



Dear Recreational Staff,

To our new staff - we welcome you to the Middletown Recreation & Community Services Department. To our returning staff - it's nice to have you return for another summer.

We look forward to another fun, safe summer of programs for our residents. You have been hired for your knowledge and ability to provide the residents of Middletown with quality recreational services. Whatever your responsibilities are within the Recreation Division, your job is important as we work together to strengthen our community. We know you all will perform your duties to the best of your ability.

This manual has been prepared by the Recreation Administrative Staff as a guide to help you know and understand your duties and responsibilities. Every effort has been made to adopt policies and procedures that will provide maximum safety for you and the public.

If you feel a policy change is needed, you should approach your immediate supervisor. However, until your immediate supervisor has notified you that the policy has been officially changed, you must abide by the policies herein. Questions on information in this manual should be addressed to the appropriate Recreation Supervisor. As circumstances and operating conditions change, the City reserves the right to change, amend or abolish any of the manual's provisions at its sole discretion with or without prior notice.

Have a safe and enjoyable summer experience.

The Recreation Administrative Staff

Middletown Recreation Mission Statement

The Recreation & Community Services Department will enhance the quality of life for all Middletown residents with regard to recreational, athletic, leisure, and senior services. Through community partnerships, long-range planning, and professional management, the Department is committed to the highest level of equitable service, integrity, safety, and fiscal management. The Department will enhance the dignity of seniors while supporting their wellness, independence, and encouraging their community involvement.

Staff and volunteers will portray positive behaviors and be a positive role model for our participants by maintaining an attitude of respect, patience, courtesy, and maturity. You are expected to act in a caring, honest, respectful, and responsible manner consistent with the Mission of the Recreation Division.

I. EMPLOYEE DISCIPLINE

Disciplinary action may be given for just cause. Examples of just cause are: tardiness, unexcused absence, insubordination (not obeying orders/disobedience), sleeping on the job, phone use, stealing, use of drugs or alcohol before or during work, carrying a weapon, use of inappropriate language to fellow staff, participants, and/or the public disregard for staff manual and/or City policy, incompetence or ineffectiveness in performing emergency procedure and/or daily duties. The above mentioned are examples only and are not meant to be a comprehensive list. Immediate disciplinary action may include any of the following: oral warning, written warning, suspension, or dismissal. All disciplinary actions will become part of the employee's permanent personal file.

II. SEXUAL HARRASMENT POLICY STATEMENT

PURPOSE:

It is the policy of the City of Middletown that sexual harassment in the workplace is prohibited, illegal, and will not be tolerated. Federal and state law, including Title VII of the 1964 Civil Rights Act, 42 U.S.C. §2000e-2(a)(1), and the CT General Statutes §46a-60 et seq.,(8) prohibit various forms of discrimination and illegal harassment in employment and the workplace. All employees, managers, and non-supervisors as well as vendors, clients, and customers alike must comply with this policy and are expected to avoid any behavior or conduct that could be interpreted as sexual harassment. In addition, employees and the like are responsible for ensuring that such conduct does not occur either within the workplace, at assignments outside the workplace, or at City-sponsored events. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy. Sexual harassment is illegal and prohibited.

DEFINITION:

Sexual Harassment is defined in CT Statutes §46a-60(a)(8) as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature. It is illegal and improper if:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment refers to behavior that is unwelcome, is personally offensive, that debilitates morale, and therefore interferes with work effectiveness. Thus, no employee or anyone should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical, or be led to believe that an employment opportunity or benefit will in any way depend upon “cooperation” of a sexual nature.

Sexual harassment may include such conduct, but is not limited to the following: a) verbal conduct such as sexual innuendoes, “kidding,” “teasing,” jokes of a sexual nature, suggestive or offensive comments, lewd remarks, continued or repeated verbal abuse of sexual nature, and sexual propositions, b) non-verbal conduct such as derogatory or pornographic displays, cartoons or drawings, sexual gestures, repeated offensive sexual flirtations, or leers or stares, c) physical conducts such as touching, kissing, patting, pinching, brushing up against someone, demands for sexual favors, assault, or retaliation for complaining about sexual harassment. Sexual harassment conduct generally is repetitious and persistent in nature towards another person. Sexual harassment does not refer to the occasional, socially acceptable compliment.

REPORTING SEXUAL HARASSMENT:

The City of Middletown considers all sexual harassment complaints a serious matter. If an employee believes that he or she has been the victim of sexual harassment, he or she should report the conduct immediately or within 48 hours to his or her supervisor or next level of management above his or her immediate supervisor, and notify Faith M. Jackson, Director of Equal Opportunity and Diversity Management at 860.638.4830, or the Mayor’s designee in her absence so that the appropriate action can be taken. Department heads and supervisors are to promptly look into or conduct an internal investigation into a complaint or incident unless such incident involves the department head or supervisor thus requiring the investigation to be conducted by the City’s Director of Equal Opportunity and Diversity Management. Department heads or supervisors are to document the outcome of the complaint or incident, which must be submitted to the Office of Equal Opportunity and Diversity Management for record. If the complaint is found to have merit, corrective disciplinary action and/or corrective action will be implemented. If the complaint is found to be without merit, all involved parties will be so notified. Failure of a department head or supervisor to report complaints or violations to the Director of Equal Opportunity and Diversity Management and or designee within a reasonable time such as 48 hours could result in disciplinary action, including but not limited to termination.

Complaints may be made in person or in writing. For clarity, all complaints should be reported in writing and signed. Complaints made in person or given verbally directly to the Director of Equal Opportunity and Diversity Management or to the Mayor’s designee in her absence will be committed to writing, which must be signed by the complainant, preferably before an investigation is conducted.

The employee’s department head or supervisor will be notified when a complaint is submitted to the Director of Equal Opportunity and Diversity Management or to the Mayor’s designee in her absence.

At the discretion of the Mayor, serious forms of sexual harassment that could result in termination or a substantial suspension of more than 15 days may be referred to an independent outside investigator hired by the City.

The employee suspected of violating this policy may be placed immediately on Administrative Leave pending the result of an investigation. Reported incidents are to be investigated within 90 days of filing, except that an extension beyond the 90 days may be extended by the mayor as needed. To the extent permissible by law, any reported incidents will be kept as confidential as possible except where there is a legitimate matter of public concern.

The City will not tolerate any retaliation against any employee who files a complaint in good faith and or

participates as a witness and may subject an offending employee to disciplinary action, up to and including termination of employment. If a complaint is found to have merit, the employee may face discipline, up to and including termination. However, the City also recognizes that false accusations of sexual harassment or their unlawful conduct can be damaging to an accused employee or person and disruptive to the department operations; knowingly making false accusations may constitute misconduct for which disciplinary action may be imposed.

It is not the City's intention to regulate social relationships that are freely entered into by employees. However, it is our duty to develop and maintain a workplace free of sexual harassment. The Office of Equal Opportunity and Diversity Management is responsible for the implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.

III. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

PURPOSE:

The City of Middletown is an Affirmative Action/Equal Employment Opportunity Employer that is strongly committed to ensuring that no persons are discriminated against or excluded from participation, advancement, or other privileges of employment due to age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex, including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a), (b)(7), (d)(1), 46a-80(b), or 46a-81(b)(c) of the CT General Statutes. This provision is limited to the extent there is a bona fide occupational qualification or a superseding federal or state law. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability.

It is the policy and practice of the City of Middletown to ensure that no person will be discriminated against or be denied the benefits of any activity, program, or employment process in the areas of recruiting, advertising, hiring, reclassifying, promoting, transferring, demoting, layoffs, terminations, rehiring, rates of pay, benefits, discipline, and service. It has been the policy and will continue to be the strong commitment of the City of Middletown and all contractors and subcontractors who do business with the City to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability, and merit.

DEFINITIONS:

"Equal Employment Opportunity" is the right of all persons to work and to advance on the basis of merit, ability, and potential. Equal Employment Opportunity is the purpose and goal of Affirmative Action under 46a-68-75 through 46a-68-114 of the regulations of Connecticut General Statutes, and of applicable federal legislation.

"Affirmative Action" is a program of positive action undertaken to achieve full and fair participation of protected groups within the City's workforce. There is a difference between affirmative action and equal opportunity employment. "Affirmative Action" is the positive action taken with conviction and effort, to overcome the present effects of past practices, policies, and barriers to equal employment opportunity and to achieve the full and fair participation of any protected group found to be underutilized in the workforce and affected by policies or practices having an adverse impact upon their ability to participate fully in all activities connected to employment, promotion, training, transfer, and career advancement or other privileges of employment. In addition, the City of Middletown recognizes the difficulties experienced by persons with disabilities and by many older persons and will take appropriate action to provide equal

employment opportunity.

For the City of Middletown, Affirmative Action plays a crucial role at all stages of the employment process. Our commitment to Affirmative Action requires that we make the good faith efforts that may be necessary in all aspects to ensure that the recruitment and hiring of underrepresented individuals reflect their availability in the job market, that the causes of underutilization are identified and eliminated, and that the terms, conditions, and privileges of employment are equitably administered.

DIVERSITY

Diversity is a concept by which value is placed on the difference of the people who make up our workforce. These differences include both primary dimensions (e.g. race, gender, age, religious creed, marital status, national origin, gender identity, sexual orientation, etc.), and secondary dimensions (e.g. geographic location, socioeconomic conditions, work background, etc.), which are characteristics of groups of people within an organization.

As our workforce becomes more diverse, we are both challenged by and have the opportunity to find ways of enabling people of many different backgrounds to provide valuable contributions to the City of Middletown. It is not enough to simply increase diversity in the workplace; we must learn to respect and appreciate people from diverse backgrounds. When individuals communicate and work effectively with each other, affirmative action and the diversity within our workforce will mutually support an equal opportunity environment.

INTERNAL COMPLAINT PROCEDURES:

If an employee believes that he or she has been discriminated against in any aspect of the City of Middletown employment process or practice, he or she should contact Ms. Faith M. Jackson, Director of Equal Opportunity and Diversity Management and Affirmative Action Officer, who administers the City of Middletown Affirmative Action programs, monitors the day-to-day related decisions and activities, and is responsible for addressing complaints of discrimination. Complaints should be submitted in writing and must be signed by the employee. Reported incidents will be investigated within ninety days of filing, except that an extension beyond the 90 days may be extended by the Mayor as needed. To the extent permissible by law, any reported incidents will be kept confidential. Ms. Jackson is located at 245 deKoven Drive, Middletown, CT 06457 and can be reached at 860.638.4830. The City of Middletown will use viable affirmative action measures in all stages of the employment process as outlined in Section 46a-68-87 of the CT State Regulations and the City's Affirmative Action Plan Programs in a fair and impartial manner. All department heads, supervisory personnel, and staff are directed to become familiar with and adhere to the policy. Each department of the City will be provided with a copy of the City's Affirmative Action Plan and will be responsible for supporting affirmative action goals and initiatives. Any comments or questions pertaining to the plan should be referred to Ms. Jackson. As a public document, the City of Middletown Affirmative Action Plan is available for review by City employees, candidates for employment, and the general public.

COMMITMENT

The Mayor of Middletown, is personally committed to the effective implementation of the City's Affirmative Action Plan programs and initiatives and direct employees at every level to actively support the plan's policies and objectives. This policy shall be posted and distributed annually to all seasonal employees of the City of Middletown.

IV. ZERO TOLERANCE POLICY STATEMENT - Harassment & Violence in the Workplace Prevention

PURPOSE:

The City of Middletown is committed to providing a safe work environment where all people are treated

with respect, professionalism, and dignity. In addition, the City of Middletown is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Any acts of violence, threats, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reported incidents will be taken seriously and dealt with appropriately. Employees deemed to be in violation of this Policy may face discipline, up to and including termination.

Prohibited Conduct:

Harassment is prohibited based on all protected classes including age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including but not limited to blindness, race, religious creed, sex, including pregnancy, sexual harassment, transgender status, gender identity or expression, sexual orientation or civil union status, political belief, military or veteran status, or criminal record. Both Harassment and Sexual Harassment are illegal and prohibited in the workplace in accordance with Title VII of the 1964 Civil Rights Act, 42 U.S.C. §2000e-2(a)(1), and the CT General Statutes §46a-60 et seq., which prohibits various forms of discrimination and illegal harassment in employment and the workplace. The City of Middletown will not tolerate discrimination or harassment on the basis of a protected class by anyone. Employees, managers, and non-supervisors as well as vendors, clients, and customers alike are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur in the workplace, at assignments outside the workplace, or at City-sponsored events. It is a violation for any supervisor or employee, male or female, to engage in the acts or behavior defined in this City policy.

Harassment:

Harassment is defined as unwelcome conduct, whether verbal, physical, written, or graphic that is based upon a person's inclusion in a protected class. The City will not tolerate harassing or bullying conduct that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Offensive behavior includes but is not limited to verbal taunting which in the opinion of the employee impairs his/her ability to perform the job. Generally, harassment conduct is repetitious and persistent in nature towards another person.

Violence in the Workplace:

The City also affirms its dedication to foster a workplace that condemns all forms of racist expression or acts of intolerance. The City has zero tolerance with regards to substance abuse, violence in the workplace, drugs, alcohol, abusive, threatening, and offensive language or conduct directed at staff, co-workers, citizens, vendor, or visitors. Prohibited conduct, except as may be required as a condition of employment, shall be as follows: no employee shall bring to the worksite any weapon or dangerous instrument as defined in this policy; no employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument; and no employee shall cause or threaten to cause death or physical injury to any individual. A weapon means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having any automatic spring release device, a stiletto, any police baton or nightstick, any martial arts weapon, or electronic defense weapon. A dangerous instrument means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. Any weapon or dangerous instrument at the workplace will be confiscated. There is no reasonable expectation of privacy with respect to such items being in the workplace. No employee shall commit any conduct, either verbal or physical, that is abusive, threatening, intimidating, or demeaning.

REPORTING HARASSMENT AND VIOLENCE IN THE WORKPLACE:

Emergency Situation: For an emergency situation, an employee who believes that there is a serious threat

to his/her safety or the safety of others that requires immediate attention should contact 911. The employee must also contact his/her immediate supervisor and notify the Office of Equal Opportunity and Diversity Management at 860.638.4830.

Non-Emergency Situation: For a non-emergency situation, any employee who feels subjected to or witnesses violent, threatening, or intimidating behavior in the workplace should immediately document and report the incident within 48 hours to his/her immediate supervisor and notify the Office of Equal Opportunity and Diversity Management at 860.638.4830 so that the office may evaluate and advise the department head or supervisor on the appropriate action.

Department heads and supervisors are to promptly look into or conduct an internal investigation into a complaint or incident unless such incident involves the department head or supervisor thus requiring the investigation to be conducted by the City's Director of Equal Opportunity and Diversity Management. Department heads and supervisors are to document the outcome of the complaint or incident, which must be submitted to the Office of Equal Opportunity and Diversity Management for record. Failure of a department head or supervisor to report such complaints to Faith M. Jackson, Director of Equal Opportunity and Diversity Management, at 860.638.4830 or to the Mayor's designee in her absence within a reasonable time could result in disciplinary action, including but not limited to termination.

Complaints may be made in person or in writing. For clarity, all complaints should be reported in writing and signed. Complaints made in person or given verbally directly to the Office of Equal Opportunity and Diversity Management or to the Mayor's designee in her absence will be committed to writing, which must be signed by the complainant, preferably before an investigation is conducted. The employee's department head or supervisor will be notified when a complaint is submitted to the Director of Equal Opportunity and Diversity Management or to the Mayor's designee in her absence. At the discretion of the Mayor, serious forms of misconduct that could result in termination or substantial suspension of more than fifteen 15 days may be referred to an independent, outside investigator hired by the City.

An employee suspected of violating this policy may be placed immediately on Administrative Leave pending the result of an investigation. If the complaint is found to have merit, an employee using violent, threatening, intimidating, harassing, or abusive conduct or actions towards another employee, citizen, vendor, or visitor shall be subject to discipline beginning with suspension up to and including termination. Any employee found to have knowingly or maliciously filed a false accusation may constitute misconduct for which disciplinary action may be imposed.

An appropriate complaint procedure has been established for the City of Middletown to ensure that the appropriate authorities receive, look into or investigate, and resolve complaints. The Office of Equal Opportunity and Diversity Management complaint process may appropriately be used to adjudicate accusations of racism, intolerant acts, or violent acts in the workplace. Reported incidents will be investigated within ninety days of filing, except that an extension beyond 90 days may be extended by the Mayor as needed. To the extent permissible by law, any reported incidents will be kept as confidential as possible. The City will not tolerate any retaliation against any employee who files a complaint or participates as a witness. The Office of Equal opportunity and Diversity Management is responsible for implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.

V. AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

PURPOSE:

The City of Middletown is committed to providing and promoting equal opportunities in all of its activities and services. This commitment includes adhering to the mandates of the Americans with Disabilities Act

(ADA) of 1990 as amended. The ADA is a federal law that makes it unlawful to discriminate against a qualified person with a disability in all aspects of the employment process and in the provision of services and benefits. The City also follows all CT laws and regulations that apply to individuals with disabilities.

The City of Middletown is also committed to providing reasonable accommodations to qualified persons with disabilities. Qualified employees or prospective employees may request reasonable accommodations in order to perform essential functions of their job or gain access to hiring processes. This will ensure the full and fair participation of all employees and citizens with disabilities so that discrimination does not occur on the basis of a disability in the operation of City programs, services, and activities, or in its hiring and employment practices. In addition, individuals with disabilities are provided the opportunity to benefit from integrated programs and services, which facilitate interaction between people with and without disabilities.

WHAT IS A DISABILITY UNDER THE ADA?

Under the ADA, an individual with a disability is any person who meets the following guidelines: 1) has a physical or mental impairment that substantially limits one or more major life activities; 2) has a record of such impairment; or 3) is perceived by others as having such impairment. The ADA does not specifically name all the impairments that are covered. The City will reasonably accommodate the known physical or mental limitations of an otherwise qualified individual with a disability, unless the accommodation would impose an undue burden. Every reasonable effort will be made to determine and provide the appropriate reasonable accommodation to a qualified individual upon request. The City, in its discretion, may require the individual to provide additional information about his or her disability or limitations and the need for an accommodation. The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Qualified employees or applicants with disabilities may request accommodations in order to perform the essential functions of their jobs or to gain access to the hiring process.

HOW TO REQUEST ACCOMMODATION:

Qualified employees or applicants with disabilities who may require special testing accommodation or accommodations to fully gain access to the hiring process or in order to perform the essential functions of their job should make a request to the Human Resources Division, Justin Richardson, Director of Human Resources: justin.richardson@middletownct.gov; 860.638.4943; 245 deKoven Drive, Middletown, CT 06457.

In connection with programs, activities and other services: individuals with a disability who require an auxiliary aid or service for effective communication or a modification of procedures to participate in a program, service, or activity of the City or who wish to complain that a request for a reasonable accommodation has been denied or that a program, service, or activity is not accessible to persons with a disability should contact Laura Runte, Senior Services Specialist and ADA Compliance Officer for the City of Middletown: laura.runte@middletownct.gov; 860.638.4542; 61 Durant Terrace, Middletown, CT 06457.

All City employees and officers are expected to comply with this policy and to support the City's efforts and programs designed to promote and achieve the principles of the Americans with Disabilities Act as well as CT law.

The City strictly forbids retaliation against individuals who request an accommodation or otherwise exercise their rights under the ADA or CT law. The Office of Equal Opportunity and Diversity Management is responsible for the implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.

VI. MISCELLANEOUS

Alcoholic Beverages - The possession or use of alcoholic beverages and/or drugs by employees before and/or

during working hours is prohibited.

Sleeping - Any employee found sleeping during working hours will be terminated immediately.

Smoking - Smoking is not allowed in any City-owned facility. Smoking is not allowed during scheduled working hours.

Transportation - Employees are not to use their personal vehicles to transport program participants.

Telephones - Guardroom telephones are to be used for emergencies or official use only.

VII. OCCUPATIONAL MEDICAL EXPOSURE PROTOCOL

In the event of a Blood Borne Pathogens (skin and/or mucous membrane contact with another person's blood) or other occupational medical exposure* (e.g.; scabies, lice, tuberculosis, etc.), the affected employee should:

- Follow recommended guideline for post-exposure treatment (wash exposed area with soap and warm water or flush mucous membrane)
- Immediately report the exposure incident to supervisor
- Complete any necessary reporting forms as soon as possible
- If the exposure occurs during normal business hours (M-F, 8:30 AM – 4:30 PM), call Middlesex Hospital OCC MED (Occupational Medicine) at **860.358.2750**. Press **Option 6** to schedule to speak with a health-care provider**. Instructions will follow.

If the exposure occurs outside of normal business hours, call OCC MED at **860.358.2750**. Press **Option 0** and ask the operator to speak with the on-call provider. Instructions will follow.

Middlesex Hospital Occupational Medicine is located at 534 Saybrook Road (2nd floor).

***If the exposure also constitutes a medical emergency, the employee should report to Middlesex Hospital Emergency Department.**

****On-call physician or nurse.**

VIII. ELECTRONIC MONITORING POLICY

The City's e-mail system is a tool for internal and external communications; it is paid for and maintained by the City of Middletown. Pursuant to Connecticut General Statute, Section 31-48d and Public Act 98-142, An Act Requiring Notice to Employees of Electronic Monitoring by Employers, employers engaged in electronic monitoring are required to give prior notice to employees. City of Middletown employees should recognize that their work activities and communications might be subject to electronic monitoring.

"Electronic monitoring" is defined as "the collection of information on an employer's premises concerning employees' activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information (A) for security purposes in common areas of the employer's premises which are held out for use by the public, or (B) which is prohibited under state or federal law."

Employees may be subject to electronic monitoring or recording (including sound, voice, or video devices) while in City municipal facilities and other locations where City business is conducted, except Section 31-48b, C.G.S. prohibits any such monitoring or recording in areas designed for health or personal comfort of the employees or for safeguarding of their possessions, such as restrooms, locker rooms, or lounges.

Employees should understand that their activities involving City computer equipment and computer and/or electronic documents, data and communications, including voice, e-mail and Internet usage, are subject to being monitored, recorded, and reviewed. The appropriate use of City technologies, prohibited behaviors while using said technologies, and consequences of misuse are documented in the Information Technology and Equipment Use Policy. Furthermore, the City's Sexual Harassment policy applies to the use of e-mail and unacceptable behavior in the workplace is also unacceptable in cyberspace.

Employees should be aware of the fact that "deleting" an item does not mean that the item cannot be monitored and reviewed. As a result, files, data, and messages in the system are subject to access and review and are not confidential, despite any information to the contrary in literature or instructions describing the systems. There is no reasonable expectation of privacy with respect to the use of these systems and information received or stored.

Employees will not be subject to electronic monitoring or recording of the content of their direct telephone conversations, except as may be permitted under state and federal law.

Section 31-48d prohibits an employer, except under limited circumstances, to electronically monitor without giving written notice to the employee. The only exception to this policy will be the telephone monitoring of police investigative lines, which may only be monitored by sworn police personnel.

Personal recording devices that are used to record conversations with individuals without that person's knowledge and/or consent are prohibited. Violation of this provision of this policy is subject to discipline, up to and including termination.

Employee questions about this policy can be addressed to Mr. Bryan Skowera, Director of Information Systems, at 860.638.4997. The Director of Information Systems and the Director of Office of Equal Opportunity and Diversity Management are responsible for the implementation of this policy. This policy shall be posted and distributed annually to all employees of the City of Middletown.

IX. FIELD TRIP PROCEDURE

- A copy of the finalized attendance list (including staff) must be left at the program site.
- No field trip will be taken without the knowledge and approval of your Recreation Supervisor.
- The Program Director, or designee, will bring with them a roster of all children and staff who are participating in the field trip or off site activity.
- The Program Director, or designee, MUST take attendance on the bus before the bus departs any location.
- The Program Director, or designee, is responsible for taking a copy of the camp roster on every trip.
- The Program Director, or designee, is responsible for taking the cell phone, first aid and medical box on every trip.
- Counselors should seek direction from the Program Director during inclement weather.
- The Program Director, or designee, shall assign staff coverage of participants to afford the maximum safety of the children.
- The Program Director, or designee, shall take attendance on the bus before the bus leaves the program site and again on the return back to camp.
- Counselors are responsible for the children assigned to their group.
- Counselors are responsible for separating their group into pairs, called the Buddy System. The Program Director, or designee, will call Buddy Check, as they deem necessary.
- The Program Director, or designee, will designate boundaries or limits for the Counselors to keep their children within. The Program Director, or designee, will devise a system for groups to use the lavatories on a scheduled and emergency basis.

- Counselors shall immediately report missing children and/or emergencies to the Program Director or Assistant Director. The Program Director, or designee, will organize the staff into those responsible for looking after the remaining children and those that will help search.

X. ACCIDENTS/EMERGENCIES

- Recreation Supervisors are responsible for arranging access to an emergency phone. The Program Director is responsible for notifying the appropriate Recreation Supervisor if problems occur regarding access and use of the emergency phone.
- The Program Director is responsible for instructing their staff in the following procedures regarding emergencies and for taking charge of all emergencies.

Counselors should stay with the children and, if not certified in First Aid, wait for the appropriate staff person. Send a staff person to notify the Program Director and/or get help.

Depending on the nature of the emergency, the Program Director will determine if an ambulance and/or Emergency Medical Assistance is needed. If so, it is the responsibility of the Program Director to delegate someone to make the call.

Staff making the call should:

- ✓ Dial 911 - Police Emergency Line
- ✓ Request an ambulance, paramedics, and Police/Fire personnel
- ✓ The call will be transferred to the appropriate line
- ✓ Give exact location of emergency
- ✓ Description of what happened and status of victim
- ✓ Age and description of victim
- ✓ Give your name, job title, and work location
- ✓ Have someone meet emergency services and help direct them to victim
- ✓ Do not hang up until the Dispatcher tells you to hang up

The Program Director, or trained staff, shall perform First Aid in accordance with their training. Only those employees who have current certification in First Aid and/or CPR are to perform these procedures. First Aid Kits will be issued to each program. All Directors shall monitor and keep available sufficient First Aid supplies. Requests for additional supplies should be made to your Recreation Supervisor. The OSHA Manual for Bloodborne Pathogen Standard should be kept at the first aid station while on site and taken with you while off-site. Veteran's Pool has a manual; you only need to take it on field trips.

- The Program Director shall attempt to identify the victim and witnesses. Keep these people available to answer questions for the Emergency Medical Personnel and/or Police.
- The Program Director is responsible for making sure the appropriate Recreation Supervisor and/or Recreation and Community Services Office is notified of the emergency.
- The Program Director will attempt to contact the victim's family, advise them of the situation without causing undue alarm or discussion as to specifics. The family should be directed to proceed immediately to the hospital, NOT the recreation area, as medical personnel will need them there.
- The Program Director is responsible for submitting an accident report to the Recreation Supervisor within 24 hours. As well as, having all personnel involved or witnessing the accident, submit a report of where they were at the time of the accident, what actions they took, and/or what they witnessed.
- Recreation Supervisors will file all accident reports and forward reports of serious accidents or accidents where there may be potential litigation against the City of Middletown, to the Director of Recreation and Community Services.

FIRST AID EQUIPMENT AND RESPONSE

Recreation Program Directors, Facility Managers, and trained staff are responsible for first aid and keeping the first aid kits stocked and in order. If additional supplies are needed, request them from your immediate supervisor, immediately.

MEDICATION

If a child is taking medication and needs it to be administered during program hours, a medication form must be completed prior to the start of the program. All medication will be administered by an RN, LPN, or trained staff person on site. No medication can be dispensed until a medication form is completed by a child's doctor and signed by the parent/guardian and verified by our department's nursing staff.

XI. JOB DESCRIPTIONS

All employees have job descriptions. Please read your job description on our website www.middletownct.gov/recreation, under "Seasonal Employment" and keep one for your own information, if desired.

XII. WORKERS COMPENSATION

If an employee gets injured while at work, a Workman's Compensation Form must be filled out, within 24 hours. These are available on request from your immediate Supervisor.

XIII. EMPLOYEE EVALUATION FORMS

All seasonal staff will be evaluated at the end of week six. Your evaluation will be fair, consistent, and honest. Keeping an employee in a position they are not qualified for or motivated to do a good job in, does not help the employee, participants, or programs. Everyone must sit with director and supervisor for their evaluation. The evaluation must be signed by all three staff members.

XIV. FIRE

Evacuate the building as quickly as possible and meet at pre-determined area outside. Program Director should bring staff & participant attendance sheets with them. Account for all children and staff by checking on attendance sheets. For school buildings, pull the Fire Alarm and call 911. For Crystal Lake, use the bathhouse to call 911 or pull fire alarm in parking lot. Directors should hold a fire drill with Supervisor's permission during the first week of camp.

XV. LIGHTING

For general area lighting (lobby, bathrooms, guardroom, and basket room) the circuit breaker panel is located in the basket room near the boys' pass through window. The lights to be turned off or on daily are listed on the panel door. Security lights are labeled. Outside lights should be left on when you leave. Basement lights are controlled from a panel on the right side of the entrance doors.

XVI. VETERANS MEMORIAL POOL PROGRAM SWIMMING GUIDELINES

GENERAL INFORMATION

In case of emergency, the Programs must have pertinent medical release information for participants and staff with them at all times, including at the pool and riding to and from. After being tested, participants should wear their specified bracelets to the pool. Participants and Staff should not wear or bring valuables to the pool. Staff should monitor the shower area and assure the showers are turned off.

CANCELLATIONS

Cancellations will be determined by the Aquatics Director, Facility Manager, or Recreation Supervisor. If a program misses a swim day, it cannot be made up.

PROGRAM ARRIVALS

Groups must arrive by 12:00 pm. To avoid overcrowding and congestion in the pool entrance, changing rooms, and basket room, each Program Director will devise a system to regulate the number of participants entering the lobby, changing rooms, and pool.

SUMMER YOUTH DAY

The Pool Attendants will provide one basket room shelf solely for use of the camps. These baskets will be stacked outside of the changing rooms. Basket pick-up, changing of clothes, and bringing the baskets to the basket room windows will be under the direction of the Program Staff.

SWIMMING ABILITY TEST FOR PARTICIPANTS.

ALL PARTICIPANTS MUST BE TESTED BEFORE THEY ARE ALLOWED TO ENTER THE WATER.

To facilitate an efficient and effective swim test we will need the help and cooperation of all staff. On Program swim days, Program Directors should bring the Attendance/Swim Test Form with the participants' names and ages filled in, and corresponding identification bracelets. Each participant and/or volunteer will be tested on his or her first day at Vet's Pool or Crystal Lake. Participants who register after the first week, or participants who are swimming for the first time, will be tested before they are allowed to enter the water. Program participants should be organized into groups by age and seated on the grassy area.

Lifeguards will test each child individually. After the child is tested, the Instructor will communicate to the recording Program Staff the child's name and appropriate bracelet, which will be secured on the child by the Program Staff. The Program Staff will keep a copy of the Attendance/Swim Test Form. The Program Director and Facility Manager must communicate when new participants need to be tested. Swim instructors should be prepared to test new participants.

Both locker rooms require extra attention. Staff should periodically walk through both locker rooms. Preferably every 5 minutes, a staff person or lifeguard should walk through. Let your presence be known, so everyone knows staff is there. Please never let children spend time in the locker room without a minimum of two adults. Children should go in the bathroom alone or with TWO other children. Enter the locker room with them and then let them know that you are waiting by the door for them.

FREE SWIM

The Facility Manager and Program Director will review the rules and regulations of the pool with all participants. Children who have not been tested will be tested after their review of the rules and regulations. Children that are not participating in free swim should be entertained in groups by Program Staff from the sides of the pool.

BUDDY SYSTEM

Each child has a buddy, who should swim in the same area. Participants will swim in three predetermined areas according to their swimming ability. The Facility Manager/Camp Swim Coordinator and Program Director will station lifeguards and Program Staff (Observers) along the pool at a ratio of one staff to ten participants so everyone has a clear view of the participants in their section.

BUDDY CHECKS

Buddy checks will occur every fifteen minutes as determined by the Facility Manager and Program Director and the buddy checks will commence with one long blast of all Lifeguards and Observers whistles. Participants will swim to their Counselor, find their buddy, and together raise hands. When the Counselors have verified all the participants are accounted for they will verbally communicate to the Program Director/Facility Manager and swimming will begin again. Participants should notify their group leader and buddy if they need to use the lavatory. The Pool Attendants will monitor the lobby for any participant with or without a bracelet who may try to wander out the front entrance.

While on duty, assigned Program Staff (Observers) are to face the water at all times. Constantly scan your area for swimmers in trouble underwater. Watch for children who may wander over their heads or are in trouble. Constant vigilance, alert watchfulness and the ability to anticipate unsafe acts are important skills. Treat all children as non-swimmers. Alert staff provide a far greater service to the swimmers by preventing accidents and injuries before they happen. Do not allow individuals or groups to distract your attention. Alert the Lifeguard if you see someone in trouble. Do not attempt to make any form of aquatic rescue while serving as Observer.

Observers should wear sunglasses, skin protection, and hats. Program Staff with sensitive skin should notify their immediate supervisor if additional protection is required.

RECREATION PROGRAM DEPARTURES

Recreation Program swimming will cease at 2:30 pm. Participants and Staff should reverse the arrival procedure above, double check for items left behind and keep groups clear of the Pool's Main Entrance and Wading Pool entrance.

MISSING PARTICIPANT RESCUE AT VETERANS POOL

If Program Staff, participant, or Lifeguard notices a participant is missing, they should immediately notify the Facility Manager/Program Director who will immediately blow the whistle for a buddy check. If the participant is not found, the Facility Manager or designee will give the clear water signal – 1 SHORT BLAST ON THE AIRHORN. All participants should be removed from the water by the Program Staff and grouped on the grassy area. Program Staff should take a head count. At the discretion of the Program Director, after assessing the situation, the participants may be moved in groups through the basket room exit and onto the front lawn of the pool facility. After the water has been cleared and the participant is found in the water, the Swim Staff Water Rescue procedures will be activated. If after the water has been cleared the participant is not found in the water or among the public, the Program Director will determine which Program Staff are responsible for looking after the remaining children and which Staff will help search. The appropriate Recreation Supervisor should be contacted immediately.

WATER EMERGENCY

IF 1 SHORT AIRHORN BLAST IS BLOWN, the Program Staff should quickly, without causing undue alarm, clear the water of all participants, moving them to the grassy areas around the pool to sit down. A head count should be taken. At the discretion of the Program Director, after assessing the situation, the participants may be moved in groups through the basket room and onto the front lawn of the pool facility. If the victim is a participant, the Program Director should have the child's information ready to use and must immediately call the parents. The Program Director or designee should contact the appropriate Recreation Supervisor immediately. Items not covered above or needing change should be reviewed at a staff meeting by all supervisors.

XVII. CRYSTAL LAKE PROGRAM SWIMMING GUIDELINES

VISITING PROGRAM AND CRYSTAL LAKE PROGRAM ARRIVALS

To avoid overcrowding and congestion on the beach, the Program Staff will devise a system to regulate the amount of participants entering the beach.

To facilitate an efficient and effective swim test we will need the help and cooperation of all staff. On Program swim days, Program Directors should bring the Attendance/Swim Test Form with the participants' names and ages filled in, and corresponding identification bracelets.

Each participant and/or volunteer will be tested on his or her first day at Crystal Lake. Participants who register after the first week, or participants who are swimming for the first time, will be tested before they

are allowed to enter the water. Program participants should be organized into groups by age and seated on the beach.

Swimming staff will test each child individually. After the child is tested, the Swimming Instructor will communicate to the recording Program Staff the child's name and appropriate bracelet, which will be secured on the child by the Program Staff. The Program Staff and Pool Staff will keep a copy of the Attendance/Swim Test Form. The Program Director and Facility Manager must communicate when new participants need to be tested. Swimming testers should be prepared to test new participants.

MISSING PARTICIPANT RESCUE AT CRYSTAL LAKE

If a Program Staff, participant, or Lifeguard notices a participant is missing, they should immediately notify the Facility Manager who will immediately blow the whistle for a buddy check. If the participant is not found, the Facility Manager or designee will give the clear water signal – 1 SHORT BLAST ON THE AIRHORN. All participants should be removed from the water by the Program Staff and grouped at the back area of the waterfront. Program Staff should take a head count. At the discretion of the Program Director, after assessing the situation, the participants may be moved in groups away from the waterfront. After the water has been cleared and the participant is found in the water, the Swim Staff Water Rescue procedures will be activated. If after the water has been cleared the participant is not found in the water or among the public, the Program Director will determine which Program Staff are responsible for looking after the remaining children and which Staff will help search. The appropriate Recreation Supervisor should be contacted immediately.

WATER EMERGENCY

IF 1 SHORT AIRHORN BLAST IS BLOWN, the Program Staff should quickly, without causing undue alarm, clear the water of all children, moving them to the back area of the waterfront to sit down and stay quiet. A head count should be taken. At the discretion of the Program Director, after assessing the situation, the participants may be moved in groups away from the waterfront.

If the victim is a participant, the Program Director should have the child's information ready to use for Rescue Personnel. The Program Director should also contact the child's parent/guardian, as previously stated. The Program Director or designee should contact the appropriate Recreation Supervisor immediately. Items not covered above or needing change must be reviewed at the weekly staff meeting by all supervisors.

INCLEMENT WEATHER

All staff scheduled to work must report regardless of the weather unless otherwise notified by a Recreation Supervisor or Facility Manager.

In cases of thunder, lightning, and/or rain which hampers visibility of the bottom of the aquatic facilities, the swimmers are to clear the pool/lake and deck/beach area for approximately 30 minutes after the last clap of thunder or sight of lightning. Until the weather improves, the pool/lake will be closed temporarily and the following will apply:

- All patrons must leave the beach, water, and/or pool deck. No patrons or participants will be allowed to remain under trees, pavilions, bathhouse porch, during an electrical storm. Encourage patrons with transportation to leave the facility as soon as possible.
- All patrons that do not have transportation (or that have bikes) should remain inside the facilities (pool lobby area) away from doorways, showers, telephones, lavatory, and anything else that conducts electricity.
- Continual observation, by staff, must be made during periods of questionable weather.

- During inclement weather, when the pool/lake is still open, but there are no swimmers, lifeguards will be expected to clean the guard room, participate in emergency drills; complete swimming lesson plans, etc.
- On days of constant rain the pool/lake will be closed. Lifeguards, on a rotating basis, may be assigned to stay at the pool/lake to answer the phone and inform people that the pool/lake is closed.
- In case of rain, thunder, lightning, tornado, and/or hurricane at program sites, participants and staff must be kept inside a facility or suitable safe area. If the Program has not started, a cancellation notice if necessary should be put on the radio or TV by Recreation Manager. If the Program has started, call the bus company, parents who normally pick-up their children, and the Recreation and Community Services Office to coordinate the calling of parents to notify them the children will be brought home early. Children will be dropped off at Recreation and Community Services designated stops. If the Program has ended, participants may be allowed outside until the weather has cleared or conditions are safe for the children to board the buses.

XVII. WORK SCHEDULE

The Department discourages time off, tardiness, and unexcused absences.

- All employees must report to work in accordance with their scheduled hours. If you are ill and cannot work, you **MUST** call your Program Director and then email the Recreation and Community Services Office at rec@middletownct.gov, that you are not working your scheduled shift. Employees must report to work on time, be working when their schedule begins, and be in the appropriate attire. Before leaving their facility, employees should notify, and receive permission, from their Program Director (e.g. end of scheduled workday, emergencies, etc.) You are required to give your immediate supervisor twenty-four hours' notice for permission to leave early or report late (i.e. doctor appointment, college registration, etc.).
- Staff employees may not have visitors during working hours.

XVIII. STAFF WEEKLY PAYROLL SHEET/TIME CARDS

- Weekly payroll sheets will be filled in daily with arrival and departure times by the Program Director or Assistant Director.
- Time card verification (signature) is the responsibility of each employee. You must check to see if your hours match the Weekly Payroll Sheet. The form includes instructions for use.
- Employees have specific budgeted hours. They may not exceed those hours without the permission of their Recreation Supervisor. Ask your Supervisor for your budgeted hours.
- Seasonal/Part Time Staff are only paid for the actual hours they have worked. If any recreation program is cancelled, Seasonal/Part Time staff will not be paid for those scheduled hours. Potential cancellations may include, but are not limited to, low enrollment, inclement weather, or power outages.

XIX. WORK ATTIRE

- Staff shirts are provided for easy identification by the public. (I.e. emergencies, information requests, questions, etc.) These are the only shirts permitted during your scheduled work hours with the exception of staff sweatshirts during inclement weather. Each employee will receive two (2) staff shirts. Any previously issued Recreation and Community Services staff shirt may be worn.

Additionally, staff shirts may not be altered or disfigured in any way. Employees must appear clean and neat.

- All employees must wear sneakers at all times. Flip-flops may only be worn at the pool, not at your camp site.
- Two-piece suits and/or inappropriate swimwear, as determined by your Recreation Supervisor, are not allowed during aquatic activities. One-piece suits for women and boxer style suits for men are appropriate.
- Shorts must be an appropriate length.
- Backpacks may not be worn during working hours.

XX. WORKING WITH THE PUBLIC

- The duty of all staff is to ensure that all participants have a healthy, safe, and enjoyable experience during all summer recreational programs.
- All employees must be courteous, helpful, friendly, and informative to the public. The interaction you have with the public does one of two things; it either elevates or damages the public's perception of the department you work for.
- Be tactful, fair, and consistent; yet firm when enforcing the rules and regulations for your facility. Take the time to explain the reason behind the rule/policy.
- Answer questions willingly and to the best of your ability. If you do not know the answer to a question, politely direct the person to another staff person you feel can answer the question. Never exhibit anger or belligerence (inclined to be aggressive or hostile) to the public. If the person is angry and you are not getting anywhere with them, direct them to the Program Director. If the Program Director is not available, call the Recreation Supervisor.
- If a person is verbally or physically threatening, call 911 immediately.

XXI. DISCIPLINARY PROCEDURE FOR PROGRAM PARTICIPANTS

- With the position of seasonal Recreation worker comes the responsibility to discipline participants who are disobedient and/or disruptive to the groups' recreational enjoyment.
- For the benefit of the staff and participants, all participants must be informed of all rules and regulations by the Program Director, Assistant Director, and/or Counselors.
- Participants may receive written warning for any infraction of the program rules and regulations. Some examples are abusive language toward staff or other participants, leaving the Recreation Program area, fighting, spitting, etc. The Program Director or Assistant Director must approve all written warnings.
- If the Program Director, or Assistant Director, feels that an infraction is serious enough to dismiss the child immediately from the Program, they have the authority to do so with the approval of the appropriate Recreation Supervisor.

The following should be used as a guideline for disciplining participants:

- Use verbal warnings until they are no longer effective.
- Inform the Program Director or Assistant Director of your request to start written disciplinary actions.
- Complete in full the Disciplinary Action Form with assistance from the Program Director or Assistant Director.
- The Program Director or Assistant Director will inform the child of your actions and send the form home with the child to be signed by the parent/guardian and returned.

XXII. MANDATED REPORTER

All staff must watch the DCF training video (link below) and submit the completed certificate to our department, with hire paperwork.

<https://training01-dcf.myflorida.com/studentsite/admin/login.jsf>

XXIII. BUS AND CARRY-ALL DUTY/ BUS ACCIDENT

- Bus Supervisors are to check the children on and off the bus mornings and afternoons. Each Supervisor will have a list of Program participants who ride the bus. Unless instructed differently by the Recreation Supervisor, only children who are on your list should be allowed on the bus. Except for safety checks, Bus Supervisors should not get off the bus or leave the children unattended.
- In the event of a bus accident, stay with the children. Contact the Recreation Supervisor and/or Recreation and Community Services Office, as soon as possible, with the names of the children on the bus.
- Staff is required to ride the buses with the participants to and from all field trips.

XXIV. LOST PROGRAM PARTICIPANT

Determine where the child was last seen. Contact the Program Director who will organize the staff into those responsible for looking after the remaining children and those that will help search for the lost participant.

XXV. CONFRONTATIONS

Strangers observed on site by staff should be brought to the attention of the Program Director or Office Staff immediately.

If a staff member sees a stranger or participant holding a weapon and/or having a confrontation with another staff member, they are to remove the children they are responsible for from the area as soon as possible. Notify the Program Director and call 911 immediately. The police will ask many questions. Besides a description of the individual, they will want to know if the weapon is a pistol, rifle, assault weapon, etc.

If an individual, who is not the parent or guardian, insists upon taking a child out of the Program, try to reason with the individual. Stay calm, cool and collected and request that they sign the child out. Note the person's description and license plate for information to give the police. Do not forcibly try to stop the individual. Notify the Program Director and call 911 immediately. Bus drivers are not allowed on site other than for pick-up and drop-off of participants.

XXVI. PLAYGROUND

Supervising children on the playground can present challenges because children move around so quickly, whether alone or in groups. It is difficult to keep track of everything that happens, so you must be staggered, so no staff should be standing together. Make sure all staff is positioned so that there are staff observing every area. Only allow children to play in the area where staff can observe all participants. While staff are supervising the playground, please make sure you each know what area you are supervising. Please do NOT get distracted and visit with each other. Conversations should be kept to a minimum.

Go over basic precautions with your children, such as always taking turns, sliding down feet-first on a slide, watching out for other children before climbing down from a jungle gym, and never running in front of the swings.

Actively supervise. Stay alert, move around, and always keep kids in sight, especially younger ones. Make sure the play area permits you to see all children, i.e. limit the play area to be free of obstructions such as buildings or tool sheds. If you are working with a colleague, make sure you each know the area or children you are watching.

XXVII. MISCELLANEOUS

Phone Calls - Only the site directors, supervisors, nurses and office staff should be contacting and communicating with parents. If approached please direct parents to the appropriate staff.

Stray Animals – If a stray animal is observed it should be immediately brought to the attention of the Program Director. If the animal appears to be threatening to the participants, they should be removed to a different area or taken inside. Call the Animal Control Office/Police 860.638.4030 or Recreation and Community Services Office 860-638-4500 for assistance.

Telephones – Facility telephones are to be used for emergencies or official use only.

Cell Phones – Cell Phone use will not be allowed during your hours of work except as for work purposes during bus duty. If you are seen on your cell phone/Apple watch during work hours, you will be dismissed for the remainder of the work day.

Mandated reporters – as a City of Middletown summer employee you are a mandated reporter. You are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (CT General Statutes §17a-101a)

Social Media- No City of Middletown Recreation and Community Services employee may post pictures on any form of social media, including but not limited to Facebook, Snapchat, Twitter, and Instagram, of any City of Middletown Recreation and Community Services program participants under the age of 18 years old.

Reading – Reading of unrelated books, magazines or newspapers during work hours is not permitted.

Equipment and Supplies – Staff may not purchase or order supplies without the permission of the appropriate Recreation Supervisor.

Handouts – All program-related information, e.g. handouts to kids prior to distribution, must be reviewed and approved by the Recreation Supervisor.

Music – The use of radios, headsets, and/or musical instruments are not allowed during working hours unless prior approval is given by the appropriate Recreation Supervisor.

Card Playing – Card playing during scheduled hours is not allowed.

Program Dismissal – At the completion of the program, all children must be picked up before staff may leave. If a pick-up does not occur during working hours the Program Director will take volunteers or assign Staff to stay until all children have been picked up. Staff will be paid for staying.

Personal Belongings – Employees should not leave any personal belongings at work. The Recreation and Community Services Department is not responsible for any items left, stolen, or vandalized. This includes cell phones.

Food – Staff shall consume food only during scheduled lunch breaks and snack times or with permission from the Program Director. Employees may not leave the site to pick up food while working, and no food may be delivered to camp (UberEats, Doordash, GrubHub, etc.)

Backpacks – may not be worn during your hours of work.

XXVIII. Code of Conduct for Staff and Volunteers

Staff and volunteers are expected to act in a manner that upholds our principles at all times when you are in our facility or at Recreation Division-sponsored activities. We expect you to behave in a way that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person, or that falls below a generally-accepted standard of conduct. Specifically, action which does not show respect for others is not permitted. This includes:

- Clothing, body markings, or other visible items with hateful, vulgar or profane writing or pictures is prohibited.
- Using angry or vulgar language is prohibited.
- Making physical contact with another person in any angry or threatening way is prohibited.
- Engaging in sexual activity is prohibited.
- Harassing or intimidating by words, gestures, body language, or any other menacing behavior is prohibited.
- Stealing or other behavior which results in the destruction or loss of property is prohibited.
- Any other conduct of an inappropriate, threatening or offensive nature is prohibited.
- In order to protect staff, volunteers, and program participants – at no time during a Recreation Division program may a staff or volunteer 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.
- Staff/volunteers shall never leave a child unsupervised.
- Restroom supervision: Staff/volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff/volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for children and protection for staff (not being alone with a child). If staff assists 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.
- Behavior in the bathrooms: Never let children use the bathroom unsupervised. Send them in groups (odd number) and stand outside, with the door ajar. Limit the number of children who enter the same stall. Never send children in pairs. Try to remember the “Rule of Three.” Never assume there is not another child in the bathroom. Always have children ask permission to use the bathroom.
- Staff/volunteers should conduct or supervise private activities in pairs, when diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so they are visible to others.
- Staff/volunteers shall not abuse children including:
 - Physical abuse – strike, spank, shake, slap
 - Verbal abuse – humiliate, degrade, and threaten
 - Sexual abuse – inappropriate touch or verbal exchange
 - Mental abuse – shaming or cruelty
 - Neglect – withholding food, water, basic care, etc.Any type of abuse will not be tolerated.
- Staff/volunteers must use positive techniques of guidance, including: Redirection, positive reinforcement and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations, set up guidelines, and environments that minimize the need for appropriate discipline.
- Physical restraint is used only by Preventative Management Retreat-trained staff.

- Staff/volunteers responds to children with respect and consideration and treats all children equally, regardless of sex, race, religion, disability, color, national origin, genetics, and culture.
- Staff/volunteers 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.
- Staff/volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- Staff may not solicit members, participants, or other staff for contributions or sale of products except on behalf of other non-profits.
- Staff/volunteers must appear clean, neat, and appropriately attired.
- Using, possessing, or being under the influence of alcohol or drugs during working hours is prohibited. Drugs include the misuse of prescribed or over the counter medications.
- Smoking or use of tobacco is prohibited on City property and as well as during working hours.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children, parents, members or volunteers is prohibited.
- Staff/volunteers may not transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the programs.
- Before any communication with participants outside of program hours, discuss the nature with the Program Director.
- Staff/volunteers may not date program participants under the age of 18 years of age.
- Under no circumstance should staff release children to anyone other than authorized parents, guardians, or other adults authorized by the parent or guardian through written parent authorization on file with the Recreation Division.
- Any employee found sleeping or lying down during working hours will be terminated immediately.
- Staff/volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in the Code of Conduct.
- Staff/Volunteers limit physical contact with participants as much as possible. Do not carry, tickle or touch participants. Do not allow participants to sit on your lap.

Any violation of this Code of Conduct may result in immediate termination.

OFFICE NUMBER: 860.638.4500

CATHY LECHOWICZ, DIRECTOR	CELL	860.310.9932
KAREN NOCERA, RECREATION MANAGER	CELL	860.414.2400
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NICK DIONNE, AQUATICS SUPERVIOR	CELL	TBD
JANICE SKENE, RECREATION SUPERVISOR	CELL	TBD

Middletown Recreation Summer 2021

All Site Staff:

- Report first to Site Director & Assistant Director
- Director & Assistants report to Site Supervisor

