



# Camp Shawnee Employee Handbook



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## Introduction

This handbook has been developed to summarize the most critical policies and procedures that Camp Shawnee employees should know about and follow. Written policies and procedures are very important for a variety of reasons, probably the most important reason, is safety. However, everything can't be written down, so the expectation is that if a situation arises and there is not any written policy on how to handle it, an employee should use their best judgment, consult a supervisor when necessary, and act in the best interest of the City and the Parks and Recreation Department.

Please read these policies and procedures thoroughly. If there is any part of them you don't understand, or if you have questions about anything – ask. The City encourages open communication at all times.

**ON BEHALF OF THE CITY OF  
SHAWNEE, WELCOME TO OUR  
CAMP SHAWNEE STAFF!**

## Mission and Vision of Shawnee Parks and Recreation

The mission at Shawnee Parks and Recreation is "Create opportunities, for the Community, to **Explore**, **Engage**, and **Connect**."

In fulfilling our mission every day, we are working towards our vision long-term of who we want to be for Shawnee: "*Shawnee Parks and Recreation is a leader in creating a healthy community that promotes innovative and inclusive opportunities that fulfill each person's mind, body, and spirit.*"

**How do we do this?** Through our two aquatic centers, Shawnee Civic Centre, twenty five parks with various amenities, a wide variety of events, classes, camps and workshops offered throughout the year, and our historical museum Shawnee Town 1929.

## The City of Shawnee

### Vision

Capitalizing on its strong community values, vast open space, and connectivity citywide and regionally, Shawnee aspires to be a place where people of all walks of life want to call home, grow a business, raise a family, recreate, and spend time.

### Organizational Goals

*These three goals or values are the key principles that guide City of Shawnee employees' behavior and performance.*

- Treat citizens and co-workers with the highest level of customer service.
- Work as a member of the City team to accomplish the goals and objectives of the City.
- Recognize that the public interest is the City's main concern.

## Camp Shawnee

Starting in 2025, the City operates a full-service day camp at the Shawnee Civic Centre. This facility is located at 13817 Johnson Drive. This facility serves patrons of all ages with a large variety of classes, programs, open gym and rentals throughout the year.

Camp is a wonderful recreation resource for residents of Shawnee that not only will provide an enriching summer full of recreation, for our youth to explore, engage and connect. The Camp will also provide invaluable child care opportunities for our residents and others from neighboring communities as well. The following policies and procedures are established to create an environment where all of this can be accomplished safely and with structure.

**Ultimately, our camp staff has the responsibility of making sure all those things happen!** The role of the Shawnee camp staff is critical in ensuring a safe and fun recreational experience for campers, and this is done by exhibiting professional and positive actions at all times.

## Mission of Camp Shawnee

The mission of Camp Shawnee is to “Create opportunities, for our Campers, to **Explore**, **Engage** and **Connect** during the summer.”

## The Goals of Camp Shawnee

**For our Shawnee residents**, to provide a full-service childcare day camp opportunity to meet an underserved need.

**For our Campers**, to provide a safe, encouraging and fun summer day camp experience.

**For our Department**, to provide a new, innovative opportunity to serve more residents.



## Shawnee Parks and Recreation Camp Organizational Chart

At Camp Shawnee a chain of command system is in place that must be followed. If you as an employee have a problem, first approach the Camp Director. If the Camp Director cannot resolve the problem, it will be referred to

the Recreation Coordinator. Please follow this policy at all times. The Camp Director will take the matter to the Recreation Superintendent, as they deem necessary.

**Parks and Recreation Director**

Tonya Lecuru

**Recreation Superintendent**

Sean Keenan

**Recreation Manager**

Matt Mann

**Recreation Coordinator**

Riki Kisner

**Camp Director**

Tierney Ryan

**Lead Camp Counselors**

**Camp Counselors**

## Patron Relations

Quality customer service is very important for all staff members. All of us have had bad days, days when we don't want to be where we are and days when nothing seems to go right. We are selling smiles, days that are fun, and a camp experience where (hopefully) everything goes right. Occasionally, you may be confronted by a camper, parent/guardian (or other patron) whose attitude is less than pleasant, even argumentative. Our job is to enforce rules and make each child's camp experience safe and enjoyable.

When interacting with either a child or a parent/guardian, camp staff must be respectful and understanding. If a camper or the parents/guardians are in violation of a camp rule, you should give the person a complete explanation of the violated rule(s) as well as explain in the reason why the rule(s) is in place and why it must be enforced. Sometimes the camper and/or parents/guardians simply does not understand why or how a certain thing is done, and a simple explanation is all that is needed to clear up the situation. How you speak to campers and parents/guardians reflects not only on you, but on the entire staff and the City.

On occasion, there will be a camper or parent/guardian you won't be able to satisfy, and they won't listen to explanations. Politely tell them that you will get a Supervisor. The Supervisor will be glad to step in, take over and resolve the situation. Don't forget when it comes to safety, you must act in the best interests of the camper, and sometimes subsequently, their parents/guardians -- even if he or she doesn't agree with you.

## **Non-Discrimination Statement**

It is against City policy to discriminate against any one because of their race, color, religion, sex, age, national origin, disability, or low income. No disparaging comments should ever be made related to any of the aforementioned characteristics.

## **Americans with Disabilities Act**

The City of Shawnee has a policy of nondiscrimination on the basis of disability with regard to employees or job applicants as well as the accessibility of City programs and activities to the citizens of Shawnee.

The City Manager has been designated the City's ADA Coordinator. The ADA Coordinator is assigned the duties and responsibilities of maintaining documentation and procedures for this policy and working with other City staff on issues related to implementation of ADA requirements.

It is the City's policy to provide reasonable accommodation to individuals with disabilities so that they may access City programs and facilities. To request assistance with this, please contact the Camp Director and the Recreation Coordinator to arrange this. Unfortunately, not all accommodation requests may be possible to honor, but we will work with every family to try and accomplish this.

## **SB-244**

Senate Bill 244 became state law effective February 26, 2026. This law mandates multiple-occupancy, private spaces (restrooms, locker rooms, changing/shower rooms, etc.) in public buildings be designated for use by one sex only; defines gender as a person's biological sex at birth for legal purposes; and restricts restroom access in government buildings based on sex at birth, with limited exceptions. "Single-occupancy private space" means a facility designed or designated for use by ONLY ONE individual at a time (a single toilet restroom with a locking door that is designed or designated as unisex, a family restroom or changing room, etc.) and these spaces are NOT included or affected by this new law.

The City has taken every reasonable step to ensure compliance by placing signage designating sex outside of all bathrooms in City-owned facilities. Any complaint(s) of violations should be directed to a supervisor immediately in order to provide the requirements of the complaint process.

## Parking

As you can imagine, the Civic Centre is an exceptionally busy space during the summer. The parking lot has not just Civic Centre activities, but also shares spots with the library, the Thomas A. Soetaert Aquatic Center and Pflumm-Bichelmeyer Park.

*Staff are expected to park in the northwest parking lot to accommodate the patrons that frequent all of these locations.*

## Personal Belongings

The City is not responsible for loss of personal items. If you bring a backpack or personal items to the facility, we suggest you store it in the administration office or in a designated staff cubby space in the downstairs kitchen.

## Scheduling and Trades

Employee schedules are accessed online at [www.whentowork.com](http://www.whentowork.com). The Camp Director will post individual schedules. Staff will be given a username and password to access their schedule and handle trades.

You are required to find a substitute any time you can't work the scheduled hours that you have been assigned (except if you're sick or have an emergency).

Approval for trades is handled by the Camp Director and must be submitted online at least a week in advance of the date requested. If you cannot find a replacement to work for you or you have not been approved by the Camp Director, you must work your scheduled shift. You have committed to this job for the season so please keep substitutions to a minimum.

The *Fair Labor Standards Act* Child Labor Laws impose certain restrictions on the employment of minors under 18 years of age.

\*Minors ages 16 and 17 are not subject to any limitations on the number of hour per day or week they may work.

## Clock-In/Clock-Out

1) To ensure accurate pay for hours worked Camp Shawnee will utilize a paper sign-in/sign-out sheet. Staff will clock-in and clock-out via this form daily in the camp staff area. Supervisors will be checking these to make sure there is not a discrepancy; please be accurate and honest.

2) Once clocked in, employees are expected to begin the duties related to their job immediately.

## Daily Expectations

All camp employees shall report to the assigned camp premises and weekly in-service programs and assigned camp premises at the time they are scheduled. Staff should be in uniform and ready to work. **Be on time.** Being tardy affects not only you, but those who are scheduled to work with you and may create a problem opening the camp and/or getting activities going, field trips, etc. Lateness will be taken serious and appropriate disciplinary action will be taken. Consistent lateness will not be tolerated and may result in termination. Employees are considered late 5 minutes after their scheduled shift time. Please do not clock-in more than 5 minutes ahead of your scheduled time.

## End of Shift Duties

All camp employees may time out when all closing procedures are accomplished, and the Camp Director or Lead Counselor has checked the camp space and given approval.

## Breaks

All staff will receive a reasonable break because it is impossible to use a set schedule for breaks, staff members and supervisors should work together to ensure that adequate coverage is maintained, and breaks are provided in the fairest manner possible.

## Illness and Emergencies

It is your responsibility to call the Camp Director as soon as you realize you are unable to come to work due to illness or family emergency. If you fail to call before your scheduled time, it will be considered a NO SHOW and is subject to disciplinary action.

## Payroll Information

\*Pay periods are broken down into two-week increments.

\*Pay periods begin on Monday and end on Sunday.

\*Employees are required to have pay checks directly deposited into a checking account.

\*Questions about your paycheck should be discussed with the Recreation Coordinator immediately. If you believe an error has occurred, please have a

copy of the paycheck and the dates in question when talking with the Recreation Coordinator.

### **Overtime Compensation**

Overtime will be paid to employees working over 40 hours in a work week. This must be approved in advance by the Recreation Coordinator.

### **Checking On-line Pay Stubs**

Follow the directions for UltiPro at [www.cityofshawnee.org/summerstaff](http://www.cityofshawnee.org/summerstaff)

### **End of the Season Responsibilities**

\*Employees are expected to participate in an End-of-Camp Season evaluation with the Recreation Coordinator and Camp Director during the last week of camp. The results of this evaluation may impact your eligibility for rehire as well as mobility between camp positions the following summer.

\*Employees are expected to update their address and/or personal information (if it has changed or will change before December 15<sup>th</sup>). Information related to re-hire and W-2 forms will be mailed to the address that the City has on file. Employees who have a change of address or need to update their file after Labor Day should contact City Hall at (913) 631-2500, ext. 261.

### **Employee Customer Service and Safety Program**

Employees not only have the opportunity to have a great time this summer, but also earn an assortment of awards! This program is designed to reward employees who go above and beyond to offering the BEST customer service for all of the campers and parents/guardians. Great customer service keeps campers, staff, and management happy and ensures return patronage in the future. This program provides various avenues for reward including but not limited to:

#### **Staff of the Week**

This will be selected each week and given to exceptional employees who go above and beyond to provide exceptional customer service and safety.

#### **Staff of the Year**

This will be awarded to the individual who showed the most dedication throughout the season to ensuring the best customer service and safety as well as great stewardship to the Mission and Vision Statements of the Department.

## Employee Relations

Each Shawnee camp employee deserves to be treated in a fair and respectful manner by other personnel. Personal problems arising among staff members should immediately be brought to the attention of the Camp Director, documented and resolved.

## Staff Responsibilities and Code of Conduct

Staff members receive a copy of their job description during orientation and are expected to be aware of the responsibilities listed in their job description. Additional duties may be assigned; staff should always be prepared to help the Camp Director with any requests. If there are any questions about your job or need clarification, talk to the Camp Director.

## CODE OF CONDUCT

It is imperative that all staff members behave in a professional manner at all times. **The following behaviors are not permitted at any time:**

- \* Requesting or permitting the use of City owned property for any purpose except for City business.
- \*Using or possessing alcoholic beverages, illegal drugs, or legal drugs illegally while on duty.
- \*Engaging in offensive conduct or language towards the public, citizens, co-workers, and supervisors.
- \*Ignoring, disobeying or refusing to perform a task or duty as requested by Lead Counselors, Camp Director, Recreation Coordinator, Recreation Manager, Recreation Superintendent, the Parks and Recreation Director, or the City Manager.
- \*Intentionally damaging or neglecting City property.
- \*Engaging in horseplay or activities, which result, or might reasonably be expected to result, in personal loss or injury to you, other camp staff, the City or the public.
- \*Engaging in behavior that reflects negatively on the City.
- \*Failing to perform a task or duty for the position to which you are assigned.
- \*Inducing or attempting to induce any co-worker to commit an illegal act or an act in violation of any City or Departmental policy.
- \*Teasing, harassing, provoking, disturbing or making unnecessary complaints against co-worker.
- \*Stealing City funds or property.

- \*Treating anyone differently because of his/her sex, ethnicity, race, religious affiliation, or disability.
- \*Witnessing a co-worker violating the law while working and/or on City property and not reporting the violation to the Camp Director or a higher-level supervisor.
- \*Allowing a personal relationship with a co-worker or camper and their parents/guardians to interfere with the performance of your job duties.
- \*Exhibiting unsatisfactory performance of job duties and responsibilities.

## Do's & Don'ts

### Do's:

- \*All staff will make it their responsibility to be aware of all camp programs and schedules.
- \*Use proper speech when addressing campers, parents/guardians and staff. Avoid the use of slang terms when dealing with the public.
- \*You may have food delivered to the Civic Centre.
- \*Utilize the provided refrigerators in the Small Kitchen to store food during your shift.

### Don'ts:

- \*Ever be found alone with a camper.
- \*Accept responsibility for campers, parents/guardians or other staff members' possessions at any time without the Camp Director involved.
- \*Engage in PDA (public display of affection.)
- \*Transport children who are left behind after camp ends. Immediately call the non-emergency number and wait with another staff member of the camp or the Civic Centre for police to arrive.
- \*No Smoking/Vaping. All city buildings/complexes are designated non-smoking facilities. **This includes around the Civic Centre.** If you or a patron feels the need to smoke, the designated smoking area is patio / 20 feet from the building.
- \*No staff member will discuss any emergency situation with the media or public. Immediately refer these questions to the Communications Team and Recreation Manager.

## Staff Interaction & Conflict Resolution

Camp Shawnee staff must work together as a team to create a safe, fun atmosphere for the campers and to assure the quality of our programs.

1. Each staff member, regardless of his or her job description, is an important part of the team. Staff members must address each other with the respect and courtesy deserved by everyone.
2. Personal conflicts (not involving personnel or facility policies or job standard) should be resolved in the following manner:

### Direct Resolution

\*Speak to the "problem" staff member directly. Do not complain to another staff member, camper or parent/guardian– they cannot resolve the problem

\*Do not allow the direct resolution to become an argument. If you feel this might happen, go to the next step

\*If no resolution is met directly, follow the chain of command

**Conflicts with your direct supervisor will be resolved through the Camp Director and by following the chain of command.**

Upper management will resolve conflicts that arise due to violation of personnel or facility policies.

### Violation of Personnel Policies

- Violation of Attendance standards – habitual lateness
- No Show
- Violation of Dress Code/Appearance standards
- Violation of Job Responsibilities
- Insubordination
- Violation of camp and/or facility policies, procedures and rules
- Inappropriate/discourteous interaction with campers and/or parents/guardians
- Altering work schedules or improper trade procedures
- Consumption of drugs/alcoholic beverages before or during working hours
- The use of profanity or racial/sexual slurs when communicating with campers and/or parents/guardians
- Disregard for safe work practices
- Striking a camper, parents/guardians or coworker

- Engaging in public display of affection (PDA)
- Engaging in any illegal activity
- Excessive phone usage or use of phone at improper times
- Theft, stealing or miss use of City/Others property

## Disciplinary Action

The violation of most personnel policies will be handled in the following manner:

**First Violation – Documented Verbal Counseling.** At the first indication of unsatisfactory standards of the employee, the employee's supervisor shall counsel with the employee, document the discussion on a Disciplinary Form and retain the form in a department file.

**Second Violation – Written Reprimand.** If satisfactory performance and corrective action are not achieved with the documented verbal counsel, a written reprimand may be utilized in situations where disciplinary action may be taken by the Camp Director and/ or Recreation Coordinator. Written Reprimands become a part of an employee's permanent personnel file.

**Third Violation – Dismissal.** An employee may be dismissed with the prior approval of the Recreation Manager, when it is in the City's best interest and the seriousness of the situation makes it appropriate. Factors such as circumstances, motive, past performance and conduct may also be considered in determining appropriate action.

### Personnel Policies that may result in IMMEDIATE DISMISSAL\*:

- a. Striking a co-worker, camper, or parents/guardians
- b. **No Show.** A staff member not reporting to work and not calling in to the Camp Director or recreational staff to inform him/her of their absence
- c. Consumption of alcoholic beverages and/or illegal drugs before or during working hours
- d. Engaging in any type of illegal activity
- e. Engaging in public display of affection (PDA)
- f. Stealing

*\*Any employee who is terminated will be ineligible for re-hire the following year.*

## Evaluations

In addition to the End-of-Camp season evaluation, employees will also have a mid-summer evaluation with the Recreation Coordinator and Camp Director. The mid-summer evaluation is intended to be a verbal coaching session designed to ensure that you have a firm understanding of the job expectations

and to help you improve your performance in areas of concern. If you are given any major areas of improvement during this meeting, you will be given two weeks to improve. Failure to improve will result in immediate termination.

The employee is expected to complete their agreed upon dates of employment. Failure to do so or early leave will result in ineligibility for the following season. A copy of both the mid-summer and end-of-camp season evaluations will be kept in your file and may be requested by employee at any time.

## **Harassment**

It is the policy of the City that no employee will be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, nor to harassment, for any reason, but especially on the basis of age, color, race, religion, disability, citizenship, gender, national origin or ancestry. This form of misconduct undermines the integrity of the workplace.

You will receive training on sexual and other types of harassment. Prohibited behaviors include:

- \*Making sexist or derogatory comments about any other person;
- \*Inappropriate physical touching or contact;
- \*Unwanted sexual advances or comments;
- \*Displaying or possessing in the workplace any discriminatory or offensive cartoons, pictures, or publication;
- \*Making comments that are deemed to be slurs, negative stereotyping, threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability;
- \*Displaying or possessing written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on City's premises, or circulated in the workplace.

If at any time you, as an employee, feel you have been harassed, tell the person who you feel is harassing you immediately. If that doesn't stop the behavior, contact the Camp Director immediately, or if you are uncomfortable speaking with them contact the Recreation Coordinator, Recreation Manager,

Recreation Superintendent, Parks and Recreation Director, Human Resources Manager or the Assistant City Manager.

The City takes any report of harassment seriously and has a policy which requires investigation and disposition of any complaint. Everyone deserves to be treated with respect in the workplace, and if you aren't comfortable with someone's actions don't ignore it, it probably won't just go away.

In addition, the City does not permit any employee engaging in behaviors that may be deemed as retaliation against another employee for making a complaint or assisting in the investigation of a harassment complaint.

## **Abuse and Molestation Policy and Procedures**

Shawnee Parks and Recreation does not tolerate sexual abuse or molestation in the workplace or at any activity sponsored by or related to it. No employee, contractor, volunteer or other third party has the authority to commit or allow the commission of abuse or molestation.

Shawnee Parks and Recreation has a zero-tolerance policy for any abuse committed by an employee, contractor, volunteer other third party. Upon completion of an investigation, disciplinary action up to and including termination of employment, as well as criminal prosecution may result.

Abuse or molestation takes the form of inappropriate contact of a criminal nature or interaction for the gratification of the individual who is functioning as the caregiver and is responsible for the client's and/or child's care. Abuse includes assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior not tolerated by the City of Shawnee.

Any incidents of abuse reasonably believed to have occurred will be reportable to the appropriate law enforcement and regulatory agencies.

### **Physical evidence of abuse and molestation:**

\*bruises, black eyes, welts, lacerations, and rope marks

\*broken bones

\*open wounds, cuts, punctures, untreated injuries in various stages of healing

\*broken eyeglasses/frames, or any physical signs of being punished or restrained

- \*individual's report being hit, slapped, kicked, or mistreated
- \*bruises around the breasts or genital area
- \*unexplained venereal disease or genital infections
- \*unexplained vaginal or anal bleeding
- \*torn, stained, or bloody underclothing
- \*an individual's report of being sexually assaulted or raped

### **Behavioral signs of abuse:**

- \*Reluctance to be left alone with a particular person
- \*Wearing lots of clothing especially in bed
- \*Fear of touch
- \*Nightmares of fear of certain individuals
- \*Vulnerable adult's sudden change in behavior
- \*the caregiver's refusal to allow visitors to see a vulnerable adult alone

### **Reporting Procedure:**

Any employee who learns of an incident of abuse being committed must immediately report it to your supervisor or event organizer. Be sure to follow up with supervisor in post incident debriefing.

### **Anti-retaliation:**

The City of Shawnee prohibits retaliation made against any individual who reports a good faith complaint of abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The organization prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action up to and including termination.

### **Investigation and Follow-up**

The City of Shawnee will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. Shawnee Parks and Recreation will use internal resources (i.e. Police Department) and/or a trained designee to conduct an investigation of the

incident. Shawnee Parks and Recreation will cooperate fully with any investigation conducted by law enforcement or other regulatory agencies. It is the City's objective to conduct a fair and impartial investigation.

The City of Shawnee will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

## **NAVEX EthicsPoint Compliance Line**

The City of Shawnee is committed to an environment where open, honest communications are the expectation, not the exception. We want you to feel comfortable in approaching your supervisor or leadership in instances where you believe violations of policies or standards have occurred.

In situations where you prefer to place an anonymous report in confidence, the City has implemented an ethics compliance line. Information that you provide will be sent to us by EthicsPoint on a totally confidential and anonymous basis. You have our guarantee that your comments will be heard.

Contact NAVEX at: **[cityofshawnee.navexone.com](http://cityofshawnee.navexone.com)**

## **Substance Abuse**

The City of Shawnee has a zero-tolerance policy for drug and alcohol use. Under no circumstances will a camp employee report to work under the influence of drugs or alcohol. If Camp Director or Recreation Coordinator has reasonable suspicion that an employee is under the influence of drugs or alcohol, he/she will be asked to have a drug or alcohol screen at the clinic utilized by the City. If the employee is under age 18, his/her parent(s) will be required to sign the consent for the testing. If the test is positive the employee will be terminated. Refusal to take a test will result in termination. The City is a tobacco free work environment. Smoking or chewing tobacco products are not allowed on pool premises by any staff member whether on or off duty. If an employee is aware of any staff person under the influence of alcohol or drugs while on duty it is their responsibility as a City employee to inform the Camp Director, Recreation Manger or Recreation Superintendent immediately.

## **Health and Safety**

The City strives to have work performed in a safe and efficient manner. Accident prevention is an essential part of every employee's job. Work is to be carried out

in a safe manner to prevent injuries and property damage. As a City employee, you have the following responsibilities related to safety:

- \*Know safe and effective ways of doing your job.
- \*Recognize and respect the hazards encountered.
- \*Have confidence in your own ability.
- \*Take pride in safety and safety practices.
- \*Be anxious to learn.
- \*Take care of yourself and others whenever possible.
- \*Be a team worker and cooperate fully.
- \*Report potential hazards to your supervisor.
- \*Use proper equipment for whatever job you are doing.

## **On the Job Injury**

As an employee of the City of Shawnee you are entitled to Workers Compensation benefits. If you are involved in a work-related injury it is your responsibility to report your injury to your supervisor immediately. Employees will be required to complete a Report by Injured Employee form. This form will be provided by the Camp Director or Recreation Coordinator. Employees must follow the course of treatment designated by the City's medical providers. Non-emergency injuries will be treated KU Med West, located at 7405 Renner Rd Shawnee, KS 66217. The phone number for KU Med West is (913) 588-8450. The office hours for KU Med West are:

### **Occupational Medicine:**

Monday – Friday: 8:00 a.m. to 4:30 p.m.

### **Urgent Care Hours:**

Monday – Friday: 5:00 p.m. to 9:00 p.m.

Saturday and Sunday: 9:00 a.m. to 4:00 p.m.

In the event of a serious/life threatening condition, contact 9-1-1 immediately.

Management and staff will need to complete a *Supervisor's Report of Accident* and take pictures of the location of injury within the facility. Upon completion injury report forms should be given to Recreation Coordinator and forwarded to the Human Resources Manager.

## **Blood Borne Pathogens**

Blood borne pathogens are diseases such as Hepatitis B, the Human Immunodeficiency Virus (HIV) and other diseases that can be transmitted by blood or other body fluids. Employees are responsible for realizing the potential for exposure in their job duties, conducting work according to procedures and having good personal hygiene habits.

You will receive education during orientation on universal precautions, such as the use of barrier precautions (gloves and masks), hand washing after contact with blood and bodily fluids, using mouthpiece resuscitation bags or other ventilation devices in areas where the need for resuscitation is predictable.

The City provides necessary equipment, including rubber gloves, eye protection, masks, airway devices, etc. Employees are required to use this equipment when appropriate, and to wash their hands after removing gloves or other protective equipment, or after coming in contact with blood or other infectious material.

## **Mandatory Personal Protective Equipment (PPE)**

PPE is used to protect from blood borne pathogen diseases and chemical exposure and should be worn at all times when performing duties involving chemicals or performing duties related to blood borne pathogens.

### **When using cleaning chemicals wear:**

- \*Protective eye wear (goggles)
- \*Rubber gloves

### **When picking up trash:**

- \*Wear Rubber gloves
- \*Use Reacher Litter Picker

### **When cleaning floors wear:**

- \*Eye protection
- \*Gloves
- \*Rubber Boots (when using harsh chemicals)

For more detailed information on use of chemicals refer to appropriate Safety Data Sheets (SDS) Sheets. The SDS sheets are available on all computers at each facility by clicking on the SDS online icon. The SDS sheets contain information

about each chemical that is on site, and explains procedures to follow when an individual comes in contact with a chemical.

**For sun protection the following PPE is required:**

- \*Sunscreen
- \*Dark glasses
- \*Tee shirt

## **Hazardous Materials Communication**

In the camp facilities there are several potentially hazardous materials. All hazardous materials should be clearly labeled and only staff members trained in their use should access them. If you believe a material is hazardous and it is not labeled, contact the Camp Director or Recreation Coordinator immediately. SDS (Safety Data Sheet) information for all chemicals is located on each PC in the facility under the SDS Online tab.

## **Violence in the Workplace**

It is the City's goal to provide quality service to the public without compromising the safety of the public or employees. Violence, or the threat of violence, has no place in any of the City's work locations. If at any time, you as an employee feel threatened due to the actions of a coworker, camper or parents/guardians, or if you feel a camper, parents/guardians or another employee's safety is threatened, report it to the Camp Director or Recreation Coordinator immediately. Some threats may be made outside of work but have the potential to be carried out in the workplace. This includes threats made by family members, spouses, ex-spouses, boyfriends, girlfriends, employees, and members of the public. These should be reported also. All reports of threats will be taken seriously.

If an employee is uncomfortable with any situation because a person is angry or behaving in an unusual manner, they should try to get another staff member to join them, and one should leave to find the Camp Director or Recreation Coordinator. If the threat is immediate, or in the case of an actual violent or threatened violent situation including verbal or physical confrontation, an employee should call 9-1-1. Employees should avoid confrontation and minimize their contact with potentially violent individuals until the police arrive. Employees should try to remain calm and remember as many details as possible to report to the police.

A key responsibility of the camp staff is safety, and consequently it is important to be aware of individuals whose behavior seems unusual or concerning. Report any concerns to the Camp Director immediately. If a difficult situation occurs involving a camper or parents/guardians, and you feel you need assistance, please request assistance from the Camp Director, Recreation Coordinator, Recreation Manager or Recreation Superintendent. Abusive language and/or physical force are not allowed. Do not touch or handle campers. Disbarment from the camp shall be discussed with the Camp Director, Recreation Coordinator, Recreation Manager and Recreation Superintendent. The Shawnee Police will handle all physical disbarments from camp premises.

## **Emergency Shelter and Evacuation**

In situations where the weather is so severe that shelter must be sought, or if the facility must be evacuated due to a fire, or other similar emergency, certain procedures exist.

These policies are meant to be guidelines and depending on the situation, changes may be authorized by the Camp Director or the Recreation Coordinator.

When an emergency is identified, all employees should remain calm and follow procedures. Camp staff are responsible for instructing members of the public who are in the facility on proper procedures and assisting them in locating the appropriate place to go. Persons who are unable to walk or are hearing or visually impaired should be assisted as necessary.

## **Tornado or Severe Weather**

**If at the Civic Centre:** The Camp Director is responsible for being in contact with the Recreation Coordinator and other Civic Centre staff, so that camp staff will be aware when the National Weather Service issues a tornado or severe thunderstorm watch.

When emergency weather conditions are identified, the Camp Director will coordinate alongside the Civic Centre staff to lead campers and staff to the safe zones of the facility. All individuals in the Civic Centre should proceed to the designated shelter area in the lower level of the Civic Centre. If possible, turn off computers and other electrical devices. The Camp Director should take the radio with them when they leave their work area. Employees should remain quiet in order to hear any additional instructions.

Employees should stay away from windows, doors and outside walls, and protect their heads from falling objects or flying debris.

If the tornado or storm is not immediately imminent, staff and occupants of the Camp should go to the Civic Centre lower level.

Once reaching the shelter area, if the weather situation warrants, individuals should kneel on the floor and put their head on the ground facing an interior wall of the building with arms folded over their head. The Camp Director is responsible for accounting for all camp staff currently working when they arrive at the designated shelter area. The Camp Director should take a pen, notepad and an employee roster if possible.

Camp staff and campers should remain in the designated shelter area until notified by Park and Recreation Management.

***If offsite on a Field Trip:*** The Camp Director is responsible for being in contact with the Recreation Coordinator about oncoming weather concerns. The Camp Director will be the main point of contact for the Camp with offsite facility staff. They will lead by example in following the policies and procedures of the Field Trip host.

***If offsite at a Department Aquatic Center:*** The Camp Director is responsible for being in contact with the Recreation Coordinator about oncoming weather concerns. The Camp Director will be the main point of contact for the Camp with the Pool Manager and pool staff. They will lead by example in following the policies and procedures of the pool staff.

## **Fire/Facility Emergency Procedures**

Any employee who discovers a fire should sound the fire alarm and call 9-1-1. When dialing 9-1-1, the employee should be prepared to state the type of emergency, the address of the building, the nearest cross street and the extent of the fire and any specific information that is known. The caller should not hang up until told to do so by the emergency operator.

\*Employees should not attempt to put out any fire that is not obviously containable.

\*Employees and other occupants of the building should begin an orderly evacuation upon being notified or hearing a fire alarm.

\*Remain quiet in order to hear any additional instructions.

\*Shut down any gas fired, electrical or mechanical equipment, if possible.

- \*Secure or remove cash and other valuables, if possible.
- \*Walk to the nearest exit.
- \*In the case of obvious smoke, stay low to the ground.
- \*Shut any door you pass by and any door after passing through it, especially stairwell doors.
- \*DO NOT turn off lights.

**Camp staff should instruct all occupants of the Camp to gather in the lower parking lot on the south side of the property.**

The Camp Director is responsible for accounting for all camp staff currently working when they arrive at the designated shelter area. The Camp Director should take a pen, notepad and an employee roster if possible.

All employees should follow directions of emergency personnel once they have responded to the scene.

## Special Circumstances

Certain conditions may arise in the Camp environment throughout the summer that are not within your control. In the event that something occurs, and you are unsure, always consult management to clarify the situation and assist. It is important to be able to act quickly and consistently in these situations to keep patrons safe and well informed.

## General Information

### Important Phone Numbers

**Camp Shawnee Phone: (913) 407-2505**

**Camp Director Phone: (913) 407-2507**

Recreation Coordinator's Phone: 913-742-6408

Recreation Manager's Phone: (913) 742-6405

Recreation Superintendent's Phone: (913) 742-6404

Shawnee Civic Centre: (913) 631-5200

### Hours of Operation

Monday – Friday 7:30am-5:30pm

### Fees and Memberships

Resident \$180/week (proof of residency required) | Non-Resident \$190/week

## Missing Camper

A camper is missing if they are unaccounted for at the Civic Centre, on Parks and Recreation property, on an off-site activity (field trip/ swimming) or while traveling to and from an off-site activity.



## Missing Camper Procedures

(Please note these steps may be occurring concurrently)

If a camper becomes lost, or is suspected of missing while on-site at a Parks and Recreation location:

- Notify staff and provide with description of missing camper.
- Assign staff members to specific areas of Civic Centre/Park to search. Use map (if appropriate) and mark off areas once area is searched completely. If camper is not accounted for after a thorough 10-minute search – consider missing.
- Call 911.
- Contact parents/guardian(s) to report camper absence/status.
- Call Recreation Coordinator to notify him/her of the emergency and the need for assistance.
- Check videos/cameras if available.
- Interview friends of the missing camper and the last person to see the camper.
- Consider:
  - *Could the camper have been picked up early by a parent?*
  - *Could the camper have inadvertently gotten onto the wrong bus?*

If a camper becomes lost, or is suspected of being missing while on an off-site activity, in addition to the above, make sure to notify the field trip staff of the missing camper to help with the search.

### Other Important Notes:

- Check with parents or guardian if child does not arrive at camp and has not been reported absent by parent.
- Inform parents or guardian to notify local law enforcement agency if child has not been located within a reasonable period of time.
- Methods for handling these situations will depend, to a large degree, upon the age and maturity and special circumstances of the child.



## **Facility, Program, or Service User Code of Conduct**

### ***All program and service users shall:***

1. Follow safety rules established in the facility, program or service where they are in attendance or participation.
2. Avoid offensive conduct or language.
3. Not smoke, drink, or be under the influence of alcohol or drugs within city facilities, programs or services unless explicitly made clear that it is permitted to do so.
4. Show respect to all participants, spectators and volunteers; no one shall be discriminated against based on ancestry, race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, low income, genetic information, familial status, veteran status, or any other basis prohibited by applicable state or federal law.
5. Be responsible for their actions that intentionally damage equipment, supplies and/or facilities.

### **Disciplinary Action**

***If a facility, program, or service user does not adhere to the Code of Conduct, they will be subject to immediate disciplinary action up to including the following depending on the severity of the offense:***

1. Verbal warning
2. Written warning
3. Immediate ejection from current facility, program or service
4. Long-term suspension from facilities, programs or services
5. Permanent suspension from the City's facilities, programs and/or service



## Disciplinary Form

Child \_\_\_\_\_ Date \_\_\_\_\_

(Staff) \_\_\_\_\_ visited with the child about the incident.

(Please describe incident): \_\_\_\_\_

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The consequences for the above behavior(s) were the following:

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Parent contacted: \_\_\_\_\_ Parent response: \_\_\_\_\_

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Was child suspended: \_\_\_\_ if yes, for how long: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date