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Georgetown-Scott County Parks and Recreation Board Policies

B.01 – Purpose of Policies, Biennial Review

POL.B.01.01 – Purpose of Policies

These policies, adopted unanimously by the Board Members of Georgetown – Scott County Parks and Recreation (“GSC Parks”), set forth many basic tenets to guide the Georgetown – Scott County Parks Board (the “Board”) as it governs GSC Parks and the staff in administering the policies. These policies are not intended to be comprehensive in nature; the Board maintains additional rules, regulations, and guidelines. Through the use of these policies, the Board hopes to ensure good, honest, and accountable representation of and service to its constituents.

The responsibility for creating and updating, or causing to be created, procedures for implementing policy falls to the GSC Parks Director (the “Director”). The differences between "policy" and "procedure" are outlined below:

Policy

A policy is any plan or course of action reflecting the aims to be achieved by GSC Parks that are officially approved by the Board. It reflects value judgments on issues related to the purpose of GSC Parks and gives direction to the Director and staff in the discharge of their duties. The formulation and adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in overseeing the operation of GSC Parks. A policy must be formally adopted by the Board and recorded in the minutes of the meetings of the Board.

Procedure

A procedure is any plan or course of action formulated, developed, and implemented by the Director to facilitate day-to-day GSC Parks operations within the respective policies established in writing by the Board. Procedure guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy. The Director shall have the function and responsibility of specifying the action required and designing the detailed arrangements under which GSC Parks will be operated.

POL.B.01.02 - Biennial Review

It is the intention of the Board to review these policies biennially for consistency with applicable law and the practices of the Board and GSC Parks. These policies may be revised in writing by majority vote of the Board.

B.02 – Mission, Vision, and Values

POL.B.02.01 - Statement of Mission, Vision, and Values

Mission

To provide exceptional parks, programs, and places that enrich lives for our growing community.

Vision

Memorable park experiences create long-lasting memories for our diverse community and visitors.

GSC Parks' parks and other facilities provide quality open space and recreational opportunities for all county residents, and the Board will work persistently to maintain the availability of the County's parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is safe and deeply integrated into the distinctive Scott County living experience. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Scott County. The Board values and respects the history of Scott County and of GSC Parks, GSC Parks' civic involvement, and GSC Parks' tradition of innovation, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board's governance of GSC Parks. The Board thus will conduct the business of GSC Parks in an open and communicative fashion, seeking feedback and advice whenever possible. The Board will reach out to all residents of Scott County to assure that all are served equally to the fullest extent possible with the resources of GSC Parks.

The Board believes that one key to maintaining an excellent parks and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by GSC Parks. These valuable partnerships may be with agencies within Scott County's boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it is responsible for even while offering innovative, high-quality programs.

In striving for excellence, GSC Parks' values include:

- **Community:** Continuously striving to promote involvement and connectivity of residents and visitors.
- **Inclusion:** Celebrating diversity and ensuring equity with lifelong recreation experiences for everyone.
- **Integrity:** Inspiring pride through honest and accountable services and leadership
- **Wellness:** Promoting community health and well-being through welcoming parks and programs.

B.03 – Board Responsibilities and Guidelines

POL.B.03.01 – Board Responsibilities

The Georgetown-Scott County Parks and Recreation Board is a policy making board. Policy-making recreation and parks boards are independent governing boards with final decision-making responsibilities. The GSC Parks Board is responsible for overseeing the welfare of the parks, athletic fields, recreation facilities, and other public access areas to the benefit of all citizens. The board advises the City of Georgetown and Scott County Fiscal Court on the current needs and long-term sustainability issues that develop in parks and recreation facilities and programs. The board consists of nine (9) members that meet monthly or as needed. The nine members include four City

of Georgetown appointees, four Scott County Fiscal Court appointees, and one joint appointee. The GSC Parks Board's responsibilities include:

- 1) Provide continuing directions for planning, operation and evaluation of the department's growth, programs, and facilities.
- 2) Attend all board meetings and functions such as special events.
- 3) Actively serve on committees and take on special assignments.
- 4) Remain informed about the department's mission, services, policies and programs.
- 5) Review agenda and supporting materials prior to Board meeting.
- 6) Inform others about the department and its services.
- 7) Keep up to date on development in the field of Parks and Recreation Services.
- 8) Review, evaluate and approve the department's financial and operating policies.
- 9) Follow the requirements of the open records law.
- 10) Hiring, discipline, and firing of the GSC Director.

[POL.B.03.02 – Board Members Term of Office](#)

Georgetown – Scott County Parks and Recreation is governed by a Board comprised of nine appointed members, each of whom serves a four-year term which can be reappointed up to one additional four- year term. The City of Georgetown and Scott County Fiscal Court believes that a nine-member board is appropriate for the size of the department.

[POL.B.03.03 - No Compensation](#)

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in these policies.

[POL.B.03.04 - Board Authority Pursuant to State Law](#)

The Board functions under the authority of [Kentucky Revised Statutes 97](#) and within the framework of applicable State of Kentucky and federal laws.

[POL.B.03.05 – Actions Taken in Representative Capacity](#)

Board members, collectively and individually, act as representatives of Scott County residents and GSC Parks in maintaining and promoting GSC Parks' parks, facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members make decisions that determines how to best serve the entire community.

[POL.B.03.06 - Collective Decision-Making](#)

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It is improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

[POL.B.03.07 - Policymaking is Primary Role](#)

The Board concerns itself primarily with questions of policy rather than with administrative matters. The GSC Parks' Director is charged with the administrative responsibility to implement the Board's policies. The Board shall enact and maintain appropriate policies, rules, and regulations related to

the operations of GSC Parks and GSC Parks' facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

[POL.B.03.08 - Board Retreat and Goal Setting](#)

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are required to attend the retreat.

[POL.B.03.09 – GSC Parks Director is Primary Board Resource](#)

Board members should respect the commitment to implement its policies through the Director and to rely on the Director to handle the administrative functions of GSC Parks. Board members should request desired information from the Director rather than from other employees of GSC Parks. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about GSC Parks matters to the Director. Board members also should support the actions of the Director when those actions have been directed, ratified, or otherwise supported by the Board.

[POL.B.03.10 - Ethics and Conduct](#)

Because each action taken by a Board member in the course of his or her duties should be motivated by GSC Parks' best interests, a Board member should be free of undue outside influences and of self-interest. A Board member should advise the Director of all memberships and financial interests that a Board member has in companies or organizations that are doing business with GSC Parks. Board members will educate themselves about, and comply with, all other federal, state and local laws, regulations, and ordinances applicable to the conduct of appointed officials. Additionally, Board members must:

- On a yearly basis, file a ["Financial Interest Statement"](#) with the City of Georgetown or Scott County Fiscal Court determined by appointment. The joint appointee shall file with the City of Georgetown;
- Review the online ["Open Records Act and Open Meetings Act"](#) summary produced by the Attorney General on its website, review the ["Management of Government Records"](#) document review the ["Your Duty under the Law"](#) document' and complete a ["Proof of Receipt"](#) form and return to the GSC Parks Office Administrator;
- Shall comply with the Ethics Ordinance set forth by the City of Georgetown ([16-013-Ethics- Ordinance](#)).
- Represent all the residents of Scott County and avoid partisanship based on special interests;
- Respect the confidentiality appropriate to issues of a sensitive nature; and
- When the Board must decide upon an issue about which a member may have an unavoidable conflict of interest, that member must disclose the interest, and recuse him/herself from all discussion, deliberation and vote taking about the issue, as required by applicable state and federal law.

[POL.B.03.11 – Legislative Advocacy](#)

Many of the activities of GSC Parks are funded with money from County, State, and federal agencies. In addition, many of the activities of GSC Parks are affected by the laws of City, County, State, and federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to GSC Parks. When appropriate, the Board shall encourage

its members to contact County, State, and federally elected representatives to advocate the best interests of GSC Parks.

[POL.B.03.12 - Media Relations](#)

The designated spokespersons for GSC Parks are the Board Chair, the Director, and the Marketing and Special Events Recreation Manager. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the Chair to speak to a media representative about a matter with which that Board member has experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of GSC Parks. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to GSC Parks.

[POL.B.03.13 - Planning Responsibilities](#)

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of GSC Parks. Among other things, the Board shall undertake the following:

- Park Master Plans
- Capital Project Plans
- Surplus of Parks Property

[POL.B.03.14 - Intergovernmental and Civic Cooperation](#)

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to Scott County and act consistently with the best interests and well-being of GSC Parks. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of GSC Parks. The Board encourages Board members and the Director to promote intergovernmental and civic cooperation through appropriate relationships between GSC Parks officials and staff and the officials and staff of other agencies.

[POL.B.03.15 - Board Committees, Task Forces](#)

Currently there are four standing committees of the Board. See Section B.06 of these GSC Parks Board Policies regarding the standing committees and other committees and task forces of the Board.

[POL.B.03.16 - Recruiting and Training](#)

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of Scott County to be appointed for a position on the Board. In addition, Board members should take an active role training newly appointed Board members. Staff share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Director and a Department Head must take place.

POL.B.03.17 - New Board Member Orientation

The Board shall assist with the orientation of new Board members by:

- 1) Providing assistance to the Director with preparation of written materials, which shall include, among other materials, the following:
 - a. Georgetown – Scott County Parks and Recreation Policies
 - b. Georgetown – Scott County Parks and Recreation Rules and Regulations Governing Use of Park Facilities
- 2) Attending a tour of GSC Parks' parks and other facilities organized by the Director; and
- 3) Arranging meetings with the Board Chair, the Director, the Recreation Managers, and other staff as determined by the Director, for the purpose of explaining GSC Parks' organizational structure and the planning, financial, and budget procedures of the Board.

POL.B.03.18 - Electronic Communication

The [Kentucky Open Meetings Act \(KRS 61.805\[1\]\)](#) defines "Meeting" as "all gatherings of every kind, including video teleconferences, regardless of where the meeting is held, and whether regular or special and informational or casual gatherings held in anticipation of or in conjunction with a regular or special meeting." Electronic mail may be used to discuss public business by less than a majority of a quorum, subject to the restrictions contained in this policy. Electronic mail may also be used to communicate in any other manner that does not constitute deliberation under applicable Kentucky law. The following are examples of permitted use of e-mail by Board Members to discuss business of the Board:

- E-mails sent between two board members not copied to a third member;
- One e-mail from a board member to all other board members provided it is not responded to;
- E-mails between any number of board members not addressing public business of the Board or any sub-body of the Board.
- A series of emails cannot be sent to members of less than a quorum to avoid Open Records requirements.

Board members are also prohibited from using electronic means to seek out personal or confidential information regarding GSC Parks employees, contracts, finances, or other non-public matters.

Harassment of any kind is prohibited. Harassment policies apply equally to all electronic media. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, age, national origin, physical attributes, or sexual preference shall be transmitted.

POL.B.03.19 - Vacancies in Office

The Board shall declare vacant the office of any member who dies, resigns, ceases to be a resident within Scott County, or otherwise is rendered by law as unqualified to serve as a board member. A vacancy shall be filled by appointment of either the Mayor and/or Judge Executive determined by the original appointer of the vacant office. The appointed board member shall serve until the end of the original term and in a manner provided by law. The newly appointed board member may be re-appointed for an additional two (2), four (4) year terms.

POL.B.03.20 – Signing Official Documents

Purpose

To establish responsibilities for the review, approval, and signing of Official Documents.

Definitions

- 1) Official Document - A written agreement, proposal, or other formal instrument regarding a course of action, the expenditure of GSC Parks funds, or other contractual obligation - which is intended to be binding upon GSC Parks. Official Documents obligate GSC Parks as a whole, or its departments, to act, engage, consent, perform, or pay. Typically, at least one party to the transaction is external to GSC Parks. Official Documents may be in the form of contracts, proposals, agreements, statements, notices, resolutions, letters, memorandums, licenses, indentures, etc. But such documents may go by other names as well.
- 2) GSC Parks Board Member – An individual holding an appointed position on the GSC Parks Board having been appointed by the City of Georgetown, Scott County Fiscal Court, or jointly. A GSC Parks Board Member has implicit authority to sign Official Documents that have previously been voted on and accepted by the GSC Parks Board.
- 3) GSC Parks Officer - An individual holding an executive level position at GSC Parks - typically the Director, Assistant Director, or Acting Director. A GSC Parks Officer has the authority to sign Official Documents that have been voted on and accepted by the GSC Parks Board.
- 4) Authorized Alternate - An individual designated in writing by a GSC Parks Officer to act on his or her behalf in matters requiring signatures on Official Documents as outlined in this Policy. An Authorized Alternate may exercise such authority in the planned or occasional absence of a GSC Parks Officer, as a “proxy”; or may receive a more permanent delegation of authority for one or many particular Official Documents.

Policy

- 1) All Official Documents shall be signed by a GSC Parks Board Member and/or GSC Parks Officer, an Authorized Alternate, or as otherwise permitted by GSC Parks Policy. For instance, GSC Parks Policy allows for the fact that many business processes, forms, and related documents provide instructions for authorized approvals and signatures to facilitate the processing of routine transactions, such as Purchase Orders, Limited Purchase Orders, Travel Reimbursements, and the like.
- 2) These documents are properly handled at the GSC Parks Board, Director, or Department Manager level. This Policy is not intended to supersede other policies or change approval requirements for these established business processes.
- 3) Purchase Orders, Limited Purchase Orders, Emergency Purchase Orders which are above the procurement level of the GSC Parks Director and have been approved by the GSC Parks Board, it is recommended to have a GSC Parks Board member as the additional signer.
- 4) The originator of an Official Document shall route the document to the office of the appropriate GSC Parks Officer for review, processing, and signature after obtaining necessary approval and/or signature of the Department Manager, Director, or GSC Parks Board Member.

- 5) Exceptions to the requirements of this Policy may be authorized by the Director or the Assistant Director when special circumstances or emergency conditions make strict compliance impracticable. Authorization shall be in writing and filed in the Parks Administration Office.
- 6) The designation of any Authorized Alternate and any exceptions to this Policy shall be in writing and filed in the Parks Administration Office.
- 7) Official documents with significant legal implications should be forwarded to the GSC Parks Attorney for review before execution by the appropriate GSC Parks Officer. Documents such as summonses or subpoenas may be received and signed for by a GSC Parks Officer representative, as appropriate, but should be referred to the GSC Parks Attorney for review before any action is taken.
- 8) During the absence of individuals authorized to sign Official Documents, approval and signature should be obtained from the Authorized Alternate or other GSC Parks Officer. The individual designated as an Authorized Alternate will sign his or her own name and not the name of the GSC Parks Officer who made the designation, or of any other person.
- 9) Official Documents shall be routed to the cognizant GSC Parks Officer for signature.

B.04 – Board Officers

POL.B.04.01 – Chair

The Board Chair shall be the chief executive officer of the Board. The Chair shall be the presiding officer at meetings of the Board. The Chair shall appoint with Board approval annually, the committees and/or members and chairpersons of the standing committees of the Board. The Chair, with the consent of the Board, shall appoint the members of special committees created by the Board. The Chair shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The Chair shall sign all policies passed by the Board and all such other documents and papers of GSC Parks that by law require a signature. The Chair shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The Chair's vote shall be called for on all matters before the Board in the normal voting rotation with the other board members. The Chair shall establish an effective working relationship with the Director by meeting regularly to actively communicate with the Director about special issues and problems affecting GSC Parks. The Chair shall work with the Director to prepare Board meeting agendas and schedule an annual performance evaluation of the Director. The Chair shall effectively communicate with the Board Members to ensure all members are kept abreast of important issues affecting GSC Parks and schedule an annual Board evaluation. As well as serving as the official spokesperson for the Board, the Chair or designee shall serve on committees, commissions, or boards representing GSC Parks and represent the Board at community and GSC Parks events. The Board shall also serve as the official GSC Parks representative to the Kentucky Recreation and Parks Society Conference and any other official legislative committee that will enhance the mission and vision of GSC Parks.

POL.B.04.02 - Vice-Chair

The Board Vice-Chair shall perform the duties of the Chair in the Chair's absence or refusal or inability to act. The Vice-Chair will serve as the Chair the following year.

POL.B.04.03 – Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, policies, orders, and resolutions of the Board. The Secretary shall be responsible for all official correspondence of the Board. If the Chair and Vice Chair are both absent from a meeting at which a quorum of Board Members is present, then the Secretary shall call the meeting to order and call for selection of a Chair pro tempore for that meeting by a majority vote of the board members present. The Secretary shall be present at all meetings of the Board. The Secretary shall also serve as the Legislative liaison of the Board, keeping in contact with legislators and keeping the Board informed of legislative issues that would interest the Board.

POL.B.04.04 – Treasurer

The Board Treasurer, in conjunction with the Director and the Office Manager, report to the Board monthly all receipts and disbursements of GSC Parks and submit financial statements and detailed information as may be required by the Board.

B.05 - Meetings

POL.B.05.01 - Regular Monthly Board Meetings

The regular meetings of the Board are held on the third Monday of the month at 5:30 p.m. at the Pavilion Community & Recreation Center, 140 Pavilion Drive, except as otherwise posted by the Board in accordance with the [Kentucky Open Meetings Act](#).

POL.B.05.02 - Special Meetings

Special meetings of the Board may be called by the Board President or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to board members and shall be delivered and posted as required by the [Kentucky Open Meetings Act](#).

POL.B.05.03 - Annual Meeting

The official “Annual Meeting” of the Board will be held on the third Monday in December or as soon thereafter as practicable and shall include the election of the Board officers, including the Vice-Chair, Secretary, and Treasurer for one (1) year terms. The election will also include the Chair election if the seat is vacated. The standing chairs of the standing committees and liaison positions of the Board members will also be established.

Amended 11/16/2020 (<https://www.powerdms.com/public/GSCPRD/documents/1962026>)

POL.B.05.04 - Preparation of Meeting Agendas

The Director, in consultation with the Board Chair, is responsible for preparing the agendas for all Board meetings. The Director shall ensure the Board and GSC Parks’ General Counsel receives appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable for approval, an account of GSC Parks’ income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Director, with the concurrence of the Board Chair, may revise the agenda from time to time as appropriate depending on the current business of the Board:

- 1) Call to Order and Roll Call;
- 2) Approval of Agenda;
- 3) Public Comments;
- 4) Consent Agenda;
- 5) Staff Reports;
- 6) Old Business;
- 7) New Business;
- 8) Board Members Comments;
- 9) Executive Session (if necessary); and
- 10) Adjournment

[POL.B.05.05 - Director's Attendance at Meetings](#)

The Director, or if the Director is unable to attend then his or her designee, shall be present at all meetings of the Board.

[POL.B.05.06 – Quorum](#)

The Board is comprised of nine Board Members. Five Board Members constitute a quorum of the Board.

[POL.B.05.07 – Voting](#)

For the purpose of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of GSC Parks funds, creating a penalty or fine, creating a liability for GSC Parks, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the board members shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll calls votes. The initiation and seconding of motions also shall be recorded.

[POL.B.05.08 - Roberts Rules of Order](#)

To the extent not otherwise provided in these policies or other rules or procedures of GSC Parks, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

[POL.B.05.09 - Open Meetings](#)

All regular, special, and continued meetings of the Board shall be noticed and conducted in accordance with the [Kentucky Open Meetings Act](#). All meetings shall be open to the public except when an executive session is called in accordance with that act.

[POL.B.05.10 - Executive Sessions](#)

The Board may call executive sessions at such times and places as may be required for discussion of personnel matters; pending, probable, or imminent litigation; and other matters as provided by the [Kentucky Open Meetings Act](#).

[POL.B.05.11 - Effective Meetings](#)

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by board members or members of the public. Detailed discussions among board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other

standing committee. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Director prior to the meetings.

POL.B.05.12 - Public Comment

Members of the public will be allowed to speak during the "Public Comments" portion of a Committee of the Whole or Regular Board meeting, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall not have more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments, if necessary, to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

Guidelines

- **The time limit for public comments is three (3) minutes per speaker.**
- **This is a public discussion, not a debate.** The purpose is *not* to win an argument, but to hear many points of view and explore many options and solutions.
- **Everyone is encouraged to participate.** You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- **No one or two individuals should dominate a discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- **When you speak, state your name and where you live.** In a public meeting, it is helpful to know who is speaking as well as where they live in the community.
- **One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- **Listen to and respect other points of view.**
- **Do your best to understand the pros and cons of every option,** not just those you prefer. Be as objective and fair-minded as you can be.
- **Seek first to understand, not to be understood.** Ask questions to seek clarification when you don't understand the meaning of someone's comments.

Updated: 12/21/2020 (<https://www.powerdms.com/public/GSCPRD/documents/1897931>)

POL.B.05.13 - Effective Communications

Processes and procedures of GSC Parks will be designed to facilitate effective communications of the Board's policies and business decisions.

B.06 – Board Committees

POL.B.06.01 - Board Authority to Establish Standing Committees

The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains four standing committees:

- Committee of the Whole
- Administration and Finance Committee
- Recreation and Facility Programming Committee

- Building & Grounds/Facility Maintenance Committee

POL.B.06.02 - Committee of the Whole

The Committee of the Whole of the Board, comprised of all nine Board members shall meet from time to time. The Board Chair shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Director in consultation with the Board Chair.

POL.B.06.03 - Other Standing Committees - Generally

The other standing committees of the Board shall meet and discuss their business during the meetings of the Committee of the Whole. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Director, or by some other suitable format. The committee chairman may appoint non-board members to serve as members of the committee. The Chair of the Board shall serve as an ex-officio member of all committees.

Administration and Finance Committee

The Administration and Finance Committee shall be comprised of the Board Treasurer as chairperson, one other board member, and such other board members as may be appointed by the Board Chair with the consent of the Board. The Board Chair, the Director, and the Office Manager shall be ex-officio members of this committee. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

Recreation and Facility Programming Committee

The Recreation and Facility Programming Committee shall be comprised of the Board Secretary as chairperson, one other board member, and such other board members as may be appointed by the Board Chair with the consent of the Board. The Board Chair, the Director, and the Assistant Director shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding all relating to facility usage, recreational programming, communications, marketing, and related matters.

Building & Grounds/Facility Maintenance Committee

The Building & Grounds/Facility Maintenance Committee shall be comprised of the Board Vice-Chair as chairperson, one other board member, and such other board members as may be appointed by the Board Chair with the consent of the Board. The Board Chair, the Director, the Park Maintenance Manager, and the Facilities Maintenance Manager shall be ex-officio members of this committee. This committee is charged with consideration of and recommendations to the Board regarding park properties, development, buildings and grounds maintenance, grants, historic preservation, capital projects, and related matters.

B.07- Board Responsibility to Personnel

POL.B.07.01 - Board Responsibility to Establish Personnel Policies

The Board shall have the responsibility of establishing policies governing GSC Parks Employees. The Board may adopt and maintain a personnel handbook that establishes the terms, rules, and policies related to employment with GSC Parks.

POL.B.07.02 - Employment of Director

The Board shall employ a properly educated and trained professional to serve as Director, the chief administrative officer of GSC Parks. The Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Director annually.

POL.B.07.03 - Director Responsibilities

The Director shall be the chief administrative officer of GSC Parks. The Director shall be responsible for the hiring, management, discipline, termination, and other matters related to GSC Parks employees. The Director has the authority to change the organizational structure to manage the day-to-day operations. The Director also shall be responsible for the efficient operation of GSC Parks consistent with Board- established policies. The Director also shall serve as advisor to the Board on matters of policy formation. The Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund for GSC Parks.

POL.B.07.04 - Qualified Employees

The Board recognizes that GSC Parks competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of GSC Parks.

POL.B.07.05 - Employees' Performance of Duties

No Board member shall inhibit, obstruct, or otherwise interfere with any GSC Parks employee in the performance of his or her assigned duties. All inquiries relating to a GSC Parks employee should be directed only to the Director.

B.08 – GSC Parks' Parks and Facilities

POL.B.08.01 - Tours of Facilities

The Board shall endeavor to tour the GSC Parks' parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the GSC Parks' facilities. The tour shall be conducted by knowledgeable members of GSC Parks' staff. Board members also are strongly encouraged to visit and review the facilities and programs of GSC Parks individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

POL.B.08.02 – Renaming of a Park

The Board recognizes that over time parks or park facilities may require a naming change for any number of reasons. The Board understands that a proper policy is needed to handle all future requests.

The steps required to rename a park or park facility are as follows:

- If a member of the public wishes to have the Board consider renaming a park or park facility, they must first gather signatures on a clearly defined petition stating the current name of the park or park facility as well as the proposed name change for the park or park facility. The petition will collect the adult (18 years or older) resident's name, address, and phone number. Once a minimum of one hundred (100) Scott County residents' names are obtained, they will be placed on the agenda for the next board meeting.
- A proposed renaming of a park or park facility may also originate from the Georgetown City Council or Scott County Fiscal Court. This will not require a petition with signatures as these entities are the true landowners of park property.
- A proposed renaming of a park or park facility may memorialize persons of historic significance or national and/or local heroes. Those who have given outstanding service to mankind or who have worked over and above any ordinary interest level.
- The Board will hear the proposals at their board meeting and determine the validity of the request. The Board may:
 - Agree with the proposal and ask the Parks Department to set up a community forum around the name change
 - Table the discussion on the proposed name change of the park or park facility to get more information; OR
 - Decline the proposed name change with explanation

Community Forum

- The ideal location for the community forum will be the park or park facility for the proposed name change to maximize community involvement.
- If not available, the community forum will be held at The Pavilion.
- The community forum will be moderated by Parks and Recreation staff.
- Everyone present will get the opportunity to speak.
- If possible, a public vote will be held at the forum to determine the park or park facility name. Parks and Recreation staff will gather participants' names, at a minimum.

Public Voting

- If necessary, the public will have the opportunity to vote on the proposed park name change.
- Voting will remain open a minimum of one week from the conclusion of the community forum. Voting will be open to all residents of Scott County that are 18 years old or older.
- The highest vote getter for the proposed name change will be presented to the Board by the Parks and Recreation Director.

Updated: 12/16/2025

Final steps

- If the Board agrees with the proposed name change, it can be accepted by Board vote. The Director would then present the name change to the City Council or Fiscal Court for the ultimate approval in the form of a resolution.
- If the Board does not support the proposed name change, the process ends for a minimum of six (6) months.

B.09 – Additional Matters

POL.B.09.01 - Staff and Board Education and Training

The Board believes that it is in the best interests of GSC Parks to maintain an informed and educated GSC Parks staff and Board. The Board thus believes that GSC Parks should pay appropriate costs and expenses for the Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions in furtherance of their ability to best serve GSC Parks, as designated by the majority of the Board. Board members are expected to participate in seminars, and state and national conferences as attendance at these events makes a well-informed Board Member.

POL.B.09.02 - Membership in KRPS and NRPA

Based on the determination that the programs, services, and information provided by the Kentucky Recreation and Parks Society (KRPS) and National Recreation and Park Association (NRPA) are beneficial to GSC Parks, GSC Parks shall maintain membership in the KRPS and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

POL.B.09.03 - Annual Calendar of Actions and Activities

The Director, in consultation with the Board Chair, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

POL.B.09.04 - Use of Expert Consultants

The Board may seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

POL.B.09.05 - Recognition of Outgoing Board Members

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

B.10 – Board Fiscal Matters

POL.B.10.01 – General Fiscal Matters

The Board shall exercise prudent financial judgement and practices so that GSC Parks remains financially sound. The Board shall review and approve the proposed annual budget for GSC Parks. The Board also shall regularly review reports regarding GSC Parks financial status, including accounts payable, status of each of the funds of the department and similar reports.

POL.B.10.02 – Competitive Bidding

The Director shall use a competitive bidding process for public works projects undertaken by GSC Parks, when required by law or otherwise appropriate. When such a project has been set for competitive bidding,

the Board will award the contract to the lowest responsible bidder in the best interests of GSC Parks in accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects of similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters.

Contracts for public works projects should be provided to the Board and the Board may reject any and all bids when the Board determines that it is in the best interest of GSC Parks to do so.

[POL.B.10.03 – Fiscal Year](#)

This fiscal year of GSC Parks commences on July 1 and ends on the following June 30.

[POL.B.10.04 - Annual Budget](#)

The Board shall review and approve the annual budget after review and recommendation of the Administration and Finance Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget.

The Director shall supervise the preparation of the proposed budget in consultation with the Office Manager and GSC Parks Attorney. The proposed budget shall be released for public inspection in the manner provided by law. The Board shall approve a budget at a Board meeting prior to the beginning of the department's fiscal year, usually at the regular meeting of the Board in June.

[POL.B.10.05 – Annual Audit](#)

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. GSC Parks' accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

[POL.B.10.06 – Program Fees](#)

The Board shall maintain a revenue policy that recognizes the various costs related to GSC Parks' parks, facilities, and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That policy also shall recognize the various types of programs provided by GSC Parks and the scope of those programs, including without limitation community-wide programs (for example special events) that benefit the community as a whole, community-based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example gymnastics and summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses and program type.

[POL.B.10.07 – Debt Service Principles and Procedures](#)

Inappropriate levels of general obligation debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that GSC Parks is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business

community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for GSC Parks by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitable among current users and future users of the improvements. The Board also recognizes that the condition of GSC Parks' facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of GSC Parks' facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- The Board will endeavor to achieve and maintain the highest possible bond rating for GSC Parks.
- Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.
- GSC Parks will endeavor to maintain minimum reserves in the Debt Service Fund at least equal to the next required principal and interest payments on outstanding debt.
- Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund capital improvements included in GSC Parks' 5-Year Capital Projects Plan.
- No person or committee or other entity shall be authorized to create any financial liability on behalf of GSC Parks except only as approved in nature and amount by the Board or in accordance with GSC Parks' purchasing policy.
- The 5-Year Capital Projects Plan shall be the basis for planning and consideration of the issuance of bonds or other instruments.

[POL.B.10.08 - Grants](#)

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

Administrative Policies

A.01 - Legal Requirements and Compliance

POL.A.01.01 – Open Records Policy

Georgetown-Scott County Parks and Recreation (GSC Parks) recognizes its obligation under the [Kentucky Open Records Act 61.872 et seq](#) to permit any person to inspect and/or copy most public records of GSC Parks after making a written request.

- All requests to inspect and/or copy public records of GSC Parks must be in writing. Request forms are available from the Park Administrative Office at 140 Pavilion Drive, Georgetown, KY 40324 and the website at www.gscparks.com
- All requests must specify the records to be inspected or copied.
- GSC Parks will produce for inspection any requested public record that is not exempt from disclosure under the Kentucky Open Records Act.
- This policy does not apply to open session minutes of meeting of the Parks Board, which will be made available for inspection and/or copying in their entirety.
- GSC Parks will make public records available for inspection pursuant to this policy at the Pavilion, 140 Pavilion Drive, Georgetown, KY 40324 on Monday through Friday, except holidays, between 8:30 a.m. and 4:30 p.m.
- Original public records may not be removed from the Pavilion. Persons inspecting public records of GSC Parks shall not alter, deface or destroy any public record.
- Upon request, GSC Parks will make a copy of any public record that is not exempt from disclosure under the Kentucky Open Records Act or this policy. In order to recover the actual cost of reproducing public records, GSC Parks will charge 10 cents (\$.10) per side of a page copied. Prior to copying any public records, GSC Parks will inform the requesting party of the amount to be charged. GSC Parks will copy the requested records only after receiving payment of this amount.
- A person who wishes to have a public record copied without charge or at a reduced charge shall request a fee waiver or reduction must state the specific purpose for which the public record is being requested, and must demonstrate how and why the principal purpose of the request is to promote the public interest by accessing and disseminating information regarding the health, safety and welfare or the legal rights of the general public and not to promote personal or commercial benefit. In determining whether to grant a fee waiver or reduction, the Director or his/her designee will consider:
 - a) The amount of materials requested;
 - b) The cost of copying the materials requested;
 - c) The extent to which the written request for copies demonstrated that a fee waiver or reduction is, in fact, in the public interest;
 - d) Any other relevant facts.
- A person who has made a written request to inspect and/or copy public records of GSC Parks may appeal in writing to the Attorney General of the state of Kentucky within ten (10) business days if:
 - a) The Director or his/her designee denies the request in whole or in part;
 - b) The Director or his/her designee states in writing to the requesting party that responding

- to the request would be unduly burdensome; or
- c) The Director or his/her designee fails to respond in writing to the request within the time limitations set by the Kentucky Open Records Act. The Board shall respond to any such appeal within seven (7) business days.

POL.A.01.02 – Americans with Disabilities Act

GSC Parks acknowledges and supports the [\(Americans with Disabilities Act \(42U.S.C 12131 “ADA”\)\)](#) and prohibits discrimination on the basis of disability in the services, programs, or activities of GSC Parks. GSC Parks will make all reasonable accommodations to facilitate community access and full participation by citizens.

The Board empowers the Director to designate an employee or employees to coordinate GSC Parks’ efforts to comply with and carry out its responsibilities under ADA, including granting the authority to appoint a staff member to serve as the ADA Coordinator for GSC Parks.

Service Animals

The United States Department of Justice (DOJ) has amended Title II of the Americans with Disabilities Act (ADA) with a final rule related to “service animals” (See [35.136 Service Animals of the Revised Title II ADA Regulations](#)). The DOJ has defined “service animals” as a dog that has been individually trained to do work or perform a task that benefits an individual with a disability. The dog is not a pet since it has a specific job or task to perform. The rule states that other animals, whether wild or domestic, do not qualify as a service animal. Dogs that are not trained to perform tasks that assist a person related to their disability, including emotional support, are not considered a service animal. The rule has clarified that a person with a mental disability that uses a service animal is protected under the ADA. In addition, a miniature horse can be used as an alternative service animal but is subject to certain limitations.

Service animals can be asked to be removed from an area or program in specific situations including:

- The dog is barking.
- The dog is growling.
- The dog is not house broken.
- The dog displays a vicious or aggressive behavior toward other people.
- The dog acts disruptively such as jumping toward or running at other people
- The area is regulated by health rules that do not allow an animal to enter.

Special Recreation Programs

The Board recognizes the need to provide quality recreation for special populations that live within the county utilizing the financial resources available. GSC Parks is dedicated to making reasonable accommodations to inclusion in our programs.

POL.A.01.03 – Ethics Regulations

All employees and parties providing work or services on behalf of GSC Parks must be in compliance with the requirements of the [City of Georgetown Ethics Ordinance](#) and [Kentucky Revised Statute Chapter 11A and Title 9 Kentucky Administrative Regulations, as well as Executive Order 2008-454, its amendment, Executive Order 2009-882, and Executive Order 2016 - 377.](#)

POL.A.01.04 – Annual Fiscal Filing Requirements

On an annual basis, GSC Parks shall file with the appropriate city, county, and state agencies:

- Budget
- Annual Financial Statement and Independent Auditor’s Report
- Statement of Receipts and Disbursements
- Any other documents or reports required by law

To the extent any Kentucky State Law or Federal Law exists which is inconsistent or contrary to these policies, then GSC Parks shall conform to the requirements of State and Federal Law.

Budget Process

GSC Parks’ budget is designed to help us learn by assessing current conditions and desired outcomes. The goal of the budgeting process is to set our focus toward delivering recreation opportunities to the community based on their demands and our financial capacity. To accomplish this, we must construct a budget that works within the framework of our focus. We must also present a balanced and responsible plan that looks to evaluate how decisions made today will impact the future. Once the budget is set, we must then execute the budget with a high degree of proficiency.

Execution of the approved budget is monitored and evaluated for performance against defined measures to identify successes, diagnose weaknesses and adjust achieve the vision and mission of GSC Parks.

Annual Audit

An audit of all funds and financial practices shall be conducted annually by an independent certified accounting firm which will be chosen by the Board. In addition to the normal test of various funds, internal controls and investments, the firm shall provide an audit management letter providing recommendation for improving the fiscal and financial management practices of GSC Parks and our specific internal control deficiencies. The examination is to be made in accordance with generally accepted auditing standards and include such tests of accounting records and other auditing procedures as the firm deems necessary to formulate and “Opinion,” in accordance with GAAP (Generally Accepted Accounting Principles).

The examination will be directed toward an expression of an opinion on GSC Parks’ combined financial statements; however, it is not designated, nor can it be relied upon, to disclose defalcations or similar irregularities, should any exist. The firm will notify the Board, however, if any such matters are disclosed or come to the firm’s attention during the examination. The firm will prepare GSC Parks’ annual financial report. At GSC Parks’ request, the firm will render advice or recommendations on accounting and other matters. The firm will furnish the Board and management with a “Management Letter,” reporting on specific deficiencies found in the organization’s internal control system. Special Audits can be conducted at the request of the Board.

Financial Interest Statement

GSC Parks is required to file financial interest statements with the clerk in the city at the time they are appointed or hired. After the initial filing, department officials and employees must continue to file annual statements by 1 February each year, or as otherwise required. The following persons are required to file financial interest statements:

- Members of the Board and candidates for appointment to the Board
- Department employees who are compensated for services as employees who;
 - 1) are, or function as, the head of GSC Parks or other administrative unit;
 - 2) have direct supervisory authority over, or direct responsibility for, the formulation, negotiation, issuance, or execution of contracts.

A.02 - Community Involvement & Cooperation

POL.A.02.01 – Citizen Input Policy

GSC Parks feels that it is essential for the good of GSC Parks to solicit resident input on many of its decisions and actions. GSC Parks may utilize the following methods to obtain resident input.

- 1) **Resident Comment Opportunities at Regular Board Meetings:** Residents are welcome to attend Board meetings if they have issues or comments, they would like to make to the Parks Board. An opportunity for public comment is provided at each Regular Board meeting.
- 2) **Citizen Focus Groups:** Staff may conduct focus group meetings from time to time with specific user groups in order to gain input on a variety of issues. Focus groups are usually comprised of a small group of users who have an interest in specific programs or facilities.
- 3) **Surveys:** Surveys may be conducted by phone, e-mail, online, in person or by regular mail. Surveys may also be utilized to determine annual agency goals and assist with long range planning. In these surveys, participant families, Department representatives and part time staff and volunteers may be surveyed.
- 4) **Comprehensive Needs Assessment:** GSC Parks is always re-evaluating and assessing the recreational and leisure needs of the residents and our partners. The Board will review the changing needs of the community by directing staff to conduct a comprehensive assessment study at least every 7 years. This information will assist in determining the residents' interests and attitudes towards current programs, facilities, and parks, plus the need for future development of program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.
- 5) **Recreation Programs:** Residents are encouraged to submit their ideas and suggestions for improving the programs and services offered to the community. Staff should initiate feedback by conducting regular program evaluations to measure participant satisfaction levels and to improve upon the services provided. Additional means of feedback such as focus groups, suggestion boxes, etc. are also encouraged as the situation warrants.

POL.A.02.02 – Cooperation with Community Organizations Policy

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board shall strive to develop cooperative inter-agency agreements with other public and private entities, and especially intergovernmental cooperation agreements with local, state, and federal governmental agencies including the following:

- 1) **Relationships with Particular Groups; Liaisons:** The Board desires to maintain its valuable relationships with Georgetown Scott County Friends of the Parks, Inc., Georgetown Tourism Commission, law enforcement, various sports organizations, and civic groups. Board members and/or employees may be appointed to serve as liaisons between GSC Parks and some of these organizations.
- 2) **Scott County Schools:** The Board encourages cooperation between GSC Parks and Scott County School District in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to GSC Parks, Scott County Schools, and residents. Such cooperation may be memorialized in letters of agreement or contracts between GSC Parks and Scott County Schools.
- 3) **Partnerships with Non-Profit Organizations:** The Board encourages partnerships with non-profit organizations to provide necessary programming. Such partnerships will be memorialized in letters of understanding.
- 4) **Relationship with Government Entities:** The Board desires to maintain its valuable relationships it has with local government entities as it pertains to the [interlocal agreement](#).

POL.A.02.03 – Cooperation with Community Organizations Policy

GSC Parks will strive to work with other governmental entities including local municipalities, and Scott County Schools in the development and use of land and facilities when practical and when such cooperation produces mutually beneficial results such as increased efficiencies and/or increased recreational opportunities for residents. GSC Parks staff should be aware of and participate, when appropriate, in governmental planning efforts for the community.

Lending of Equipment

Lending and borrowing equipment to other agencies is common among governmental entities such as parks departments, municipalities, and school districts. Department heads of GSC Parks are empowered to both loan and/or borrow equipment when determined necessary and approved by the GSC Parks Director, the department head with approval of the Director is granted the authority to waive or establish a fair and equitable rental rate on specialized pieces of equipment. Equipment is not to be borrowed by employees or board members.

POL.A.02.04 – Volunteers

GSC Parks recognizes the need for volunteers in order to successfully implement programs and services.

Whenever possible, volunteers are utilized to maximize community involvement and to enhance the overall quality of parks, programs, and facilities.

For the safety of participants and facility visitors, any volunteer who will be directly supervising youth without the presence of a GSC Parks staff member must pass a criminal background check on an annual basis. Other volunteer positions may also be required to complete a background check depending on the type of services and/or location of services to be provided. Any applicant who refuses to sign a release to complete the background check will not be considered eligible for volunteer work with GSC Parks or GSC Parks affiliated organizations.

POL.A.02.05 – Public Information Policy

GSC Parks has a responsibility and a commitment to disseminate information regarding agency administration and operations, programs and events, and parks and facilities in a prompt, fair and accurate manner to the community and the media. In addition, it is GSC Parks' responsibility to provide a timely, fair, and accurate response to issues and inquiries raised by residents and the media.

This policy is founded on the following principles:

- 1) **Transparency:** GSC Parks is committed to approaching disclosure of information in a proactive, open, honest, and fair manner. Information concerning GSC Park's operation and institutional activities will be made available to the public in order to foster a relationship of mutual trust, cooperation, and respect.
- 2) **Accountability:** As a governmental institution entrusted with public resources, GSC Parks is accountable to its taxpayers whose best interest is at the center of all decision-making.
- 3) **Law-Abiding:** GSC Parks and its' Board and employees will abide by all local, state, and federal laws governing the release of public information, including the Freedom of Information Act (FOIA) and Kentucky Open Records Act.
- 4) **Public Engagement:** Public engagement enhances GSC Parks effectiveness and improves the quality of its decisions. GSC Parks will solicit public input and feedback in an on-going basis and as part of planning and decision-making processes when appropriate.

Responsibility & Methods

The Marketing and Special Events Recreation Manager oversees the process of dissemination of information to the public, including the media and elected officials. GSC Parks uses a variety of communication and marketing tools, including but not limited to bi-monthly newsletters, GSC Parks website, press releases, flyers, banners, newspaper advertising, electronic newsletters, and social media. Marketing guidelines are laid out in the [Community Relations and Marketing Plan](#) for the organization. Media inquiries are routed through the Marketing and Special Events Recreation Manager as the first point of contact with responsibility for coordination and handling of all inquiries.

Responses to public Open Records requests will be managed by the Office Manager, following all applicable laws as well as established GSC Parks policies and procedures.

In the event of a crisis (a serious incident that will generate intense public or media focus whether immediately or within a short period of time), GSC Parks will follow the procedures outlined in the Crisis Management and Communication Plan (TBD).

POL.A.02.06 – Donation Requests

The Board recognizes that from time-to-time contributions will be requested of GSC Parks for goods and services. It is the Board's intention to help those organizations that request it in the form of a donation for a charity or event in a timely and fair manner when possible. The donation(s) to Scott County based organizations will be a gift basket for the purpose of a silent auction item not to exceed \$50.00 in value per calendar year. All donative items (e.g. coupons, passes) are limited to activities that take place in Scott County and at GSC Parks facilities. All requests must be made in writing and the determination of the type/value of the donation shall be at the discretion of the Director. The request must be made four (4) weeks prior to the expected event and is limited to one donation per organization, per calendar year.

Conditions:

- All passes and certificates will have an expiration date of one year and must be used by the expiration date (no exceptions).
- All passes and certificates are non-transferable and non-refundable.

A.03 - Planning

POL.A.03.01 – Park & Recreation Comprehensive Master Plan

The Board adopts and always maintains a current Comprehensive Plan. The Park and Recreation Comprehensive Master Plan (PRCP) is developed based on resident, guest, staff and commissioner, assessment of GSC Parks current and future park, facility, and recreation needs. The PRCP will include, but not limited to, a community profile, needs assessment, GSC Parks profile, goals, objectives, level of service standards, capital projects and financial analysis. The PRCP is updated at a minimum of once every seven years and published for public review.

POL.A.03.02 – Needs Assessment

In order to facilitate the involvement and input of residents and guests in the long-range planning and decision-making process affecting the delivery of park, facility and recreation services, the Board will conduct a comprehensive attitude and interest survey and assessment a minimum of once every five years to develop a needs assessment. The results of the needs assessment will become part of the Comprehensive Plan and be published for public review.

POL.A.03.03 – Park Master Plans Policy

All land maintained by GSC Parks shall serve an intended park and recreation purpose which provides public benefit. Their type of use may vary from a highly developed parcel which provides for active, programmed recreation and park services to one which is undeveloped and utilized as a passive open space site. Prior to committing to the development of a previously undeveloped open space or redeveloping a park which significantly modifies its previous use and purpose, the Board will review and approve a Park Master Plan. This plan will govern the park sites development and will protect and preserve desirable qualities of the resource base.

Each Park Master Plan shall consist of a concept drawing which shows the spatial arrangements of various components of the plan, such as playground areas, athletic fields, buildings, pathways, landscape, etc.

Prior to adopting a Park Master Plan, staff will hold a public meeting, if applicable, to gather input from the community and surrounding neighborhood. Input gathered from these meetings, along with recommendations and standards included in the community and GSC Parks planning documents, will be used by staff to develop a preliminary draft with cost estimates and will be presented to the Board and the landowner for final approval. The Board shall endeavor to keep the Master Plan current and shall undertake a thorough review of the master plan at least as often as every 10 years.

POL.A.03.04 – Capital Improvement Plan Policy

The Board shall maintain a 3 Year Capital Projects Plan that forecasts GSC Parks capital project's needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed not less often than biennially.

POL.A.03.05 – Succession Policy

In the event the Director is unable to perform his/her duties for a period of time, GSC Parks has in place the following succession plan to facilitate interim leadership.

Temporary, Short-Term Absences

A short-term planned absence is one of less than three months in which it is expected that the Director will return to his/her position once the events precipitating the absence have concluded. This could include planned periods of leave such as a vacation or a sabbatical or unplanned absence that arise unexpectedly due to reasons such as personal or family illness or emergencies.

Unless otherwise determined in advance, the Director will continue to be consulted by phone of any urgent or serious matters. If the Director is not able to be reached during this time, the following chain of succession to determine a temporary Acting Director would occur:

- 1) Assistant Director
- 2) Pavilion Recreation Manager

In the event that this chain of succession is activated, the Acting Director is to immediately inform the Board Chair. The Parks Board may choose to meet to affirm the procedures in this plan or to make modifications as deemed appropriate for the situation. The Board Chair will be responsible for notifying staff and other board members of the delegation of authority. If a crisis or emergency occurs during this time, the Acting Director will determine if the Crisis Plan would go into effect after consulting with the Board Chair.

Temporary, Long-Term Absences

A long-term planned absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: the Parks Board will give immediate consideration, in consultation with the Acting Director, to the temporary filling of the management left vacant by the Acting Director. This is in recognition of the fact that it may not be reasonable to expect the Acting Director to carry out the duties of both positions for more than three months.

Permanent Change

A permanent change is one in which it is determined that the Director will not be returning to the position. The procedures and conditions to be followed should be the same as for a long-term absence with one addition: The parks Board will appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Director, and plan for the recruitment and selection of an Interim Director and/or permanent Director.

In the event that a Department Head is unable to perform his/her duties for a period of time, the Director will determine when to enact the following succession plan to facilitate interim leadership. The Director may make modifications as deemed appropriate for the situation.

Position	1st Successor	2nd Successor
Assistant Director	Pavilion Recreation Manager	Director
Pavilion Recreation Manager	Assistant Director	Director
Facility Maintenance Manager	Assistant Facility Maintenance Manager	Assigned Grade 5 Facility Maintenance
Parks Maintenance Manager	Assistant Parks Maintenance Manager	Assigned Grade 5 Parks Maintenance
Marketing and Special Events Manager	Assistant Director	Director
Ed Davis Learning Center	Assistant Director	Director
Office Manager	Assistant Office Manager	Director
Aquatics Manager	Assistant Aquatics Manager	Assistant Director

A.04 - Finances & Business Operations

POL.A.04.01 – Budget Philosophy

GSC Parks strives to maintain the most efficient and effective use of resources provided by taxpayers and users of the department’s facility and services. The annual budget will be comprised of conservative estimation of revenues, and liberal estimation of expenditures so to provide an ending fund balance which will be realistic and not result in an over expectation of available funds. The budget shall adhere to a fund balance policy. Whenever possible unnecessary programs will not be offered or will be eliminated. Services and programs will be offered at the most reasonable cost and fees.

Tax Dependency

To aid GSC Parks in achieving both sustainability and growth, it is the goal of the department that as part of its budget process, intergovernmental support for operations should account for no more than 65% of total revenues.

Internal Service Funds

It shall be the policy of GSC Parks to have internal source funds and to approve or dissolve those on an annual basis through the adoption of the annual budget.

POL.A.04.02 – Fund Balance

This policy is established to provide financial stability, cash flow for operations, and the assurance that GSC Parks will be able to respond to emergencies with fiscal strength. It is GSC Parks’ philosophy to support long-term financial strategies, where fiscal sustainability is its priority, while also building future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure a stable revenue base. Fund balance levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the corporate fund to evaluate GSC Parks continued credit worthiness.

Fund Balance is generally referred to as cash balance, however, it is defined as the difference between assets and liability in a governmental fund. A governmental fund is used to account for all or most of GSC Parks general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The

corporate fund is used to account for all activities of GSC Parks, not accounted for in some other fund.

Fund balances are composed of three primary categories:

- 1) **Non-spendable Fund Balance:** The portion of a governmental fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restriction (e.g., inventories, prepaid items and endowments);
- 2) **Restricted Fund Balance:** The portion of a governmental fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, and contributors); and
- 3) **Unrestricted Fund Balance:** The portion of a government Fund's net assets that are available for operational needs. Unrestricted Fund Balance is made up of three components:
 - a) **Committed Fund Balance:** The portion of a governmental fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making;
 - b) **Assigned Fund Balance:** The portion of a governmental fund's net assets to denote and intended use of resources; and
 - c) **Unassigned Fund Balance:** Available expendable financial resources in a governmental fund that are not the object of the tentative management plan (i.e. assignments).

Funds receive their resources from a variety of revenue sources, including both restricted and unrestricted (committed, assigned and unassigned) revenue items. When restricted funds exist, those funds are used first, followed by unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

Minimum Fund Balances

GSC Parks is committed to keeping fund balances stable and attaining a minimum balance of 25% for operating funds. Operating funds include corporate, CERS, Liability, Audit, Recreation, Facilities, and Parks. There is no fund balance for the Capital Projects Fund other than current budgets shall not place this fund in a negative position. The Debt Service Fund shall have a minimum reserve equal to the semi- annual interest payment.

The following protocol will be enforced if the overall fund balance is under 20% or over 30%. It is assumed that budget constraints will be enacted if the fund balance is within this range.

- 1) **Fund Balances Under 20%:** If the overall fund balance is between 15 and 25%, a plan lasting no more than five years will address this issue with budgetary adjustments to revenues and expenditures. If the overall fund balance is less than 15%, then fund transfers to capital projects will be reduced.
- 2) **Fund Balances Over 30%:** If the overall fund balance is between 25 and 35%, a plan lasting no more than three years will decrease fund balance to 25% with budgetary adjustments to revenues and expenditures. If the fund balance is over 35%, then fund transfers to capital projects may be increased and the capital improvement plan may be adjusted. Should the fund balance exceed the target percentage by a significant amount, it is done with the intention to provide for needs caused by unforeseen events and build the fund for planning growth.

POL.A.04.03 – Revenue Policy

GSC Parks uses multiple sources of revenue to supplement the revenue received in the form of taxes, because it is not financially feasible or healthy to rely solely on one source of revenue. Some of these sources may include fees and charges, inter-governmental, rentals, sponsorships, donations, grants, and program revenues. GSC Parks will evaluate all new sources of revenue before acceptance to prevent compromising the mission of the department. GSC Parks is always vigilant about finding new sources of revenue to improve the revenue mix of the department.

The following revenue sources are based on the Governmental Finance Officers' classifications that are used in the department's annual financial audit as well as annual budget.

- 1) **Inter-governmental Revenue:** Intergovernmental Revenue accounts for funds received from other governmental entities in the form of payments determined by both the City of Georgetown and Scott County Fiscal Court budgets and grants. GSC Parks receives revenue from both the City of Georgetown and Scott County Fiscal Court in accordance with the Interlocal Agreement. In addition, the City of Georgetown provides additional revenue for the operations of Ed Davis Learning Center. GSC Parks also has a strong history of receiving grant revenue from numerous government entities.
- 2) **Fees and Charges:** GSC Parks charges fees for facility usage and sale of products including Pavilion Passes, pool passes, field usage, etc. GSC Parks will not charge fees to residents for entrance into parks, playgrounds, or informal use of outdoor athletic facilities. Facility fees and charges are determined by the Facility Fees and Program Pricing Guidelines.
- 3) **Rental Income:** GSC Parks receives rental income for facility usage including special events, meetings, weddings, and movie shoots. Examples of available rentals are rooms at the Pavilion, after- hours parties at the Pavilion and Suffoletta Family Aquatic Center, Ed Davis Learning Center, shelters, and concessions building at Brooking Park.
- 4) **Miscellaneous Revenue:** Miscellaneous Revenue receives a variety of revenues including non- resident fees, vending machine revenue, and interest received on cash deposits.
- 5) **Sponsorship and Donations:** GSC Parks pursues a variety of sponsorships and donations to help fund its recreation programs and other special events. This is done to reduce the burden on taxpayers and participants for events such as Movies in the Park, Easter Egg Hunts, and other special holiday events.
- 6) **Other Financing Sources:** GSC Parks uses this budget area to include debt service proceeds, capital transfers, operating transfers, and transfers for det service payments.
- 7) **Program Revenues:** Program revenues are fees paid by residents and non-residents to take part in programs that GSC Parks puts on yearly. Program revenues are received in the Pavilion, Ed Davis Learning Center, and Aquatics funds. Program prices are determined by the Facility Fees and Program Pricing Guidelines.

POL.A.04.04 – Sponsorship Policy

To utilize and maximize the community's resources, it is in the best interest of GSC Parks to create and enhance relationship-based sponsorships. This may be accomplished by providing local, regional, and national commercial businesses and non-profit groups with a method for becoming involved with the many opportunities provided by GSC Parks. GSC Parks delivers quality, life-enriching activities to the broadest base of the community. This translates into exceptional visibility for sponsors and supporters. The goal of this policy is to create relationships and partnerships with

sponsors for the financial benefit of GSC Parks.

Sponsorships vs. Donations

There is an important difference between sponsorship and a donation. In general, a sponsorship is cash, products, or services offered by a sponsor with the clear expectation that an obligation is created. GSC Parks will be obliged to return something of value to the sponsor. The value is typically public recognition and publicity or advertising highlighting the contribution of the sponsor and/or the sponsor's name, logo, message, products or services. The sponsor usually has clear marketing objectives that it is trying to achieve, including but not limited to the ability to drive sales directly based on the sponsorship and, quite often, the right to be the exclusive sponsor in a specific category of sales. The arrangement is typically consummated by a letter of agreement or contractual arrangement that details the particulars of the exchange. Revenue from sponsorships is used to support programs and special events provided by GSC Parks. Sponsorships information can be found in the Sponsorship Packages documents.

In contrast, a donation comes with no restrictions on how the money or in-kind resources are used. Because donations or gifts are given without restrictions or expected benefits for the donor, a policy is generally not needed. Notably, donations are eligible for a governmental donation receipt for tax deduction purposes. GSC Parks reserves the right to refuse any donation, whether because of restrictions or expectations related to it or for other sound reasons

Georgetown Scott County Friends of the Parks, Inc.

GSC Parks has established an independent, supportive non-profit organization called Georgetown Scott County Friends of the Parks, Inc. Georgetown Scott County Friends of the Parks is a 501(c)(3) non-profit organization dedicated to enhancing, expanding, and improving GSC Parks & Recreation parks and programs. GSC Friends of the Parks goal is to promote parks and recreation opportunities in Scott County through donations, solicitations, bequests, and fundraising. Please visit the website at www.gscfriendsoftheparks.org for more information.

Non-Commercial Forums Prohibited

When entering into a sponsorship that includes commercial advertising on behalf of the sponsor, GSC Parks intends to create only a specifically limited forum for that advertising. GSC Parks does not intend by this Sponsorship Policy or by approval of any sponsorship to create any public forum for any message or advertising apart from the specifically approved commercial advertising, and this Sponsorship Policy shall not be construed or applied in any manner to create any such public forum at any facility or related to any program or event. Also, although non-commercial community organizations or individuals may wish to sponsor a GSC Parks facility, program, or event, no non-commercial speech or message shall be permitted as a part of such sponsorship and this Sponsorship Policy shall not be construed or applied in any manner to allow any such speech or message.

In furtherance of this strict policy, any commercial advertisement incidental to a sponsorship shall be limited to the promotion of a commercial transaction, whether directly or indirectly, through the association of the sponsor's name with the commercial transaction of purchasing the commercial goods or services that the sponsor sells.

In furtherance of this strict policy, GSC Parks states the following standards underlying this policy:

- GSC Parks desires to avoid the delivery and exposure of all non-commercial messages

- to the “captive” audiences at GSC Parks event;
- GSC Parks seeks to avoid all entanglement with constitutional questions related to “viewpoint- related” decisions and with the danger that GSC Parks will be associated with any non- commercial messages;
- GSC Parks desires to maximize income from sponsorship by allowing commercial advertising when appropriate, and seeks to avoid dissuading potential sponsors and the residents and others who participate in its programs by allowing any non-commercial messages, some of which could be inappropriate or offensive to the public;
- GSC Parks desires to maintain a position of neutrality on political and religious issues; and
- GSC Parks seeks to avoid the danger of “excessive entanglement” with any religion or political organization or point of view.

POL.A.04.05 – Investments

It is the policy of GSC Parks to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the funds.

Scope

This investment policy applies to all financial assets of GSC Parks. These funds are accounted for in GSC Parks annual financial report and include the General Fund, Program Fund, Facility Fund, Debt Service Fund, Capital Projects fund, Non-major Governmental Funds, and any other funds that may be created from time to time. All transactions involving financial assets and related activity of the foregoing funds shall be administered in accordance with the provisions of this policy.

Investment Objectives

- 1) **Safety of Control:** Investments shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall portfolio. To attain this objective, diversification is required so that potential losses on individual securities and/or financial institutions do not exceed the income generated from the remainder of the portfolio.
- 2) **Liquidity:** GSC Parks investment portfolio shall remain sufficiently liquid to enable GSC Parks to meet all operating requirements, which may be reasonably anticipated in any department fund. Maturities of investments of all funds shall not exceed two years, unless the Parks Board approves a temporary extension of maturities, maturities of investment of Capital Funds shall not exceed three years.
- 3) **Return of Investments:** The investments portfolio of GSC Parks shall be designed to attain a market average rate of return throughout the budgetary and economic cycles, considering GSC Parks risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
- 4) **Maintaining the Public’s Trust:** All participants in the investment process shall seek to act responsibly as custodians of the public and shall avoid any transactions that might impair public confidence in GSC Parks.
- 5) **Prudence:** Investments shall be made with judgement and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the probable safety of their capital as well as probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent person” and shall be applied in the context of managing an overall portfolio.

- 6) **Local Consideration:** GSC Parks shall make every attempt to invest in banking institutions operating in the Scott County area which actively promote and support local, civic and economic development.

Deposits

When money is deposited by GSC Parks it becomes collected funds and is not needed for immediate disbursement, it will be invested within two working days. GSC Parks shall designate a bank, or banks, or other financial depository institution in which funds of GSC Parks may be deposited. Designated depositories must furnish copies of the last two (2) annual statements of condition and financial reports required by the Parks Board. In addition, all depository institutions are to be insured by the Federal Deposit Insurance Corporation.

Investment Earnings

In accordance with current Government Accounting Standards Board (GASB) Statement standards, interest income will be reported as revenue in the fund that earned the interest. An operating transfer, approved by the Park Board, will be required to transfer interest earnings to any other fund.

Valuation of Investments

All investments will be valued in accordance with the current GASB Statement standards.

Investment Instruments

GSC Parks may invest in any type of security allowed by Kentucky Law, notably [KRS 66.480 Investment of Public Funds](#). An example of the allowable instruments follows:

- Obligations of U.S. government agencies which are guaranteed by the full faith and credit of the United States Government;
- Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by [KRS 41.240\(4\)](#);
- Certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations, including surety bonds, permitted by [KRS 41.240\(4\)](#);
- Repurchase agreements reached with sources including but not limited to national or state banks chartered in Kentucky;
- Commercial paper rated in the highest category by a nationally recognized rating agency
- Securities issued by a state or local government, or any instrumentality of agency thereof, in the United States, and rated in one (1) of the three (3) highest categories by a nationally recognized rating agency
- Shares of mutual funds, each of which shall have the following characteristics:
 - 1) The mutual fund shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;
 - 2) The management company of the investment company shall have been in operation for at least five (5) years; and
 - 3) All the securities in the mutual fund shall be eligible investments pursuant to this section.

Please refer to [KRS 66.480 Investment of Public Funds](#) and [KRS 42.240 Pledge of Securities for Depositories](#) for a complete list of allowable instruments and limitations.

Diversification

It is the policy of GSC Parks to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in overconcentration in a specific maturity, issuer, or class of securities. Concentration in short term corporation obligations will not exceed 90% of the limit. Diversification strategies shall be determined and revised periodically by the Director.

Collateralization

It is the policy of GSC Parks to require that time deposits in excess of FDIC or SAIF insurable limits be secured by some form of collateral to protect public deposits in a single financial situation if it were to default due to poor management or economic factors.

Eligible collateral instruments and collateral ratios (market value divided by deposit) are as follows:

- U.S. Government Securities (110%)
- Obligations of Federal Agencies (110%)
- Obligations of Federal Instrumentalities (125%)
- Obligations of the State of Kentucky (125%)
- General Obligations Bond of GSC Parks (110%)
- Bank Deposit Guaranty Bond (125%)

The ratio of fair market value of collateral to the amount of funds secured shall be reviewed quarterly and additionally collateral will be requested when the ration declines below the level required.

Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility-generally in a trust department through book – entry at the Federal Reserve, unless physical securities are involved; or
- By an escrow agent of the pledging institution.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement. Substitution or exchange of securities held in safekeeping can be done without prior written notice of GSC Parks provided the market value of the replacement securities are equal to or greater than the market value of the securities being replaced. GSC Parks will be notified in writing of all substitutions.

Safekeeping of Securities

Third party safekeeping is required for all securities. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office;
- At another custodial facility – generally in a trust department through book -entry at the Federal Reserve, unless physical securities are involved; or
- A financial institution on the Kentucky State Treasurer’s approval list of safekeeping banks.

Safekeeping will be documented by an approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement, or custody agreement.

Qualified Financial Institutions

It will be at the discretion of the Director, with approval of the Parks Board, to determine which institutions would best serve GSC Parks.

- **Depositories - Demand Deposits.**

- 1) Any financial institution selected by GSC Parks shall provide normal banking services, including, but not limited to checking accounts, wire transfers, purchases and sale of U.S. Treasury securities and safekeeping services.
- 2) GSC Parks will not maintain funds in any financial institution that is not a member of the FDIC or SAIF system. In addition, GSC Parks will not maintain funds in any institution not willing or capable of posting required collateral for funds in excess of FDIC or SAIF limits.
- 3) To qualify as a depository, a financial institution must furnish the Director or the Park Board Treasurer with copies of the latest two statements of conditions which it is required to furnish to the Director of Financial Institutions or to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such a statement to the Director, Office Manager or the Park Board Treasurer within 45 days of the end of each quarter.
- 4) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Accounting Supervisor on an annual basis. Fees for services shall be substantiated by a monthly account analysis and shall be reimbursed by means of compensating balances.
- 5) All financial institutions acting as depository for GSC Parks must enter into a "Depository Agreement."

- **Banks and Savings and Loans - Certificates of Deposit**

- 1) Any financial institution selected to be eligible for GSC Park's certificate of deposit purchase program must meet the following requirements:
- 2) Shall provide wire transfer and safekeeping services.
- 3) Shall be a member of the FDIC or SAIF system and shall be willing and capable of posting required collateral for funds in excess of FDIC and SAIF insurable limits.
- 4) To qualify as a depository, a financial institution must furnish the Director or the Park Board Treasurer with copies of the latest two statements of condition which it is required to furnish to the Director of Financial Institutions or to the Comptroller of Currency as the case may be.

While acting as a depository, a financial institution must continue to furnish such statements to the Office Manager or the Park Board Treasurer within 45 days of the end of each quarter.

Sixty-five percent Rule

The amount of funds deposited and/or invested in a financial institution shall not exceed 65% of the capital stock and surplus of such institution unless collateral security has been pledged, in which case the amount of such deposits and/or investments shall not exceed 75%.

Management of Program

Management responsibility for the investment program is hereby delegated to the Director, who shall establish written procedures for the operation of the investment program, consistent with this investment policy. Such procedures shall include explicit delegation of authority to people responsible for investment transactions. No person may engage in any investment transactions except as provided under the terms of this policy and the procedures established by the Director. The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates or any other person involved in such transactions for GSC Parks.

The Wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Director who shall periodically review them for consistency with GSC Parks policy and State law and who shall be assisted in this function by GSC Parks legal counsel. These agreements include but are not limited to:

- Wire Transfer Agreement
- Depository Agreement
- Safekeeping Agreement
- Custody Agreement

The following individuals are authorized to purchase and sell investments, authorized wire transfers, authorized the release of pledged collateral, and to execute any documents required under this policy. Two signatures are required for all investment transactions.

- Director
- Office Manager
- Treasurer of the Parks Board

POL.A.04.06 - Procurement Policy

The Parks Board recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate GSC Parks be specified, described, and procured in a manner that provides for full and free competition among potential suppliers. GSC Parks follows the City of Georgetown Purchasing Manual. Each procurement action will be fully documented consistent with GSC Parks purchasing procedures. Any variance from the policy must have prior approval of the Board.

Formal Bidding

Formal competitive sealed bids consistent with this policy will be solicited on all procurements except:

- Those that are clearly identified and justified in writing as "sole source" and that are approved by the Board in advance of purchase.
- Those purchases of an emergency nature that require immediate implementation in order to eliminate major problems and that are approved by the Director and authorized by the Board.
- Those purchases specifically excluded from the bidding process by Kentucky State Statutes, City of Georgetown and Scott County Fiscal Court.
- Those whose cost is less than \$5,000.00 and that are approved by the Director.

Requests for formal bids for those procurements costing \$40,000.00 or more will be formally and publicly advertised. At least one notice will be published in the local newspaper not less than 14 days before the bids are "closed". Sealed bids will remain sealed until the formal "bid opening" is conducted by a designated GSC Parks employee with at least one witness at the place, time and date specified in the advertisement. Upon recommendation of the Director and approval of the Board, the award will be made to the lowest qualified bidder meeting the specifications and other required terms and conditions of the procurement. The right is reserved to reject any bids if such action is deemed by the Board to be in the best interests of GSC Parks.

Informal Quotations

Purchases costing more than \$5,000.00 but less than \$40,000.00 shall have at least three quotes, whenever possible, that are solicited by either written or oral invitation. Requests for informal quotations for purchases in this range need not be formally and publicly advertised. Certain items routinely purchased on a repetitive basis may be purchased from selected prequalified vendors. These items and vendors shall be reviewed annually, in January, by department heads with the Office Manager and approved by the Director. Upon approval by the Director or his/her designee, the award is made to the lowest and best quotation meeting the specifications, delivery date and other required terms and conditions of purchase.

Purchasing Considerations

- **Economy of Resources:** In order to provide economies of scale and cheaper products, GSC Parks will continually look for opportunities to jointly purchase items and services. GSC Parks reviews the State of Kentucky Joint Purchase for many items and uses a competitively bid contract with Kentucky Recreation and Park Society (KRPS). These items must be of similar quality to those that can be bought out of contract.
- **Local Purchasing:** GSC Parks personnel should seek to purchase goods and services from Scott County vendors when they are of comparable quality to goods or services purchased from vendors not located in Scott County. GSC Parks will promote purchasing from Scott County vendors by allowing an additional 15% to be spent on goods and services under \$5,000 and 10% on items \$2,500 to \$5,000. Approval for goods and services over \$5,000 must be given by the Director.
- **Environmentally Aware Purchasing:** GSC Parks personnel should seek to reduce the environmental damages associated with their purchases by increasing their acquisition of environmentally preferable products and services to the extent feasible, consistent with price, performance, availability, and safety considerations. These products should have a third party certification of environmentally preferred status such as the Green Seal or Energy Star when feasible.

Environmentally Preferable Products include:

- Products that reduce greenhouse gas emissions or are made with renewable energy
- Products that reduce the use of toxins hazardous to the environment and employee and public health
- Products that contain the highest possible percentage of post-consumer recycled content
- Products that reduce air and water pollution
- Products that reduce waste
- Suppliers who strive to improve their environmental performance and provide

environmentally preferable products, and who can document the supply-chain impacts of their efforts

- Reusable products
- Products that serve several functions (e.g., copier/printers, multipurpose cleaners) and reduce the overall number of products purchased

GSC Parks will promote purchasing environmentally preferable products by allowing an additional 15% to be spent on goods and services under \$5,000 and 10% on items \$2,500 to \$5,000. Approval for goods and services over \$5,000 must be given by the Director.

[POL.A.04.07 - Payments Policy](#)

Payment methods include:

- 1) **Petty Cash.** Petty Cash Funds have been established to expedite miscellaneous small purchases. The funds can be used by all departments to facilitate authorized transactions of GSC Parks business. To this extent, petty cash purchases should normally be for items that are not ordinarily inventoried by GSC Parks and for purchases generally less than \$50.00. Petty cash receipts must be accompanied by a receipt and account number since this fund is reimbursed through charges to the user department. Petty Cash is not to be used to avoid or circumvent the purchasing procedures of GSC Parks.
- 2) **Wire Transfers.** Wire transfers can be made by the Office Manager to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check. Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdrafts, and to maximize interest on excess funds. Specific transfers currently allowed are:
 - Net payroll (bi-weekly)
 - Credit Union savings and loan withholdings
 - Payroll tax withholdings
 - Excess cash investments
 - Social Security deposits
 - Medicare deposits
 - Bond principal and interest payments
 - Credit Card payments
 - Accounts payable check runs
 - Vendor payments
- 3) **Checks.** The Director, Assistant Director, and all board members authorized to sign GSC Parks checks with Board approval. Two of these four signatures are required when a check is over \$2,000. It is the policy of this Board to issue checks after monthly board meetings. If a check is outstanding for more than two (2) reconciliations, Office Manager, or his/her designee, shall notify the payee that the check was issued and is still outstanding. Sixty days after notice a list will be compiled of all payees that did not respond to the notice and those checks will be sent to the State pursuant to KRS 393A. All signatories will be bonded.

Payment of Bills

If payment for goods or services furnished to GSC Parks is not required at the time of purchase, vendors must be paid within 30 days after the receipt of such bill or within 30 days after the date on which the goods or services were received, whichever is later. If one or more items on a construction-related bill or invoice are disapproved, but not the entire bill or invoice, then the portion that is not disapproved shall be paid. When safety or quality assurance testing of goods by GSC Parks is necessary before the approval or disapproval of a bill and such testing cannot be completed within 30 days after receipt of the goods, approval or disapproval of the bill must be made immediately upon completion of the testing or within 60 days after receipt of the goods, whichever occurs first. Written notice shall be mailed to the vendor or contractor immediately if a bill is disapproved.

POL.A.04.08 – Debt

Where inappropriate levels of debt can create financial difficulties, reasonable levels of debt provide a mechanism to reduce costs for GSC Parks by allowing critical projects to be completed on a timely basis rather than using current funds. Debt is issued to achieve desired goals in acquiring, developing, and improving GSC Parks' parks and facilities and in purchasing necessary capital items for conducting the operations of the department. All types of legal debt will be considered.

No board member, committee, officer, or any other person employed or associated with GSC Parks shall be authorized to create any financial liability on behalf of GSC Parks except where said liability shall be approved in nature and amount by the Board and recorded in the minutes of said meeting and/or in accordance with GSC Parks purchasing policy.

Market Review

GSC parks will review its outstanding debt annually for the purpose of determining if the financial marketplace will afford GSC Parks the opportunity to refund an issue and lessen its debt service costs. In order to consider the possible refunding of an issue a net present value savings must be of some significance over the life of the respective issue. The Government Finance Officers Association recommends a savings (net of all issuance costs and any cash contribution to the refunding) of at least 3-5 percent.

POL.A.04.09 - Fixed Assets Policy

GSC Parks acquires and constructs capital assets in pursuit of its mission. To account for assets with depreciating values and to amortize them over their useful lives, capital assets must be recorded and capitalized in accordance with U.S. Generally Accepted Accounting Procedures (GAAP). If their value is below the GSC Parks capitalization threshold, assets are neither added to the capital asset accounts nor are they depreciated; rather they are fully expensed at the time of acquisition.

The responsibility for controlling the fixed asset will reside with the department where the fixed asset is located. The Office Manager shall ensure control is maintained by establishing a fixed and capitalization asset inventory. The inventory will include the following for each asset:

- Asset description
- Asset serial number/ model number
- Asset type (i.e. Buildings, Land Improvements, Building Improvements,

- Vehicles, Tractors/Mowers, Machines, Equipment, Furniture and Fixtures)
- Insured Agency (City of Georgetown, Scott County Fiscal Court, GSC Parks)
- Acquisition date
- Vendor Name
- Cost and Purchase order number
- Assigned location
- GSC Parks ID tag number
- Estimated useful life
- Department
- Cost Center
- Account number

This list will be maintained, updated, reviewed and audited by the Parks Administration Department on a regular basis. Operating departments shall report any acquisition, disposal, and transfer of fixed assets promptly to the Office Manager, or designee, to reflect changes in a timely fashion in the inventory records. Asset purchases, which fall under the capitalization threshold, will be included in the inventory if the item is over \$1,000. However, the cost of the asset will be expensed and not capitalized, and thus not depreciated.

Capitalization

Capital fixed assets will be reported at historical cost, which shall include all costs incidental to the acquisition (freight, legal fees) and preparation (installation) for use of the asset. Where historical cost information is unavailable, the replacement value is indexed back to the acquisition year, or a realistic estimate will be used. Donated assets will be recorded at fair market value as of the date of the donation. Additions or improvements will be capitalized only if it extends the life of the asset and increases its service potential. The costs of normal maintenance to infrastructure such as crack filling and sidewalk patching will not be capitalized, but expensed.

Capital asset depreciation is computed on a straight-line basis over the assets’ estimated useful life with no allowance for salvage value. Depreciation expense is recorded based on the date of the acquisition. If a capital fixed asset is retired before the end of its estimated useful life, any remaining cost of the asset should be expensed in the period of retirement. If an asset continues to be used in operations after the expiration of its estimated useful life, no more depreciation expense will be recorded on that asset.

Fixed Asset useful lives, capitalization thresholds and inventory thresholds are as follows:

Fixed Asset	Useful Life	Capitalization Threshold	Inventory Threshold
Land Improvements			
Structural (parking lots, fencing)	20	\$10,000	\$1,000
Groundwork (landscaping)	30	\$10,000	\$5,000
Buildings	45	\$10,000	\$1,000
Building Improvements			
HVAC Systems	20	\$10,000	\$1,000
Roofing	20	\$10,000	\$1,000
Electrical/Plumbing	30	\$10,000	\$1,000

Carpet Replacement	10	\$10,000	\$1,000
Vehicles & Tractors	5-15	\$10,000	\$1,000
Machinery & Equipment			
Computers & Related Equipment	5	\$10,000	\$1,000
Office Equipment	5	\$10,000	\$1,000
Telecommunications Equipment	5	\$10,000	\$1,000
Maintenance Equipment	7	\$10,000	\$1,000
Outdoor Recreation Equipment (playground)	10	\$10,000	\$1,000
Kitchen Equipment (appliances)	10	\$10,000	\$1,000
Furniture & Fixtures	5	\$10,000	\$1,000

Definitions

Materials & Supplies: Materials and supplies are constantly being consumed and replaced without increasing the value of the physical properties of GSC Parks. Supplies are items of expendable nature that are consumed or worn out, deteriorate in use, or are easily broken, damaged or lost. Examples include paper, pencils, cleaning supplies, nails, scissors, and keys. Items that have a relatively short service life (less than one year) and therefore must be replaced frequently are also charged as supplies. Examples include brooms, tools, and rubber stamps.

Equipment: Equipment is a tangible long-term asset that benefits GSC Parks over several years of use and are powered by electricity or gas. Weed eaters, blowers, and computers are all examples of equipment.

Fixed Assets: Fixed assets shall include land, land improvements, easements, buildings, building improvements, vehicles, machinery and equipment, furniture and fixtures, works of art and historical treasures, infrastructure and all other tangible assets that have a useful life of more than one year and which have a value of \$1,000 or more per individual unit. They are distinguished from Supplies by the longevity of usefulness and a monetary value.

Infrastructure: Long-lived capital assets that are normally stationary in nature and normally can be preserved for a significantly greater number of years than most capital systems, water and sewer systems, dams and lighting systems.

Capital Fixed Assets: Fixed assets that are reported on the financial balance sheet. All capital assets are fixed assets, but not all fixed assets are capital assets. A monetary criterion, capitalization threshold, is used to determine whether a given fixed asset should be capitalized and reported on the balance sheet.

Ancillary costs should be included in the cost of the capital fixed asset.

Ancillary Costs: Costs relating to placing the capital fixed asset in service. Examples of the costs by category:

- **Land:** Legal and title fees; professional fees of engineers, attorneys, appraisers, financial advisors; surveying fees; appraisal and negotiation fees; damage payments; site preparation costs; and costs related to demolition of unwanted structures.
- **Infrastructure:** Professional fees of engineers, attorneys, appraisers, financial advisors,

etc.; surveying fees; appraisal and negotiation fees; damage payments; site preparation costs; and cost related to demolition of unwanted structures.

- **Buildings and Improvements:** Professional fees of engineers, attorneys, appraisers, financial advisors, etc.; damage payments; costs of fixtures permanently attached to a building or structure; insurance premiums, interest and related costs incurred during construction; and any other costs necessary to place the building or structure into its intended location.
- **Other Capital Fixed Assets:** Transportation charges; installation costs; extended maintenance warranty contracts at time of purchase; any other normal or necessary costs required to place the asset in its intended location and condition for use.

Controlled Fixed Asset: Fixed assets that have a value of \$1,000 or more per individual unit but are under the capitalization threshold. Controlled fixed assets will be included on the fixed asset inventory listing but will not be capitalized nor included on the balance sheet. They will be expensed in the fiscal year in which they have been placed into service.

Capitalization Threshold: The monetary criterion which determines whether a fixed asset should be capitalized and reported on the balance sheet and depreciation expense calculated and recorded in the schedule of expenses of GSC Parks Comprehensive Annual Financial Report.

Depreciation Expense: The process of expensing the purchase price of a capital fixed asset over the useful life of the asset.

Straight-line Depreciation Method: This method assumes the asset provides constant benefits. If an asset has a useful life of ten years, then each year 1/10 of that asset's depreciable value is expensed based on the month it was placed into service.

[POL.A.04.10 – Insurance](#)

Insurance Coverage for GSC Parks

GSC Parks shall obtain sufficient insurance protection from losses arising out of physical damages due to fire, storm, vandalism, accident or other hazards; injuries arising from work-related sources; judgments against GSC Parks and its employees predicated on liability for acts due to negligence; vehicle liability; and physical damage explosion protection. Such insurance is to be obtained from qualified carriers at the lowest effective cost.

Additionally, GSC Parks shall obtain adequate insurance that provides protection against both internal and external acts of fraud, dishonesty, and theft that may arise either from criminal intent or negligence. The following minimum coverage is to be maintained by GSC Parks:

- **Public Officials' Errors and Omissions Liability Coverage.** This coverage protects GSC Parks and members of the Board from lawsuits arising out of decisions made by the Board. It also covers the organization from civil suits that arise from the announcement of statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does not cover any of the costs of a criminal defense that results in conviction.
- **Blanket Bond Coverage.** This coverage protects GSC Parks against losses due to dishonest or fraudulent acts by GSC Parks employees.
- **Comprehensive Dishonesty, Disappearance, and Destruction Coverage.** This coverage protects GSC Parks from losses of money and securities resulting from

robbery and theft. This covers all GSC Parks-controlled premises. It also covers losses from check forgeries.

Insurance Coverage for Employees

Insurance membership in a self-insured pool shall also be obtained to protect full-time employees of GSC Parks due to losses due to non-work-related injuries or illness. GSC Parks may provide coverage for hospital rooms, board and services, dental, vision care, physicians' and surgeons' fees, and medications and other supplies. It may also provide insurance for life, accidental death, disability, and income protection. Insurance availability is determined by the City of Georgetown.

POL.A.04.11 - Internal Reports & Audits

Cash Receipts

A Daily Income Report should be generated for each day's operation, even if the operation did not generate any inflow of funds. The Daily Income Report should have the following attached to it: Cash register tape(s) (where used) Copy of deposit slip(s) Credit card slip(s) (where used) Redeemed gift certificates Void(s) documentation

Appropriate supervisory personnel shall review and approve the Daily Income Report. The report should be physically brought to (or picked up by) Parks Administration at no less than a two-day delay (this includes weekends and holidays). A detailed, written explanation of any Overs and Shorts of \$5.00 or more should accompany the Daily Report. Overs and Shorts of \$20.00 or more should be communicated to Business Operations at time of delivery of the report. Deposits are done weekly at the Pavilion and daily at Ed Davis Learning Center and Suffoletta Family Aquatic Center. In the event deposits cannot be made daily and/or the income reports cannot be turned in on a timely basis, the Director shall be notified.

Monthly Financial Reports

On a monthly basis, staff will provide the Board with a summarized income statement, comparing current monthly and year-to-date totals to the prior year's monthly and year-to-date totals. Additionally, the total annual budget amount for all revenue and expense accounts will be shown with a percentage, showing the actual amount of the annual budget earned or expended year to date. This report will be presented in a summarized fashion with fund-level account detail.

Internal Auditing

The Office Manager shall periodically conduct such audits, investigation and implement such changes as are needed to guarantee the proper conduct of GSC Parks activities related specifically to the collection and disbursement of funds, accounting allocation of those funds, budget administration, inventory of material, supplies and equipment, employment records, authorization, contracts, report of hours worked and wages paid, and shall periodically conduct said payroll audits.

POL.A.04.12 - Employment Processing Policy

Reporting of New Employees

When GSC Parks hires a new employee, it is the requirement of GSC Parks to inform the Kentucky Department of Employment Services (KEWES) of this hire. GSC Parks will provide this information to the KEWES in a timely manner to ensure compliance with federal and state laws.

POL.A.04.13 - Employee Wages

GSC Parks will strive to pay fair and competitive wages based on several factors. These factors include market conditions, department needs, education background of employees, and work history of the employee.

Salary Ranges

GSC Parks will perform a salary and wage study minimally every ten years to see how market conditions have changed. This study will consider similar park departments to gauge market conditions. If an employee falls out of the range of wages for a position once the study is completed, GSC Parks will take actions to correct the difference.

Salary ranges will be reviewed at least every two years by staff and ensure that they reflect current resources available and determine if positions have changed enough to warrant a revision. GSC Parks full-time salaries are based on a grading system set by the City of Georgetown. Full-time new hire pay is determined by the Parks Board. The Director approves pay ranges for part-time and seasonal employees.

POL.A.04.14 - Records & Data Management Policy

Confidentiality

Certain GSC Parks employees are entrusted with confidential, non-public information. Such employees must access and use such confidential information in a professional manner and in compliance with all GSC Parks policies and procedures and applicable laws.

For the purposes of this Policy, confidential, non-public information, in general, means information relating to GSC Parks employees and patrons that is not generally available to the public. This includes, for example, health-related information, medical documents or insurance numbers, and driver's license numbers.

GSC Parks employees must adhere to the following guidelines regarding the confidential, non-public information of employees and patrons:

- Do not distribute, disclose or discuss confidential information unless you are authorized to do so, and only to employees with a business need to access the information; Avoid, wherever possible, the removal of confidential information from your work area;
- Keep confidential information in secure locations, such as locked cabinets or file rooms. Do not forward confidential information from or to a personal, non-GSC Parks e-mail account; and Do not misuse confidential information for personal gain.

Failure to abide by this Policy may result in discipline, up to and including termination of employment.

Records & Data Security

In an effort to protect GSC Parks and its users and comply with federal and state laws including [KRS 365.720 to 365.730](#), care must be taken when handling personal and financial information, including the following:

- 1) **Social Security Numbers:** GSC Parks shall not require individual's Social Security Number (SSN) to be collected or displayed, unless required by Local, State or Federal government regulations, and must not
 - Post or display in any manner an individual's SSN;

- Print an SSN on any document for an individual to access products or services provided by the government;
 - Require the transmittal of an SSN number over an unprotected internet connection; or
 - Print an SSN number on any materials that are mailed, emailed, or otherwise delivered to the individual.
- 2) **Credit Cards:** Federal law sets forth the standards for Payment Card Industry (PCI) compliance to protect cardholder data by limiting the ability of processing software to hold customers credit card information. To ensure PCI compliance, GSC Parks' partners must a third-party processor who must be 100% PCI compliant. All credit card processing and storage of information must be handled by a third-party vendor.
- 3) **Passwords:** The safety and security of GSC Park's computer systems and resources must always be considered. Users may not share any passwords, nor obtain any other users' password by any unauthorized means.

Records & Data Retention

The Kentucky Department of Libraries and Archives issues regulations establishing procedures for compiling and submitting to the Board lists and schedules of public records proposed for disposal. The GSC Parks shall comply with any and all requirements of the KRS 171.410-. 740 and any other statutes, rules or regulations established governing local records retention as well as GSC Parks procedures.

Additional guidelines include:

- **Electronic Communications & Data:** GSC Parks provides and maintains messaging agents and electronic facilities including internal and external electronic mail (e-mail) and internet access. Use of these forms of communication is limited to staff, Board, and authorized volunteers. All electronic communications, as well as the equipment and stored information transmitted, received, or archived, are, and always remain, the property of GSC Parks. Accordingly, all messages and files created, sent, received, or stored within the system shall be related to GSC Parks business and are, and shall remain, the property of GSC Parks. No person shall use any electronic communication anonymously or use pseudonyms to attempt to escape from prosecution of laws or regulations, or otherwise escape responsibility for their actions.

Users shall not have any right of personal privacy in any matter stored in, created, received, or sent over the GSC Parks e-mail system. GSC Parks reserves the right to retrieve and review any message or file composed, sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. Although electronic mail may allow the use of passwords for security, confidentiality cannot be guaranteed. All electronic messages should therefore be limited to non-confidential matters. It is possible for messages to be retrieved and viewed by someone other than the intended recipient. Furthermore, GSC Parks may remove or change passwords, as it sees fit. All electronic mail messages sent or received by the Board from, or at, any source pertaining to the business of GSC Parks are "public records" under the Kentucky Open Records Regulations. As such, all messages are available to the public to inspect and copy, subject to the explicit exceptions contained in the law. To ensure that such messages comply with this policy, all electronic mail messages are subject to review by authorized GSC Parks

staff or authorized Board members.

For the protection of GSC Parks' computer users, all data, documents, and e-mail messages will be stored on the GSC Parks' computer network. If the user desires to store documents on diskette, tape, local hard disks, or any other media attached to a personal computer, it is the user's sole responsibility to make backup copies of the data, documents, or e-mail messages.

Violations of this policy may result in corrective action up to and including termination of employment. If necessary, GSC Parks may advise appropriate legal officials of any violations.

[POL.A.04.15 – Agency Social Media Policy](#)

The sole purpose of social media sites used by GSC Parks is to present matters of public interest in Scott County to reach its residents, businesses and visitors. While the community is encouraged to comment, please note that all social media platforms associated with GSC Parks are moderated online discussion sites and not a public forum.

General inquiries, comments, communications and service requests should be directed directly to GSC Parks. The information on GSC Parks social media sites does not constitute the official record of the agency. To request official records, you may contact GSC Parks at 502-863-7865 or email at gscparks@gscparks.com.

Comments, media, or other information posted to or displayed on the sites are subject to monitoring and review at any time, and users of the site should have no expectation of privacy with respect to any such comments, media or other information. However, given the need to manage our staff resources, monitoring will not occur 24/7, and as such, GSC Parks is not liable for inappropriate or offensive comments that may be posted during a non-monitored timeframe.

GSC Parks prohibits and reserves the right to delete submissions that contain:

- Vulgar or obscene language.
- Defamatory or disparaging content.
- False, misleading or deceptive information or media.
- Personal attacks or threatening or harassing activity of any kind.
- Clearly off topic comments.
- Spam or links to other sites.
- Comments or content that constitutes, promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation, or any other classification protected by applicable federal, state, or local law or regulation.
- Any comment that advocates illegal activity.
- Promotion of particular services, commercial transactions, products, or political organization.
- Opposition or promotion of any person campaigning for election to a political office.
- Non-public information concerning securities or that constitutes insider-trading or forwarding-looking statements.
- Infringement on copyrights, trademarks, trade secrets, licenses, or any other intellectual property.

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- Personally identifiable or protected medical or personal information
- Information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations.
- Comments that do not directly relate to the information or comments posted or displayed by GSC Parks on the site.

GSC Parks reserves the right to block comments from site users who violate the above rules. You must also comply with all terms of use established by the service providers themselves.

Please note that the comments expressed on these sites do not reflect the opinions and position of GSC Parks or its officers and employees. If you have any questions concerning the operation of this online moderated discussion site, please contact GSC Parks at 502-863-7865 or email gscparks@gscparks.com.

This policy is subject to amendment or modification at any time.

Photo/Video Policy

Please note: By registering for any GSC Parks program or attending any GSC Parks sponsored event or park, you agree to allow publication of any photos and/or video taken to be used in future social media campaigns, brochures, newsletters or flyers.

POL.A.04.16 - Change Orders

The Director of GSC Parks is authorized and empowered to receive, review, investigate and approve or deny any and all change orders that authorize an increase or decrease in either the cost of a public contract by less than \$10,000 or the time of completion by less than 30 days on construction contracts for GSC Parks, in accordance with the terms and conditions of the contracts under which the change is requested. If the change takes the total cost of the project above \$10,000, the Board Chair, Mayor/or Judge Executive, must be notified of this change. The Director shall, as soon as practicable after acting on any change order pursuant to this ordinance, inform the Board: (a) that a change order has been requested; (b) the Director's findings on the request for the change order; (c) the Director's response to the change order. Upon completion of all documentation for the change order, the Director shall circulate same to the members of the Board.

POL.A.04.17 - Agency Gift Acceptance Policy

Purpose

The Gift Acceptance Policy has been established to govern acceptance of gifts made to the organization of GSC Parks and to provide guidance to donors, staff and the Board. This policy is not intended to cover individual employees.

Types of Gifts

GSC Parks will consider any and all gifts that will contribute to the fulfillment of GSC Parks' Mission. Gifts can be in the form of cash, tangible personal property, real estate, and miscellaneous charitable items. Gifts are defined as assets that do not fall within the parameters of GSC Parks' sponsorship program.

Gift Acceptance Process

The following process will be utilized when considering all gifts made to GSC Parks.

- 1) The donor is to submit a written proposal to the Director, detailing the proposed gift.
- 2) The Director will review the proposal with all necessary parties, including, but not limited to, donor, staff, Board committees, and legal counsel before presenting the proposal to the Board.
- 3) The Director will present the proposal, along with a recommendation, to the Parks Board for consideration.
- 4) The Board will consider the proposed gift at a regular scheduled Board meeting.
- 5) Upon acceptance of the gift proposal, the Board will instruct the Director to work with the donor to handle the gift acceptance on behalf of the Board.

Restrictions

Restrictions placed on gifts that are not consistent with the Mission of GSC Parks may be rendered unreasonable or unable to be fulfilled, thus resulting in a rejection of the gift. The Board reserves the right to request the donor to remove or alter the restrictions in order to gain acceptance. The Board reserves the right to reject any and all gifts for any reason.

Use of Legal Counsel

GSC Parks reserves the right to seek the advice of legal counsel when considering potential gifts.

Legal, Professional and Appraisal Fees

The responsibility of any and all legal, professional and appraisal fees that are associated with the gift acceptance must be detailed in the written proposal by the donor. Should additional fees arise during the gift acceptance process, the responsibility of these fees is to be assigned, in writing, prior to Board approval.

Acknowledgement

GSC Parks will acknowledge the receipt of all gifts in writing, and in a manner which satisfies the necessary IRS substantiation requirements set forth in [IRC Section 170\(c\)](#) for the deduction of charitable gifts by individual donors. Additional publicity of the gift to GSC Parks will be handled by GSC Parks staff in a manner that is agreeable to the donor and appropriate for the gift.

A.05 – Parks Facilities

POL.A.05.01 - Environmental

Philosophy Statement of Philosophy

The community and GSC Parks are increasingly aware of the environmental issues that affect the quality

of life. It is the intent of GSC Parks to assume a leadership role in the development and use of sound environmental policies, practices, and educational opportunities.

Environmental Principles

GSC Parks will to the greatest extent be practicable:

- Promote the acquisition, protection, and environmentally sensitive management of open space and natural habitat areas.
- Protect, enhance, and interpret GSC Parks' natural resource heritage.
- Design, develop, and maintain parks, facilities, and natural areas in a manner that enhances and protects the environment through conservation of soil, water, and energy; by minimizing the adverse impact on air and water quality; by reducing

waste; and by utilizing in the most efficient manner possible/practical.

- Encourage recycling practices that utilize renewable resources and minimize the use of nonrenewable ones.
- Practice integrated pest management, which reduces GSC Parks' dependence on pesticides.
- Abide by the federal and state Endangered Species Protection Acts to avoid adverse impacts on endangered or threatened species during GSC Parks operations.
- Function as a role model within the community by actively promoting public awareness and educational programs that encourage environmentally sensitive lifestyles.

Environmental Practices

- **Open Space and Natural Habitats Preservation:** GSC Parks shall develop relations and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and managed.
- **Biodiversity:** GSC Parks will strive for the introduction and maintenance of naturalized areas within our parks for their many benefits to all forms of life. By incorporating biodiversity into our park system, we can educate the community as well as foster a culture of conservation. GSC Parks will strive to use native planting and a mixture of tree species throughout the park system for the best results. Additionally, the GSC Parks will designate specific areas for native plantings.
- **Park & Facility Design and Construction:** The GSC Parks will adequately plan and construct using the latest information available for new and renovated open space areas and facilities. Whenever possible, these projects will not negatively impact the environment. GSC Parks will strive to conserve soil, water and energy resources, and protect indoor and outdoor air quality whenever practical.
- **Energy Resource Management:** GSC Parks will continually upgrade utilities in a financially responsible way to improve efficiencies in energy use and seek alternative energy sources.
- **Integrated Pest Management Program:** GSC Parks recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
 - 1) Selecting appropriate plant species and their proper location.
 - 2) Use of preventative maintenance procedures.
 - 3) Promoting early detection of problems
 - 4) Utilizing natural control methods, where possible
 - 5) Testing for better application methods
 - 6) Minimizing overall pesticide use

It is the policy of GSC Parks that Integrated Pest Management (IPM) will be used to prevent and control pest problems in all parks and facilities maintained by GSC Parks. The principles of IPM require that non-chemical methods of pest control be given preference over chemical controls and the least hazardous chemical controls be given preference over other chemical controls. The goal of IPM is the reduction of chemical pesticides used in outdoor landscapes and indoor facilities.

IPM usually results in a graduated response to any potential problem, with natural control

methods being employed first and chemical pesticides used only as a last resort. In the park setting, IPM has become standard practice for many public agencies, which must consider the health of patrons, including young children and people with chemical sensitivities.

Instead of

relying on pesticides as the first choice for managing pest problems, IPM uses a hierarchy of pest control methods to maintain pest populations at or below levels determined by park management.

- **Green Operations:** GSC Parks will strive to incorporate green cleaning products and practices within the daily operations where possible. When possible, products that carry Green Seal's GS-37 should be used in both public and employee areas. Specific language for environmentally safe and sensitive products shall be included in RFP documents when appropriate. GSC Parks shall strive to purchase products for use in facility and park operations to minimize negative environmental impact. The contract award will be considered with a 15% premium for green products when considering the lowest responsive and responsible bidder.
- **Recycle & Reuse:** GSC Parks will reduce the amount of material going into landfills by recycling paper, cardboard, aluminum and glass whenever and wherever in the park system it is reasonably possible and by composting landscaping waste.
- **Carry In / Carry Out:** GSC Parks will encourage all our affiliate users to exercise the philosophy of "Carry In / Carry Out" at all playing fields. By trying to be more conscious about generating less waste, using more reusable containers, increasing recycling, assuming responsibility for the trash we make and taking better care of our parks we improve the experience for all users. The waste minimization program's success depends on the cooperation of all coaches, players and families.

A.06 – Parks, Facilities, & Equipment

POL.A.06.01 - Policy for Creating Memorials

In as much as the Parks and Recreation Department receives periodic requests to create memorial sites in its parks and in order to establish an orderly process to review these requests the department hereby designates its policy for the same.

Anyone wishing to erect a memorial in a park or within a park facility must submit a written request to the park's director with a sufficient explanation of the proposal to enable the department to make a determination that the memorial is justified.

The determination as to whether the memorial is acceptable shall be guided by the following:

- 1) The location, design and configuration of a proposed memorial shall be in keeping with the park purpose and usage and shall not interfere with public use of the park or recreational facility;
- 2) The subject for any new memorial should be:
 - a. An individual or association that has made a highly significant contribution to the cultural, political or social development of the City of Georgetown and/or Scott County;
 - b. An important anniversary or an event unique and highly significant to the history and development of the City of Georgetown and/or Scott County;

- c. A historical or other culturally significant event related to a site.

No new memorial should be considered that commemorates a person, event or occasion already memorialized unless circumstances prove truly exceptional.

- 1) The parks director and staff shall provide input as to the planning, design and construction of a memorial;
- 2) All costs associated with the proposed memorial including planning, design, construction, utilities and maintenance shall be the sole responsibility of the person(s) requesting the memorial;
- 3) The memorial must have a timeless quality and make a statement of significance to future generations;
- 4) The symbolic statement of the memorial is deemed significant to the City of Georgetown or to Scott County;
- 5) No park, facility or memorial shall be named after any person until a period of two (2) years has passed since the death of that person. However, this two (2) year period shall not apply to the naming of a park or facility which was substantially constructed or acquired by a gift from or on behalf of the person for whom the park or facility is to be named.
- 6) The memorial must meet the requirements of all local state and federal laws;
- 7) All permits, licenses, etc. that are required to construct the memorial shall be the sole duty of and be the sole cost of the person(s) requesting the memorial;
- 8) The memorial must not create a dangerous condition or increase the risk of injury to any park patron.
- 9) The following are the types of memorials that are permissible;
 - a. Trees;
 - b. Benches;
 - c. Playground Equipment;
 - d. Buildings; and
 - e. Such other memorials as may be approved by the Parks Department.
- 10) If the application is approved, the applicant will be required to enter into a contractual agreement with the City of Georgetown, the County of Scott or the Parks Department prior to commencement of the work. The contract would outline such issues as insurance, maintenance, ownership and the terms of the construction.

Any request to construct a memorial made to the park's director that meets the above criteria shall be presented by the director to the park's board. The director shall make a recommendation to approve or disapprove the request and shall support that recommendation with appropriate factors.

The request shall be voted on by the park's board with a majority of those members voting being necessary to approve the request.

The result of the vote by the board shall be considered a recommendation to the legislative body which owns the park or facility on which the memorial is to be constructed (Scott Fiscal Court, Georgetown City Council, Stamping Ground City Commission, Sadieville City Commission). A majority vote of the voting members of the legislative body shall be required to approve the request.

[POL.A.06.02 - Encroachment and Easements](#)

No person may cause or permit physical encroachment upon GSC Parks property including, but

not limited to actions such as mowing of grasses, planting of trees or shrubbery, placement of personal property, debris, materials, buildings, sheds, other structures, or signs on GSC Park lands. Park and facility development and design should incorporate measures such as fencing, sidewalks, etc. in order to clearly identify property lines to defend against encroachment in accordance with [2019-003 Encroachment City Ordinance](#).

From time to time, GSC Parks receives requests for temporary easements. The following provisions govern granting of easement requests:

- Granting of easement requests should not interfere with existing development plans of the park site in question.
- Easement requests should not place undue restrictions on the park site during the construction phase, or once the ground is repaired and is available for public use.
- Easement grantee should be expected to restore fully, at his/her expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better, as determined by GSC Parks. The Parks Board will review all requests and staff recommendation for granting or denying the easement. A security deposit or bond, proof of \$1,000,000.00 insurance naming GSC Parks as additional insured, and a written statement from the requesting party that all damages to park property will be fully paid by said owner will be required in addition to any fees assessed.

Fees

- **Residential:** Homeowners may seek temporary easements of access for construction of improvements to their property. In such instances, fees may be waived for residential homeowners.
- **Private Contractor/Developer:** When a private contractor/developer requests to utilize GSC Parks property for the purpose of generating revenues, GSC Parks will determine a reasonable and appropriate fee to the requesting party.
- **Utility Companies:** Fees will be assessed as determined to be reasonable and appropriate by GSC Parks.
- **Governmental Bodies:** Fees may be waived or assessed for governmental bodies depending upon the request and history of the mutual cooperative relationship between the two entities.

[POL.A.06.03 - Enforcement of Park & Facility Rules](#)

The effective management of GSC Parks' parks and facilities is a complex responsibility, due in part to the number and diversity of visitors and recreational opportunities present in these public spaces. While members of Georgetown Police and Scott County Sherriff's Office are authorized to execute law enforcement functions, all GSC Parks employees have an obligation to support these efforts by educating and informing the public of laws, rules, regulations, and policies, enforcing GSC Parks rules and regulations, and deterring unlawful activities.

The following efforts increase the public's compliance with laws, rules, regulations, and policies and should be utilized by staff, when appropriate:

- **Staff Presence** allows for the observation of activities, grounds, and facilities, while making employees more readily available to visitors.
- **Patron Interaction** allows employees to inform and educate the public as to rules, as well as

reasons for the rules.

- **Signage** serves to make visitors aware of site rules and regulations.
- **Proper Maintenance & Cleanliness** increases the likelihood that visitors will hold a greater appreciation for parks and facilities and will exercise a higher degree of care and respect for the rules.
- **Crime Prevention Through Environmental Design** prevents negative behavior through physical design of parks and facilities incorporating four principles: natural access control, natural surveillance, territoriality, and maintenance.

POL.A.06.04 – Park Rental Policies

It is the general policy of GSC Parks to protect the general public from harm while utilizing department facilities; protect public property which is within the jurisdiction of the department; and prevent the use of public property, which is paid for and maintained by tax dollars, from being utilized for private gain.

Therefore, the following rental policies are adopted for use in the process of renting any facility owned, managed, or maintained by GSC Parks by any person or organization other than the department:

An individual or for-profit organization shall not be allowed to reserve or utilize park facilities for the purpose of giving private athletic lessons in exchange for payment.

Brooking Park Concessions Building

1. The following shall be required of all non-profit organizations seeking to reserve or utilize any GSC Parks facility for an event which an admission for attendance or participation will be charged:

a. A two hundred and fifty dollar (\$250) deposit paid to GSC Parks within two (2) weeks after the reservation is made. A two hundred and fifty dollar (\$250) fee per day of the event to be paid to GSC Parks no later than two (2) weeks prior to the first day of the scheduled event.

b. A certificate of coverage showing proof of a liability insurance policy covering the non-profit organization with a minimum limit of \$1,000,000.00 naming Georgetown-Scott County Parks and Recreation, its members and employees, as an additional insured, must be presented to GSC Parks no later than two (2) weeks prior to the first day of the scheduled event.

c. A certificate of coverage showing proof of a worker's compensation insurance policy covering the employees of the non-profit organization as well as any volunteers, for all workers' compensation liabilities set forth in the Worker's Compensation Act of Kentucky.

d. Within seven (7) days of the last day of the rental the non-profit organization shall provide to GSC Parks a profit/loss statement of the event. This statement shall include at a minimum a breakdown of all categories of expenses and sources of revenue as well as determination of the net profit or net loss for the event. In order to facilitate this requirement, the non-profit organization renting the facility shall sell numbered tickets to those patrons charged to attend the event. Ticket information shall be provided in the profit/loss statement to GSC Parks. This shall include:

- i. The number of the first ticket sold;

- ii. The number of the last ticket sold;
- iii. The number of tickets sold; and
- iv. Price per ticket

If the price of tickets varies then the number sold of each differently priced ticket must be reported separately.

Pulling Events

All pulling events will be conducted as a partnership between GSC Parks and the non-profit organization. Any non-profit organization wishing to partner with GSC Parks for a pulling event will contact GSC Parks to obtain a pulling event request form.

1. If more than one non-profit organization applies to partner with GSC Parks in any particular month, the request forms will be reviewed in the order in which they were received in the GSC Parks Administrative office. After the pulling event request form is submitted to the GSC Parks Administrative office, the request will be processed and a staff member of GSC parks will contact the non-profit organization within one working week of the submittal date. Non-profit organizations will be pre-approved on the basis of the request form. GSC parks may require references for the purpose of assisting the process of approving a request.
2. GSC Parks must approve any organization and equipment to be used in the process of holding a pulling event. References may be required for the purpose of approving any organization or equipment.
3. GSC Parks will not partner with any non-profit organization for more than two (2) pulls per calendar year. GSC Parks will provide one person to help oversee the pull on the night of the event. The non-profit organization will be responsible for all other volunteers needed to host the event.
4. All expenses for the pull (i.e. pulling organization fees, sled fees, advertising, insurance, concession supplies, etc.) will be the responsibility of the non-profit organization. All funds raised by the event will go to the non-profit organization. The non-profit organization will be required to complete a Pulling Event Income/Expense Report and submit it within seven working days of the event.
5. Pulls may only be held on dates specified by GSC Parks between the months of April and October of each calendar year. These designated dates will be reserved by GSC Parks until February 28 of each calendar year. After February 28, on any dates initially reserved as pull dates for which no pull has been scheduled, GSC Parks may allow other Brookings Park facilities (i.e. Concession building, barns) to be reserved, thereby eliminating the use of the park for a pull on that date. No pulls shall be held on Sunday. Rain dates will automatically be scheduled for the following Saturday after the approved date on the request form.
6. All supercharged motorized activity and/or competition must cease between the hours of 12:00am – 10:00am for each day that the event is scheduled. Any non-profit organization failing to comply with this provision may, at GSC Park's discretion after consideration of all relevant circumstances, be deemed ineligible to host a pull for a period of one year. Ineligibility shall begin after formal notification from GSC Parks has been given to the non-profit organization hosting the pull. A request to partner with GSC Parks for a pulling event will only be considered after the suspension is no longer in effect.
7. There will be a four (4) class maximum for each event night that begins at 6:00pm or later. Any request for additional classes must be approved during the application process by GSC Parks. The

start time for any event with more than four (4) classes must be approved by GSC Parks.

8. Fire and emergency personnel must be furnished for all motorized events. The cost of providing these personnel, if any, shall be paid for by the non-profit organization.

Rental of Buildings at Brooking Park which are Non-Revenue Generating

Rental of the buildings at Brooking park for events where no admission/participation fee is charged shall be as follows:

1. Barn #1 (enclosed) \$55.00 + \$250.00 clean up deposit
2. Barn #2 (partially enclosed) \$115.00 + \$250.00 clean up deposit
3. Concession Building \$250.00 + \$250.00 clean up deposit

These fees shall be in addition to any fees paid to rent the other facilities at Brooking Park. The barns shall be used solely for agricultural events, i.e. Cattle shows/sales, sheep sales, etc. and there will be a required \$250.00 clean up deposit payable to GSC Parks within two weeks of reserving the facility. If the facility is reserved within two weeks of the scheduled event, the deposit and fee will be due within two days of reserving the facility. This deposit will only be returned to the lessor upon cleanup of the facilities, including sweep out, hose out, and removal of hay/straw and/or animal droppings, etc. from the park premises. Clean up must be completed within three (3) working days of the date of the rental.

Picnic Areas and/or Shelter Rentals

The picnic areas may be reserved for small gatherings such as family reunions, birthday parties, etc., for a fee of \$75.00 per day to GSC Parks. Payment must be made at the time of the reservation. To receive a full refund, cancellation must occur at least 10 days prior to the event. Parks staff reserves the right to issue refunds for other extenuating circumstances within 10 days of the event.

Use of GSC Parks facilities without a reservation for families or informal groups is first come first serve at no fee. These events include picnics, jogging, tennis, playground, etc.

Park Sport Amenities Rentals

This policy is intended to set the guidelines associated with the rental of sports amenities (fields/courts) within the GSC Parks system.

Rental of any athletic playing field(s), volleyball court(s), tennis court(s), or basketball court(s) by a non-parks program or entity for the purpose of generating revenue shall be charged a rental fee as follows:

1. The program or entity shall pay to Parks (or its OSO designee) a fee of two hundred dollars (\$200) per field/court per day.
2. This fee per field/court per day will include a one-time prep at the beginning of each day. Parks can also provide waste removal for an additional \$175 fee for the weekend. If the tournament director or organizer chooses not to pay the fee, they are responsible for waste removal and transport to park dumpsters.
3. Parks and Recreation OSO groups will have first opportunity to run concessions at these events as a fundraiser for their league. If they refuse, the tournament director can opt to run the concession stand for an additional \$200 fee.
4. All programs or entities renting the field(s) or court(s) for the purpose of conducting camps and tournaments shall obtain liability insurance in advance of renting any field(s) or court(s) in the amount of \$1,000,000.00. Said insurance shall name Georgetown-Scott

- County Parks and Recreation as an additional insured under the policy.
5. No sporting activity shall start any later than 11:00p.m. without board approval.
 6. Field/Court rentals for the purpose of holding practice that is non-revenue generating are exempt from non-profit organization and liability insurance requirements. A rental fee of twenty-five dollars (\$25.00) per hour per field/court will be charged for anyone wishing to rent for practice, etc.

Season Field Permits

GSC Parks will conduct a lottery; spring and fall for field rentals for the purpose of team practicing. Season rental permits will follow the guidelines below:

Lottery will be conducted in February for spring and August for fall season.

- GSC Parks fields and Great Crossing Park fields may be used for baseball/softball practices only.
- Only 30 players/coaches are permitted on the field at one time.
- Please bring your own equipment - bases and field lining are not provided.
- Please bring your permit during field use as it may be requested as proof of rental time.
- In case of inclement weather visit our Facebook page at <https://www.facebook.com/GSCParks>
- Field cancellations for inclement weather are typically announced on Facebook by 3:00pm.
- If the fields are unplayable, you **MUST** cancel practice for the day and not use the fields.
- No refunds will be given for cancelled fields due to weather.
- Reservations are not final until all fees are paid in full.
- There is a \$200 cancellation fee on any field returned after the lottery.
- GSC Parks programs have priority over field rentals.
- There is no private enterprise on public property (i.e. selling concessions, running clinics, camps, subleasing, etc.) associated with field rentals in accordance with GSC Parks POL.A.06.04 – Park Rental Policies. If you wish to conduct a revenue generating event on GSC Parks maintained parks, you must contact the GSC Parks Administrative Office to schedule or for Great Crossing Park, Tim Tevis at 502-316-0028. Additional permits and fees will apply.
- Please clean up all trash after your team uses the field.
- Please use the parking lot, do not park on neighborhood streets or in the grass.
- Vehicles are not allowed on the park pathways.
- Great Crossing Park rentals may use an adjacent batting cage one hour BEFORE your scheduled practice time.
- Facilities are available to people of all abilities. Renter may not exclude anyone from participation or subject to discrimination based on race, religion, color, national origin or disability.
- Must follow all GSC Parks policies available at <https://gscparks.com/gsc-parks-policies/>
- If there are any problems regarding your field rental, please contact the GSC Parks Administrative Office at 502-863-7865.
- Failure to abide by facility rules or permit conditions may

- result in cancellation of the permit without refund.
- Season Field Permits will be calculated based on the number of available dates and given a 10% discount.

Failure to Comply with Rental Policies

An individual or for-profit organization that reserves or utilizes GSC Parks facilities for the purpose of giving private athletic lessons in exchange for payment is subject to a suspension of that individual's or organization's privilege to conduct an activity on GSC Parks facilities for a period of six (6) months for the first offense; one (1) year for the second offense; permanent suspension for the third offense.

Failure to comply with any provisions entered herein shall constitute grounds to terminate the rental agreement and deny rental privileges in the future. Repeated failure to comply with the provisions herein shall constitute grounds for permanent suspension of the right to rent GSC Parks facilities.

Any issue concerning the rental of any GSC Parks park facility not addressed herein shall be determined by a majority vote of the Georgetown-Scott County Parks and Recreation Board.

POL.A.06.05 – GSC Parks Facility Based Rentals

Please see the brochures below for information, pricing, rules, and policies regarding GSC Parks Facility Based Rentals

Ed Davis Learning Center

Pavilion Community & Recreation Center

Suffoletta Family Aquatic Center

POL.A.06.06 – Alcohol Rules, Regulations, and Policies

Purpose

The Alcohol Rules, Regulations and Policies (“Rules”) establishes the rules and regulations regarding the sale and/or service, and the associated consumption of Alcohol Beverages in the GSC Parks facilities and parks. It is the intention of GSC Parks to provide the citizens of Georgetown and Scott County with the broadest range of opportunities to enjoy its parks and facilities.

Authority

Section 2 of the Interlocal Agreement Between the City of Georgetown and Scott County for the Operation of the Joint Parks and Recreation Program (“Interlocal Agreement”) delegates to the GSC Parks Board the duty and power to be responsible for policy decisions and “shall formulate all policies and operational guidelines” to manage, operation and control GSC Parks facilities and parks located within and without the boundaries of the City of Georgetown and Scott County owned by either entity for park and recreational purposes. This includes GSC Parks’ authority to establish rules and regulations, such as those that are set forth in this Alcohol Rules, Regulations, and Policies and to enforce such rules and regulations.

Scope

These rules apply to GSC Parks operated and maintained parks and facilities within Scott County.

Definitions

- **Alcohol Beverages:** The phrase "Alcohol Beverages", as used in these Rules, shall conform, at a minimum, to the definition and restrictions imposed by KRS Chapters 241 to 244. This includes "every liquid, solid, powder, or crystal, whether patented or not, containing alcohol in an amount in excess of more than one percent (1%) of alcohol by volume, which is fit for beverage purposes. It includes every spurious or imitation liquor sold as, or under any name commonly used for alcoholic beverages, whether containing alcohol or not." (KRS 242.010)
- **Permit:** The phrase "Permit", as used in these Rules, means a revocable and non-transferable permit issued by GSC Parks allowing for the use of specific park property. Permit types include, but are not limited to, public event permits, special occasion permits, event facility permits, race/walk permits, athletic permits, tournament permits, assembly/demonstration permits, and recreation center facility rental permits.
- **Liquor License:** The phrase "Liquor License", as used in these Rules, shall mean any license or permit issued by the Kentucky Department of Alcoholic Beverage Control, the Kentucky Department of Revenue, and/or other governmental authority as required by and in conformance with State laws and rules and regulations and Kentucky laws and rules and regulations regarding Alcohol Beverages.

Policy

The sale, service, possession, and consumption of Alcohol Beverages is prohibited in all GSC Parks' parks and recreation buildings and facilities, parks, and other outdoor public spaces; except at the following GSC Parks' parks and recreation parks subject to requirements and restrictions that may be established:

The following parks in accordance with the requirements and restrictions of a duly executed permit:

1. Royal Spring Park
2. Brooking Park

Possession, consumption, sale or service must be following State Law including, but not limited to, no consumption by persons under the age of twenty-one (21) and as otherwise prohibited. In addition to the above restrictions, the following restrictions apply unless authorized by a contract or GSC Parks Board Approval:

1. Kegs and glass containers are prohibited.
2. Alcohol Beverages may not be possessed or consumed on park trails.
3. Alcohol Beverages may not be possessed or consumed within the boundary of any playground.

Requirements and Restrictions Applicable to all Permitted Activity with Alcohol

The sale, service, and consumption of Alcohol Beverages is allowed as may be conditioned in accordance with certain duly obtained permits. The following requirements, restrictions and prohibitions apply to the sale and/or service of Alcohol Beverages in association with all permit types.

1. Any Alcohol Beverages must be served, sold and consumed at the location (s) and on the premises as specified in the Liquor License and as may be further restricted the permits issued by GSC Parks.
2. The permittee shall comply with all local, state, and federal laws, rules, and regulation applicable to the sale and/or services of Alcohol Beverages.
3. The permittee shall comply with all requirements and restrictions contained in these Rules.
4. All sales and/or service of Alcohol Beverages shall conclude one (1) hour prior to the end

- of the event but no later than one (1) hour prior to park curfew.
5. Alcohol Beverages selling or serving stations must be located a minimum of fifty feet (50') from any playground.
 6. Alcohol Beverages are prohibited from being serviced to the public in glass containers except under a permit where the permitted activity is exclusively indoors.
 7. If instructed by the GSC Parks Administrative Office, the permittee must obtain the appropriate Liquor Liability Insurance as may be required based upon the permit type.
 8. The permittee shall comply with requirements established by GSC parks regarding Responsible Vendor Programs. Information regarding any such requirement can be found at the GSC Parks Permitting Resource Site.
 9. The GSC Parks Director may establish special restrictions and requirements to any permit.

Requirements and Restrictions for Public Event Permits with Alcohol

Permittees may be granted the right to serve and/or sell Alcohol Beverages under a duly issued Public Event permit. Permittees wishing to serve and/or sell Alcohol Beverages under a duly issued Public Event Permit must agree to and comply with 1) the requirements and restrictions and restrictions 2) all special requirements and restrictions imposed by the GSC Parks Director, and 3) all requirements and restrictions contained in the Public Event Policy.

If Alcohol Beverages are sold or served at a public event, the permittee is required to obtain and pay for off-duty Georgetown Police or Scott County Sheriff's department's officers from the beginning of alcohol service to the end of the event. An exception to this requirement may be granted by GSC Parks Director upon the Applicant demonstrating, to the satisfaction of the GSC Parks Director, that an adequate alternative system of alcohol security will be provided.

Public Events with permitted sale or served Alcohol Beverages in Brooking Park can only be hosted by Georgetown Scott County Tourism Commission and/or Georgetown Scott County Parks and Recreation sponsored event.

Requirements and Restrictions for Special Occasion Permits

Special Occasion Permits are issued solely for private events at which all attendees are present by invitation only. Permittees may serve and/or sell Alcohol Beverages as a part of a duly issued Special Occasion Permit. Permittees wishing to serve and/or sell Alcohol Beverages under a Special Occasion Permit must agree to and comply with 1) all requirements and restrictions and 2) all special requirements and restrictions imposed by the GSC Parks Director 3) events are located at Royal Spring Park.

Requirements and Restrictions for Event Facility Permits

The sale and/or services of Alcohol Beverages is prohibited in all GSC Parks facilities.

Requirements and Restrictions for Assembly/Demonstration Permits

The sale and/or service of Alcohol Beverages is prohibited in association with an Assembly or Demonstration Permit.

Requirements and Restrictions for Picnic Shelter Rental Permits

The sale and/or services, possession, and consumption of Alcohol Beverages is prohibited in association with a Picnic Permit.

Requirements and Restrictions for Athletic Permits

The sale and/or service, possession, and consumption of Alcohol Beverages is prohibited in association with an Athletic Permit.

POL.A.06.07 – Smoking in Parks

Purpose

The smoking in parks policy establishes the rules and regulations regarding smoking and/or vaping in GSC Parks operated facilities and parks. The City of Georgetown has established a “Smoking in Public Places” ordinance. ([Sec. 20-21](#)). Additionally, this policy will further clarify the “Smoking in Parks” policy set by the GSC Parks Board of Directors on October 15, 2018.

Scope

These rules apply to GSC Parks operated and maintained parks and facilities within Scott County.

Definitions

Smoking means inhaling, exhaling, burning, carrying any lighted cigar, cigarette, pipe, or other lighted tobacco product or any other lighted substance, whether otherwise legally possessed to consume such as marijuana, in any manner or form. Smoking does include vaping.

Sports arena means sports pavilions, stadiums, gymnasiums, health spas, boxing arenas, swimming pools, roller and ice rinks, bowling alleys, and other similar places where members of the general public assemble to engage in physical exercise, participate in athletic competition, or witness sports or other events.

Policy

1. Smoking is prohibited in the seating areas of all outdoor arenas, stadiums and amphitheaters. (Georgetown Code Sec.20-26)
2. Smoking is prohibited within a reasonable distance of the outside entrance to or open windows of any enclosed area in which smoking is prohibited by Georgetown Code Sec. 20-21 and from the air intake of a ventilation system serving an enclosed area where smoking is prohibited, in order to ensure tobacco smoke does not enter that enclosed area through entrances, windows, ventilation systems or other means. This includes entrance into GSC Parks operated facilities. The GSC Parks Board further establishes a reasonable distance as a minimum of 25 feet.
3. No person shall dispose of any cigarette, cigar or tobacco, or any part of a cigarette or cigar, including cigarette or cigar butts or ashes or used matches in any place where smoking is prohibited under this chapter, except any specifically designated smoking waste receptacle.
4. The GSC Parks Board further establishes that smoking will be allowed in paved parking areas and/or designated smoking areas.
5. Enforcement, Violations and Penalties of the Smoking in Parks policy is addressed in Georgetown Code Sec. 20-32.

A.07 – Provision of Recreation Services

POL.A.07.01 - Definition of User

Purpose

The purpose of the Definition of User Policy is to categorize guests of GSC Parks and assist with setting their fees and charges for GSC Parks programs, services, memberships and facility use.

Definition of Users

- **Residents:** Residents are defined as individuals or organizations that reside within Scott County boundaries.
- **Nonresidents:** Nonresidents are defined as individuals or organizations who do not reside

within Scott County boundaries.

- **Senior Adults:** Active Adults are defined as persons aged 60 and older.
- **Local Government Agencies:** Local Government Agencies are defined as tax-supported organizations that reside within Scott County. Local Government Employees are defined as individuals that are employed by the Local Government Agencies.
- **Non-Profit Organizations:** Non-Profit Organizations are defined as nonprofit groups, as stated by the State of Kentucky, and are dedicated to serving Scott County residents.

POL.A.07.02 – Fees and Charges Policy

Statement of Philosophy

GSC Parks uses multiple sources of revenue to supplement the revenue it receives from intergovernmental support. A primary source of revenue beyond tax dollars are fees and charges collected from participants of GSC Parks facilities and programs. It is not financially feasible or healthy to rely solely on one source of revenue to support a diversified quality parks and recreation program. GSC Parks will evaluate its fees and charges policy annually as part of its Budget Guidelines; receiving approval from the Parks Board prior to implementation.

Fees and Charges

A system of fees and charges is an efficient and equitable way to distribute the costs associated with providing services that exceed the ability of the tax base to support the costs. GSC Parks has developed these goals and guidelines with the intention of uniformly defining the method used to determine pricing levels for fees and charges.

GSC Parks primarily provides recreation services at three different levels. Those levels include services that benefit the entire community, recreation programs and services that mostly benefit the user but to some extent benefit the community, and facilities programs and services that benefit only the user. The chart below explains the differences in these levels.

	Community Programs	Recreation Programs	Leisure Programs
Who Benefits	All people of the community	Mostly participants, but community to some extent	Participant only
Who Pays	Community through taxation	Participants and community share costs	Participant pays full price
Desirability or Feasibility of Fees	Not desirable or feasible	Desirable and feasible	Desirable and feasible
Examples of Programs or Services	Movies in the Park	Thrilled to Give Dance Classes	Martial Arts and fitness classes
Cost Recovery	None or very little	Total direct and indirect costs	Total direct and indirect costs and 20% revenue generation

The concept of estimated cost recovery involves setting fees and a charge based on the level of service so that the revenue received equals the total cost of providing a service and is critical to the success of this system.

Definitions

- **Direct Cost:** These are costs that are directly attributed to an individual service and

include: instructor salary, materials, transportation, admission fees, specific marketing costs, building rent in non-GSC Parks operated facilities, etc.

- **Indirect Cost:** These are costs that cannot be associated directly with an individual service provided and include: administrative salaries, utility costs, building maintenance and cleaning, office and restroom supply costs, etc.
- **Total Cost:** This is the cost of providing a service and includes both the direct cost and an allocated portion of the indirect cost.

Goals

GSC Parks will use intergovernmental funding to improve and manage all the land, facilities and recreation programs that have been determined to benefit all taxpayers. GSC Parks will also use intergovernmental funding to assist residents who cannot afford to utilize a program or service. Taxpayers should not be asked to meet the entire cost of providing activities and facilities that involve considerable expenses and serve a special interest with a limited number of participants. Charging fees for these programs is an equitable method of recovering costs for targeted or specialized programs and services. However, fees and charges should not become a barrier for participation or a method of excluding any resident of Scott County.

General Guidelines

- GSC Parks will not charge fees to residents for entrance into parks, playgrounds, or informal use of outdoor athletic facilities (when not previously scheduled). GSC Parks will charge fees for specialized services that do not benefit the entire community including recreational programs. These fees will be structured to pay for the cost of offering the program and contribute to overhead as outlined below:
 - 1) Managers will consider appropriate direct, indirect, and overhead costs, market conditions, target markets and payment of capital improvement bonds issued to renovate a specific facility when developing fees and charges for all GSC Parks services. GSC Parks will consider the cost of using the facility when determining the total cost of offering programs instructed by a contractual third party. Program supervisors should strive to keep the costs associated with any program minimal in order to keep the fee for the program reasonable.
 - 2) GSC Parks will charge entry fees for admission to special use facilities such as the community recreation center or swimming pools.
 - 3) GSC Parks may charge membership and/or initiation fees for access and use of a facility or program.
 - 4) GSC Parks may develop special pricing strategies including differential fees for different types of organizations, different times of the year, incentives to increase participation, and group, repeat business, or multiple family member discounts.
 - 5) Managers may prorate fees if a person wishes to participate in a program after the first class of a program and the desired outcome of the program does not depend on attending all classes.
- The minimum number of participants per class needed to achieve revenue policy goals will be the determining factor in setting class minimums. Programs must reach minimum participant levels one week before the class starting date or GSC Parks will cancel the program (new program ideas are exempt from this guideline for one year to allow the program to grow.)
- Since non-residents of Scott County do not support the county through taxes, they should

pay an additional fee to assist with costs associated with overhead, facility maintenance and development, and program development expenses covered by taxes.

- GSC Parks will actively seek other sources of revenue such as sponsorships or grants to partially subsidize community-wide programs. Scholarship or fee reduction programs will be available to any resident that proves financial hardship for any program or facility regardless of the amount of tax support the program or facility receives.

POL.A.07.03 – Scholarships

GSC Parks recognizes that families and individuals residing within Scott County may experience economic hardships. In keeping with GSC Parks mission, the Parks Board allocates funds to assist low income individuals and families so they may enjoy the many benefits of parks and recreation through a Scholarship program. Annually, the Board shall determine the level of funding to be contributed to the program as part of the budget process and shall also strive to boost funding by securing grants and donations to GSC Friends of the Parks for the same purpose. Residents will need to qualify for a scholarship every six (6) months, through a formal application process administered by the Parks Administration team.

POL.A.07.04 - Non-Resident Fees

GSC Parks offers its programs and facilities not only to its residents but also to nonresidents. Because non-residents do not pay taxes in Scott County to support GSC Parks programs and facilities, GSC Parks must adjust its fees for non-residents so that they provide financial support to GSC Parks like the support provided by residents.

POL.A.07.05 – Refunds

Medical Refund Requests

In the case of a medical refund request, a doctor's note stating a release must be provided before a prorated (cost of remaining program meetings) credit or refund will be granted.

Other Refund Requests

Refund requests for special programs such as trips, camps and one-day programs must be received two weeks before the first program meeting to be eligible for a refund. Refunds within two weeks of the start date of these programs will be considered on a case-by-case basis.

There is a \$25 service fee for refunds processed for camp programs and a \$5 service fee for all other programs. Refund requests will be processed within 10 business days. Refund checks will be issued in the participant's name unless the refund will be issued to a minor and the parent or guardian requests a change at the time of the refund request. Refunds for program fees paid by credit cards will only be issued to the original credit card used. Deposits are non-refundable unless otherwise noted.

Unless otherwise noted, all other refunds must be requested before a program meets for the second time or no refund will be issued. These refunds will be pro-rated (cost of remaining program meetings).

POL.A.07.06 - Recreation Program Philosophy

GSC Parks should provide a broad and diversified selection of recreation programs and services for various ages and interests. GSC Parks, in planning recreational programming and special events, shall take into consideration the participants' needs, geographic location, financial

resources and safety.

[POL.A.07.07 – Inclusion](#)

The Parks Board and Staff of GSC Parks that all individuals should be provided with leisure opportunities that allow for performance at their highest level of ability. GSC Parks adhere to the following basic principles when providing accommodation to allow for successful inclusion of individuals with disabilities.

Principles of Inclusion

- 1) The interests and needs of an individual participant will be addressed.
- 2) The concerns of the family will be considered.
- 3) Options and choices will be made available to individuals with disabilities.

Participation may be delayed or denied if program registration is not received in a reasonable amount of time to secure the assistance required. Participation in trips and one day activities is only possible if staff and space for both the participant and inclusion aid are available.

[POL.A.07.08 - Behavior Management](#)

All park and facility users and program participants are always expected to exhibit appropriate behavior. The following guidelines have been developed to help make GSC Parks facilities and programs safe and enjoyable for all participants. GSC Parks insists that all participants and visitors comply with a basic behavior code. All participants and visitors shall:

- 1) Show respect to all participants, staff and volunteers. Participants should follow program rules and take directions from staff.
- 2) Refrain from using abusive or offensive foul language.
- 3) Refrain from threatening or causing bodily harm to self, other participants, staff or any other individuals.
- 4) Show respect for equipment, supplies and facilities.

A positive approach will be used regarding discipline. Staff will periodically review rules with participants and during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to everyone's situation. The agency reserves the right to immediately dismiss a participant whose behavior endangers his or her own safety or the safety of others.

[Behavior Management Policy and Procedure Letter](#)

[POL.A.07.09 - Wireless Internet Access](#)

GSC Parks has implemented wireless internet access for patrons who wish to use their own wireless electronic device when in certain parks and facilities of the GSC Park system.

Guidelines

- All users are expected to use wireless access in a legal and responsible manner, consistent with the values of GSC Parks and the recreational, educational and informational purposes for which it is provided. Misuse of Internet access will result in loss of the user's wireless access privileges and may result in suspension or termination of access to GSC Parks property. It is not acceptable to use wireless internet services supplied to:
 - 1) Digitally reproduce and distribute copyrighted materials;
 - 2) Degrade or disrupt equipment or system performance;

- 3) Vandalize the data of any other user;
 - 4) Gain unauthorized access to resources or entities;
 - 5) Invade the privacy of individuals;
 - 6) Violate federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing sexually related content; or
 - 7) Engage in any activity that is offensive or creates an intimidating or hostile environment.
- A patron's electronic device must be configured with virus protection using current virus definitions. Patrons are expected to know how to configure their own equipment for wireless use. GSC Parks does not offer wireless access support.
 - Most Wi-Fi network cards will be compatible. However, GSC Parks can make no guarantees as to compatibility of patron equipment with the network.
 - GSC Parks' public wireless network has been configured and sized for interactive searches and knowledge gathering on the internet. GSC Parks' public wireless network is not sized for large downloads from the web. Therefore, the downloading of software, large images, music, etc. from the web onto a patron's electronic device is not permitted. Patrons will be asked to terminate any activity that adversely impacts the center's network performance.
 - Printing access is not available via the wireless connection unless the printing is part of an organized GSC Parks program.
 - As with most public wireless "hot spots," this wireless connection is not secure. Another wireless user can potentially intercept any information being transmitted. Patrons should not transmit personal information such as credit card numbers, passwords or other sensitive information while using any wireless "hot spot." Wi-Fi users assume all risks and responsibilities to provide anti-virus protection and appropriate security settings on their laptop and should take appropriate precautions when using this service.
 - GSC Parks is not responsible for any information (i.e. credit card numbers, passwords, etc.) that is compromised, or for any damage caused to patrons' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. Wi-Fi users should be certain that their laptops and other devices are always secure and should never be left unattended, even for brief periods of time. Theft of such devices is not the responsibility of GSC Parks.
 - Use of GSC Parks wireless network is entirely at the risk of the user. GSC Parks disclaims all liability for loss of confidential information or damages resulting from that loss.

[POL.A.07.10 – Behavior Management](#)

All GSC Parks facilities are family friendly facilities operated for the benefit of the community. It is essential to the enjoyment of our patrons that a non-threatening, pleasant atmosphere be maintained for our patrons and staff. The facility rules are intended to achieve that aim by imposing the minimum restrictions necessary on the actions of any individuals.

[Behavior](#)

Behavior Code in all GSC Parks Facilities is covered under POL.A.07.08 – Behavior Management. Disciplinary Action for Behavior Management Violations is covered by PRO.ADMIN.07.01 – Procedures for Behavior Management.

Warnings: A verbal warning is given to a patron the first time a problem occurs. At the time of the warning, it will be emphasized that this kind of behavior will not be tolerated, and any additional problems may result in disciplinary action outlined in the Behavior Management Policy.

Personal Conduct

Abusive behavior, inappropriate conduct (i.e., spitting in the facility or vandalism of equipment) and use of profane language are unacceptable during all recreation activities and within the facility. The staff reserves the right to request that individuals leave the facility for such behavior. Participants will be billed for any damage they cause to the facility and equipment through misuse. Individuals may also have their use of GSC Parks facility privileges suspended and their behavior reported to the Georgetown Police Department. Please be considerate of other facility users and follow the posted rules.

1. Skateboards, inline hockey skates, rollerblades, bikes, and pets are prohibited from GSC Parks facilities.
2. Any person suspected of being under the influence of alcohol and/or controlled substances will be asked to leave the facility and GSC Parks reserves the right to notify law enforcement.

GSC Parks and Recreation staff reserves the right to take action on circumstances determined not to be in the best interests of the public.

Check-in

For security reasons, everyone must check in at the control desk upon entering ANY GSC Parks facility (EDLC, Pavilion, SFAC). Fee based facilities such as the Pavilion and Suffoletta Family Aquatic Center must pay an appropriate entrance fee or have purchased in advance one of the available memberships. Observers will only be admitted associated with a currently occurring program and MUST check-in as an observer. Observers are prohibited from utilizing all areas/amenities of the facility. Members must present their membership card to the staff at the control desk every time they enter the facility.

Attire & Footwear

Proper, clean athletic shoes are required. Only non-marking soles are permitted on playing surfaces. Bare feet, socks, hard-soled shoes and open-toed shoes are not permitted. Street shoes should be changed prior to participating in an activity. Participants are encouraged to wear appropriate attire while participating in all activities and are required to wear athletic attire in the fitness center. Jewelry, baseball hats, and street clothing can be dangerous and confining while exercising. A T-shirt or tank top and athletic shoes are required in the Pavilion fitness areas. Patrons must be dry and fully dressed before entering other areas apart from the natatorium.

Food and Beverage

Food & beverages are prohibited from all activity areas. Designated areas are established at each facility. Water bottles with closed tops are permitted in fitness areas, gymnasium, and natatorium only. Chewing gum and all tobacco products are not permitted in any recreation activity area.

Inclement Weather

On days that Scott County Schools are closed or operating on a delay due to inclement weather, GSC Parks facilities will open one hour later than normally scheduled. In the event of severe weather conditions such as snowstorms, please contact the respective facility or

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visit <https://www.facebook.com/GSCParks> regarding the status of classes, meetings, and/or activities.

Personnel Policies

P.01 - Employment

POL.P.01.01 – Personnel Policy Disclaimer

The Board of Directors (Board) of the Georgetown-Scott County Parks and Recreation Department (GSC Parks) recognize that a personnel system which recruits competent, dependable employees is indispensable to effective and efficient departmental operation. These policies and procedures, classification and pay plans and job descriptions have been developed in order to achieve optimum efficiency and economy in the pursuit of the department's goals and the utilization of its human resources.

The policies and procedures set forth hereinafter are intended to implement procedures for:

1. Classifying positions of employment;
2. Recruiting persons for these positions; and
3. Compensating employees for their service to the department.

While the department is committed to the equitable treatment of its employees, it is expressly noted that nothing in these policies are intended to create a contract of employment. Any individuals may voluntarily leave employment or may be terminated by the department at any time, for any lawful reason, or for no reason at all. Any oral, written statements, custom of course of dealing to the contrary are hereby expressly disavowed.

SCOPE OF COVERAGE

The following Personnel Policies and Procedures have been adopted by the Board of GSC Parks and are applicable to all persons employed or appointed to all positions.

ADMINISTRATION OF THE PLAN

GSC Parks is governed by a nine (9) member Board of Directors appointed consistent with the provisions of an interlocal agreement entered between the Scott County Fiscal Court and the City of Georgetown.

Where the context permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation or any of its provisions.

If any policy or part thereof contained is determined invalid by a court of law, or by another appropriate judicial body or agency, such determination will not affect the validity of the remaining policies or parts thereof.

[POL.P.01.02 – At Will Employer](#)

All GSC Parks employees are at will employees. This means there is no contract of employment, express or implied, and that either GSC Parks or the employees are free to terminate the employment relationship at any time, with or without cause. GSC Parks At-Will Employment Policy will only be varied by a specific written agreement that is entered into and signed by the executive authority and an individual employee. Therefore, nothing contained in this Handbook, or any other document provided to the employee will be relied upon or interpreted to form a contract binding upon GSC Parks regarding any benefit, policy, procedure, or other term or condition of employment.

[POL.P.01.03 – Equal Employment Opportunity](#)

- GSC Parks is an equal opportunity employer. It is GSC Parks policy to afford equal employment opportunity to all qualified persons regardless of race, color, religion, age, sex, sexual orientation, genetic makeup, gender identity, pregnancy, childbirth, pregnancy/childbirth-related medical conditions, national origin, disability, veteran or family status, an individual's status as a smoker or nonsmoker or any other status or condition protected by applicable local, state, or federal laws, except where a bona fide occupation qualification applies.
- GSC Parks commitment as an equal opportunity employer extends to all its employment and personnel practices including job opportunities, promotions, pay and benefits, discipline, discharge, training, and other social and recreational activities sponsored by GSC Parks and/or the City of Georgetown.
- The harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, national origin, sex, sexual orientation, genetic makeup, gender identity, pregnancy, childbirth, pregnancy/childbirth-related medical conditions, age, disability, veteran or family status, or because the employee is a smoker or nonsmoker is strictly forbidden. Any employee who experiences such treatment should immediately report it to their supervisor or other supervisory or management staff in accordance with Sexual and Nonsexual Harassment Policy.

[POL.P.01.04 – Americans with Disabilities Act](#)

- GSC Parks will offer equal employment opportunities for qualified individuals who may have a physical or mental disability, including medical conditions related to pregnancy, but who can still perform the essential job functions with or without reasonable accommodation. The city will provide reasonable accommodations to individuals qualifying under ADA only when that accommodation does not create an "undue hardship" to the city.

- Any employee who feels they may need accommodation in order to perform their job functions should notify their immediate supervisor in writing. Because analysis under the ADA requires an open dialogue between the employee and the employer, the employee and the supervisor are encouraged to discuss the situation openly and involve the executive authority, human resources director, and other necessary staff as appropriate.

Medical information may be requested by GSC Parks to assist in understanding the employee's capabilities and limitations.

POL.P.01.05 – Immigration Reform and Control Act (IRCA)

- (1) GSC Parks will comply with the Immigration Reform and Control Act 1986 (IRCA), including Form I-9 requirements.
- (2) Under IRCA, all employers must complete an Employment Eligibility Verification Forms, commonly known as Form I-9, for all current employees and maintain those forms in a separate file for the longer of either:
 - a. Three years from the first day of employment; or
 - b. One year after the employment ended.
- (3) IRCA prohibits employers from:
 - a. Knowingly hiring, recruiting or referring (for a fee) aliens who are not authorized to work in the U.S.
 - b. Requiring specific documents to complete Form I-9.
 - c. Retaliating against employees that file a charge or participate in an investigation.

POL.P.01.05 – Drug-Free Workplace Adopted

It shall be the policy of GSC Parks that its workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace, sources of information and assistance and is the basis of a form each employee is required to sign assuring compliance.

It is the policy of GSC Parks that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in any workplace of GSC Parks. Controlled substance means a controlled substance in schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15, including any future additions or amendments.

The purpose of this policy is to avoid the dangers of drugs in the workplace as described further in this publication, and to advise employees of available sources of counseling, rehabilitation, and employee assistance. Each employee is hereby notified that they shall notify the Director within five (5) days of any criminal drug conviction for a violation in the workplace. Within thirty (30) days, GSC Parks must take appropriate action.

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. The employer is not required to pay for this rehabilitation. Any employee violating the terms of this policy is subject to immediate dismissal.

Policy – Purpose and Goals

Being aware of the costs, in human terms, of the abuse of alcohol, illicit substances, and illegal drugs; and realizing the costs, both actual and potential in monetary terms, of the abuse of alcohol, illicit substances and illegal drugs in the workplace; GSC Parks is committed to protecting the safety, health and well-being of all employees of the Department and other individuals who make use of the Department's facilities. Likewise, GSC Parks is committed to ensuring that its facilities provide a safe and healthy environment for the conduct of GSC Parks business for all the citizenry of Georgetown-Scott County, Kentucky. Additionally, GSC Parks wishes to accomplish the following with the establishment of this policy:

- As a recipient of Federal Funds, to comply with the Drug Free Workplace Act of 1988 (PL100-690. Title V, Schedule D).
- To inform employees that testing for controlled substances and alcohol is required as a condition of employment with the Department.
- To comply with the Federal Department of Transportation regulations regarding employees holding Commercial Drivers Licenses (CDL).
- To reduce the number of accidents and injuries to persons and property.
- To reduce absenteeism and tardiness, and to increase the productivity of all employees of the Department
- To help ensure the reputation of the Department and its employees throughout the community.
- To provide leadership in helping to stem the tide of abuse of alcohol, illicit substances and illegal drugs throughout our community and the Commonwealth of Kentucky as a whole.

It is with these goals in mind that the Department issues this policy, declaring itself a **Drug and Alcohol-Free Workplace** and hereby issues these accompanying rules regarding drug and alcohol use in the workplace for the City of Georgetown-Scott County, Kentucky Parks & Recreation Department.

The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, or a controlled or illicit substance is prohibited in the workplace.

POL.P.01.06 – Application and Advertisement of Vacant Positions

When a vacancy occurs, current GSC Parks employees may be notified of the vacancy by placing notice(s) in strategic locations. Notices posted will include position title, summary of duties, position qualifications and the time limit for applying. Employees

who wish to apply for the position must apply for the position through the GSC Parks website at www.gscparks.com. The executive authority may fill the vacancy by either promoting a current employee or employing a person from outside of the existing GSC Parks government organization. When announcements of vacant position(s) are made outside of the organization, any of the following procedures may apply:

- GSC Parks may advertise all vacant position(s) in a newspaper or other form of media. All announcements will include such information as where to apply, deadline for applications, pay range for the position, summary of duties, and position qualifications. All written announcements of vacant position(s) will also contain the following statement, “An Equal Opportunity Employer.” Written announcements of vacant position(s) also may include, “Any applicant who needs an ADA accommodation in the employment selection process will request the accommodation from the office manager.”

POL.P.01.07 – Application for Position

- Employment applications shall be completed and submitted online at www.gscparks.com. Applicants will include information about the applicant’s training, experience, and additional information as required.
- No person may be appointed to a position unless information on the official employment application is verified, and they meet the qualifications for the position as set forth in the position description.
- The employment application must be signed by typing the applicant’s signature in the relevant fields and dated by the applicant.

POL.P.01.08 – Promotions, Transfers and Temporary Appointments

- Vacancies may be filled by transfer or promotion from within GSC Parks. Employees may apply for the position by submitting an online application and notifying the office manager. An employee may be transferred or promoted from one position to another only if the employee has the qualifications for the higher position. The same procedures as those authorized for ascertaining qualifications for an initial appointment to a position will be followed. All pertinent documentation of said transfer or promotion will be entered into the employee’s personnel file.
- In the case where vacancies cannot be filled from within GSC Parks service or from an eligibility list, or a vacancy is temporary due to an extended leave of absence, temporary appointments may be made by the executive authority for a period not to exceed six months. Appointments are made by the executive authority with approval by the legislative authority.
- Employees placed in a temporary appointment will be compensated at the minimum of the pay grade for that position or receive a 10% increase in pay, whichever is greater, while they occupy the temporary appointment.
- Temporary appointments will terminate as soon as a qualified candidate can fill the position in question in accordance with personnel hiring procedures or the

person permanently assigned to the position returns from the extended leave of absence.

[\(Temporary/Interim Assignment Form\)](#).

POL.P.01.06 – Non-Discrimination and Anti-Harassment

GSC Parks is committed to a work environment in which all individuals are treated with respect and dignity. It is the responsibility of every employee, Board member, agent, volunteer, and vendor of GSC Parks, as well as anyone using GSC Parks' facilities, to refrain from sexual or other harassment. Sexual or other harassment is illegal, unacceptable, and violates the policies of GSC Parks. Title VII of the Civil Rights Act and/or the Kentucky Civil Rights Act prohibit discrimination and harassment on the basis of race, color, religion, sex, pregnancy, childbirth or related medical conditions, sexual orientation, age, disability, national origin and any other legally protected characteristic. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated.

Sexual Harassment

Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

- 1) Submission to conduct is made either implicitly or explicitly as a term or condition of the individual's employment.
- 2) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- 3) Harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail and text messages); and other physical, verbal or visual conduct of a sexual nature.

Harassment on the Basis of Any Other Protected Characteristic

Conduct that denigrates or shows hostility or aversion toward an individual because of any legally protected characteristic of a non-sexual nature and that has the purpose or effect of (a) creating an intimidating, hostile, or offensive work environment, (b) unreasonably interfering with an individual's work performance, or (c) otherwise adversely affecting an individual's employment opportunities is prohibited.

Harassing includes, but is not limited to, epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; or display or circulation, whether by hand, through e-mail, or otherwise, in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and business-related social events.

Any employee engaging in practices or conduct constituting discrimination, or harassment will be

subject to disciplinary action up to and including termination.

Retaliation

GSC Parks prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment.

Harassment Allegations Against Non-Employees

If an employee makes a complaint alleging harassment or discrimination against any person other than a GSC Parks employee, then the Director or his/her designee will investigate the incident(s) and determine the appropriate action.

Responsibility of Supervisors

Any supervisor who becomes aware of any possible harassment or discrimination by any employee must immediately advise the Director, who will investigate the conduct and take appropriate action.

Under GSC Parks' policy, no Department Head, manager, or supervisor has any power to take any tangible action against or with respect to an employee, such as termination of employment, promotion, demotion, or undesirable reassignment, which is motivated by a desire to harass or to retaliate for reporting harassment or as a result of an employee's resistance to harassment or retaliation.

Investigations

Each reported allegation of harassment, discrimination, or retaliation will be investigated promptly. GSC Parks will make every reasonable effort to conduct an investigation in a responsible and confidential manner, but GSC Parks cannot guarantee absolute confidentiality.

Responsive Action

GSC Parks will determine whether harassment, discrimination, or retaliation has occurred based on a review of the facts and circumstances of each situation. Where appropriate, corrective measures will be taken.

Education and Training

As part of general orientation, each recently hired employee will be informed of the standards of acceptable behavior. All employees will participate periodically in seminars that describe workplace harassment and teach strategies for resisting and preventing sexual harassment, other types of harassment and discrimination.

POL.P.01.07 – Anti-Nepotism

GSC Parks permits the employment of qualified relatives of employees if such employment does not, in the opinion of the Board, create actual or perceived conflicts of interest, such as actions and arrangements that violate Section 2.361 of the City's Code of Ordinances (Nepotism).

- For purposes of this policy, "relative" is defined as spouse, parent, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin and corresponding in-law, step or half relations.
- Relatives are permitted to work for GSC Parks, provided no direct supervisory or management relationship exists. That is, there must be at least one level of supervision between family members.
- Relatives are permitted to work in the same department, in the same rank and/or without a level of supervision between them only if they are working different shifts or at different locations.

- No relatives are permitted to work in any positions in which the Board believes an inherent conflict of interest may exist.
- If a marriage creates a situation in conflict with either this policy or Section 2-361 of the City's Code of Ordinances (Nepotism), it is the responsibility of the employee to, as soon as practicable, disclose the corresponding relation to their supervisor and the Director. GSC Parks will make every effort to transfer one of the employees, at the earliest opportunity, to a position GSC Parks deems satisfactory to accommodate the new relation.

This policy applies to all categories of employment at GSC Parks, including full-time, part-time and temporary classifications. This policy supplements Section 2-261 of the City's Code of Ordinances (Nepotism) and is not meant to supersede it. Section 2-361 of the Code shall be followed with respect to the hiring, oversight and discipline of family members, as that term is defined in Section 20314 of the Code and shall control to the extent there is any perceived conflict between that section and this policy. The City's Code of Ordinances is available for inspection online at the City's website, or in hard copy form at the City Clerk's office.

[POL.P.01.08 – Employment of Minors](#)

For the purposes of this Handbook, the term “minor” means any person younger than 18 years of age. GSC Parks complies with all federal and Kentucky labor laws regarding the employment of minors. GSC Parks will comply with KRS 339 in the employment of minors.

[POL.P.01.09 – Employment of Certified and Professional Trained Staff](#)

Relevant education and professional certification are desirable elements of candidates for employment with GSC Parks. Selection of management employees should emphasize this policy.

[POL.P.01.10 – Immigration Law Compliance](#)

In compliance with the Immigration Reform and Control Act, all newly hired employees (including new hires previously employed by GSC Parks) must present documented proof of identity and eligibility to work in the United States. Employees will be required to furnish this information on the first day of work or within 3 working days of your hire date. If the employee cannot verify his or her right to work in the United States within 3 working days of hire, GSC Parks is required by law to terminate his or her employment.

[POL.P.01.11 – Employment Screening Policy](#)

Post-Offer Examination

Applicants to whom a conditional offer of employment has been made will be required to submit to a post offer, pre-employment examination, including drug and alcohol screening, conducted by a clinic or physician arranged and paid for by GSC Parks.

Criminal Background Check

All employees shall be required to submit to a criminal background check prior to the first day of employment. Employees may be required to submit fingerprints and/or other identification to facilitate such an investigation. Any employee who refuses to submit to a criminal background check under this Policy or refuses to sign a consent form shall be subject to termination of employment. Employees that take a leave of absence from GSC Parks (seasonal staff, leaving to attend college, etc.) and are in good standing when they do so, shall not be required to submit to an additional background check, unless their leave of absence from GSC Parks is greater than one

year.

Convictions will not absolutely bar employment with GSC Parks. Rather, if a background check reveals a criminal conviction, GSC Parks will conduct an individualized assessment considering the nature of the crime, the time elapsed since the crime occurred, the nature of the specific job, and additional related factors, to determine whether exclusion of that person from employment is job related and consistent with business necessity. Before making an employment decision based on a criminal conviction, GSC Parks will provide an opportunity to the individual to demonstrate that he/she should not be excluded from employment based on the criminal conviction and that the exclusion from employment based on the criminal conviction would not be job-related and consistent with business necessity. All offers of employment and re-employment are contingent upon passing the above-mentioned criminal background check.

Drug Screening

Employees in safety sensitive positions, including those that drive a GSC Parks vehicle (car, truck, van, etc.) and/or operate any gas- powered or electric equipment or machinery will be required to submit to random drug screening. Any employee who refuses to submit to a drug screen under this Policy or refuses to sign a consent form shall be subject to termination of employment. Drug screens may also be conducted at other times as set forth in other sections of this Manual. All offers of employment and reemployment are contingent upon passing the drug screen.

Driver's License Abstracts / Checks

Employees required to use a GSC Parks vehicle in performing their job duties must pass a Motor Vehicle Record check with the Kentucky Department of Transportation before commencing employment and using any of GSC Parks vehicles. Thereafter, Motor Vehicle Record checks will be performed for these employees at least once a year. An employee must notify the Supervisor, Department Head and Office Manager if the employee's driver's license has been suspended or revoked. All offers of employment and re-employment are contingent upon passing required employment screening.

POL.P.01.12 – Orientation

Newly hired employees or employees who, because of a transfer, promotion or reclassification, are in a different employment classification or are entitled to different benefits, must report to the Office Manager on or before the first day in that position to complete the necessary paperwork. Each employee, including transferred or promoted employees, may be required to complete a job training and orientation session within the first four weeks of their employment in their new position. The orientation process may include training required by law and guidance from the GSC Parks Risk Management Plan. Employees will be required to sign an Employee Orientation Checklist to confirm that they have received and understand the necessary material.

POL.P.01.13 – Personnel Files

A personnel file will be established for each employee. All pertinent employment information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Medical records will be maintained in a separate file.

Employees may review their own personnel files in accordance with applicable law and established GSC Parks procedures. Employee requests to review a personnel file should be directed in writing to the Office Manager.

It is to the employee's advantage that all personnel records are accurate and up to date. Employees are responsible for and must promptly advise GSC Parks of any changes in any personal information that the department needs to know to contact the employee or properly administer its benefits programs or general operational concerns, including:

- Name,
- Marital status,
- Address and telephone number, or telephone number where employee may be reached,
- Number of eligible dependents,
- W-4 deductions,
- Emergency contacts,
- Completed application form,
- Position title,
- Hiring date,
- Departmental assignment,
- Salary,
- Record of awards, if any,
- Record of complaints, if any,
- Record of continuing education courses completed,
- All changes in status as a department employee,
- Labor standards, EEO-4, immigration requirements; and
- Whatever additional information governing laws or the department requires

POL.P.01.14 – Performance Reviews

Purposes for Performance Reviews

GSC Parks has a formal performance review system for full-time and part-time employees to provide a means of evaluating employees' performance and progress. Performance reviews assist the department in making personnel decisions related to such matters as promotions, transfers, demotions, and terminations. Performance reviews are an essential part of an employee's personnel records.

Frequency of Reviews and Performance-Based Increases

All full-time and part-time, year-round employees should receive an annual performance review. A review may be conducted more frequently, if an employee's job responsibilities change substantially during the year. Formal evaluations for full-time and part-time staff are conducted by the immediate supervisor on a predetermined annual schedule. All new employees should be reviewed after the first six months of employment.

Short-term and Seasonal employees should receive a performance review at the end of each season.

Informal Review of Employee Performance

In addition to scheduled performance reviews, the immediate supervisor, Department Head, or Director, or all of them, may observe and informally evaluate employee performance daily. An employee will be notified about deficiencies in work performance or inappropriate conduct.

POL.P.01.15 - Employment in More Than One Position

Full-time and part-time employees are usually hired for a specific position in one department. An employee may work an additional part-time or short-term job with GSC Parks if the primary GSC Parks job is not compromised in any manner, and if the employee receives written permission, in advance, from the Department Head of the primary position. Permission to work the second position may be revoked at any time if GSC Parks determines for any reason that the additional position interferes or is inconsistent with the primary position.

POL.P.01.16 – Outside Employment

The primary work duty and responsibility of GSC Parks' employees is to the department. No full-time employee may:

- 1) engage at any time in any outside employment for salary, wages, or commissions; or
- 2) engage in any outside business interests, except only if the Department Head recommends approval in writing to the Director and the Director grants approval in writing.

A full-time employee seeking approval for other employment or outside business interests must furnish the Department Head with a written description of the outside employment or business interest. The employee must update and resubmit the written description annually. The written description must include the employer or business name and address, the nature of the work or activities to be performed, and the schedule and number of hours per week that the employee will work in the outside employment position. GSC Parks has the absolute right to deny, for any reason, the request of any full-time employee to engage in outside employment.

All GSC Parks employees are prohibited from performing services or using GSC Parks vehicles or equipment for any person or entity other than GSC Parks while on GSC Parks duty. In addition, employees are prohibited from using any GSC Parks vehicle, equipment, or other property while they are not on GSC Parks duty. Further, no employee may receive pay or any other compensation or benefit, other than GSC Parks pay and benefits, for performing services while on GSC Parks duty.

All GSC Parks employees, including part-time employees, are expected to be available to work upon request by GSC Parks, regardless of whether the GSC Parks employee works for another employer, and other employment should not interfere with employees' availability to work for GSC Parks.

POL.P.01.17 – Return to Work Policy

The purpose of the Return to Work Program is to provide a temporary modified work assignment to assist employees in returning to work at a level close to their pre-injury productivity, when feasible. Noncompliance with the Modified Duty Program may result in a reduction of workers' compensation benefits and possible disciplinary action, up to and including termination of employment. In administering the Modified Duty Program, GSC Parks complies with the Americans with Disabilities Act ("ADA") and any other relevant law.

POL.P.01.18 – Transfer

Any employee occupying a regular position may request a transfer from one position to another comparable position, provided the position to which the employee is transferred is one for which he/she possesses the appropriate minimum qualifications, and provided that the position applied for is vacant. The request must be in writing.

POL.P.01.19 – Promotion

When a vacancy occurs in a position above the entrance level, consideration may be given to promotion of current qualified employees who submit written application for the position. However, if the Board of Directors, based on the recommendation from the Director, deems that the best interest of the department necessitates the appointment of an applicant not currently employed by the department, the position may be filled by appointment of a person from outside the department.

1. An employee occupying a regular position may be promoted from one position to a higher position only if he/she possesses the minimum qualifications for the higher position and if the position is vacant.
2. When a vacancy occurs, the names of all persons who qualify for promotion to the vacant position and who have applied shall be transmitted to the Director for consideration in filling the vacancy by promotion.
3. The Director may make a recommendation to the Board of Directors concerning whether an existing employee should be promoted or whether the Department should advertise the position outside of the agency. The Board of Directors shall make the final determination regarding the status of the position.

POL.P.01.20 – Demotion

In the event an employee becomes unable to perform the duties as stated in the position description, at the department's discretion he/she may be transferred or demoted in lieu of termination provided the employee meets the qualifications for the demoted position, and the position is vacant.

POL.P.01.21 – Separation of Employment

Resignation and Retirement

Any employee may resign their position at any time, but GSC Parks requests that he or she notify GSC Parks in writing at least two (2) full work weeks in advance of his or her intent to resign and the effective date of the resignation. This written notice should be given to your supervisor and the Director. An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel file.

The department does not have a mandatory retirement age for its employees. It does participate in the County Employees Retirement System (CERS). Information regarding CERS can be obtained from CERS/KERS Summary Plan and/or KRS 78.510 through 78.852.

Return of GSC Parks Property

Before officially separating from GSC Parks employment for any reason, an employee must return all GSC Parks property, including without limitation vehicles, tools, cellular phones, and mobile devices, keys, key fobs, uniforms, equipment, and identification, credit and insurance cards.

References

Any request from outside GSC Parks for reference information regarding current or former employees must be referred to the Office Manager.

Exit Interview

Advance notice of separation allows GSC Parks to schedule an exit interview with the departing employee, which in turn enables GSC Parks to better serve all its employees. All exiting employees

must make an appointment with the Office Manager to complete all personnel, retirement, and exit interview forms. Employees who plan to retire are urged to provide GSC Parks with a minimum of sixty (60) calendar days' notice. This will allow ample time for the processing of appropriate pension forms to ensure that any retirement benefits to which an employee may be entitled commence in a timely manner.

Termination

Termination initiated by GSC Parks will be handled in accordance with GSC Parks policies and applicable law.

- When an offense is repeated, or misconduct is serious enough for discharge on the first offense, the Director may dismiss an employee. The dismissal shall include the reason(s) for dismissal, if any, details of previous disciplinary action taken against the employee, if any, and the recommended effective date and the time of discharge.
- For full-time employees, upon review of the Director's recommendation to dismiss, the Board of Directors shall provide the employee with a letter of intent to dismiss containing: (a) the reason(s) for dismissal, if any; (b) the details of previous disciplinary action(s) taken against the employee, if any; and (c) the effective date and time of the intended discharge.

POL.P.01.22 – Layoff (Reduction in Force-RIF)

- The Board of Directors may lay off an employee or employees because of lack of work or funds. The layoff order shall be determined by the needs of the department.
- Consideration shall be given to the seniority and merit of persons being considered for layoff.
- Temporary, seasonal, and probationary employees shall be laid off before employees occupying, regular positions affected by layoff.
- Two (2) weeks before the effective date of the layoff of an employee occupying a regular position, the Director shall notify the employee of the layoff in writing. The notice shall explain the reason(s) for the duration of the layoff (if known); a copy of the notice shall be placed in the employee's personnel file.
- An employee who is laid off may, at the department's discretion, be eligible for reemployment in other positions, if he/she meets the qualifications for the position and provided that the other position is vacant.

POL.P.01.23 – Education and Training for Employees and/or Volunteers

Purpose

The GSC Parks Board supports education and training for employees and/or volunteers. The purpose of this policy is to establish a policy and system whereby every GSC Parks employee receives, reads, and understands the required training established by the GSC Parks management, federal, state, or local laws, ordinances, and/or regulations.

Policy

It is the policy of GSC Parks that all employees and volunteers shall be informed of and understand their duties, assignments, responsibilities, and related policies and procedures. GSC Parks shall establish and provide access to appropriate training, written policies, and procedures to ensure employees and volunteers have adequate information to perform the duties of their position. Employees must be thoroughly familiar with the requirements, responsibilities, operations, and

procedures of their assignment to maintain high standards of safe, secure, and efficient operations. It is the employee and/or volunteer's responsibility to familiarize themselves with all current policies and procedures annually and upon updates approved by the GSC Parks Board.

PowerDMS

Access to PowerDMS document management system is provided to key personnel for the storage, access, and distribution of certain departmental operational documents. All employees who are assigned to PowerDMS are required to read and acknowledge their understanding of all applicable policies and procedures whenever:

Employees and/or Volunteers:

- 1) They receive a new or unfamiliar assignment/sport, even if the assignment/sport is temporary.
- 2) A new revision of the GSC Parks Comprehensive Policies and/or GSC Parks Comprehensive Procedures.
- 3) The employee and/or volunteer have not worked on the assignment/sport for a period of time.

Supervisors shall also:

- 1) Ensure that each key employee who has been assigned to PowerDMS has received, understands, and has signed off on all relevant documents in a timely manner.
- 2) Ensure that volunteers have been provided with access to current GSC Parks Comprehensive Policies and GSC Parks Comprehensive Procedures.
- 3) Review relevant changes to policies and procedures with employees and/or volunteers answering questions and providing directions to ensure that the responsibilities are understood, followed, and carried out; and
- 4) Review policies with employees during Performance Appraisal evaluations to ensure that the employee is not only familiar with but also has a sound understanding and working knowledge of applicable policies and procedures.

Paycom

Access to Paycom is provided to every employee and key volunteers. Paycom provides a centralized training solution with a library of courses, development program, and tracking.

Employees and/or Volunteers

- 1) Are required to activate their Paycom account within five (5) workdays of receiving the activation email and begin training modules.
- 2) Will be responsible for completing all assigned trainings in the time required by the module with a passing grade.
- 3) Will be paid for time that in accordance with the time that is allotted by the training module if training is completed off-site.
- 4) Training not performed in a timely manner may result in disciplinary action.

Supervisors shall also:

- 1) Ensure that each employee and/or volunteer under their responsibility has been given access to Paycom in a timely manner.
- 2) Ensure each employee and/or volunteer complete all training modules within thirty (30) days of hire or assignment of training module.
- 3) Review assigned learning plans on an annual basis to make recommendations on changes to curriculum.

- 4) Review training modules with employees during Performance Appraisal evaluations to ensure that the employee is not only familiar with but also has a sound understanding and working knowledge of applicable training.

P.02 – Position Classification

POL.P.02.01 – Classifications, Definitions, and Status of Employees

- 1) Exempt employees are those employees who are not eligible for overtime compensation under federal and/or Kentucky law.
- 2) Non-Exempt employees are those employees who are eligible for overtime compensation under federal and/or Kentucky law.
- 3) Full-time regular employees work a minimum of thirty-five (35) hours per workweek on a regular basis. Such employees may be exempt or non-exempt. Full-time regular employees are eligible for leave and insurance benefits.
- 4) Part-time regular employees work fewer than thirty (30) hours per workweek on a regular basis (not to exceed 100 hours per month).
- 5) Temporary and/or seasonal employees are used to complete a specific project or are used for a limited period with the understanding that the assignment will be terminated upon completion of the assignment or at the end of the specified period. An employee who works in a position which is temporary nature, either full-time or part-time. The position may be needed to meet a peak workload or for a seasonal type of program such as summer recreation. The maximum time limit for temporary or seasonal employees is six (6) months. GSC Parks follows the guidelines for temporary and seasonal employees established by the County Employees Retirement System. Workers placed with GSC Parks through a temporary employment agency for specific assignments are employees of that agency, not GSC Parks.

P.03 – Wages and Payroll

POL.P.03.01 Compensation Salary Increase

Full-time and part-time employees may be considered for wage adjustments on an annual basis which will be based budget recommendations.

Overtime Eligibility

Non-exempt employees are entitled to overtime compensation at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of 40 in a single workweek. Paid time off is not counted as “hours worked” for purposes of calculating overtime. The “hours worked” shall not include any form of leave, or other non-working time, whether paid or unpaid. Exempt employees making in excess of are not eligible for overtime pay.

Overtime Obligations and Approval

Depending on GSC Parks work needs, employees may be required to work overtime. Refusal to work overtime when requested may be cause for disciplinary action up to and including termination of employment. For all non-exempt employees, prior approval of the employee’s immediate supervisor is required before the non-exempt employee works overtime. Employees working overtime without prior approval may be subject to disciplinary action.

Benefits

Full-time employees shall be entitled to all benefits referenced in the Employee Benefits Section of the Employee Handbook. Part-time or temporary employees shall not be entitled to any benefits unless otherwise stated in these policies.

POL.P.02.02 – Payroll Periods and Paychecks

GSC Parks employees are paid bi-weekly on Fridays. If the payday is a GSC Parks-recognized holiday, employees are paid on the preceding business day. Employees are required to sign-up for direct deposit. If employment is terminated in the middle of a pay period, the employee will be paid for the actual hours worked.

Employees will be paid through direct deposit of funds to either a savings or checking account at any bank with direct deposit capability. Employees who do not update their savings or checking account properly will receive \$25 returned check fee which will be deducted from their next paycheck.

POL.P.02.03 – Payroll Deductions

Automatic payroll deductions will be made for you for federal and state income tax purposes, CERS pension contributions (full-time employees only), and social security and Medicare tax, and any other item ordered by a court or applicable law. Deductions may be made for elective programs such as health insurance, tax-deferred retirement plans, credit union accounts, and supplemental life insurance. Please contact the Office Manager for information on payroll deductions.

Except as required by law or court order, deductions will not be taken without your written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes.

Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments. In addition, employees

who meet certain hourly requirements will have CERS pension contributions withheld. Employees should reference the Policy on CERS/KERS Summary Plan Description for more information on CERS.

POL.P.02.04 – Work Schedules

Department work schedules are established by the immediate supervisor or Department Head based on the needs of the department. The number of working hours that will be scheduled is subject to the financial and staffing requirements of GSC Parks, and employees are not guaranteed any specific number of hours per day or week. The responsibilities of certain positions may require an employee to be on call on a 24-hour basis. GSC Parks may change the work schedules at its discretion.

A change in work schedules or exchange of work periods among employees may not be made without the prior written approval of an immediate supervisor.

POL.P.02.05 – Recording of Hours Worked

All non-exempt employees are required to maintain an accurate and legible record of their hours worked by clocking in and out through the Paycom System. These time records, which must be

approved by the immediate supervisor, are the basis for employee paycheck calculations. An employee with permission to leave during working hours must clock out and clock in upon return.

Employees shall not clock or sign in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is against GSC Parks policy and is grounds for disciplinary action up to and including termination of employment.

An employee must commence work immediately after clocking in. Failure to commence work immediately is deemed to be a falsification of timekeeping records.

An employee who forgets to clock or sign in or out must notify his or her supervisor immediately so the time may be accurately recorded for payroll.

Fitness Instructors and Program Coordinators

Fitness Instructors and Program Coordinators are allotted 15 minutes before and 15 after their class/program for prep and clean up.

Falsification of Time Sheets

Falsification of Time Sheets is a serious offence and can lead to immediate termination.

POL.P.02.06 – Meal and Rest Periods

Department Heads are authorized to establish and arrange meal break periods and up to two paid rest periods during each workday that are most consistent with departmental operation. Rest periods will be at least 10 minutes and shall not exceed 15 minutes. Department Heads have the authority to place restrictions on rest periods, e.g., requiring the rest periods to be taken only on GSC Parks premises. Rest periods are compensated as work time.

Employees who are required to work during their authorized rest periods may not leave work early. An employee who works 5 hours or more each day is entitled to at least a 30-minute unpaid meal period break no earlier than three (3) hours into their shift and no later than five (5) hours after the start of the work period. An employee may not waive a required meal break period or choose to work during the meal break period in order to leave work early. Employees on rest or meal breaks must not interfere with employees who are working.

POL.P.02.07 – Emergency Closings

GSC Parks may close for all or part of a normally scheduled workday because of inclement weather, national crisis, or another emergency. The department will attempt to notify employees of its closure through announcements on predetermined social media sites and tv stations. Certain essential personnel may be required to report to work during emergency closings. The selection of essential personnel will be determined using GSC Parks' critical-incident plans included in the safety manual. If a non-exempt employee does not work due to an emergency closure, the employee will not be paid for hours he/she was scheduled to work (but did not actually work).

POL.P.02.08 – Conference and Training Attendance

Non-exempt/hourly employees who are required to attend training that directly relates to the employee's job will be compensated for the time spent at the training, excluding meal break periods. Voluntary attendance at training not directly related to the employee's job outside of regular working hours will not be compensated. For example, if an employee who normally is scheduled to work Monday through Friday for eight (8) hours each day attends a conference not

directly related to the employee’s job for eight (8) hours on Friday and nine (9) hours on Saturday, the employee would not be paid for eight (8) hours on Friday and would not be paid for Saturday. If the same employee were required to attend all the training, however, the employee would be paid for eight (8) hours on Friday and nine (9) hours on Saturday. The employee’s overtime pay rate would apply for all hours worked over 40 hours in one week if the employee is required to attend training or a conference.

POL.P.02.09 – Extended Trip Wage Calculation

Non-exempt employees will be paid travel time for work-related trips away from the department.

Non-exempt employees who are required to work on trips that are organized and run by GSC Parks will be compensated for the time spent working on the trip and certain travel time. If the trip is more than twenty-four (24) hours in duration, up to eight (8) hours per day will be designated as unpaid sleeping time. Regardless of the organizer of the trip, the employee may be paid at a predetermined reduced hourly rate, which will not be less than minimum wage.

POL.P.02.10 - On-Call Policy

Certain employees may be required to be available to meet work requirements which arise outside of the employees’ normal work hours. These employees will be given cell phones. Normally, on-call employees will be free to go about their business while on call, subject only to the limitation that they must be able to report to work within thirty (30) minutes after being called. GSC Parks will compensate on-call employees in accordance with applicable law. Under current law, time spent on call is not considered compensable working time when the only restriction on the employee is the foregoing thirty (30) minute response time. However, once an on-call employee begins working, then the time is compensable.

POL.P.02.11 – Call-In Policy

Employees assigned to departments that do not staff 24 hour support, may be called in to work for emergencies. In the event this occurs, employees are called in at the discretion of the department director and will be compensated a minimum of two hours or time worked, whichever is greater.

P.03 – Time Off & Absences

POL.P.03.01 – Holidays

The Georgetown City Council will set a schedule of paid holidays. Except as otherwise stated below, holiday pay is paid to employees as follows:

Regular thirty-five (35) hours per week	Seven (7) hours pay per holiday
Regular forty (40) hours per week	Eight (8) hours pay per holiday

Some employees will be required to work on holidays. From time to time, department directors may require other employees to work on holidays as well. Non-exempt employees who are required to work on a holiday will receive their regular rate of pay for actual hours worked on a holiday plus a full day’s pay as holiday pay. Exempt employees will receive compensatory leave credit (hour for hour) plus a paid day of holiday pay. Employees scheduled to be off work for the holiday will only receive holiday pay for that day.

Part-time and temporary employees will only be paid for actual hours worked on a holiday.

If an employee is concurrently using FMLA and sick/vacation leave, the employee qualifies for holiday pay. Employees who do not work on the holiday but are on sick leave shall receive their holiday pay only for that day. Employees who do not work on the holiday but are on vacation shall receive their holiday pay only for that day.

When a holiday falls on Saturday, the previous business day will be considered the holiday; when a holiday falls on Sunday, the following business day will be considered the holiday.

[City Holiday Schedule](#)

[POL.P.03.02 – Vacation Leave \(Full-time Employees Only\)](#)

Purpose

GSC Parks recognizes the importance of vacation time for rest, recreation and personal activities, regular full-time employees will be granted annual paid vacation leave.

Eligibility

New employees are eligible to use vacation leave beginning on date of hire. Part-time and temporary employees are not eligible for vacation leave. Annual vacation leave is paid at the employee’s current salary or rate of pay.

Accrual

The length of service and scheduled hours worked per week determines the amount of vacation leave available each year. Vacation leave will be granted according to the following schedule:

Employees who work thirty-five (35) hours per workweek will be granted the following number of days each year of unbroken service:

1-4 years	Twelve (12) workdays (84 hours)
5-9 years	Fifteen (15) workdays (105 hours)
10-14 years	Eighteen (18) workdays (126 hours)
15-19 years	Twenty (20) workdays (140 hours)
20 years and beyond	Twenty-two (22) workdays (154 hours)

Employees who work forty (40) hours per workweek will be granted the following number of days each year of unbroken service:

1-4 years	Twelve (12) workdays (96 hours)
5-9 years	Fifteen (15) workdays (120 hours)
10-14 years	Eighteen (18) workdays (144 hours)
15-19 years	Twenty (20) workdays (160 hours)
20 years and beyond	Twenty-two (22) workdays (176 hours)

Vacation leave accrues each month at the rate of 1/12th of the annual amount monthly and is credited on the first day of the next month. Employees who begin work on or before the 15th of the month shall accrue vacation leave for the month; employees who begin work on or after the 16th of the month shall not accrue vacation leave for the month. Accrued vacation may be carried

over to following years.

Maximum balances are as follows:

1-4 years	Thirty (30) workdays
5-9 years	Forty-two (42) workdays
10-14 years	Fifty (50) workdays
15 years and beyond	Sixty (60) workdays

No compensation will be paid to employees for balances in excess of the maximums allowed. Vacation will accrue at the regular rate during annual, paid vacation. Vacation will also accrue during paid sick leave. Employees on paid workers' compensation leave will accrue vacation leave through the twelfth (12th) month of workers' compensation leave. Vacation does not accrue during any type of unpaid leave.

Scheduling

The minimum vacation which may be taken is one quarter (1/4) hour. Vacation must be used in quarter hour units. Vacation may not be taken in excess of the amount accrued at the time the vacation begins. Vacation may only be taken up to the number of hours scheduled to work.

Except for vacation leave of less than one (1) day's duration, vacation leave may not be taken unless it is requested in writing and approved in advance by your supervisor or department director. Vacation leave of five (5) workdays or more must be requested in writing at least one (1) month in advance, except in extenuating circumstances. Department directors have discretion to consider department staffing needs when considering requests for vacation leave, as well as determining some days that will have no vacation approval (i.e. mandatory training days).

Employees absent because of sickness, off duty injury or disability may use accrued vacation only after accrued sick leave has been exhausted.

Pay in Lieu of Vacation Leave

Employees may not exchange accrued vacation for pay except as indicated in the following sections.

Holiday within Vacation Period

If a holiday observed by the city falls within a scheduled vacation period, the holiday does not count as a vacation day.

Guidelines for Vacation Pay for Terminating Employees

Employees who have completed their introductory period are paid for all accrued but unused vacation leave when their employment with GSC Parks ends. Payment for accrued vacation is made on the employees' final paycheck. Employees who separate before completing their probationary period were not eligible to take vacation and therefore will not be compensated for accrued vacation leave when they separate from service.

Employees who leave employment without providing a two-week notice or who are terminated for cause due to gross misconduct, gross negligence, or job abandonment, will not receive pay for unused vacation leave.

POL.P.03.03 – Sick Leave (Full-Time Employees Only)

It is recognized that employees may become ill or injured through no fault of their own and, therefore, be unable to perform assigned duties. This policy covers these kinds of circumstances. This policy is a privilege granted to protect your income when absence from work is caused by illness or injury. The sick leave policy is intended to encourage the accumulation of sick leave to cover an extended illness.

Accumulated sick leave should not be considered as earned time off with pay and may not be used in this manner. Abuse of the privilege may be deemed justification for termination of the employee.

Eligibility

Full-time, regular employees are eligible for paid sick leave after three (3) months of employment.

Uses

Sick leave may be taken only for personal or immediate family illness. For purposes of this section, “immediate family” means any member of the employee’s household for whom the employee is responsible.

Accrual

Employees will accrue paid sick leave hours each month, following each completed month of service, in the following increments and provided the following maximum accrual amounts:

Regular thirty-five (35) hours per week	Seven (7) hours per month – 84 hours per year
Regular forty (40) hours per week	Eight (8) hours per month – 96 hours per year

Sick leave shall accrue on the first day of the month. New employees who begin work on or before the 15th of any month shall accrue sick leave for that month; employees who begin work on or after the 16th of the month shall not accrue sick leave until the beginning of the following month.

Sick leave will accrue at the regular rate during paid sick leave. Sick leave will also accrue during paid vacation leave. Employees on paid workers’ compensation leave will accrue sick leave through the twelfth month of workers’ compensation leave. Sick leave does not accrue during any type of unpaid leave.

Amount

Sick leave, including absence for a part of a day that is chargeable to sick leave, must be used in quarter hour units. Full-time employees are eligible to take no more than the amount of accrued leave. Unused sick leave will roll over from one calendar year to another and there is a limit of six months which may be accrued and carried over from year to year during employment.

Requests for Sick Leave

Requests for sick leave must be submitted in writing to the department manager as far in advance as possible. The amount of advance notice required differs from department to department, due to differences in work schedules and departmental needs. Your department director will establish the amount of notice required for your department. Employees themselves must give notice of the need for sick leave. GSC Parks will not accept notice from spouses or others unless the employee is too ill to do so and substantiates that fact to the satisfaction of GSC Parks.

If it is not possible to request sick leave in advance because of the severity or suddenness of the illness, a request for sick leave must be made to your immediate supervisor before you are

scheduled to work, except in extenuating circumstances which are substantiated. In the latter case, you must notify the department director as soon as possible, but in no event later than two (2) workdays after the leave begins.

When you notify GSC Parks of the need for leave, you must also inform your immediate supervisor or department director of the reason(s) for the need for leave at that time. This is necessary in part for GSC Parks to determine if the leave is covered by GSC Parks' Family and Medical Leave Policy. Failure to explain the reason for the leave may be cause for denial of the request for leave.

Department Managers have the discretion to not approve usage of sick time on certain days (i.e. mandatory training days, day before or after a holiday) unless the sick leave qualifies for FMLA.

Abuse of Sick Leave

Employees may use sick leave only for the purposes stated in this section. Abuse of sick leave may result in disciplinary action up to and including termination of employment. Sick leave abuse may include, but is not limited to, using sick leave on repeated Mondays or Fridays, using sick leave on the day before or day after a holiday, and using sick leave as soon as it is accrued, thus not carrying an adequate sick balance over an extended period of time.

Return from Sick Leave

Except as provided otherwise in this handbook, if you are absent for more than three (3) consecutive workdays, or for more than three workdays within a five (5) workday period, you must provide a physician's certificate that you are fit to return to work before you will be permitted to return to work. In such instances, GSC Parks reserves the right to also require you to submit to an examination by such physician as GSC Parks may designate.

Guidelines for Sick Leave Pay for Terminating Employees

Employees will not be compensated for unused sick leave upon separation from employment with GSC Parks. Employees who retire under the County Employees Retirement Plan ("CERS"), who were hired prior to January 1, 2014 may exchange up to six (6) months of accrued sick time for an equal amount of service credit towards retirement.

Donation of Vacation and/or Sick Leave

City employees may voluntarily donate sick or vacation time to an employee who meets the following criteria:

- The employee has a serious medical emergency that requires the employee to be off from work or requires time off to care for an immediate family member who has had such an emergency. For the purpose of this policy, "immediate family" means any member of the employee's household for whom the employee is responsible.
- The employee does not have enough leave time to cover the absence required. All leave time of the employee must be exhausted before donated time can be used.
- The leave time requested must be for the employee or an immediate family member for which the employee has sole responsibility.
- The employee must furnish a medical statement from a physician verifying the medical need for leave.
- The employee must have a satisfactory time and attendance record.

The donation of time will be considered on a case-by-case basis. The maximum amount of time that can be donated to an employee is ninety (90) sick days in a 12-month period. (The Board may approve additional donated days in the event of extenuating circumstances.) A letter of request must be submitted to the Director. If the Director concurs with the situation, he or she will submit the documentation and request it to the Board for consideration.

Sick Leave Buy Back

In an effort to reduce absenteeism, this program permits GSC Parks employees to sell one (1) week of sick time back to Parks each December.

Employees may sell one (1) week of sick time once they have been employed by GSC Parks for a minimum of three (3) years and have a minimum balance as follows:

Regular thirty-five (35) hours per week	252 hours
Regular forty (40) hours per week	288 hours

An employee wishing to sell one (1) week of sick time must meet the minimum balance by the first day of November in order to be compensated for the week in December. Employees who wish to sell one (1) week of sick time must complete a sick leave buy back form, which will be made available to qualified candidates by the Office Manager.

Compensation for the buy-back of one (1) week of sick time will be at the employee's regular rate of pay. Compensation for the buy-back of one (1) week of sick time will be processed with the first payroll in December and direct deposited into the same account as regular pay.

Employees Eligible for Disability Coverage

GSC Parks provides Long Term Disability coverage for all employees, which takes effect ninety (90) calendar days after the employee has a medical leave. Employees may purchase Short Term Disability coverage, which takes effect fourteen (14) days after the employee has a medical leave. An employee who doesn't have enough time may request donated time to carry them to the beginning of disability coverage.

POL.P.03.04 – Bereavement Leave

GSC Parks recognizes that the occurrence of a death in the family of an employee may require the absence from work of that employee for a period of time. Regular, full-time employees may take a maximum of three (3) workdays' leave with pay to attend to funeral matters in cases involving the death of an immediate family member and one (1) workdays' leave with pay to attend to funeral matters in cases involving extended family members.

Immediate:

- Parent
- Brother
- Sister
- Spouse
- Child
- Stepchild

Extended:

- Mother-in-law
- Father-in-law
- Son-in-law
- Daughter-in-law
- Grandparent
- Grandchild
- A relative for whom the employee is directly responsible.

A reasonable extension of time or exception may be granted at the discretion of the Director in the case of extenuating circumstances.

[POL.P.03.05 - Civic Duty Leave Jury Duty and/or Court Appearances](#)

Full-time employees who are summoned to jury duty will be paid their regular salary or pay rate during their active periods of jury duty. Employees other than full-time employees are given time off without pay for jury duty and are permitted to keep allowances received from the court. All employees are expected to return to work on any day that jury service takes less than the entire working day.

All employees will be given time off without pay, or may use accrued leave, if summoned to appear in court as a witness or a party in any case not arising out of official GSC Parks business.

To qualify for witness or jury duty leave, employees must submit to their supervisor a copy of the summons to serve as a juror or the subpoena to appear as a witness as soon as the summons or subpoena is received. In addition, proof of service must be submitted to the supervisor when the period of jury service or witness duty is completed.

[POL.P.03.06 – Family and Medical Leave Act \(FMLA\)](#)

All employees who have completed one year of continuous employment and worked at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the leave, shall be entitled to Family and Medical Leave (FML).

[General Provisions](#)

Under this policy, GSC Parks will grant up to twelve (12) weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in the *Family and Medical Leave Policy and Procedure*.

Eligible employees are entitled to request FML for the following events:

- The birth of a child and to care for the child.
- Receiving an adopted or foster child into the home.
- To care for a spouse, child, or parent with a serious health condition.
- Any personal health condition of the employee that prevents the employee from performing the essential functions of his or her job.
- To serve as a caregiver for an ill or injured active member of the U.S. Military
- Any qualifying exigency (critical situation) related to military service.

There are specific forms that are used for the administration of the Family and Medical Leave Act. To obtain the correct forms or to ask questions, please visit the Office Manager. A more detailed policy regarding FMLA can be found at: <https://www.dol.gov/agencies/whd/fmla>.

POL.P.03.07 – Time off to Vote in Elections

All the GSC Parks employees are encouraged to exercise their voting rights at all national, state and local elections. Work schedules will normally permit adequate time for employees to exercise their voting rights, either before or after normal working hours, and it is suggested that they utilize this period to vote whenever possible. Employees who vote in distant communities are encouraged to exercise their right to vote by absentee ballot to avoid absences from work. When this is not possible, employees will be allowed time off from regular duties for not more than four (4) consecutive hours for the purpose of voting, but only if a formal request is made in advance to your immediate supervisor. Supervisors have the discretion to decide when during the day employees may take time off to vote. Voting leave shall be unpaid leave.

POL.P.03.08 – Military Leave

Leaves of absence without pay for military duty are granted to full-time regular and part-time regular employees. If you are called to active military duty or if you volunteer for the same, you must notify your supervisor in advance and submit copies of military leave of absence subject to the following leave policy for the period of military service, in accordance with applicable federal and state laws. Your eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

Taking leave

Pursuant to KRS 61.396, SB 133 and HB 380 any employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States, of the Reserve Corps of the United States Public Health Service, shall be entitled to a leave of absence from their respective duties, while in the performance of duty or training in the service of this state or of the United States under competent orders. You must notify your supervisor in advance and submit copies of your orders to your supervisor as soon as practicable. In any one (1) federal fiscal year (October 1-Sept 30), employees, while on military leave, shall be paid their salaries or compensation for a 42 period or periods not exceeding twenty-one (21) working days. A working day is defined as seven (7) hours for employees that work a thirty-five (35) hour week, eight (8) hours for employees that work a forth (40) hours week, ten (10) hours for employees that work ten (10) hour days, and eleven and two tenths hours (11.2) for the employees that work twenty-four (24) hours with forth-eight (48) hours off.

Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued. Military leave starts accruing on day one of employment and will be prorated during the initial employment year.

Employees will be allowed to use vacation time for any time over the twenty-one (21) working days needed for military leave. When all time is exhausted, the employee will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. Eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

Returning from leave

- For periods of service of up to 30 consecutive days
Must report back to work the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and safe transportation home, plus an 8- hour period for rest.
- For period of service of 31-180 days
Must submit a written or verbal application for reemployment with the employer not later than 14 days after the completion of the period of service.
- For period of service of 181 days or more
Must submit an application for reemployment not later than 90 days after completion of the period of service.

POL.P.03.09 – Compensatory Leave (Full-time only)

GSC Parks allows exempt employees who work in excess of their regularly scheduled work week to accumulate compensatory time which may be used as paid time off at a later date.

Exempt employees are eligible to accrue compensatory leave immediately upon employment. Exempt employees may accrue one quarter (1/4) hour of compensatory time off for each one quarter (1/4) hour in excess of their regular work week. A maximum of two hundred (200) hours of compensatory time off may be accrued and continued from year to year.

Scheduling of Compensatory Leave

Exempt employees who have accumulated compensatory time off may schedule such time off with the advance approval of their department director or the Director, as the case may be. Compensatory time off must be taken in one quarter (1/4) hour units. The maximum allowable compensatory leave time which may be taken consecutively is five (5) days, unless otherwise approved in advance. Compensatory time off is subject to the same rules on scheduling and approval as vacation. GSC Parks also reserves the right to require employees to use accrued compensatory time off. All compensatory leave time must be used prior to termination of employment, or it will be lost.

Guidelines for Compensatory Leave for Terminating Employees

GSC Parks will not pay for unused compensatory time.

POL.P.03.10 - Blood Donation Leave

Any full-time employee who has been employed by GSC Parks for (6) six months or more may, upon request, use up to one hour with pay every 56 days to donate blood.

A participating employee shall submit a request for leave to his or her supervisor before donating or attempting to donate blood. The request must include medical documentation of the appointment to donate. The medical documentation may consist of a written statement from the employee's doctor or a blood bank indicating that the participating employee has an appointment to donate or attempt to donate. In the case of a blood drive, documentation of the time and location of the drive will be acceptable medical documentation.

A participating employee must provide a written statement from a doctor or the blood bank confirming that the employee kept the donation appointment.

A participating employee will not be required to use accumulated or future sick or vacation benefit

time for the period used to donate or attempt to donate blood.

If a participating employee is charged with leave or denied leave for blood donation or attempted donation, the employee may seek to remediate the dispute through GSC Parks' established grievance procedure.

[POL.P.03.11 - Nursing Mothers](#)

GSC Parks is committed to providing nursing employees with reasonable unpaid break time each day to express breast milk for an infant child, unless the break time unduly disrupts GSC Parks operations. The break time will run, if possible, concurrently with any break time already provided to the employee. Additionally, GSC Parks will make reasonable efforts to provide nursing employees with a private room or other location, near the work area, to express milk privately. The private room is prohibited from being a toilet stall. Employees with any questions concerning this policy should contact the Office Manager.

[POL.P.03.12 - Absence Without Leave](#)

Absence without leave is any absence from work, including a single day or any portion of a day, which has not been granted or approved in accordance with established policy and procedure. In any such case, pay may be denied and the employee may be subject to disciplinary action up to and including termination of employment. If an employee is absent without leave for three (3) consecutive working days, without calling in or providing notice to his or her supervisor, GSC Parks will consider the employee to have voluntarily resigned from GSC Parks.

[POL.P.03.13 - Alterations in Schedules- Inclement Weather / Shutdown](#)

Daily and weekly work schedules may be changed from time to time to meet GSC Parks' varying needs. Examples include, but are not limited to, weather-related emergencies such as snow, flood, wind, severe ice and other emergencies.

GSC Parks often takes guidance from the City of Georgetown in the development of policies. The City of Georgetown is a governmental body that exists primarily for the delivery of direct and essential services to its citizens, whether under normal or emergency conditions. These services cannot be disrupted for any duration of time, without consequences to those for whom we are charged to protect. It is therefore incumbent on the organization to continue to operate to the extent possible, despite adverse weather or other emergencies. Unless the Mayor designates a modified schedule or an official closing due to catastrophic conditions (such as loss of heat, power outage, etc.), all employees are expected to report for work at normal times. Should City facilities close due to catastrophic conditions, certain key personnel, as designated by the Mayor, will be expected to report to work. GSC Parks has established a [GSC Parks Snow and Ice Removal Plan](#) to anticipate facility and park closures in the case of weather-related emergencies. Emergencies outside of the scope of the GSC Parks Snow and Ice Removal Plan is at the discretion of the Parks Director.

[Procedure](#)

In order to provide guidance to supervisors and employees on how to manage leave issues due to adverse weather or other catastrophic conditions, the following guidelines have been developed:

1. Supervisors have the flexibility to allow an employee to arrive to work late or leave work early for fear of inclement weather conditions, however, employees must use vacation or compensatory time.

2. Employees who are not going to report to work or who are going to be late in arriving to work because of inclement weather should contact their immediate supervisor and advise him/her of this situation in accordance with prescribed departmental procedures.
3. Employees who are going to leave work prior to the end of their normal work schedules because of fear of inclement weather should attain approval from their immediate supervisor prior to leaving.
4. If the Mayor determines that a City department must work on a modified schedule or be closed, that will be communicated to department directors and listed on the City's website.

Work Hours and Compensation

Only the Mayor may determine the closing times and durations for City departments. Normal work schedules will continue for emergency personnel. Compensation for the time that the City departments are closed is outlined below:

- Employees who are sent home early will be paid for the remainder of their scheduled shift. *Example: An employee who is scheduled to work from 7:00am to 4:00pm and is sent home at 3:30pm is to be paid for the last 30 minutes of the 8 hour shift.*
- Employees who are absent for any of their scheduled shift, prior to the City sending personnel home will continue to be paid available vacation or compensatory hours for the entire time they are absent from their scheduled work time. If an employee has no available vacation or compensatory hours, the time will be unpaid. *Example: An employee with 2 available vacation hours scheduled to work 7:00am to 4:00pm goes home at 11:00am. They left before the City sent personnel home, thus they are to be paid for their hours worked and for the 2 hours of vacation they have. The remaining 2 hours of the 8-hour shift will be unpaid.*
- Employees previously scheduled for vacation, sick, comp, FMLA, or any other time off work for this date will not have their work schedule affected by the City departmental closing, therefore their absence will continue to be covered by the previously determined reason for absence (sick, vacation, comp, etc.).
- Employees who desire to remain at work when their department has been closed may volunteer to work in one of the City's emergency services departments (fire, police, 911), as long as the director or chief of that department has meaningful work for them to perform **and** this is verified by their department director.

P.04 - EMPLOYEE BENEFITS

POL.P.04.01 - Employee Benefits Disclaimer

GSC Parks has established a variety of employee benefit programs designed to assist the employees and eligible dependents in meeting the financial burdens that can result from illness and disability, and to help plan for retirement. Section 5 of Personnel Policies contains a very general description of the benefits to which employees *may* be entitled. Employees should understand that this general explanation is not intended to, and does not, provide all the details of these benefits. These Policies do not change or otherwise interpret the terms of the official plan documents. Employee's rights can be determined only by referring to the full text of the official plan documents, which are available for examination from the Office Manager. To the extent that any of the information contained in these Policies is inconsistent with the official plan documents, the

provisions of the official documents will govern in all cases.

Nothing contained in the benefit plans described in these Policies shall be held or construed to create a promise of employment or future benefits, or a binding contract between GSC Parks and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to termination of employment or discipline to the same extent as if these plans had not been put into effect.

GSC Parks reserves the right, in its sole discretion, to amend, modify or terminate, in whole or in part, any of the provisions of the benefit plans described here, including any health benefits that may be extended to retirees and their dependents. Further, GSC Parks reserves the right to administer, apply and interpret the benefit plans described here and to decide all matters arising in connection with the administration of such plans.

Benefits under the plans described in this Section will be paid only if the plan administrator decides that the applicant is entitled to them.

For more complete information about any GSC Parks benefit programs, please refer to the Summary Plan Descriptions, which can be obtained from Office Manager.

[POL.P.04.02 - Social Security and Medicare](#)

As required by law, a fixed percentage of earnings is deducted from each paycheck and deposited with the Social Security Administration. In addition, GSC Parks contributes an equal amount to the Social Security Administration to help fund benefit programs. Detailed information on benefits, eligibility requirements and account status are available from your local Social Security Administration office.

The Social Security Administration recommends periodically verifying personal earnings and benefits. Information on requesting an account balance is available from the local Social Security Administration.

[POL.P.04.03 - Insurance & Flexible Spending Account Plan \(Full-time Only\)](#)

Eligible employees may enroll in group insurance plans. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers, the City of Georgetown, and GSC Parks. Except where prohibited by law, GSC Parks reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their 31st day of employment if they meet all plan requirements.

[Full-time Employee Insurance Plans](#)

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers). The benefits package includes by not necessarily limited to:

- 1) **Medical:** Group medical and hospitalization are available to all eligible full-time

- employees. Employees are expected to pay a portion of the cost.
- 2) **Dental:** GSC Parks offers optional dental insurance to eligible full-time employees and their dependents. The employee must pay a portion of the cost. Payment is made through payroll deductions.
 - 3) **Life and AD&D Insurance:** GSC Parks provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Office Manager.
 - 4) **Supplemental Life Insurance:** GSC Parks offers supplemental life and AD&D policies to eligible full-time employees. The employee must pay the entire premium. Payment is made through payroll deduction.

Full-time Employee Flexible Spending & Dependent Care Account Plans (Full-time Only)

The following group Flexible Spending Account options are limited to full-time employees and their dependents (as defined by the providers):

- 1) **Flexible Spending Account:** This account allows employees to plan and set aside tax-free dollars through bi-monthly payroll deductions for un-reimbursed medical expenses.
- 2) **Dependent Care Account:** This account allows employees to plan and set aside tax-free dollars for child or elder care expenses through bi-monthly payroll deduction. Employees cannot receive more than their current balance at any time.

Parks Administration will assist employees in making the necessary arrangements for enrollment in any of the above plans.

Opt-Out Program

Some employees may have “excess” coverage or be “over-insured” where, for example, the employee is covered by GSC Parks health plan and his or her spouse’s employer’s plan. To ensure all employees are able to benefit from GSC Parks’ health insurance program, GSC Parks will provide an incentive for employees who have declined GSC Parks coverage. This incentive plan will take the form of a payment into the employee’s Flexible or Dependent Care Spending Account. Notwithstanding the preceding, pursuant to the Medicare Secondary Payer rules, individuals who are eligible for Medicare must demonstrate enrollment in other primary coverage (other than Medicare) in order to be eligible for a benefit under this Opt-Out Program. This program only applies to GSC Parks’ health insurance coverage. Dental and Life Insurance are not included in this incentive opt-out program. This option may be renewable each year under the current configuration under which health insurance is provided to employees; however, no one knows how future federal mandates may affect these types of programs.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and Kentucky law, employees and their covered dependents are offered the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Employees should contact the City of Georgetown’s Human Resources for detailed information on COBRA and Kentucky law.

POL.P.04.04 - Deferred Compensation Plan (Full-time Only)

GSC Parks has established two voluntary deferred compensation plans in accordance with state and federal guidelines to aid employees with their long-term financial planning. The plans allow employees to put money aside for retirement on a tax-deferred basis through payroll deductions. GSC Parks offers the plans as a voluntary service; employees should consider their financial needs to determine if a deferred compensation plan is in their best interest.

[POL.P.04.05 - Workers' Compensation](#)

The KRS 342.020 provides for medical care and replacement of wages if an injury is sustained during the course of employment with GSC Parks. Non-job-related illnesses or injuries are not covered under the Act. All employees must adhere to the following procedures:

- 1) Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related but suspects it might be work-related) must be reported immediately and directly to the employee's supervisor or Department Head and to the Kentucky League of Cities (KLC) company nurse.
- 2) Failure to report an injury or illness immediately may jeopardize the employee's eligibility for workers' compensation benefits.
- 3) The employee will be instructed to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize GSC Parks' physician network referral service if additional treatment is necessary.
- 4) No employee will be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to GSC Parks. GSC Parks has the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.
- 5) When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations.

[POL.P.04.06 - Education, Training, and Professional Participation](#)

All employees are required to attend orientation meetings, staff meetings, and in-service training sessions that are designed to improve the overall job performance, communication and efficiency of GSC Parks.

In the best interest of GSC Parks, employees may attend professional conferences and seminars and belong to professional associations as budgeted and approved by the Department Head and/or Director. Such activities should further the insight of staff into better ways to operate and provide recreational activities to the public.

Employees are encouraged to discuss advancement and professional development opportunities with their immediate supervisor. When possible, authorization may be given for attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations that are related to the position within GSC Parks.

Attendance at conferences, seminars, workshops, conventions and technical meetings and participation in professional organizations must be approved in advance. Employees should check with their immediate supervisor for applicable policies, procedures, and approvals.

Attendance at and participation in professional seminars, conferences, conventions, workshops and technical meetings is considered part of the administrative and supervisory staff's normal duties. Reimbursement for attendance expenses will be 100% of the approved expenses.

Employees who attend professional seminars, conferences, conventions, workshops and technical meetings outside of GSC Parks may be required to submit a written report to their immediate supervisor within five (5) days of attendance, which summarizes the ideas or methods discussed at the meeting.

Education

At the discretion of GSC Parks, employees may be given the opportunity to take educational courses related to their position within GSC Parks. Interested employees should consult with their immediate supervisor. GSC Parks resources are limited, and the employee's immediate supervisor and Parks Administration will evaluate individual requests.

Professional Organizations

Employees are encouraged to join and participate in professional associations that promote GSC Parks goals, individual skill development, professional recognition, or relate to their job responsibilities. However, employee participation in such associations must not conflict with GSC Parks' interests. Depending upon the benefits derived from membership by GSC Parks, GSC Parks may pay all or part of the membership fees. Participation in association activities during normal working hours must be approved in advance by the employee's immediate supervisor, and approval is contingent upon the employee's ability to meet his or her work responsibilities.

POL.P.04.07 - Tuition Reimbursement Full-time

Employees who desire to further their education at an accredited vocational/technical school, college or university to obtain a GED or Undergraduate Degree are eligible for reimbursement for tuition and the cost of books, up to a maximum of \$750 per fiscal year, provided they receive a grade of C or better (or an equivalent evaluation if a letter grading scale is not used) in each course for which reimbursement is sought. Reimbursement will be paid upon completion of classes and proof of grades from the institution.

GSC Parks will also pay the costs of testing and books for employees who wish to obtain a GED certificate.

Eligibility for education assistance requires prior approval of the Director, the Board, and the Office Manager; and is subject to availability of funds. Education under this policy also must be work-related in order to be eligible for assistance/reimbursement.

POL.P.04.08 - Use of Recreational Facilities

All employees will be given a complimentary annual individual pass to the Pavilion. Employees are eligible to upgrade this pass; however, the employee is responsible for paying the additional fees for upgraded passes.

POL.P.04.09 - Expense Reimbursement

GSC Parks may reimburse employees for necessary and reasonable expenses incurred while on authorized GSC Parks business. The purchase of alcohol is not considered a reasonable or necessary expense and will not be reimbursed by GSC Parks. In order to qualify for

reimbursement, prior written approval from the employee's immediate supervisor for expenses must be requested and proof of the expenses incurred on official GSC Parks business must be provided (e.g., submission of an approved reimbursement form and other appropriate documentation such as receipts as required by GSC Parks).

Employees should check with their supervisor for specific policies and procedures before incurring any expenses. Economy is required. Cost should be the most economical consistent with the department's best interest, and all expenses must be documented by receipts. Any employee of the department incurring expenses for prior approved department related business shall be reimbursed as follows:

Mileage

- For travel on GSC Parks business, GSC Parks will reimburse employees for each mile of travel in personal vehicles at the current rate approved by the Internal Revenue Service.

Reimbursement will be based upon actual odometer readings or mileage or mileage as calculated by a recognized source, such as Google Maps or MapQuest.

- GSC Parks will not pay mileage for travel between residence and official workstation.

Room expenses

Room expenses (standard accommodations unless otherwise approved) will be paid directly by GSC Parks to the hotel, when possible, when a trip involves official business more than 50 miles from either the official work station or the residence of the employee, whoever is closer, or where the trip involves official business for a length of time that it would be unreasonable to expect the employee to return that evening. If direct by GSC parks is not available, employees will be reimbursed for standard charges, with a detailed hotel receipt.

Meal Expenses

For approved overnight travel on GSC Parks business, GSC Parks will reimburse meal expenses as follows:

- Breakfast: On the day of departure if departure is before 7:00am; and on the day of return.
- Lunch: On the day of departure if the departure is before 11:00am and on the day of return is after 11:00am.
- Dinner: On the day of departure if departure is before 7:00pm and on the day of return if return is after 7:00pm

For such meal expenses, GSC Parks will reimburse actual expenses incurred by the employee not to exceed per diem rates established by the City of Georgetown. The city will publish per diem rates periodically through Human Resources and update the rates as needed. Current per diem rates may be found at <http://gsc.gov/portal/content/101518>.

Meal receipts must be detailed/itemized. GSC Parks will NOT reimburse charges for alcohol. GSC Parks will also NOT reimburse meals, in addition to those that are provided by the training/meeting

event.

Other Travel Expenses

- Registration fees in the amount necessary to qualify individuals to attend approved meetings may be reimbursed or paid directly to the organization. Receipts are required.
- Road tolls are reimbursed, but receipts are not required.
- Actual fare in accordance with the approved travel authorization will be paid for all commercial carrier travel (taxi, bus, car rental or airline). Receipts are required for all modes of commercial transportation.
- Actual expenses will be paid for parking. Receipts are required for parking expenses in excess of \$2.00. Parking expenses of \$2.00 or less will be reimbursed without a receipt.
- Employees of GSC Parks on official business and away from home overnight are reimbursed for business-related telephone charges. The actual telephone charges must be documented on the hotel bill or the credit card billing of the employee in order to be reimbursed.
- Copy charges for documents received while on department business away from the office.
- If an employee is required to be away from the official workstation and is delayed in returning due to an official business related emergency (closed airport, weather emergency, etc), the employee may be reimbursed for room and meals at the discretion of the director.
- No other types of expenses will be reimbursed except those approved in advance by the department director.

POL.P.04.10 - Employee Awards

GSC Parks Employee Awards Program has been established to recognize length of service or outstanding performance. Full-time employees may be so honored based on the recommendation of the Department Head or Director and approval of the Board. The length of service or outstanding performance award is not a guarantee of employment for any specified length of time.

P.05 – Employee Conduct

POL.P.05.01 - Compliance with Policies in Performance of Duties

Employees are required to comply with all policies and procedures established by GSC Parks, including by Park Board Members, immediate supervisors, and administrative staff of GSC Parks.

POL.P.05.02 - Conflict of Interest and Ethics

The vitality and stability of GSC Parks depend upon the public's confidence in the integrity of agencies that are entrusted with tax dollars. Whenever the public perceives a conflict between the private interests and public duties of a GSC Parks employee, that confidence is imperiled.

GSC Parks has a duty to provide its citizens with standards by which they may determine whether public duties are being faithfully performed, and to make its officers and employees aware of the standards which the citizenry rightfully expects them to comply with while conducting their public duties.

Accordingly, all GSC Parks employees are required to comply with the City Ethics Ordinance 94-031, enacted December 1, 1994. Please consult this ordinance with specific rules concerning

conflicts of interest and other prohibited conduct. The City's Code of Ordinances is available for inspection online at the City's website, or in hard copy form at the City Clerk's office.

There also are various statutes that address conflicts of interest for GSC Parks' employees. Those statutes include, but are not necessarily limited to, KRS 61.080, KRS 61.252, KRS 61.300, and KRS 61.310.

Employees are encouraged to become familiar with statutes that apply to their position well before a potential conflict arises.

[POL.P.05.03 - Attendance, Punctuality and Dependability](#)

GSC Parks expects all employees to be responsible in their attendance and promptness. Recognizing that illness and injuries do occur, GSC Parks and the City of Georgetown have established sick leave, family and medical leave and disability policies.

When a pattern of paid sick leave indicates possible abuse (e.g., absences on Mondays, Fridays or before or following holidays or vacation, using sick time as soon as it is accrued and not carrying an adequate balance over an extended period of time), GSC Parks may investigate an employee's use of paid sick leave. GSC Parks may investigate an employee's use of paid sick leave at any other time there is a reasonable basis to suspect abuse.

Excessive absenteeism or tardiness, as determined in the judgment of GSC Parks, will be grounds for disciplinary action, up to and including termination. An absence is defined as an unexcused time away from scheduled work of more than one (1) hour. A tardy is defined as time away from scheduled work of less than one (1) hour, whether it be arriving late or leaving early. Absences and tardiness will be tracked on a rolling year basis.

[POL.P.05.04 - Proper Dress and Appearance](#)

Discretion in style of dress and behavior is essential to GSC Parks' success. We regularly have important visitors, and their impression of the City's professional capabilities is often based upon what they see during their visit. We want them to leave with the impression that we are a highly professional organization.

Employees' attire on the job should be in good taste, clean, neat, and appropriate for the duties performed at work. Clothing and shoes which are torn, frayed, deteriorated, and/or visibly dirty are unacceptable.

Safety equipment and clothing may be required for certain jobs and **must** be worn when assigned. Employees should avoid extremes in dress and appearance. Hair must be neat, clean, trimmed, and present a groomed appearance, including mustaches and beards. Visible body piercing jewelry is strictly limited to earrings. Exposed tattoos may not be offensive in nature, but not limited to those using profanity, vulgarity, or otherwise offensive symbols. Any employee requiring accommodation of this policy because of disability, religious belief, national origin, or other legally protected basis must file a written request for an accommodation with their supervisor and the Office Manager and/or the Director.

Employees are therefore required to dress in appropriate attire and behave in a professional, business-like manner. Please use good judgment in your choice of work clothes and remember to conduct yourself at all times in a way that best represents you and GSC Parks. An employee's appearance is a direct reflection on the image of GSC Parks. Look professional and take pride in your job; do not wait for a supervisor to ask you to comply with our appearance standards.

- Staff shirts are issued to all GSC Parks employees and are required to be unaltered and worn during working hours. Part-time operations staff are required to wear denim, khaki, or black slacks, shorts, or skirts, along with a parks and recreation logo t-shirt, jacket, or vest as is appropriate depending on the weather. Clothing must be of a professional appearance (no frayed hems, faded colors, tight fitting, etc.). Shorts and skirts must be no less than a 5 inch inseam or no more than 3 inches above the knee. Dress slacks may also be worn with supervisor approval.
- Name tags are required. All employees are to wear name tags. GSC Parks will provide name tags.
- Staff shirts and name tags are not to be worn unless you are on duty or working a Special Event.
- If able, Parks management will assist in providing 1 pair of work boots and coveralls per year for staff.
- Appropriate footwear is required as dictated by your position.
- Non-parks related buttons, pins, and scarves are not part of the uniform.

GSC Parks Property

Uniforms, nametags, jackets, vests, and other GSC Parks property remain the property of GSC Parks and must be returned upon termination. Employees may be responsible for the cost of replacing any damaged or lost GSC Parks property. Uniforms, nametags, and other items with a GSC Parks logo may not be worn when an employee is not on duty. Employees are responsible for all items signed out to them and are required to keep them in good condition.

POL.P.05.05 – GSC Parks Property

No employee, contractor, elected official or member of the public may use GSC Parks property for personal use. GSC Parks' equipment, such as telephones, cellular phones, mobile devices, postage, facsimile and copier machines, is intended for business purposes. An employee may only use this equipment for non-business purposes in an emergency and only with the permission of the Director. Personal usage, in an emergency, of equipment that results in a charge to GSC Parks should be reported immediately to your immediate supervisor so that reimbursement can be made.

Except in the ordinary course of performing duties for GSC Parks, or as otherwise permitted, GSC Parks property may not be removed from the work premises. For the purpose of this section, GSC Parks property is defined as buildings, vehicles, facilities, grounds, tools, implements, building materials, electronic equipment, data, records, recreation and rental equipment and all other property owned, leased, or in the possession and control of GSC Parks. Before an employee leaves GSC Parks, the employee must return to GSC Parks all related GSC Parks information and property the employee has in his or her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disk, supplies, uniforms, equipment, office supplies, identification cards, cellular phone or mobile device, keys or key fobs.

Employees should understand that while certain GSC Parks-owned property, such as desks, lockers, and vehicles are available for their use, these items remain the property of GSC Parks, and are subject to inspection, with or without notice and with or without consent. Employees are not permitted to store wrongfully obtained, illegal, or prohibited items or substances in or on GSC Parks property or otherwise misuse GSC Parks property.

Searches and Inspections

Whenever necessary or appropriate, and at GSC Parks' sole discretion, GSC Parks may search anywhere on and within GSC Parks property, including without limitation any employee work area, such as desks, file cabinets, lockers, company owned computers and cell phones. Any search may be conducted without specific cause and without notice. All employees are required to cooperate with any search, and an employee may be subject to disciplinary action up to and including termination of employment for failure or refusal to cooperate. ***Therefore, employees should have no expectation of privacy in any GSC Parks- owned property that they use.***

Any property belonging to GSC Parks is subject to search to ensure compliance with GSC Parks' policies, or if it is reasonably suspected that the property holds or contains any illegal or prohibited items or substances or missing or stolen GSC Parks or GSC Parks' funds or property.

In addition, GSC Parks reserves the right to inspect any packages, parcels, purses, handbags, gym bags, briefcases, lunch boxes, or any other possessions or articles carried to and from GSC Parks premises by all persons, including employees.

Loss, damages, or theft of GSC Parks property should be reported at once. Negligence in the care and use of GSC Parks property may be considered grounds for discipline up to and including termination. GSC Parks is not responsible for the loss of personal property.

POL.P.05.06 - Credit Card, Procurement Card or Charge Account Usage

Employees are fully responsible for all charges to cards issued under their name, GSC Parks' cards temporarily assigned to them, or charge account purchases initiated by them. All employees with the authority to utilize credit cards, procurement cards, or charge accounts shall be bonded. Any misuse or unauthorized use of credit cards, or charge accounts may result in the withdrawal of these privileges and possible discipline, up to and including termination of employment.

These forms of payment may be used only for approved GSC Parks business transactions and may not be used for personal expenses under any circumstances.

Employees may not use credit cards to withdraw cash.

Employees are responsible for saving and providing documentation supporting all purchases and use of cards and accounts and receipts must be turned in promptly after each use of these payment methods.

Misuse of these payment methods, or failure to report purchases in the required timeframe, may cause GSC Parks to recover the funds through payroll deductions or other means for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.

Employees must report lost or stolen credit or procurement cards to the Office Manager immediately upon discovering that the card is missing.

When an employee's employment ends, he or she must return any credit to his or her immediate supervisor with a final reconciliation of all expenditures prior to departure. Terminated employees must return credit or procurement cards immediately and shall provide a final reconciliation of all expenditures within two business days. Failure to comply with this requirement shall result in the terminated employee being personally responsible for all charges on the account at the time of termination, or until the account is closed, whichever is later.

POL.P.05.07 - Travel and Vehicle Use

Purpose

This policy is established to ensure Department-owned vehicles are used in accordance with the mission of the Department. For the purposes of this policy, Department-owned vehicle includes any vehicle owned, leased or rented by the Department. This policy provides for the expedited response of off-duty personnel called back into service due to an emergency or disaster.

Policy

The Director may assign take-home vehicles based on departmental need such as increased visibility in the community and other considerations. The Department may assign vehicles to full-time employees who are assigned to certain positions within the Department as identified by the Director.

All personnel must recognize that they are representatives of GSC Parks and must be cognizant of the constant public scrutiny they will be under while operating their take-home vehicles off-duty.

Use of Vehicles

Employees will be assigned either a marked or unmarked vehicle for use according to the responsibilities of the employee's position and the needs of the department. Any employee on light-duty or suspension is not authorized for a take-home vehicle.

The following rules apply to those employees who are assigned a take-home vehicle:

- Employees will maintain the vehicle in a state of readiness. The vehicle shall always have sufficient fuel to allow the employee to respond directly.
- Employees shall not operate a department vehicle with any measurable amount of alcohol or any other substance in their system that could impair their ability to do so.
- Employees/passengers shall not transport any intoxicant, including alcohol or illegal drugs, in a departmental vehicle.
- Employees while in off-duty status and operating a Department vehicle, marked or unmarked, shall not stop at or frequent a business whose primary business is the sale of alcohol. Example: liquor store / bar.
- Employees and passengers are prohibited from smoking tobacco products while in the vehicle.
- Employees shall obey all traffic regulations (e.g., speed limits, parking regulations, seat belts, shoulder harnesses, and child restraint seats.)
- Employees shall not permit any other person to operate their assigned take-home vehicle (e.g., spouse, children, and friends.)
- Employees shall not use their take-home vehicle to transport pets, carry excessive loads, or carry protruding objects.
- Employees may use the vehicle to conduct personal business within City limits.
- Employees will dress appropriately when using the marked vehicle.
 - Proper attire must be worn.
 - Employees will not wear tank tops, etc. Employees shall not wear T Shirts with inappropriate wording or offensive logos.
- Employees who drive Parks' vehicles home shall have imputed to them \$1.50 of income for each trip from home to work and for each trip from work to their home.

Parking

Updated: 12/16/2024

- The vehicle shall be parked in the driveway or garage at the employee's residence.
- In the event there is no residence parking the employee will park the Department vehicle in a parking space closest to the residence, preferably within eyesight of the residence and under lighting during the nighttime.
- Vehicles will be locked at all times if the vehicle is not secured inside a locked garage.
- When the employee is away (e.g., on vacation) for periods exceeding one week the vehicle shall be stored in a secure garage at the employee's residence or at the appropriate office facility.
- All identification, portable radios and equipment should be secured.

Maintenance

- Employees are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles.
- Employees shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage. It is the assigned employee's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

Incident Reporting

A police officer shall report to the department the following incidents:

- All damage sustained to a vehicle
- Moving violations
- Parking violations issued to the department vehicle

Personal Vehicles

- An employee using a personal vehicle for GSC Parks business must have liability insurance on the vehicle in accordance with applicable law and may be asked to provide proof of the insurance. GSC Parks' liability insurance is secondary to the employee's own coverage.
- No employee may use his or her personal vehicle at any time to transport participants in any GSC Parks programs.
- Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or for trips of 100 or fewer miles each way at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

POL.P.05.08 - Security and Keys

In the interest of safety and protection of property, strict control over access to GSC Parks property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Employees who are assigned keys, key fobs, safe combinations or other access to GSC Parks property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys and key fobs may not be transferred from one employee to another without the prior written authorization by the appropriate Facility Manager.

POL.P.05.09 - Work Areas

Work areas will always be kept clean and orderly. Apparel such as boots, coats and umbrellas will

be stored in designated areas. Before the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured. Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The Director is the final authority when deciding whether a non-work item is permissible.

[POL.P.05.10 - Retention of Lost Property](#)

When property is lost or left behind at one of the GSC Parks facilities, the item should be brought to the attention of a supervisor as soon as practicable before the close of business or the end of the duty shift. A reasonable effort should be made to identify and contact the owner of the lost property. In many cases, the owner will return to the facility within a day to reclaim the missing item. If the item reasonably appears to exceed \$100 in value, the supervisor should report the lost property to the Georgetown Police Department by close of business so that the Police Department may collect that item. The Police Department will provide an incident report number at the time of collection. Supervisors should avoid retaining lost items overnight in a desk drawer, on-site safe to which many employees have access, or other unsecured locations. In the case of large items such as bicycles, the property should be retained only if adequate storage is available. The supervisor should prepare an incident report to document the date and location of the loss and any witnesses to the discovery of the lost property. The incident report should be filed with Parks Administration.

[POL.P.05.11 – Smoking Policy](#)

Smoking in Parks and Recreation Department buildings is prohibited except in designated areas. Designated areas are defined as 25 feet from all entrances and exits of the facilities. Smoking in department vehicles is prohibited.

[POL.P.05.12 – Weapons](#)

In accordance with local ordinance, no person, except sworn law enforcement officers, shall carry concealed deadly weapons in city-owned or city-leased buildings which are not used for the private residence of individuals. Accordingly, carrying concealed deadly weapons or carrying concealed dangerous instruments in the Pavilion or any other departmental building is prohibited.

Under Kentucky law, "deadly weapon" means any of the following: (a) a weapon of mass destruction; (b) any weapon from which a shot, readily capable of producing death or other serious physical injury, may be discharged; (c) any knife other than an ordinary pocket knife or hunting knife; (d) billy, nightstick, or club; (e) blackjack or slapjack; (f) nunchaku karate sticks; (g) shuriken or death star; or (h) artificial knuckles made from metal, plastic, or other similar hard material. Under Kentucky law, "dangerous instrument" means any instrument, article, or substance which, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

Employees who carry weapons onto department property which are not concealed shall not use said weapons for any unlawful purpose. Examples of unlawful and prohibited use of

weapons include but are not limited to using a weapon while threatening to commit any crime; using a weapon while intentionally placing another person in reasonable apprehension of imminent physical injury; or improperly using physical force in self-protection pursuant to KRS 503.060.

[POL.P.05.13 - Violence in the Workplace](#)

GSC Parks strongly believes that all employees should be treated with dignity and respect. Acts or threats of violence will not be tolerated. Any instances of violence must be reported to the employee's immediate supervisor and/or the Department Head. All complaints will be investigated. GSC Parks will promptly respond to any incident or suggestion of violence.

Violation of this Policy will result in disciplinary action, up to and including immediate termination of employment. In furtherance of this Policy, employees should warn their supervisors, Human Resources, or the Executive Director of any suspicious workplace activity, situations, or incidents that they observe or that they are aware of that involve other employees, former employees, Park Board Commissioners, patrons, vendors, or visitors and that appear problematic. This includes, for example, threats of violence, aggressive behavior, offensive acts, threatening or offensive comments or remarks, and the like. Employee reports made pursuant to

this Policy will be held in confidence to the extent possible. GSC Parks will not tolerate any form of retaliation against any employee for making a report under this Policy.

[POL.P.05.14 - Fraternalization](#)

GSC Parks strongly discourages romantic and sexual relationships between co-workers. In addition, GSC Parks prohibits romantic and/or sexual relationships between a manager/supervisor and any employee who reports directly to that manager/supervisor. GSC Parks also prohibits romantic and/or sexual relationships between a manager/supervisor and any employee over whom the manager/supervisor has any input with regard to terms and conditions of employment, including but not limited to hiring, discipline, promotion, evaluation, compensation, expense reimbursement or duty assignment.

If a romantic or sexual relationship between a supervisor or manager and an employee develops, then the supervisor or manager must disclose the existence of the relationship promptly to his or her Department Head so that GSC Parks can address any potential conflict of interest and take appropriate action.

By incorporating this Policy, GSC Parks does not intend to inhibit social interaction (such as lunches, dinners, or attendance at entertainment events) that may be part of or an extension of the working environment.

[POL.P.05.15 - Children in the Workplace](#)

It is inappropriate for employees to bring children in their care to the workplace during the workday. Bringing children to the workplace should be avoided except in extraordinary

emergencies and only with prior authorization from a supervisor. This Policy is intended to minimize disruptions and distractions in job duties of the employee and co-workers, to reduce property and general liability, and to maintain GSC Parks professional work environment.

A child brought to the workplace in an unavoidable emergency will be the sole responsibility of the employee caregiver and must always be under the direct supervision of the employee caregiver. Excessive need to bring a child to the workplace may result in discipline, up to and including termination of employment.

Pavilion Child Care workers are excluded from this policy.

[POL.P.05.16 – Political Activity](#)

GSC Parks employees are expected to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from GSC Parks. Political affiliation, preference or opinion will not influence an individual's employment, retention, or promotion as a GSC Parks employee. Employees of GSC Parks will not be required to contribute monies to any candidate or political party but may do so on a strictly voluntary basis.

- No employee, as a condition of employment or continued employment, shall be required to contribute to a campaign or campaign for a candidate for political office.
- No employee of the department shall engage in political activity during his/her assigned duty hours or while in uniform.

[POL.P.05.17 – Solicitation and Distribution of Literature](#)

In the interest of maintaining a proper work environment, preventing interference with work, or inconveniencing others, employees may not distribute literature of printed material of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working time. Employees who are not at work (e.g. those on lunch hours or breaks) may not solicit employees who are at work for any cause or distribute literature of any kind to them. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time.

[Bulletin Boards](#)

In order to maintain an effective avenue for communicating with our employees, the Parks and Recreation Department maintains bulletin boards located throughout our facilities in areas where employees frequently visit. The express purpose of these bulletin boards is to ensure employees have access to job related posted information and to communicate official government information pertaining to EEO, health and safety, and other relevant information.

Employees may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on the departmental bulletin boards or

their glass coverings, on the walls, in time clock areas, or anywhere else on departmental property. These bulletin boards may not be used by employees or outside parties for posting of commercial notes, advertisements, announcements, witticisms, sales of personal property, or any other matters, whether work related or not. Employees and outside parties are also prohibited from distributing literature and soliciting other employees except as stated in the Department's solicitation and distribution of literature policy.

All postings are performed by department managers, who are responsible for keeping the Department's bulletin boards up-to-date and attractive.

[POL.P.05.18 - Policy on Staff Acceptance of Gifts](#)

Employees may not solicit or accept any gift, gratuity or other reward from any person, business, or entity doing business with GSC Parks or attempting to secure business from GSC Parks. Further, employees may not solicit, accept, or expect people who use GSC Parks programs or facilities to give gifts, gratuities, other rewards, or favors for performing a job. This Policy does not apply to nominal noncash tokens such as a cup of coffee, a soft drink, or a sandwich. Retention of any gift will be conditioned on approval of the Director after consultation with the appropriate Department Head. Failure to report a gift, gratuity, or other reward properly may result in disciplinary action up to and including termination of employment.

[POL.P.05.19 – Electronic Communication](#)

All computer equipment, voicemail, and online mobile access devices, including information transmitted, received or contained therein, are the property and assets of GSC Parks. The use of computer equipment, telephones, cell phones, tablets, and electronic communication devices issued by GSC Parks are for business purposes only. GSC Parks decides at its sole discretion whether a communication or activity falls within a legitimate business purpose.

Employees should have no expectation of privacy in anything they create, store, send or receive using GSC Parks' computer equipment, e-mail system, telephones, cellular phones or mobile devices.

Failure to abide by this Policy may result in discipline, up to and including termination of employment.

[System Security and Configuration Guidelines for Computers](#)

All computer equipment provided by GSC Parks is pre-configured with the appropriate hardware and software for GSC Parks business use. No employee may install, change, or remove system hardware or software. For the purposes of this Policy, "systems" means GSC Parks' electronic systems, including but not limited to its computer system, e-mail network, and phone and voicemail systems.

A user may be responsible for replacement or repair costs up to GSC Parks' insurance deductible for lost, stolen, damaged, unsecured, or unprotected equipment.

[No Expectation of Privacy](#)

No user has any reasonable expectation of privacy or other rights at any time with respect to any use of GSC Parks' property, including without limitation electronic and communications systems and equipment. GSC Parks has the right to monitor all on-line activities, including communications, to ensure that appropriate business and lawful purposes are being pursued to ensure compliance with GSC Parks' policies, and to limit communications solely to business-related reasons. GSC Parks' systems may not be used for personal, political, or commercial purposes unless specifically authorized in advance by GSC Parks. The GSC Parks may search all computers, cell phones, other equipment, and information at any time.

Any electronic communication may be considered a "public record" and thus may be subject to inspection and copying under the Kentucky Open Records Act. No message should be created on GSC Parks' systems that casts GSC Parks' in false light or that creates unfair or undue discomfort or embarrassment.

Illegal and Inappropriate Use

GSC Parks specifically prohibits the use of its systems and computer equipment for any illegal or inappropriate purpose at any time, whether in the course of business or otherwise. All users are prohibited from gaining unauthorized access to, or intentionally damaging, other computer systems, networks, or the information contained within them; committing theft, fraud, or other criminal or dishonest acts of any kind; distributing or obtaining illegally copied software,

graphics, sounds, text, or other material; or sending or posting defamatory, harassing, threatening, pornographic, or patently indecent content.

User Name/Password

A user name and password is assigned to each employee for their use only; it is not to be shared with other employees. However, the use of passwords for security and confidentiality cannot be guaranteed, and GSC Parks has the right to remove or change passwords.

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of GSC Parks' entire network. As such, all GSC Parks employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. The purpose of this Policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change. The scope of this Policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any GSC Parks' facility, has access to the GSC Parks' network, or stores any non-public GSC Parks information.

User passwords should be changed every 90 days at a minimum. Passwords must not be inserted in email messages or other forms of electronic communication. Employees shall not share GSC Parks passwords with anyone. All passwords are to be treated as sensitive, confidential GSC Parks information. All GSC Parks passwords are required to be a minimum of six alphanumeric characters long, include at least one upper case and one lower case character and include at least one number. Employees shall not use the same

password for GSC Parks accounts as they do for their personal accounts and where possible, shall not use the same password for various GSC Parks access needs.

Employees shall not use the “Remember Password” feature of applications (e.g., Outlook, Yahoo Mail) or write passwords down or store them anywhere in GSC Parks’ facilities. Passwords should not be stored in a file on ANY computer system (including handheld/mobile devices) without encryption. If an account or password is suspected to have been compromised, employees should report the incident to IT and change all passwords. Password cracking or guessing may be performed on a periodic or random basis by IT or its delegates. If a password is guessed or cracked during one of these scans, the user will be required to change it. If someone demands a password, employees should refer them to this Policy or have them contact the IT Company.

Downloading or Saving Information

To protect systems from computer viruses, no user may download or install any executable programs, screen savers, or other similar items without the prior approval of the IT Company.

To protect GSC Parks from infringement actions due to copyright or trademark violations, no user may send, download, or save any material from any online source, however retrieved, unless the material is legally permitted to be downloaded without violation of copyright or trademark laws.

E-mail and Text Messages

E-mail messages and text messages are business communications and an appropriate business tone should be used in every message. E-mail messages and text messages should not contain any material that would be inappropriate in any written form.

Prohibited Activities

This is not intended to be an exhaustive list. The following activities are strictly prohibited on the GSC Parks systems:

- Posting of confidential information on the Internet related to GSC Parks’ patrons or guests;
- Subscription to news groups or mailing lists without prior approval;
- Chat group visitation;
- Completion of the final terms of any contract electronically;
- Removing electronic equipment of any kind from Park District premises without prior approval;
- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending or soliciting sexually oriented or harassing statements, messages, images or language.

Internet

The Internet is a useful research and communication resource that is provided to GSC Parks employees for uses related to GSC Parks business. Employees accessing the internet for work represent GSC Parks. All communications shall be for primarily

business reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Blog/chat sites may only be used to conduct official GSC Parks business or to gain technical or analytical advice. Use of the Internet must not disrupt the operation of the GSC Parks network or the networks of other users. It must not interfere with the user's job performance productivity.

Employees may not use the Internet to:

- Transmit, retrieve or store communications of a discriminatory or harassing nature or materials that are obscene, pornographic or violent including gambling sites or any illegal activities;
- Download unauthorized software from the Internet including games; or
- Access other materials that may violate GSC Parks' Non-Discrimination and Anti-Harassment Policy.

Disclaimer of Liability for Use of Internet

GSC Parks is not responsible for material viewed or downloaded by users from the Internet. Users are cautioned that many internet pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous searches may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to the receipt of unsolicited e-mail containing offensive conduct. Employees accessing the Internet should notify the IT Company immediately if this occurs.

Confidentiality

Electronic messages may be monitored by service providers and authorized GSC Parks officials and may be compromised by unauthorized or unintended distribution. Confidentiality may also be compromised because of inadequacy of current technology to protect against unauthorized access. Consequently, all electronic messages shall be limited to non-confidential matters, except for 76 communications with GSC Parks Legal Counsel.

Information Sensitivity

Users are also prohibited from using electronic means to seek out personal or confidential information regarding GSC Parks employees, contracts, finances, or other non-public matters, unless otherwise specifically authorized by the Board or Director.

Cellular Phones and Mobile Devices

GSC Parks may issue cellular phones or mobile devices to certain employees. Cellular phones and mobile devices will be provided only when they are required for the employee to perform the essential functions of his or her job. Incidental and infrequent personal use of cell phones and mobile devices issued by GSC Parks is permissible. In certain circumstances, a Department Head may require an employee to use a personal cell phone or mobile device for GSC Parks business and will be allotted a stipend. In any case, the Department Head is responsible for the continued justification of providing or authorizing the use of a cell phone or mobile device on the job.

All equipment, and all information transmitted, received, or contained in the equipment, is the property of GSC Parks and may be subject to a Freedom of Information Act request.

All relevant GSC Parks policies and procedures will apply to the use of cellular phones and mobile devices. Employees are responsible for the proper care and maintenance of the cellular phone equipment issued, and employees will be required to pay for the repair or replacement costs of equipment that is damaged or lost due to negligence. Employees must return equipment in good working condition upon request.

Failure to abide by these rules is grounds for discipline up to and including termination of employment.

Reimbursement for Personal Cell Phone Calls

It is preferable that GSC Parks -provided cellular phones and mobile devices not be used for personal business, but if an employee elects to make or receive personal calls on a GSC Parks - provided cellular phone or mobile device, those calls should be kept to a minimum and be made only during non-working time. Employees who have excessive use of personal calls during work hours will be subject to disciplinary action. Alternatively, if an employee is authorized to use a personal cell phone or mobile device to conduct business, then GSC Parks will reimburse the employee at a predetermined monthly cellular phone/mobile device usage allowance. In either event, the employee will be required to sign an agreement acknowledging the terms and conditions of the Cell Phone/Mobile Device Policy and reimbursement rate.

Personal Cell Phone Use While on Duty

Purpose

To outline guidelines for using cell phones and other mobile devices while at work. Smartphones and tablets are an integral part of everyday life and can be a great asset, but they can also become a detriment to efficiency and focus if used excessively during an employee's workday.

Scope

The cell phone usage policy applies to all employees, managers, and supervisors. Excessive use of a cell phone for personal reasons while at work is not allowed. Excessive use may include disruption of colleagues, a distraction from work tasks or causing accidents or problems due to using a cell phone where phones are not allowed or inside a company vehicle.

Employees are not allowed to:

- Play games on their devices during their shifts
- Disturb colleagues by making or receiving personal calls
- Use devices where prohibited, such as meeting rooms, or other locations where sensitive information could be presented.
- Use of devices while in the guard chair, talking on the cell phone and/or texting while in the guard chair, using the employee's personal cell phone while on deck or in the guard when not in chair and on the clock, and/or at the front desk, while operating equipment such as mowers are strictly prohibited.
- Download or view inappropriate, obscene or illegal material on the company internet connection
- Use their device while operating a company-issued vehicle
- Take photos of patrons and/or staff without their permission. Only employees

who it is the direct responsibility of their position such as the Marketing and Special Events Recreation Manager, his/her staff, or those delegated for marketing purposes.

If an employee violates the cell phone policy, they are subject to disciplinary action up to and including termination.

[POL.P.05.20 - Social Media](#)

GSC Parks understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, employees' use of social media can pose risks to GSC Parks' confidential information and can potentially jeopardize GSC Parks' compliance with the law. To minimize these legal risks and assist employees in making responsible decisions about their use of social media, GSC Parks has established these guidelines for appropriate use of social media.

[Guidelines](#)

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site (such as Facebook, LinkedIn, Twitter or Pinterest), web

bulletin board or a chat room, whether or not associated or affiliated with GSC Parks, as well as any other form of electronic communication.

- Ultimately, employees are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved.
- Employees may not use social media in a manner which violates GSC Parks' Policy on Equal Employment Opportunity, Policy on Non-Discrimination and Anti-Harassment, or Policy on Violence in the Workplace. Postings that violate these policies will not be tolerated and may subject the employee to disciplinary action, up to and including termination of employment.
- Employees may not use social media to make threats of physical violence against a GSC Parks employee, patron, member or guest.
- Employees must also comply with copyright, fair use and financial disclosure laws. Employees may not cite or reference GSC Parks' members, guests, customers or vendors or without their approval.
- Participation in social networking activities that can be characterized as non-work related and are carried out during a time that an employee is scheduled to be working can certainly interfere with work duties and/or responsibilities and can be grounds for appropriate disciplinary action, up to and including termination of employment.
- Employees must respect GSC Parks' confidential information. Do not post, discuss or divulge GSC Parks' confidential information or record or post any video or photo of GSC Parks' facilities that will divulge such information. For purposes of

this Policy, GSC Parks' "confidential information" includes customer, member and guest information, or other copyrighted materials. Employees with questions about the appropriateness of publishing or disclosing GSC Parks' confidential information online should consult the Director of Human Resources and Risk Management. Do not create a link from your blog, website or other social networking site to a GSC Park website.

- When expressing an opinion, employees should make it clear that your views are their own and do not represent those of GSC Parks.
- Employees must not use their GSC Parks e-mail address to register on social networks, blogs or other online tools utilized for personal use.
- If you are required to use social media as part of your job duties (if you are not sure, ask Human Resources), for GSC Parks' marketing, public relations, recruitment, communications or other business purposes, you should carefully review this policy. Only authorized employees can create the GSC Parks' social media sites, pages or similar entries or categories on Facebook, Twitter or any existing, new or future social media network. Also, only authorized employees can prepare, post and modify content on GSC Parks' social media sites, pages or similar social media entries.
- If an employee's job duties require him or her to speak on behalf of GSC Parks in a social media environment, the employee must obtain approval for such communication in advance from Human Resources. Likewise, if an employee is contacted to provide an official comment on behalf of GSC Parks for publication or posting on any social media, the employee must direct the inquiry to Human Resources, and is not to provide an official comment on behalf of the GSC Parks without prior approval from Human Resources.
- Employees with any questions about this Policy should contact the Director of Human Resources and Risk Management.
- Violations of this Policy may result in discipline, up to and including termination of employment.
- Notwithstanding any of the foregoing, nothing in this Policy shall be construed to limit, in any way, employees' rights under any applicable federal, state or local laws.

P.06 - Discipline

POL.P.06.01 Discipline

GSC Parks seeks to encourage employees to change problem behavior rather than focusing on punitive measures as a solution. In some instances, these efforts may fail or may be an unsuitable response to an offense. In these instances, city supervisors may use the following disciplinary procedures, depending on the severity or frequency of the offense or problem behavior. Supervisors may use any

of these disciplinary methods at any time. This list does not require a progressive disciplinary methodology to be used by supervisors:

- a. Verbal warning or reprimand/coaching or counseling by a supervisor;
- b. Written reprimand/counseling by a supervisor;
- c. Suspension with or without pay;
- d. Demotion and/or reduction in pay; or
- e. Termination of employment.

Abuse of Authority

To prevent the abuse of designated authority, a supervisor shall notify the executive authority to initiate use of the disciplinary procedures in c, d, or e in this policy. The Director shall be responsible for informing and involving the executive authority and legal counsel for full-time staff.

Supervisors using the disciplinary procedures outlined in this policy shall:

- f. Document any disciplinary session or conference conducted for the purposes of correcting behaviors that are in violation of the policies contained in this Handbook or are conducted with the intent to correct reoccurring issues related to employee performance on the Disciplinary Form in Paycom; and Provide a copy of any written documentation related to the use of disciplinary procedures to the Office Manager for placement in the employee's personnel file.

An employee may be demoted upon the recommendation of a supervisor, with the approval of the executive authority. All pertinent documentation of said demotion shall be entered into the employee's personnel file.

Suspension

1. The department supervisor may:
 - a. Suspend the employee with pay until the executive authority reviews the violation, provided the executive authority has delegated by executive order in accordance with KRS 83A; and/or
 - b. Request in writing on the Disciplinary Action Form that the executive authority suspend the employee with or without pay. The request shall include the reason(s) for the suspension, along with details of previous disciplinary action regarding the employee.
2. The executive authority may suspend an employee with or without pay for any period up to and including four calendar weeks, depending upon the severity of the offense; however, a maximum time limit shall not apply when an employee is suspended with or without pay due to an investigation of an alleged offense.
 - a. The suspended employee shall be notified of the suspension in writing. The notice shall include the reason(s) for and duration of the suspension (if known).
 - b. Employees suspended without pay for a period of one calendar month or more shall forfeit fringe benefits, including accrual of sick and vacation leave, and the city's contribution to any insurance benefits during the suspension.
 - c. If after an investigation, the executive authority finds that the suspension was not warranted, the employee shall be reinstated to their position with back pay and benefits.
 - d. All pertinent documentation of said suspension shall be entered into the employee's personnel file.

POL.P.06.02 - Open Door

GSC Parks is interested in all its employees' success and happiness with the agency and welcomes the opportunity to help employees whenever feasible. GSC Parks promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to discuss any problems with a supervisor. Employees may put a problem or concern in writing or supervisors may ask that this is done. An investigation will be made, and the employee will get an answer as quickly as possible.

Updated: 12/16/2024

At any time, or if the supervisor cannot be of assistance, employees may contact their Department Head, Human Resources, and the Director. Employees experiencing or witnessing discrimination, harassment, or retaliation should following the reporting procedures contained in the Policy on Non-Discrimination and Anti-Harassment.

This procedure is not designed to discourage employees from talking to anyone in GSC Parks at any time.

Rather, it is simply a way to ensure that concerns and problems are dealt with in a prompt, orderly and consistent fashion. The initial communication of an employee's problem or concern should be communicated to a GSC Parks official within a reasonable time of the occurrence. Untimely complaints will be difficult to investigate, so employees are encouraged to make a complaint within a reasonable amount of time.

In addition to an employee's own problems and concerns, GSC Parks encourages employees to follow these procedures whenever they learn of a violation of GSC Parks rules and policies.

No one who comes forward under this procedure will be retaliated against or suffer any negative consequences, no matter how their complaint or problem is resolved. Please be assured that the confidentiality of all such matters will fully be maintained.

Safety Policies

S.01-Safety Policies

POL.S.01.01 - Responsibility for Risk Management & Safety

Staff, contractors, volunteers, and any other persons acting on behalf of GSC Parks shall make safety a matter of continuing concern and of equal importance with all other operational considerations.

Additionally, these persons have a duty to provide a safe environment for and protect fellow staff, contractors, volunteers, and members of the public. Staff are to ensure that work is done in a safe manner, inspections are conducted on a regular and timely basis, hazards are identified and addressed, and accidents are investigated. The Director is accountable and responsible for the overall execution of GSC Parks' goals and objectives and development of operational procedures related to risk management and safety. A Safety Action Committee has been established, to facilitate the exchange of ideas between employees while enhancing the identification of potential risks and promotion of safety and loss prevention practices.

POL.S.01.02 – GSC Parks Risk Management Agency (KLC)

GSC Parks is a member of KLC, which is GSC Parks insurance agency. KLC provides cities, leaders and employees with many services including legislative advocacy, legal services, community consulting, training and online training, policy development and research, and more. KLC also provides enterprise services such as financing options for cities and the Kentucky League of Cities Insurance Services (KLCIS) insures more municipal clients than any other insurance carrier in Kentucky. In addition, KLC provides support services such as claims and litigation administration and management, loss control services and training, legal services, risk management, and financial reporting services. All employees are expected to cooperate fully with KLC staff.

POL.S.01.03 - Safety Action Committee

GSC Parks Safety Action Committee is intended to assist GSC Parks employees in providing safe and efficient operations and services for employees and patrons. The Safety Action Committee is comprised of one or more employees from each facility. The Safety Action Committee makes safety inspections of GSC Parks facilities, organizes employee training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations about where safety can be improved.

Meetings are held at least four times a year, and visitors are encouraged to attend. Employees should speak with their immediate supervisors if they would like to attend a meeting.

POL.S.01.04 - General Safety Rules

On-the-job safety is the responsibility of every GSC Parks' employee. Employees are expected to be alert for safety hazards that may exist and could affect the public or employees of GSC Parks. Employees are also responsible for reporting any unsafe equipment or condition to their supervisor immediately upon discovery of such a condition. All employees must adhere to the following rules:

- 1) Horseplay and fighting will not be tolerated in the workplace.
- 2) Possession of unauthorized firearms, alcoholic beverages, illegal drugs or unauthorized

- medically prescribed drugs is prohibited in the workplace.
- 3) Employees are responsible for informing an immediate supervisor if required to take medication during work hours that may cause drowsiness or alter judgment, perception or reaction time.
 - 4) Employees must notify an immediate supervisor of any permanent or temporary impairment that reduces their ability to perform their job in a safe manner, or that prevents or hinders their performance of the essential functions of their position.
 - 5) Personal protective equipment must be used when potential hazards cannot be eliminated.
 - 6) Equipment must be operated only by trained and authorized personnel.
 - 7) Periodic inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
 - 8) Any potentially unsafe conditions or acts must be reported promptly to the immediate supervisor.
 - 9) If there is any doubt about the safety of a work method, the immediate supervisor should be consulted before beginning work.
 - 10) All accidents, near misses, injuries, and property damage must be reported to the immediate supervisor, regardless of the severity of the injury or damage.
 - 11) Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including termination of employment.
 - 12) All employees must follow recommended work procedures outlined for their job, department, and facility.
 - 13) Employees are responsible for maintaining an orderly workspace. All tools and equipment must be stored in a designated place. Scrap and waste material must be discarded in a designated refuse container.
 - 14) Any smoke, fire, or unusual odors must be reported promptly to your immediate supervisor.
 - 15) All potential slip or trip hazards must be corrected immediately or marked clearly before being left unattended.
 - 16) Safety and restraint belts must be fastened before operating any motorized vehicle.
 - 17) Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals, markers, and all applicable laws.
 - 18) Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate and must report revocation or suspension of a driver's license to a supervisor.
 - 19) All employees must know departmental rules regarding accident reporting, evacuation routes, and fire department notification.
 - 20) Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures.

[POL.S.01.05 - Employee Right-to-Know](#)

GSC Parks is committed to protecting employees against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things GSC Parks does to keep employees safe. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that employees have a right to know what hazards they face on the job and how they can protect themselves against them. This Policy reflects employees' Right-to- Know.

Chemical manufacturers must determine the physical and health hazards of each product they make,

and they must let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

Employers must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard, including its recent revisions, and explains how the standard is in effect in the workplace, especially about OSHA's transition to the new standard;
- Provides information on hazardous chemicals in the workplace;
- Provides training on the correct safety procedures for working with hazardous substances, including how to understand Labels and both MSDS/SDS sheets;
- Maintains labels on chemicals in a manner, which continues to be legible, so that the pertinent information does not get defaced or removed in any way.

Employees must:

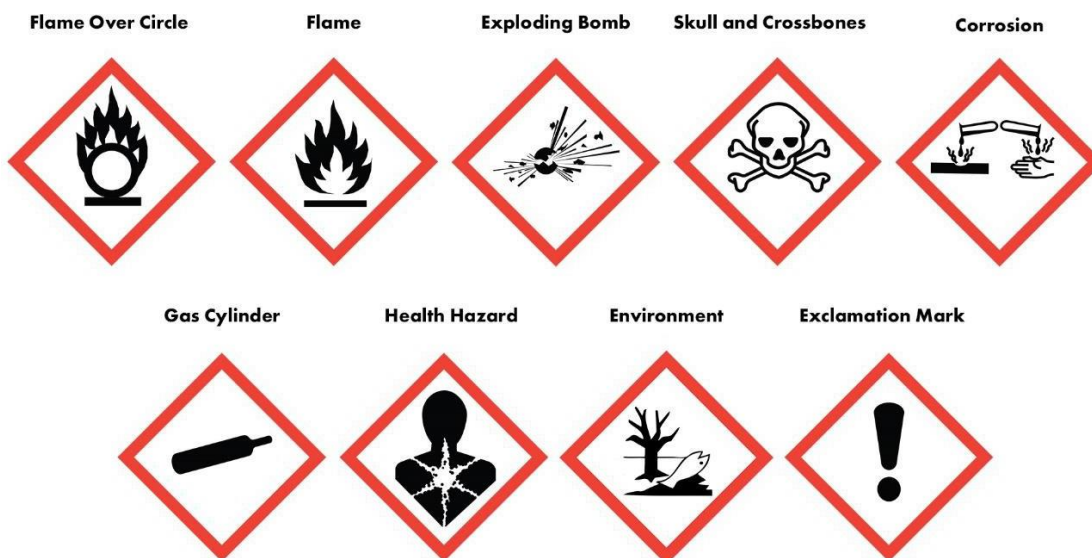
- Respect all warnings and precautions;
- Read substance labels and MSDS/SDS sheets;
- Use the correct personal protective equipment when handling hazardous substances;
- Know in advance what could go wrong and what to do about it; and
- Practice sensible, safe work habits.

Information on Labels

Although labels differ vary, all labels will contain similar types of information. In many cases, any deviation from the label instructions can result in potentially more hazardous situations for you and others.

Labels will contain:

- 1) Name, address, and telephone number of the chemical manufacturer, importer, or responsible party.
- 2) Product Identifier that refers to the name of the chemical and/or code and batch numbers that are congruent with the MSDS/SDS.
- 3) Signal words that are used to indicate the severity of the hazard and alert the reader to the potential hazard on the label. MSDS labels use Danger, Warning and Caution. The SDS labels use Danger and Warning.
- 4) Hazard statements that describe the nature of the chemical hazard – the physical hazards (Will this explode or catch fire? Is it reactive?) and the health hazards (Is it toxic? Could it cause cancer? Is it an irritant?).
- 5) Precautionary statements are recommendations to minimize potentially adverse effects from the Hazard Statements.
- 6) Supplementary information provides additional instructions and information that the manufacturer may deem helpful. With the new standard, there are nine standard pictograms that can be used to communicate certain hazards (These are not the same as the US Department of Transportation Diamonds used for chemical transport).



MSDS Sheets

MSDS sheets are a guide to working safely with hazardous substances. These sheets provide information on everything that is known about the substance, including chemical and physical dangers, safety procedures, and emergency response techniques. Specifically, MSDS sheets cover:

- **Identity**, including the manufacturer's name, address and phone number, and the date the substance was produced;
- **Hazardous ingredients**, including the substance's hazardous components, its chemical ID, and common names. Worker exposure limits to the substance and other recommended limits are included;
- **Physical and chemical characteristics**, such as boiling point, vapor pressure, vapor density, melting point, evaporation rate, water solubility, and appearance and odor under normal conditions;
- **Physical hazards**, including fire and explosion, and ways to handle those hazards (such as firefighting equipment and procedures);
- **Reactivity**, including whether the substance is stable, and which substances and situations to keep it away from so it will not react;
- **Health hazards**, including how the substance can enter the body and the possible health hazards that could arise from exposure. This section also covers signs and symptoms of exposure, such as eye irritation, nausea, dizziness, etc., and whether the substance is carcinogenic. Emergency and first aid procedures are also outlined;
- **Precautions for safe handling and use**, including what to do if the substance spills or leaks; how to dispose of the substance; equipment needed for cleaning up spills and leaks; proper storage and handling; and any other necessary precautions; and
- **Control measures** will lessen your exposure to the materials. This section outlines the personal protective equipment, clothing, respirators, and ventilation that should be used when handling the substance. Special work or hygiene practices are also outlined.

SDS Sheets

Updated: 12/16/2024

OSHA's new standard Safety Data Sheet (SDS) is very similar to the MSDS sheet in content, but it is broken out in 16 sections that are more specific than the previous MSDS sheet:

- 1) **Chemical and Manufacturer/ Supplier Identification**, with common names and synonyms of chemical;
- 2) **Hazard(s) Identification**, this time with pictograms and Hazard Signal Words either Danger or Warning (but not Caution);
- 3) **Composition/Information on Ingredients** including the substances, mixtures, and concentrations of chemical constituents in the product. Often this section may be nonspecific with claims of "trade secret." However, the one may use contextual information in the other sections of this document to infer potential hazards;
- 4) **First-Aid Measures**, symptoms and initial care in case of exposures;
- 5) **Fire-Fighting Measures**, recommends suitable extinguishing protocol including special Personal Protective Equipment (PPE) that may be required;
- 6) **Accidental Release Measures**, appropriate response to leaks or spills, containment and cleanup practices to protect exposure to others and the environment;
- 7) **Handling and Storage**, to prevent the Accidental Releases;
- 8) **Exposure Controls/Personal Protection**, indicates exposure limits, Personal Protective Equipment (PPE) and other consideration (such as ventilation);
- 9) **Physical and Chemical Properties**, similar to the MSDS;
- 10) **Stability and Reactivity**, similar to the MSDS;
- 11) **Toxicological Information**, similar to MSDS Health Hazard Data;
- 12) **Ecological Information**, evaluates environmental impacts of chemical release and accumulation;
- 13) **Disposal Considerations** provides guidance on disposal, recycling, or reclamation of the chemical/container. Expands on Section 8 – Exposure Controls/Personal Protection;
- 14) **Transport Information**, includes a UN number that classifies the chemical for transport by road, air, rail, or sea;
- 15) **Regulatory Information**, this section is for listing any additional specifics from agencies like OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission; and
- 16) **Other Information** may indicate where and when the last revisions were made.

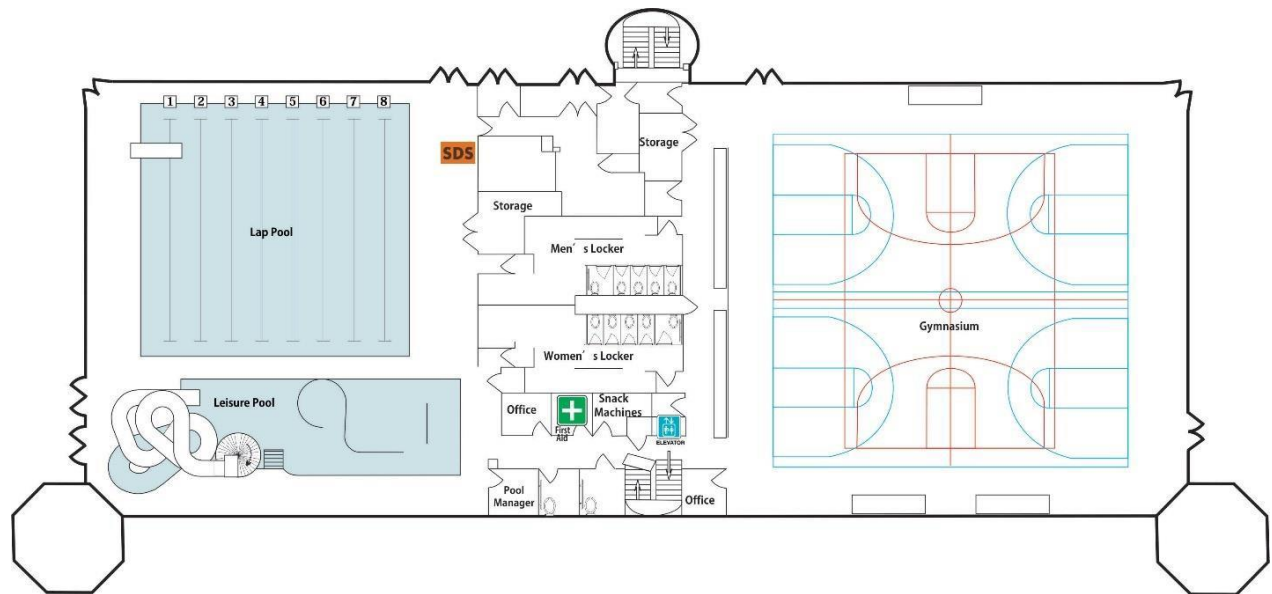
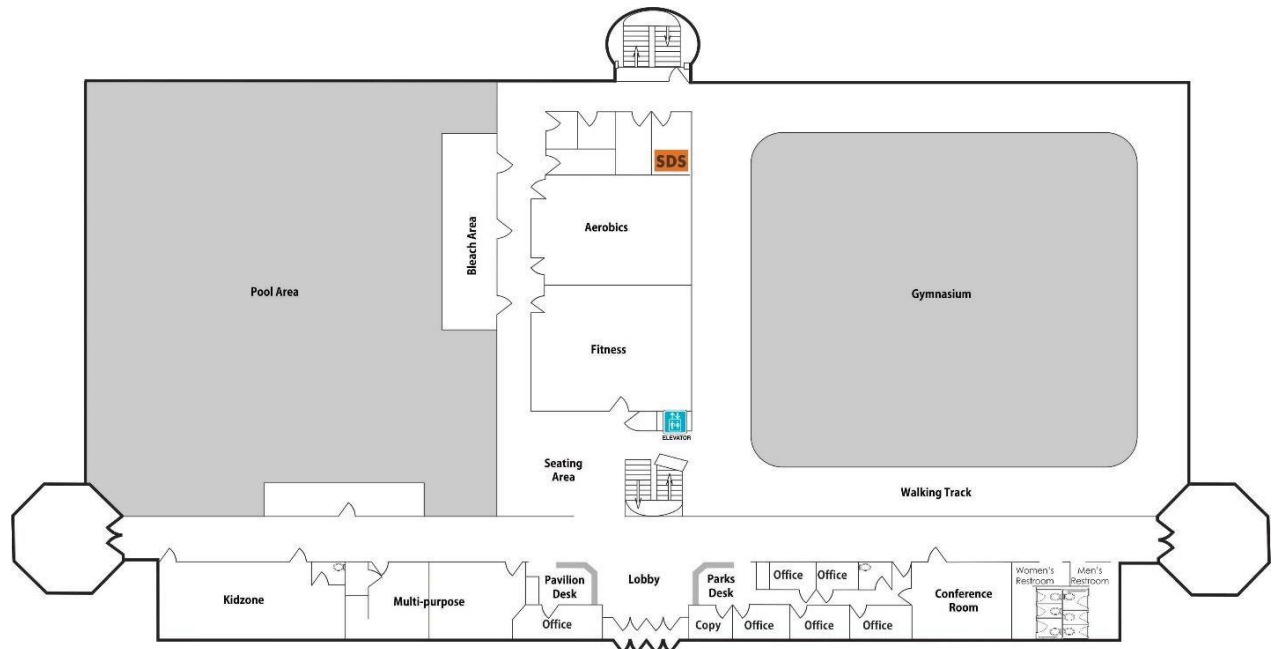
Location of SDS sheets

SDS list and sheets are available on PowerDMS at

<https://www.powerdms.com/public/GSCPRD/documents/1944986>

Pavilion

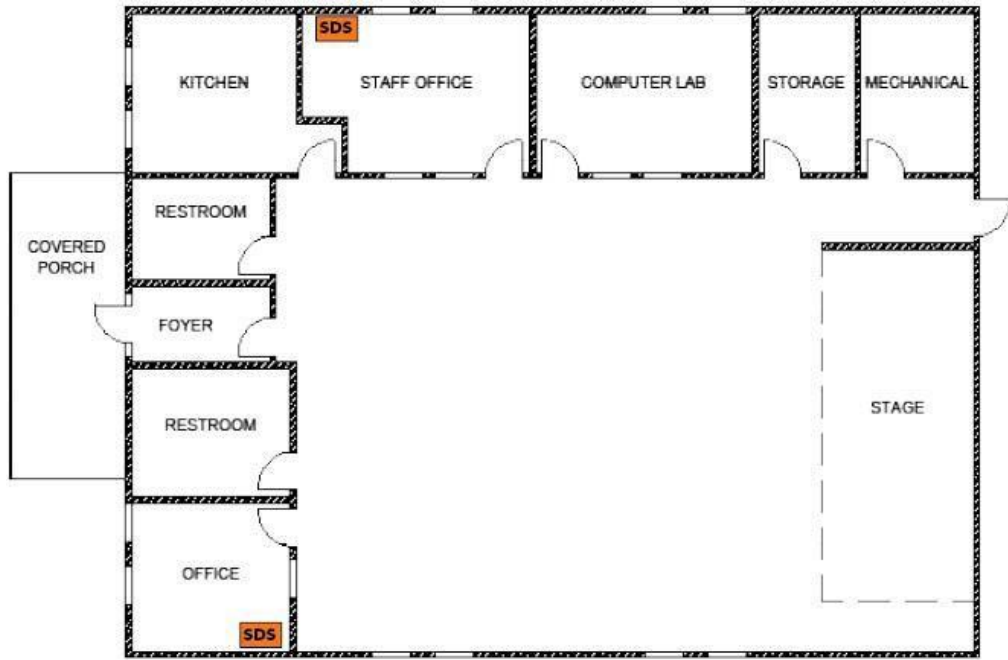
140 Pavilion Drive, Georgetown, KY 40324



Pavilion

Ed Davis Learning Center

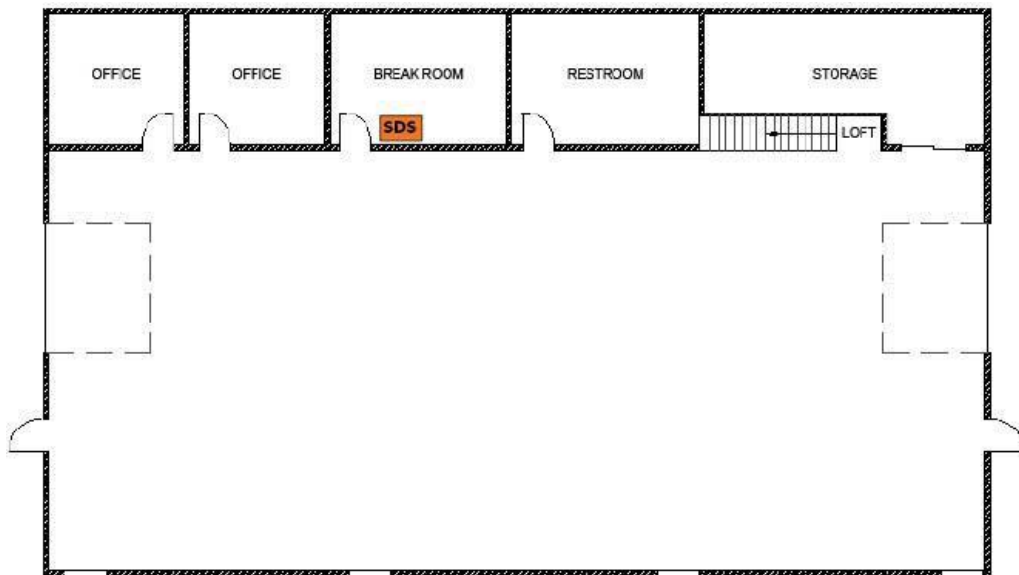
151 Ed Davis Lane, Georgetown, KY 40324



Ed Davis Learning Center

Parks Maintenance Building

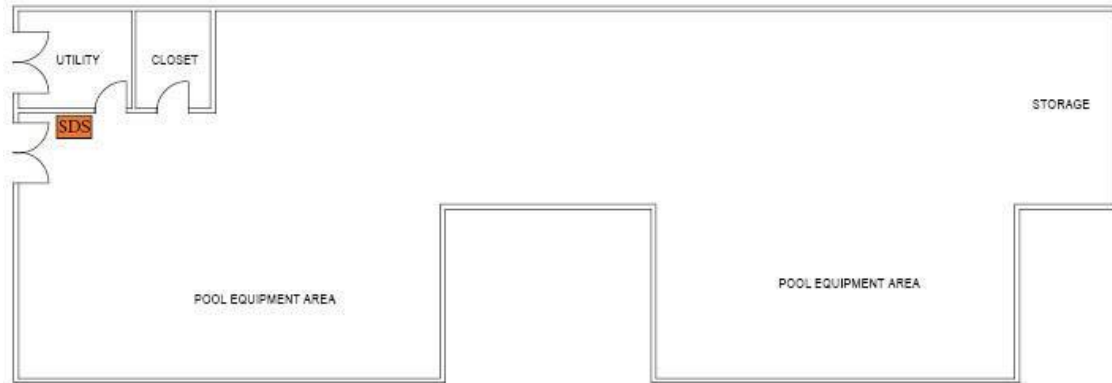
1460 Cincinnati Pike, Georgetown, KY 40324



Maintenance Building

Suffoletta Family Aquatic Center

200 Airport Road, Georgetown, KY 40324



SFAC Basement

OSHA's Right-to-Know regulation was developed to protect employees on the job. Making the information available is only the start in keeping GSC Parks and facilities safe. Employees' habitual reading and reviewing of labels and the MSDS/SDS sheets is a critical practice that promotes a safer working environment.

[POL.S.01.06 - Blood Borne Pathogens and Infectious Diseases](#)

Hepatitis B Virus Vaccination Series

Pre-Exposure

GSC Parks shall make available the Hepatitis B vaccine series to any employee who must handle blood or is expected to render first aid on a routine and regular basis in the course of his/her employment. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he or she must sign a Hepatitis B Vaccination Declination form, which GSC Parks will retain as part of that employee's record.

Employees whose primary job assignment(s) do not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the Hepatitis B vaccine series as a post-exposure provision. Again, this series will be provided at no cost to the employee.

Post-Exposure

If any employee is exposed to blood or other potentially infectious materials, GSC Parks shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-ups will be provided, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

- 1) Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
- 2) Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
- 3) Prompt testing of the source material, (with the employee's consent) with the results being communicated in confidence to the exposed employee;

Updated: 12/16/2024

- 4) Collection and testing of the exposed employee's blood with his or her consent, for HIV or HBV;
- 5) Post-exposure preventive measures, as recommended by the U.S. Public Health Service;
- 6) Counseling; and
- 7) Evaluation of reported illnesses.

GSC Parks will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation with:

- 1) a description of the employee's job duties as they relate to the exposure incident;
- 2) documentation of the route(s) of exposure and the circumstances under which exposure occurred;
- 3) results of the source material or individual's blood testing, if available; and
- 4) all medical records relevant to the appropriate treatment of the employee, including his or her HBV vaccination status, which are GSC Parks' responsibility to maintain.

GSC Parks will obtain and provide to the employee, within 15 days of its completion, a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation.

Education and Training

In order to minimize workplace exposure to and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to GSC Parks' implementation of preventative measures, GSC Parks will strive to educate and train GSC Parks personnel on relevant safety guidelines.

GSC Parks training program will endeavor to include:

- 1) a general explanation of the spread, prevention and symptoms of blood borne diseases;
- 2) information on the modes of transmission of blood borne pathogens;
- 3) information on the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
- 4) information on the types, proper use, location, removal, handling, decontamination and disposal of 9 personal protective equipment;
- 5) information on the Hepatitis B vaccine, including information on its effectiveness, safety, method of administration, the benefits of being vaccinated, and that the vaccine and vaccination will be offered to its employees free of charge;
- 6) information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- 7) information on the post-exposure evaluation and follow-up that GSC Parks will provide for the employee, if he or she comes into contact with blood or other possibly infectious materials.

All staff and volunteers who are potentially at risk for exposure should be provided in-service training with respect to the precautionary procedures, and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers should be required to sign a compliance statement indicating their understanding of the procedures and agreement to comply with them.

Personal Protective Equipment

GSC Parks recognizes that the use of personal protective equipment (PPE) helps prevent or reduce occupational exposure to infectious materials. PPE is considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions or use and for the duration of time which the PPE will be used.

GSC Parks will provide training on, make accessible, and require the use of PPE at no cost to the employee or volunteer. PPE will also be provided in appropriate sizes when necessary.

GSC Parks has identified the following employee/positions, which may have a need for PPE:

- 1) Good Samaritan First Aiders
- 2) Fitness Instructors
- 3) Lifeguards
- 4) Recreation Specialists
- 5) Day Camp Program Leaders
- 6) Coaches for Contact Sports

Precautions and Procedures

Because diseases can be present in blood, non-intact skin, exposed body tissue, excrement or other body fluids, the following routine procedures are required when handling blood (e.g. cleansing of and applying first aid to open wounds, stopping a nose bleed), excrement or urine (cleaning up "potty accidents" of young children), or other body fluids. These procedures are required for all persons, not just those who may be infected with the AIDS virus or other infectious diseases.

Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/body fluids are infectious. The following procedures should be followed and enforced routinely:

- Hand washing is the most important technique for preventing the spread of disease.
- Disposable gloves, which are impervious to blood, must be worn.
- Soiled surfaces and recreational materials of any kind (including e.g., van/bus seats, exercise mats, changing tables, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted 1-part bleach to 10 parts water).
- Disposable towels or tissues should be used whenever possible.
- When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear non-sterile, puncture-resistant gloves.
- Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care.
- All cuts and open wounds should be covered.
- Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided.
- Disinfectant should be stored in a safe area.
- Documentation of incidences of contact with blood or other body fluids should be made whether a participant or employee is known to have a communicable disease.
- Hand soap and disposable towels or tissues and gloves should be available at all facilities.

GSC Parks will keep records of incidents of employee contact with blood or other potentially infectious materials, and compliance with these guidelines. A failure to follow recommended precautions may result in disciplinary action.

[POL.S.01.07 – Confined Space Policy](#)

GSC Parks will comply with applicable regulations and provide safety for all entrants. Entry into confined spaces can pose atmospheric and physical. Entry into confined spaces can pose atmospheric and physical hazards which can be life threatening. Please see PRO.S.TBD. for procedures which are designed to ensure the safety of all persons entering confined spaces on UCSC property and comply with regulations established by KY OSHA.

[POL.S.01.08 – Aerial Lift Policy](#)

Departments using aerial lifts must ensure that supervisors and operators comply with all aspects of this safety program. All university employees must successfully complete a training program, and receive certification prior to the operation of any aerial lift. Contractors operating aerial lifts on university projects are expected to meet or exceed the requirements found in this program, and comply with all applicable statues and regulations governing the use of powered industrial trucks as listed in Section 3.0 of this document.

[POL.S.01.09 - Statement of Admission](#)

All employees are expected to conduct themselves at all times in the best interest of GSC Parks. When an accident occurs, no matter how severe or how insignificant, an employee must never presume or admit guilt or fault of any kind of their own or of any other person. An employee should never speculate on the cause of an accident or an injury. An employee should cooperate with investigating authorities and with any investigation conducted by or on behalf of GSC Parks. Any questions relating to an accident involving GSC Parks property and/or personnel should be promptly directed to a Department Head, Office Manager, or the Director.

[POL.S.01.10 - Motor Vehicle Record Review](#)

GSC Parks conducts an annual review of State Motor Vehicle records for employees who have driving responsibilities in their job description or are required to possess a current driver's license as a job qualification. A record check is intended to disclose Type A violations of a serious nature that will result in state mandated license penalties or Type B moving violations that generally result in a fine.

Type A violations include without limitation:

- DWI, DUI or operating while impaired
- Chemical test refusal
- Reckless/careless driving
- Fleeing police
- Leaving the scene of an accident

Type B violations include without limitation:

- Speeding (more than 15mph over the limit)
- Improper/illegal lane change or turn
- Following too close
- Traffic signal offense
- Failure to signal
- Failure to yield

An employee is required to disclose to a supervisor all Type A violations immediately upon a conviction. Any employee who is subject to a record review may incur discipline up to and including termination of employment for convictions. When an employee driving record shows one or more Type A violations in the preceding 36 months, or two or more Type B violations in the preceding 36 months, GSC Parks may at its discretion take the following actions:

- Suspend the employee from driving GSC Parks-owned vehicles;
- Require the employee to attend driver safety training;
- Impose periodic check rides and other driver monitoring on the employee;
- Revoke an employment offer; and/or Terminate the employee's employment.

POL.S.01.11 – Participant Protection

Purpose

Youth athletes and program participants should be guided by what is best for the safe and healthy development of the individual. In working with each child and/or participant, it is essential that we are mindful of their physical, emotional, and developmental needs and recognize the vulnerabilities of individuals. It is the responsibility of all adult association with GSC Parks youth sports and/or programs to develop the knowledge and skills to create and maintain a safe environment.

Scope

Coaches, officials, staff, parks employees, volunteers, and chaperones are in positions of authority and trust. While the majority of adults seek to create a positive experience for young people, some may seek to take advantage of a child's trust and use their position for purposes that can damage a child's positive developmental experience. All persons on GSC Parks property or parks or in GSC Parks recreational programs sponsored by GSC Parks are to comply with this policy.

Policy

To safeguard athletes and program participants, GSC Parks requires background checks on all employees, officials, and coaches in GSC Parks sponsored programs. All franchises, organizations, and partners should require and conduct background checks on their officials, coaches, staff, and other volunteers working in any official capacity for the respective organization that is in a leadership role or works directly with minors.

Abuse or harassment may take several forms including by not limited to any improper or inappropriate comment, action, or gesture directed toward a person that is related to race, ethnicity, national origin, religion, age, gender, of a sexual nature, disability, or other

personal characteristics. The creation of an environment through behavior or a course of conduct that is insulting, intimidating, humiliating, demeaning, or offensive prevents or limits the enjoyment of the sport, program, and development of a young individual. Harassment may come from adults, teenager, or another child. GSC Parks will not tolerate or condone any form of harassment or abuse.

Prevention Guidelines

If a child or participant advises GSC Parks staff that someone has molested or otherwise abused the child, staff should be prepared to help the child.

GSC Parks staff working with the child or participant shall:

- a. Parents and guardians should be encouraged to support and attend their child's programs, games, and practices.
- b. All practices, games, and programs should be open to observation by parents and guardians at all times, exception is when observation causes a distraction to the participants and interferes with the ability to provide the program. Parents and family members may not cause a disturbance with the program while observing or they may be asked to leave.
- c. Two-deep leadership: at least one coach and one other adult should be present at all fo the programs, practices, or activities.
- d. In providing two-deep leadership; at least two of the adults should not be closely related family members.
- e. All interaction between leaders and program participants should occur in an open and observable environment. Some programs may be designated to provide services to clients/participants that require personal hygiene care. In specified programs, trained leaders, staff, or volunteers may provide such care, however, should have assistance from another trained leader, staff, or volunteer or notify the program leader prior to providing and immediately after personal hygiene care.
- f. Coaches, staff, and other adult leaders should not invite youth participants to their home without permission of a parent or guardian.
- g. Should travel occur, all room checks, meetings and/or other activities should have two- deep leadership. If participants are paired for overnight stays; they should be of the same gender and similar age.
- h. Any other arrangement should be discussed with all parties and written permission obtained from the parent or guardian beforehand.
- i. Youth participants should not ride in a coach's vehicle without another adult present unless prior parental permission is obtained.
- j. Communication between youth participants and adults should be positive and of a relevant subject; not sexual or otherwise inappropriate nature. Horseplay, rough housing should be avoided.
- k. Youth participants should have a "buddy system" with another participant of the same gender and similar age while involved in programs and events

that involve travel when a parent or guardian is not available. Buddy system may include opposite gender if the participants are family members.

- l. At a minimum, every franchise and/or partner league must confirm on an annual basis that this policy is understood and communicated to everyone involved in the program/league.
- m. Every franchise and/or partner league must adopt or comply with their organization's harassment and abuse policy. If that policy conflicts with GSC Parks policy, the partner agency must notify the GSC Parks Youth Sports Liaison and request clarification.
- n. Allegations of child abuse or neglect should always be investigated by qualified social service or law enforcement.
- o. Kentucky Unified Juvenile Code KRS 620.040(5)(c) & KRS 620.030 states that it is the duty of everyone who reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause and oral or written report to be made to a local law enforcement agency or the Kentucky State Police, the Cabinet or its designated representative; the Commonwealth's Attorney or the county attorney by telephone or otherwise. Certain professionals such as healthcare personnel, childcare personnel, and peace officers have a further duty to report.

Handling Allegations of Abuse

- a. Remain calm and reassuring.** If you panic, become angry, or overreact to the information disclosed, so will the child. The child needs to feel that the person to whom he or she is speaking is in control of the situation and will reassure him or her that everything will be okay.
- b. Don't criticize the child, question the child's story, or imply that the child may have misunderstood what happened.** Accept the information openly without indicating value judgment.
- c. Encourage the child to tell the Director or the appropriate supervisor what happened.** Tell the child no one should ask him or her to keep a secret about what happened and that it is okay to talk to the Director about it. Make sure the child feels that he or she is not to blame for what happened. Try to avoid repeated interviews about the incident and other dealings with the child that may be very stressful for the child.
- d. Respect the child's privacy.** Take the child to a location where you cannot be overheard by other children but within view of another adult. It is important that you discuss the child's situation only with the Director or with the appropriate DCBS and designated law enforcement personnel. It must not become the topic of conversation among other staff members either on or off GSC Parks premises. The child and his or her family or other persons involved should not have to pay the price of a person's indiscretion. Disclosing the information to other persons is in violation of the child's privacy rights and the

privacy rights of other persons involved. The Director or his/her designee should be the contact person for reporting suspected child abuse. In his/her absence, the Department Head should be notified. The Director and staff person reporting the suspected abuse should immediately notify DCBS as required under the Act by telephone to the DCFS “central register” or in person or by telephone through the nearest DCFS office at 1-877-597-2331. Reports are immediately transmitted to the appropriate DCBS Child Protective Service Unit (“CPS”), which will in turn begin to investigate the matter.

- The report should include, if known:
 - 1) the name and address of the child and his or her parents or other persons responsible for the child’s welfare;
 - 2) the name and address of the school that the child attends or the school that the child last attended, if the report is written during the summer when school is not in session, and the name of the school district in which the school is located, if applicable;
 - 3) the child’s age, sex and race;
 - 4) the nature of the child’s abuse or neglect, including any evidence of previous injuries, abuse or neglect of the child or his or her siblings;
 - 5) the names of the persons apparently responsible for the abuse or neglect;
 - 6) family composition, including names, ages, sexes, and races of other children in the home;
 - 7) the name of the person making the report, his or her occupation, and where he or she can be reached;
 - 8) the actions taken by the reporting source, including the taking of photographs and x-rays, placing the child in temporary protective custody, or notifying the medical examiner or coroner; and
 - 9) any other information that the person making the report believes might be helpful in the furtherance of the purposes of this Act.
- The oral report should be confirmed by the reporting staff person in writing to the assigned CPS within 48 hours of the initial report. The Director will notify the Chair of the Park Board of Commissioners of all reports of child abuse/neglect, which are suspected and reported to the Department of Child and Family Services. Details of the report shall not be discussed with other staff or participants.