend by the Parks & Recreation Director.

Section 5.6: Unpaid Leave

- A. Personal Business
 - a. The Recreation Division Manager or Recreation Programmer may authorize unpaid leave for personal business
- B. Absence with Authorization
 - a. An employee who fails to report to duty or fails to remain at work as scheduled, with proper notification.
- C. Personal Injury
 - a. Time taken off due to personal injury will fall under sick leave, unpaid leave with position held.

Section 6
Responsibility, Discipline, and Grievance Procedure

Section 6.1: General Statement

- A. The performance of all employees, including their attitude, production, and personal conduct is to be maintained at an acceptable level as determined by their supervisors. In the event any

supervisor determines that the employee's performance is below the accepted level in any given area, the supervisor is encouraged, but shall not be required, to point out such deficiency in writing, contemporaneously with the observance of the deficiency for the purpose of allowing the employee to correct the deficiency prior to formal discipline; provided however, that nothing in this general policy statement, nor any of the other subsections of this section shall prevent any department head from taking immediate formal disciplinary action, including without limitation, demotion, and termination, when such action is determined by the department head, and/or the City Manager to be in the best interest of the City, and such right to take immediate action is hereby preserved.

Section 6.2: Working Relationships

- A. It will be the duty of each employee to maintain high standards of cooperation, efficiency, and economy in their work for the City. The Recreation Division Manager, Recreation Programmer, and supervisors will organize and direct the work of their units to achieve these objectives.

Section 6.3: Outside Employment

- A. An employee of The City of Kyle will not be permitted to engage in outside employment where such employment conflicts or interferes with the performance of duties with the City. An employee shall inform the Recreation Division Manager or Recreation Coordinator/ Camp Director of such outside employment prior to accepting the position.

Section 6.4: Political Activity

- A. Restrictions
 - a. Employees are encouraged to exercise their legal right to vote but shall refrain from publicly using their position as a public employee to influence for or against any candidate for public office.
- B. City employees shall not be appointed or retained on the basis of their political activities. City employees shall not in any manner contribute money, labor, time, or other valuable thing for purposes related to the campaign of any person for elected City office. A city employee may not seek or hold any other appointive or elective City office, partisan public office in any jurisdiction, or any other office, with or without remuneration, where service in such office would, in the opinion of the City Attorney constitute a conflict of interest with such person's City employment.
- C. Under no circumstances will any City employee be allowed to campaign for any candidate, even themselves, during normal work hours or at any City of Kyle place of work, whether they are on or off duty at the time. Nor will any employees be allowed to represent themselves, using their City employment, title uniform or authority as supporting any candidate for political office.

Section 6.5: Disciplinary Action

- A. Generally, city management will adhere to the following progressive disciplinary procedures in handling performance or conduct related problems; oral warning, written reprimand, probation, suspension, demotion, and dismissal. Depending on the seriousness of the policy or performance violation, however, management may implement the appropriate level of discipline, up to and including termination from employment, based on all the circumstances.

Section 6.6: Disciplinary Procedure; Appeal

- A. Supervisors will, when practical, with the approval of the Recreation Manager, notify an employee in writing of:
 - a. The reason(s) for any disciplinary action proposed to be taken against the employee;
 - b. The type of action being proposed, i.e. suspensions, dismissal, etc.;

- c. The rules(s) or regulation(s) allegedly violated;
 - d. The employee's right to appeal the Recreation Manager's decision within ten working days, to the City Manager.
 - e. The finality of the Recreation Manager's decision if not appealed.
- B. If the action is sustained, the written decision of the Recreation Manager shall be placed in the employee's regular personnel file.
- C. If appealed, the final decision shall be handed down by the Director of Parks & Recreation or the City Manager.

Section 6.7: Administrative Leave (Suspension)

- A. When the complaint or misconduct is of a serious nature, or the circumstances dictate the necessity, the Recreation Programmer may place the employee on administrative leave that should not exceed thirty (30) days, without pay and relieve him/her of all position responsibilities pending an investigation or hearing on the suspension by the Recreation Manager.

Section 6.8: Demotion

- A. An employee who is found to be in violation of any rules or policies of the City or engaging in other misconduct will be subject to appropriate disciplinary action being taken by the Recreation Manager with the approval of the Parks & Recreation Director, such action may include, without limitation, demotion in pay.

Section 6.9: Dismissal

The Recreation Coordinator/ Camp Director, with the approval of the Recreation Manager, may recommend that the Human Resources Department dismiss an employee, at any time, for any reason ascertained after careful and factual consideration. All reasons for dismissal shall be explained to the employee. A terminated employee may appeal the dismissal to the City Manager.

- A. Grounds for dismissal for an employee may include but are not limited to:
- a. Use of intoxicants while on duty or reporting for duty while under the influence of intoxicants.
 - b. Unlawful use or possession of a controlled substance.
 - c. Absence without leave for three (3) consecutive working days or more.
 - d. Refusal to obey an order.
 - e. Willful or reckless misuse, destruction, theft, or conversion of City property, whether on or off duty.
 - f. Falsification of official documents or records.
 - g. Substandard performance or unwillingness to perform the duties of the position.
 - h. Violation of any ordinance of the City of Kyle.
 - i. Non-compliance with any written or established departmental policy.
 - j. Tardiness.
 - k. Any reason as deemed appropriate by the Recreation Specialist, Recreation Manager and/or Parks & Recreation Director.
- B. Nothing in this section shall alter the "at will" employment status of the employee. The above items shall not be the only grounds for dismissal.

Section 6.10: Grievance and Appeals Procedure

Employees who feel they have been subjected to unfair treatment or discrimination have the right to present grievances, for consideration, through simple and reasonable procedures, free from restraint, coercion or reprisal as a result.

Procedure Steps:

- a. The grievance shall be in legible writing, printing, or typing giving the following information:
 - i. Date, time, place and detailed description of the alleged action.
 - ii. Specify the nature of the grievance.
 - iii. Explain why the action is considered improper, unjust/unfair.
- b. Steps in the grievance and appeal process shall be as follows:
 - i. Step One: A grievance by an employee must be presented to the immediate supervisor within five (5) working days of the alleged action. The supervisor will notify the department head within two (2) working days. If the immediate supervisor is the reason for grievance, go directly to the department head. Such immediate supervisor, or in the supervisor's absence his designee, has three (3) working days from the date of receipt of the grievance to respond.
 - ii. Step Two: If the grievance is not resolved between the employee and the immediate supervisor, the employee may request a hearing with the department head. The request for a department head hearing must be filed with the department head within two (2) working days of the first decision of the immediate supervisor; or the expiration of the three (3) day period for response provided in Step One. Unless extended in writing by the HR Director, the department head will schedule a hearing and respond to the grievance within five (5) working days of the date of the department heads receipt of the request for a department head hearing.
 - iii. Step Three: Employees who are not satisfied with the decision of the department head may appeal such decision to the HR Director or the HR Director's representative within three (3) working days provided in Step Two for the department head's response. The HR Director may elect to meet informally with the grievant or to initiate an investigation or inquiry within five (5) working days after receipt of the appeal. In the event the HR Director is absent from working during the five-day period, the informal meeting or the initiation of an inquiry will be within five (5) working days after the HR Director returns to work, but no later than fifteen (15) working days from date of appeal to HR Director. At the meeting with the grievant, the grievant will be given an opportunity to present his/her side of the issue together with such evidence and witnesses connected to the grievance. The HR Director may cause additional inquiry in the matter. Except as and when delayed by the absence or illness of the HR Director or the conduct of an additional inquiry, the HR Director will render a decision within six (6) working days after the meeting; provided the HR Director may extend such six (6) days on the employee's request for time to present additional information. Employees may appeal to the City Manager within five (5) working days after the HR Director's decision.
 - iv. City Manager: Employees shall have a further right of appeal from the HR Director to the City Manager provided such appeal is made in writing within five (5) working days of the HR Director's decision. The City Manager may modify, amend or deny any appeal without a hearing. If granted a hearing, the City Manager shall indicate the date and time the hearing will be held. The City Manager's decision shall be final and not subject to further appeal.
- c. Grievance without basis: Grievances are given serious consideration by the City and are encouraged in all legitimate fact circumstances. Equally so, frivolous grievances are discouraged, as are repeated grievances regarding trivial matters. Grievances that are

based on evidence that the grievant is found to have known to be false will result in disciplinary action.

- d. Complaints from Non-employees: All complaints concerning employees of the City received by the City from non-employees shall be handled according to the policy of the City in force at such time as the complaint is filed from citizens' complaints. Any adverse actions taken as a result at such time as the complaint is filed for citizens' complaints. Any adverse actions taken as a result of the non-employees' complaint may be appealed in the same manner as provided in the Article.
- e. Grievances against the City Manager: Grievances against the City Manager regarding discrimination, sexual harassment, or violations of civil rights, may be made to the Mayor or the City Attorney. All other grievances will be first submitted to the City Manager. As, and when appropriate, such grievance will be reported to the City Council.

Section 7 **Sexual Harassment**

Section 7.1: Policy

- A. It is the policy of The City of Kyle to maintain a work environment that is free from harassment of any kind. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct violates Title VII of the Civil Rights Act of 1964 when:
 - a. Submission to such conduct is made a term or condition of an individual's employment, or;
 - b. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual (i.e. denial of a pay increase, promotion, transfer, leave of absence, imposing disciplinary action, promising to withhold disciplinary action, etc., or;
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.
- B. Each Supervisor, the Recreation Programmer, and the Recreation Manager have a responsibility to communicate to employees that sexual harassment will not be tolerated and to make certain employees are aware of this policy. This duty includes discussing this policy with all employees and assuring them that they are not to endure insulting, degrading, or exploitive sexual treatment.
- C. The City Manager shall provide or cause the department heads and supervisors to receive training with respect to recognizing and dealing with sexual harassment.
- D. The City recognizes that false accusations of sexual harassment can have serious effects on innocent persons, their reputation, and their families. False accusations of sexual harassment will result in severe disciplinary action up to and including termination.

Section 7.2: Reporting, Investigation

- A. ALL complaints of sexual harassment will be promptly and thoroughly investigated, and violations of the policy will be treated as serious disciplinary infractions. All complaints of sexual harassment will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information concerning it.
- B. The claim should be presented to the Parks & Recreation Director. The claim will be promptly reviewed, investigated, and the complaining party will be advised of the recommended disposition of the claim within five (5) working days.

- C. If the complaining party is not satisfied with the disposition of the claim, an immediate appeal may be made by submitting a written complaint to the City Manager who will respond to the complaint within seven (7) working days.
- D. A substantiated report of sexual harassment can result in disciplinary action up to and including immediate dismissal.

Section 8

Substance Abuse Policy

Section 8.1: Purpose

It is the policy of The City of Kyle to maintain a work environment free from the use, possession, and affected controlled substances and alcoholic beverages. The City of Kyle recognizes that drugs and alcohol impair employee judgement, which may result in increased safety rescues, hazards to the public, employee injuries, faulty decision-making, and reduced productivity. Therefore, the City of Kyle expects all employees to be in a state of mind and physical condition fit to complete their assigned duties safely and competently during work hours.

Section 8.2: Definitions

“Controlled substance” includes all substances listed

1. Amphetamines- Methamphetamine
2. Cocaine Metabolites
3. Opiate Metabolites- Morphine, Codeine
4. Phencyclidine
5. Marijuana Metabolites
 - a. Benzoyllecgonine
 - b. Delta 9 tetrahydrocannabinol-9- carboxylic acid

“Drug: means any substance other than alcohol that is a controlled substance as previously defined in this section. “Reasonable Cause” means that the City Manager, Parks & Recreation Director, Recreation Manager, Recreation Programmer, or Supervisor believes that the actions, appearance, or conduct of an employee on duty is defined as indicative of the use of controlled substances.

“Medical Practitioner” means a licensed Doctor of Medicine or osteopathy or a Doctor of Dental Surgery authorized to practice in the State of Texas.

Section 8.3: Pre-Employment Substance Screening

To maintain safe and drug-free work environment for its employees, The City of Kyle will not hire applicants for employment who are currently, unlawfully using controlled substances or abusing alcoholic beverages. All applicants for any City positions may be required to submit to a drug screen after receiving an offer of employment; prior to becoming an active employee. Such post offer alcohol and drug testing may involve the applicant providing a urine or blood sample or participating in other medical tests. This testing will be done by the City’s designated physician/medical practitioner at the time a post offer physical is given. At the time of drug screen, the applicant will be informed of the testing procedure and consequences of positive results. The applicant will be required will be required to sign a consent release from acknowledging their understanding of the test authorizing the diagnostic procedure and releasing the test results to the City. Any applicant who refuses to undergo the drug screening will not be considered for employment, since the drug screening is an intricate part of the procedures used to determine suitability for employment. Positive test specimen will automatically be re-tested using a different testing method on the same sample. If the second tests confirm the positive test result, the applicant will be disqualified from consideration for City employment for twelve (12)

months. After the twelve (12) month period, the applicant may reapply, but will again be required to submit to the normal selection process, including testing for controlled substances and alcoholic beverages.

Section 8.4: Substance Abuse Policy for Current Employees

The sale or unlawful manufacture, possession, distribution, and/or use of controlled substances by an employee are absolutely prohibited and constitute cause for discipline, including dismissal. The use or possession of alcoholic beverages on duty or on City property is prohibited.

The appropriate law enforcement agency will be notified of any such sale, distribution, and/or use of illegal substances by employees. Any employee who is arrested for a drug related crime under a state or federal criminal drug statute for violations occurring on or off duty must report their arrest within three (3) days. All employees who are using a prescription or non-prescription drug which may in any way impact their job performance of their assigned duties and related physical/mental capability. The Department Head may require a doctor's statement if the employee indicates that there is a need to use the prescription drug for an extended period.

1. The City shall have the right to require the following drug screening tests be done for all employees:
 - a) Pre-employment;
 - b) Reasonable belief; and/or
 - c) Post-Accident.

2. The City will notify employees of this policy by:
 - a) Providing each employee a copy of the policy and obtaining a written acknowledgement from each employee that the policy has been received and read. City of Kyle Personnel Policy 73 Amended 9/04/20

 - b) Announcing the policy in various written communications and making presentations at employee meetings.

3. The City may perform drug or alcohol testing:
 - a) Of any applicant for a position of employment with the City;

 - b) Of any employee who manifests "reasonable belief" behavior;

 - c) Of any employee who is involved in an accident;

 - d) Of any employee whom is subject to drug or alcohol testing pursuant to federal or state rules, regulations or laws.

- 4) An employee's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including discharge, for a first refusal or any subsequent refusal.

- 5) An employee who is tested in a "reasonable belief" situation may be suspended pending receipt of written tests results and whatever inquiries may be required.

Prior to the City acting based on any test result, all applicants and employees who test positive for drugs will have the opportunity to discuss and explain the test results with the medical review officer

1) Pre-employment. The City requires that all newly hired employees be free of drug or alcohol abuse. Each offer of employment may be conditioned upon the passing of a urine test for drugs. The City may not hire any applicant who refuses to submit to, or fails to pass the preemployment drug test.

a) All applicants for employment, including applicants for part-time and seasonal positions and applicants who are former employees, are subject to drug and alcohol testing as a condition of employment.

b) An applicant for a position mandating drug and alcohol testing must pass the drug test to be considered for employment.

c) An applicant subject to drug and alcohol testing as a condition of employment will be notified of the City's drug and alcohol testing policy prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process.

d) An applicant subject to drug and alcohol testing as a condition of employment will be provided written notice of this policy, and by signature will be required to acknowledge receipt and understanding of the policy. If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

2) Reasonable Belief. Whenever management personnel reasonably suspect that an employee's work performance or on the job behavior is affected any way by drugs or alcohol, the City may require the employee to submit a urine sample for testing.

a) Initiation of Testing. Supervisors will be trained to recognize the effects of drug or alcohol use and before a reasonable belief test is administered, two supervisors must substantiate and concur in the decision to test. Normally the two supervisors are in the employee's chain of command; however, if two supervisors from the same chain of command are not available, another supervisor may be consulted. At least one of the two supervisors must have received training for detecting drug use. Any supervisor of the employee may substantiate and concur in a decision to test, even though that supervisor has not observed behavior of the employee indicating drug or alcohol use. The two supervisors may concur by phone. A supervisor must drive the employee to the testing site. Provided, however, that, upon the recommendation of any supervisor or department head of the City with respect to any employee, the Director of Personnel or the City Manager may authorize and/or direct that a drug and alcohol screening test be administered under this paragraph.

b) Alcohol testing and Controlled Substance testing is authorized only if the observations are made during, just before or just after the employee performs his or her job functions.

c) All supervisors must report reasonable belief that an employee is at the work site with a detectable trace amount of drugs or alcohol in his or her system to the HR Director. The HR Director may require the supervisor complete an affidavit demonstrating the basis for the reasonable belief.

d) The HR Director or a designated person shall escort the employee determined to be subject to a reasonable belief test to the facility for testing.

e) The City Manager shall in his or her sole discretion determine whether to suspend an employee pending the results of a drug or alcohol test.

3) Post-Accident. Any employee whose performance either contributes to an accident or cannot be completely discounted as a contributing factor to an accident may be tested; provided that any employee in a safety sensitive position or other position required by federal regulations to be tested will be tested. An employee to be tested will be tested as soon as possible, but no longer than thirty-two hours after the accident. If the employee is unable to reach the approved collection facility within the time required, the employee must take the approved collection kit to the nearest hospital or clinic and request that the hospital or clinic administers the collection. A supervisor must certify that the employee was unable to utilize the approved collection site. A second specimen may be required as soon as the collection site is available for use.

A) Post-Accident Testing Mandatory. Following an accident or incident falling within any of the following events:

- i) With respect to employees to which such plan is applicable, an incident or event as provided for in the Pipeline Alcohol Misuse and Controlled Substance Plan.
- ii) With respect to employees to which such plan is applicable, an incident or event as provided for in the Motor Carrier Alcohol Misuse and Controlled Substance Plan.
- iii) An event involving property, electricity, a motor vehicle, powered machinery or equipment or hazardous substances which results in the following:
 - (1) A death, or an injury or apparent injury resulting in any person taking time off from work or receiving any medical care or service;
 - (2) Damage to any vehicle or property while on duty or damage to any vehicle or property belonging to the City in the employee's possession after duty hours;
 - (3) Damage to any machinery or equipment;
 - (4) An event that is significant in the judgment of the City Manager, even though it does not meet any of the criteria above.

B) Mandatory Testing for Alcohol: If a post-accident test is required due to an event occurring which qualifies under subsection

(a) above, the test shall be voluntarily submitted to by the employee within two hours of the accident/incident using a federally approved Evidential Breath testing device. If the employee has not submitted to a test within eight (8) hours, the HR Director shall cease all attempts to administer the test and prepare and maintain a record stating the reasons why the test was not administered within eight (8) hours.

b) An employee who is subject to post-accident/incident testing must remain available, or the City will consider the employee to have refused to submit to testing and may be subject to disciplinary action up to and including termination.

c) Mandatory Testing for Drugs: If a post-accident test is required due to an event occurring which qualifies under subsection (a) above, the test shall be voluntarily submitted to by the employee as soon as possible but not later than four (4) hours after the event. If the employee has not submitted to the test within thirty-two (32) hours, the

HR Director shall cease all attempts to administer the test and prepare and maintain a record stating the reasons why the test was not administered within thirty-two (32) hours. An employee who is subject to post-accident/incident testing must remain available, or the City will consider the employee to have refused to submit to testing and may be subject to disciplinary action up to and including termination.

d) Exigent Circumstances. Nothing in this policy should be construed as to require the delay of necessary medical attention for an injured employee following an accident. An employee is not prohibited from leaving the scene of an accident for the period of time necessary to obtain medical assistance or obtain necessary emergency medical care.

Section 8.5: Employee Assistance

It is the City's desire to help locate assistance to those employees who voluntarily request assistance with personal alcohol or drug dependency problems. Employees are responsible for acknowledging their substance abuse problem and for seeking and accepting counseling or rehabilitation assistance before it impairs their performance and conduct and jeopardizes their employment. If any employee has a substance abuse problem, the employee must first contact their supervisor and request counseling and possible referral for appropriate treatment. Employees who need to enter a substance abuse treatment program will be allowed to choose their own program, provided it is submitted to the Personnel Director for review, approval and monitoring. When possible and appropriate, employees will be referred to a less expensive outpatient treatment program. Time off without pay may be authorized in accordance with the City's personnel policy on leaves of absence, if needed, up to thirty (30) days. In most cases, participating employees will be returned to their former or comparable position when treatment may be covered by the City's health insurance plan. Continued employment is contingent on the employee's participation in any non-work time follow-up counseling or after care treatment programs. Any employee who has participated in an approved treatment program will be tested on an unannounced basis during the twelve (12) month period following the employee's return to work. A positive test, admission of current alcohol, or illegal drug use or dependency, refusal to consent to a test or non-participation in the approved after care program will result in disciplinary action in accordance with Section 7.

Section 8.6: Alcohol and Substance Testing Procedural Requirements

The City may conduct unannounced searches or inspections of City owned property where there is reasonable suspicion of the presence of alcohol or controlled substances. These may include, but are not limited to: lockers, offices, tool chests, and desks located on said City property, work sites, and City owned vehicles. There is no expectation of privacy in the areas mentioned above.

When the Parks & Recreation Director, Recreation Specialist, or Supervisor has a reasonable suspicion that an employee, at work or when reporting to work, is under the influence, and or abusing, of alcohol or a controlled substance, and appears to be impaired or unfit for duty, the employee shall be required to submit to a drug-alcohol test. Impairment is defined as being unable to perform their duties safely and competently due to use of alcohol or controlled substances. Reasonable suspicion is a belief based on objective facts sufficient to lead a reasonable prudent person to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform their job is reduced. Observations which constitute a factual basis for determining reasonable suspicion may include, but are not limited to:

1. Odor of alcoholic beverage;
2. Erratic behavior;
3. Violent Mood Swings;
4. Excessive absenteeism including tardiness;

5. A medical emergency that can be attributed to drug use;
6. Physical on-the-job evidence of drug use;
7. Documented deterioration in the employee's job performance, or;
8. An accident, which is caused by the apparent action or inaction of the employee.

The Recreation Manager or Recreation Specialist will submit information to the Parks & Recreation Director which describes the incident, in writing, documenting the circumstances leading to the conclusion that a drug test is necessary. Such documentation will include the date, time, place, description of incident, and statements of witnesses. Any other evidence such as drugs, drug paraphernalia, containers, etc., will be collected. After documenting the incident, the Parks & Recreation Director will contact the City Manager to determine if drug testing is appropriate and to arrange for testing.

If drug testing is appropriate, the Recreation Programmer/Camp Director or Recreation Manager will transport the employee to the drug specimen collection facility. The type of drug/alcohol test may be based on urine, blood, or other type of sample as appropriate and which is medically accepted and reliable. After testing, the employee will be transported home by their supervisor or by a relative and told not to report to work until the results of the test are known.

Section 9 Camp Procedures

Section 9.1 Payroll/ Schedules

- A. Payroll is handled by Shane Boyer. Each day your Assistant Camp Director/Head Counselors will log your time. On Thursday of each week time will be updated. Please be sure to get with Shane Boyer to double check your time log. Call 737-484-3873 for any questions you may have.
 1. **How to Clock-In?**
 - i. Each morning when you turn in your cell phone you will notify a supervisor and you will be clocked in. The time is kept on a time sheet inside of a binder. Once you have been clocked in that means you are ready to work.
 2. **How to receive your check**
 - i. The City of Kyle pays bi-weekly. Paychecks will be direct deposited to the account set up with Taylor Bennett from Human Resources. If changes are needed to your account, you must speak with Taylor Bennett tbennett@cityofkyle.com
- B. **SUMMER CAMP-** Staff schedules will be created by the full-time City of Kyle Employee at least 10 days in advanced. Once schedules are posted and staff request an unexpected time off, it becomes the responsibility of the staff member to get the shift filled (unexpected time off means: time off request that are not discussed in interview process or camp orientation).
 1. Schedules will go through DigiAquatics

Section 9.2 Breaks

- A. Breaks are given by the Head Counselors, Assistant Camp Director, and Camp Director. We strive to give at least 30 minute each day, but with the fast pace of camp breaks may be 15 min or less. IF you need a break please speak with your direct supervisor and we can make the appropriate accommodations. We ask if you are on a break to be sure to either use the break room or ensure you are out of sight from parents and campers. During this break you can use

your phone. We also ask that you only take the time allotted for the break do not go over unless you had spoken with a supervisor.

Section 9.3 Uniforms

A. You **MUST** wear your camp shirt while on duty. Shirts will be given during counselor orientation. You **MUST** wear athletic shoes, **NO SANDALS OR CROCS**. You may bring sandals to wear at the pool, but they are not to be worn outside of the pool area. You will need to have your camp backpack with the essentials provided during orientation, a whistle, rosters, binder, wristwatch, first aid supplies, pens, markers, etc, at all times. Failure to have these items will lead to disciplinary action.

B. You are encouraged to bring swimwear each and every day. Swim wear is required on the designated swim days.

C. Clipboard

1. Each of you will be asked to carry with you, throughout the day, a clip board which includes the list of each camper in your group and schedule. In the event you entrust your group to another counselor for an activity, they should also receive your clip board. We ask that attendance be taken several times throughout the day; prior to moving and upon arrival to the activity location, at the beginning of each activity, prior and after lunch, or whenever deemed necessary.

- b. Walkies with earpieces
- c. Camp shirts
- d. Active shoe wear- no crocs or sandals
- e. First aid kit
- f. Note book
- g. Lanyard with whistle and name tag

Section 9.4 Staff Meetings

A. We will have a **MANDATORY** staff meeting every Monday morning. The meeting begins at 6:30 AM sharp For Summer Camp & 6:45 AM sharp for Spring Break Camp. The meetings generally take 15-30 minutes. For any additional staff meeting we will be sure to notify you as soon as possible. **ATTENDANCE AT ANY MEETING IS MANDATORY.**

Section 9.5 Cell Phones

A. Counselors will **NOT** have cell phones while on the clock. We will have a safe location to keep your cell phone. IF you are talking on the phone or texting you are not watching campers, so to help with the temptation we have all counselors put phones away when clocking in.

Summer Youth & Teen Camps

(Students must be 5 years of age on or before September 1, 2023 in order to attend)

Must have completed all day Kinder for the school year 2023-2024

Voyager (Youth): Completed all day Kindergarten - Entering 5th Grade.

Adventure (Teen): Entering 6th-9th Grade.

Section 9.6 Monday Morning

A. Sign in/out table

1. On Monday morning, parents or guardians are instructed to sign campers in each morning. The head counselor(s) will oversee the table greeting and answering any questions. The sign in/out table can get busy at times so we do not allow other campers to sit at this area because private information may need to be shared.

J. Check-in/Greeters

- a. **SUMMER CAMP-** One Head Counselor/Assistant Director will be at the entrance of the School to ensure drop off goes smoothly and to answer any questions a parent may have. A Counselor will be assigned the morning task of “Runner” and will be responsible for escorting campers to meet their counselor for the week.
 - i. Staff will need to be at their assigned locations by 7:30am
 - ii. Upon arrival parents/guardians need to sign in print/Signature/time. Please be sure to keep track of the number of campers that arrive each day! We do not ask for an ID at check in.
- b. **SPRING BREAK CAMP-** One Head Counselor/Assistant Director will be at the entrance of the KRUG Activity Center to ensure drop off goes smoothly and to answer any questions a parent may have. A Counselor will be assigned the morning task of “Runner” and will be responsible for escorting campers to meet their counselor for the week.
 - i. Staff will need to be at their assigned locations by 7:30am
 - ii. Upon arrival parent or guardians need to sign in print/Signature/time. Please be sure to keep track of the number of campers that arrive each day! We do not ask for an ID at check in.

Section 9.7 CAMPER CHECKIN/OUT PROCEDURES

IN ORDER TO ENSURE THAT EACH AND EVERY CAMPER IN ATTENDANCE IS ACCOUNTED FOR, THE FOLLOWING PROCEDURES ARE TO BE FOLLOWED

- A. All campers signed up for the week will be on the sign in sheet. If a child arrives and they are not on the list, **please notify the Camp Director immediately.**
- B. During check-in, two head counselors will be at check in every Monday morning. Parents can drop campers off at any time on Monday. Tuesday- Friday drop off times are limited based on the schedule.
- C. There will be a NEW sign in/ out list for each morning. Please be sure that each camper is signed in and out with time
- D. Please be sure to mark each camper in attendance on the roster provided on Monday morning. This will help account for all campers.
- E. Parents will notify the Camp Director if campers are to be picked up from field trip locations.
- F. Upon check-in we will supply the weekly schedule for parents to take home. The schedules are different for Voyagers and Adventures, please be sure the parents receive the appropriate schedule.

- G. It is important to remember that each day is a new day. Campers do not have to attend each day of camp. We need to be sure that we are sending campers to the appropriate group and notifying counselors of their arrival if we have begun scheduled rotations.
- H. **WE CHECK FOR ID'S!**
- I. **Assistant Camp Director/Head Counselors- You will check each day. There are NO EXCEPTIONS**
- J. If the person picking up the camper is not on the authorized pick-up form and you have double checked the authorized pick-up on campdoc, notify the Camp Director immediately.
- K. Monday- Friday we will have at least 2 of the Head Counselors present during afternoon pick-up. The two head counselors give next day information during the check-out process.
- L. Once the parent has confirmed identification information, we will then call through the walkie talkie to the camper.
- M. Please be sure to remind parents of the field trip or pool day the following day!

Section 9.8 Cleaning Procedures

A) Employees will follow all cleaning procedures for the Kyle Summer Camp. The employee will receive cleaning descriptions during employee orientation. Cleaning tasks must be performed each morning and afternoon.

1. Morning Cleaning Tasks

- i. Employees will arrive by 7:00 am. Daily morning tasks are assigned to each employee. The task assigned must be completed correctly. Once completed the employee will go to their direct supervisor for completion approval.
- ii. Each morning task must be signed by the direct supervisor. Failure to do so may result in disciplinary action.

2. Afternoon Cleaning Tasks

- i. Employees will be assigned afternoon cleaning tasks. The employee must correctly complete the task and then get a supervisor approval of completion with a signature.
- ii. Each morning task must be signed by the direct supervisor. Failure to do so may result in disciplinary action.
- iii. The tasks must be completed before clocking out for the day. Daily Cleaning Tasks

B. Cleaning protocols of daily and periodic disinfection will be mandatory for the 2024 Kyle Summer Camp

- i. Restroom may be cleaned/disinfected as needed. Employees will get the assignments daily.
- ii. All items used must be properly sanitized (i.e. basketballs, dodgeballs, scooters, noodles, flags)

Section 10.1: City of Kyle- Parks & Recreation Department Summer Camp Rules

REVISED POLICY NOVEMBER 2,2023

PLEASE READ AND SIGN

Discipline & Guidance Policy

For the City of Kyle Parks & Recreation Department Camp Programs

Choices of Discipline

We enforce a "Choices" discipline policy. Our campers are old enough to understand that defying the rules is a choice, therefore they will be responsible for choosing the consequences for their choice. When possible and appropriate, campers will have the opportunity to discuss their actions and come up with a solution or agreement that will promote self-control and self-discipline. When a Level 2 (or higher) action has been made, it will be documented with the Camper's and Guardian's signature. Once a camper reaches a Level 2 action, they are no longer allowed to choose their consequences. While actions are listed under a specific level, the camp director reserves the right to judge actions based on intent and severity of the action.

**** Please note the City of Kyle Parks and Recreation Department in no way promotes or conducts any form of Corporal punishment****

*****IF A CAMPER WAS TO GET SUSPENDED 2 TIMES IN THE SAME CAMP SEASON, THEY ARE AT RISK OF NOT BEING ALLOWED TO RETURN BACK TO THE CITY OF KYLE CAMP PROGRAM*****

	LEVEL 1	
--	----------------	--

Actions:

- Unsportsmanlike conduct
- Not following game/activity rules
- Verbal issue with another person
- Rebellious attitude
- Any action a Director, Assistant Director, or Head Counselor deems fit

Consequences:

- Sit out 5 minutes
- Discussion/Mediation with Counselor
- Counselor assigned Camp Service task
- Any consequence a Director/Assist. Dir deems fit

	LEVEL 2	
--	----------------	--

Actions:

- Using rude or obscene language
- Multiple/repeated lower-level offenses assigned Service Task
- Any action a Director, Assistant Director, or Head Counselor deems fit

Consequences:

- Any consequence a Supervisor deems fit
- Discussion/Mediation & sit out 10 mins/ Head Counselor
- Any consequence a Director/Assist. Dir deems fit

	LEVEL 3	
--	----------------	--

Actions:

- Hurting any person with aggressive force (i.e.) chokeholds, pinching, scratching, or Hitting with foreign object (list not inclusive)
- Threat to leave camp site or field trip
- Any stealing or destruction of property
- Multiple/repeated lower level offense
- Any action Director/ Assistant Dir, Head Counselor deems fit

Consequences:

- Behavior contract to prevent incident
- Phone call to parent/guardian
- Discussion/Mediation & 15 min sit out
- Camp Director/ Assist. Camp Dir Service Task
- Any consequence a Director/Assist. Dir deems fit

	LEVEL 4	
--	----------------	--

Actions:

- Any inappropriate touching
- Multiple/repeated lower level offenses
- Any action a Director/Assist Dir. deems fit
- Uncontrollable behavior on field trip
- Vulgar Language

Consequences:

- Parent/Guardian will be called immediately and the camper will be suspended from camp for the remainder of the current day and possible the day or days following.
- Any consequence a Director/Assist. Dir deems fit

	LEVEL 5	
--	----------------	--

Actions:

- Leaving camp site or without permission
- Multiple/repeated lower level offenses
- Any action Director/ Assistant Director deems fit

Consequences:

- Parent/Guardian will be called immediately. The camper will possibly not be allowed to return for the rest of the camp depending on the action and the number of offenses that have been made by the camper.
- Any consequence a Director/Assist. Dir deems fit

Campers Name: _____

Parent Signature: _____ Date: _____

Section 10.2: City of Kyle- Parks & Recreation Department Employee Corrective Action
A. EMPLOYEE CORRECTIVE ACTION POINT SYSTEM

Based on a 4.0 scale

Verbal Warning: 1st Offense for all Staff (will be documented)

- Talking with friends while on the clock/field trips
- Late 5-20 minutes with a call
- Not clocking in or out correctly
- Not filling out paperwork correctly
- Unprofessional cell phone usage
- Unhygienic appearance at work
- Not in proper uniform/without backpack supplies

Corrective Action: Counselors	
Talking with friends while on the clock/field trips	.5 points
Late 5-20 minutes without a call (after Verbal Warning)	1 point
Any form of gossip	1 point
Late 20+ minutes without a call	1 point
Not filling out paper work properly (after Verbal Warning)	1 point
Poor cleaning of facility, bus, park, etc.	1.5 points
Not following schedule	2 points
Improper/Ineffective supervision	2 points
Inappropriate items in backpack	2 points
Talking to guardian/parent without supervisor present	2.5 points
Late 5-20 minutes without a call After 2 nd offense	3 points
Use of phone without permission	3 points
Willful subordination	3 points
Sleeping at work	3 points

-If repeated offenses occur by Counselor, a meeting will be held with them, the Head Counselor, and Assistant Camp Director.

-If offenses continue after said meeting, an additional meeting will be held with Counselor, Head Counselors, Assistant Director, and Camp Director.

-If Counselor continues offenses after these meetings, Counselor will be suspended or for a period of time or terminated as determined by the Camp Director, Assistant Camp Director, and Head Counselors.

Corrective Action: Head Counselors/ Assistant Camp Director	
Late 5-20 minutes without a call	2 point
Talking with friends while on the clock/field trips	1 point
Any form of gossip	2 point
Late 20+ minutes without a call	2 points
Not clocking in or out correctly (after Verbal Warning)	1.5 points
Unprofessional cell phone usage at work	1.5 points
Not filling out paper work properly (after Verbal Warning)	1.5 points
Poor cleaning of facility, bus, park, etc.	1.5 points
Failure of facilitating clean-up	2 points
Improper/Ineffective supervision	2.5 points
Inappropriate items in backpack	2.5 points
Willful subordination	3.5 points
Sleeping at work	3.5 points

- If repeated offense occurs by Head Counselor, a meeting will be held with them, the Assistant Camp Director and Camp Director.
- If offense continues to occur, the Head Counselor will be suspended for a period of time as determined by the Camp Director and Assistant Camp Director.

Immediate Discharge (First Offense):
Acting in a disrespectful manner to campers, parents, coworkers, supervisors, or anyone while on the clock
Closing gym/facility without the permission of the Assistant Camp Director/Head Counselor
Job Abandonment
Harassment, sexual or otherwise
Possession of a weapon
Threatening behavior (verbal or physical) or endangering lives of others
Timesheet theft
Vandalism to facility or equipment
Violating GHPMI Drug/Alcohol Policy
No Call/No Show

Points can be given for other infractions not listed above at the discretion of the Management Staff. Employees will be given the opportunity to view and sign any and all documentation forms before they are attached to the employee’s file, assuming employee is actively working.

Once 3 points have been accumulated, an Employment Review meeting will take place to discuss any problems/issues.

I have read and understand The City of Kyle policies stated above. I understand that failure to complete any of the following tasks may result in a write-up. If I accumulate at least 4 points on the Corrective Action Point System, I understand that I am subject for termination at the discretion of the Camp Director and Recreation Director.

Section 11 Emergency Action Plan

Section 11.1 Standard Day Camp Medical Emergency Plan

A. In the event of an emergency/accident within our Day Camp the following guidelines should be adhered to:

1. Assess the situation:
 - Is it truly an emergency? Is the victim breathing, conscious, bleeding severely, moving, in severe pain, etc.?
2. If any of the above warrants the situation as serious TAKE CONTROL!
 - Provide reassurance to the victim. Demonstrate confidence.
 - Direct other children in the group to sit and wait in a specific location, away from the victim, be visible.
 - Stay with the victim.

- Send another counselor, available adult, or camper, to the nearest phone. Each Head Counselor will have a phone and each seasonal camp employee will have a walkie talkie. Direct this individual to call either 911 on a campus office phone or 911 when using a cell phone.
- 911 will put the person through to emergency dispatch in Kyle. The person making the call should be able to provide the following information:
 - Location from where they are telephoning (**EXAMPLE:** Explain you are at the Kyle Summer Camp 1100 West Center Street by the ash pavilion)
 - Location of victim
 - Condition of victim, i.e., severe bleeding, unconscious, diabetic, etc.
- Paramedics should be on the scene in several minutes.

3. If the situation warrants action prior to the arrival of the paramedics more extensive than reassuring and/or calming the victim, the counselor should perform only those steps/procedures they have been trained in. As a camp counselor, you are required to be trained in adult/child CPR and First Aid.

- In the event you are unable to perform appropriate procedures for such emergencies as those indicated above, be sure to call for help from other counselors, lifeguards, or adults in the vicinity.

4. Report all accidents to the Camp Director and log them on the injury log which is located on the bookshelf in the Camp Office. Parents must also be made aware of any injury their child incurred at camp. The Camp Director or Assistant Camp Director will make the phone call.

5. Camper Emergency Information is in a binder located in the camp office, but the director can also access it online from any computer. This information is considered "privileged" or "private" meaning you must not allow other camper's access to it.

In the event of a life-threatening emergency: Call 911

Section 11.2 Standard Day Camp Medical Emergency Plan

- I. Severe Weather
 - a. Before the Event: We will closely monitor the weather each and everyday using weather applications and a weather radio.
 - b. At the event: If bad weather were to occur, we will take campers indoors to the nearest location
 - i. Sportsplex concession
 - ii. Field 5 concession
 - iii. Kyle Pool
- II. Shelter in place/Community Emergency
 - a. We will take campers indoors to the nearest location
 - i. Sportsplex concession
 - ii. Field 5 concession
 - iii. Kyle Pool
- III. Evacuation
 - a. We will take campers to the nearest location

- i. Park Maintenance Field
 - ii. Sportsplex concession
 - iii. Field 5 concession
 - iv. Kyle Pool
- IV. Fire
 - a. If a fire were to occur at the Gregg Clarke Park-Ash Pavilion Area
 - i. We will relocate campers to the Wallace Middle school
- V. Bomb Threat
 - a. Call 911
 - b. Gather all campers
 - c. Everyone will meet behind Wallace Middle School
 - d. Take a head count immediately
 - e. Each counselor will walkie in with their location and head count
- VI. Active Shooter
 - a. Call 911
 - b. Gather all campers
 - c. Everyone will meet inside nearest location
 - d. Each counselor will walkie in with there location and head count
 - e. Everyone one will shelter in place until told to do other wise
- VII. Medical Emergency
 - a. Call 911
 - b. Notify supervisor
 - c. Gather all children and perform a head count
 - d. Radio into supervisor headcount and update on situation
- VIII. First Aid Location
 - a. Ash Pavilion
 - b. Portable Building
 - c. Concession-Sportsplex
 - d. Concession- Field 5
 - e. Kyle Pool
- IX. Missing child/Missing person
 - a. Gather all children in one place
 - b. Keep calm
 - c. Perform 3 head counts
 - d. Call 911/ notify supervisor
- X. Emergency Contact
 - a. Recreation Manager- Aimee Garcia: 737-999-4055
 - b. Camp Director- Shane Boyer: 737-484-3873
 - c. Assistant Director -
 - d. Head Counselor -
 - e. Head Counselor -
 - f. Camp Phone: 512-228-1079
 - g. Emergency- 911

Section 12 Map Layout



