

**St. Francis School District
Recreation Department**



EMPLOYEE MANUAL

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414-482-8486
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Stfrancisschools.org

Welcome Aboard!

It's my pleasure to welcome you as a new employee of the St. Francis Recreation Department. Your personal commitment to the Recreation Department and program participants is appreciated.

Your job is important! What you do makes a difference in the lives of others. Each time you work is an opportunity to positively impact an individual's life. Please provide a safe and well-supervised program at all times.

Encourage creativity and curiosity. Create an environment where participants learn, grow and make new and lasting friendships. If you are working with children, teach the importance of teamwork, leadership, and respecting others.

The department's 3 full time staff members are listed below. Please make your needs known early and stay in contact with us. The quality of our part-time staff is truly our greatest strength. Among other things, you lead the activities, teach the classes, and insure the safety of our pool. We count on you to do a great job. It's vital to our success.

This booklet has been prepared as an overview of the expectations which we have for you as a St. Francis Recreation Department employee.

Once again, thank you for choosing to work with us. We hope you find the experience to be challenging and personally rewarding.



Mary Garcia-Velez, Recreation Director 414-482-8410

John Kloppenburg, Recreation Supervisor/Facilities Coordinator 414-482-8486

Peggy Pfeffer, Recreation Secretary 414-482-8484

Hours and Payroll

Employees are expected to be punctual when reporting to work. You should arrive at least 15 minutes prior to your start time and remain until your scheduled ending time. **An employee should remain on-site until the activity has ended and all participants have left the premises. IMPORTANT: Never leave young children unattended. Remain with them until they are picked up by a parent/guardian.**

Time cards are available by the time clock. You must punch in and punch out, using the time clock. **DO NOT WRITE YOUR TIME IN AND OUT.** We will collect timecards on the 1st of every month. You will be paid on the 7th of every month. If the 7th of the month falls on a Saturday, Sunday or holiday, you will be paid on the last working day prior to the 7th. Salaries should be agreed upon between the employee and a department administrator. Staff evaluations will be done at the end of each season.

Parking

Parking facilities are maintained for your use. Observe any parking regulations and posted speed limits. The District is not liable for any damages to your vehicle or its contents while using the parking lot(s).

Training

Employees are required to attend annual training each year of employment. Employees are paid for the time spent in these sessions.

Annual training includes:

- Bloodborne Pathogen
- First Aid
- Mandatory Reporting Video
- Concussion Awareness

Additional training and meetings may be necessary specific to each position.

Job Responsibilities

1. Be a good role model for the participants.
2. Have fun so the participants have fun.
3. Observe safety precautions and be first aid conscious.
4. Be reliable, dependable, and use good common sense.
5. Assist, support, and cooperate with all staff members.
6. Be responsible for equipment/supplies; teach proper care and handling to participants.
7. Attend all required meetings.
8. Dress appropriately for your activity, including a St. Francis Recreation Department staff shirt.
9. Planned absences must be made known to the program coordinator before the season begins.
10. The inappropriate use of personal communications devices, such as cellular or camera phones, is prohibited during work hours and in work areas, and any personal use must not disrupt or interfere with your assigned job.
Use of camera phones or electronic communication devices in locker rooms is strictly prohibited.
In addition, the Department will not be liable for the loss of personal cellular phones brought into the workplace.
During staff meetings and other situations where audible ringing or beeping would be disruptive, devices should be silenced.
11. If you are found to have willfully damaged District property or the property of any other employee or person, you may be subject to disciplinary action, up to and including discharge, plus the possibility of being prosecuted in court.

12. Weapons are not allowed, and the St. Francis Recreation Department prohibits all staff members from possessing, storing, making, or using a weapon in any setting.
13. Wisconsin law requires all employees of Wisconsin public school districts to report suspected child abuse and neglect. The St. Francis Recreation Department will cover this training during orientation.
Any staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to their supervisor who shall, in turn, immediately notify the Child Welfare or law enforcement agency.
14. End of the season evaluations will be completed with each employee.

Supervision

Staff members may be confronted with situations which, if handled incorrectly, could result in District or personal liability. Staff are responsible for exercising care and supervision for participants in their programs. You are expected to create and maintain a positive environment by modeling positive behaviors and consistently reinforcing behavioral expectations to your participants.

In addition, staff members should adhere to the following guidelines:

- Maintain a standard of care for supervision, control, and protection of participants commensurate with your assigned duties.
- Be immediately accessible to activity and oversee entire program.
- Plan, direct, and evaluate programs.
- Do not volunteer to assume responsibility for duties you cannot reasonably perform, as this carries the same responsibility as assigned duties.
- Be firm, fair, friendly, and enthusiastic; remember to set a good example.
- Expect children to be children. Allow them to have fun but not at the expense of others.
- Encourage self-respect and respect for others.
- Do not leave children unattended at any time.
- Notify your supervisor of illegal tobacco, alcohol, or drug use by participants on school property or at a Department sponsored event, i.e. fieldtrips.
- Report to your supervisor any accident or safety hazard that you detect.
- Report to your supervisor any knowledge of threats of violence by participants.
- Do not send participants on any personal errands.
- Do not associate with students at any time in a manner which gives the impression of impropriety, including, but not limited to situations which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.
- If a participant comes to a staff member to seek advice or ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and / or family relationships, the staff member should assist the individual in making contact with their supervisor, who in turn will work with the District's Student Services Department on a referral basis. Under no circumstances should staff attempt to counsel, assess, diagnose / treat the problem or behavior.
- Staff members shall not transport participants in a private vehicle.
- Report any unsafe or hazardous situations to your supervisor.

- Be safety conscious and ready to administer first aid as needed.
- Model positive behavior and leadership.
- The St. Francis Recreation Department is committed to providing a safe and healthy working environment. It is your responsibility to report all unsafe conditions immediately.

Safety and Security

Check In / Check Out Procedures

- Each group should have a designated area for check in and check out.
- All leaders should be in charge of participant rosters.
- When participants arrive they must check in with their leader.
- Let the participants know the importance of check in and check out.

Media

News media contact, responses and public discussion of District business should only be made through the District's authorized spokesperson. Please direct any questions or concerns to the Recreation Supervisor or Recreation Director.

Suspicious Characters

If a suspicious person is hanging around, notify the site supervisor immediately.

The site supervisor should call 911 or notify the police at 414-481-2232. Try to get as much information as possible about the suspicious person (sex, race, height, build, hair, clothing, car, license plate and last direction of travel if they are no longer there).

Emergencies

Prior to the start of the class/activity locate the nearest telephone, fire alarm, first aid kit / supplies, AED, and building staff (supervisors, custodians, etc.) who may be available to assist you in case of an emergency. Being prepared in advance will make any emergency situation easier to handle.

First Aid Kits

The St. Francis Recreation Department provides first aid and related supplies for all recreation programs. Employees are responsible for checking the supplies in their kit and notifying their immediate supervisor and/or office if any items are missing or need to be replenished.

Emergencies / Injuries

If an injury occurs, decide if emergency rescue services should be called. When in doubt, call 911. Always consider the safety of the entire group. **If you are using a cell phone to call for an emergency, please dial 414-483-1416 to connect directly to the St. Francis Police Department. IMPORTANT** – please include this number in your list of cell phone contacts. If a school phone is available, press 9911. Give details of the situation, your location (including room number) and have someone meet the emergency vehicle at the entrance.

Bloodborne Pathogen / Bodily Fluid Clean Up

Employees should provide first aid, but clean up of fluids is to be done by the custodians if you are at a school. The Department will provide all staff with training in how to deal with cleanups (Blood-borne Pathogens). If the staff member providing first aid care is directly exposed to bodily fluids, it is imperative that the staff member involved receive medical care within 24 hours of the exposure incident.

Accident Reports

A St. Francis School District Accident/Injury Report form must be used for all accidents or injuries incurred by a participant, staff member, or spectators before, during, or after a recreation program. All information must be given in full and the report turned into the Recreation Department office within 12 hours. Please be thorough, giving as much information as possible. Forms can be found in the recreation office. Reports do not have to be written for minor scrapes and bruises. Some discretion is advised; however, if in doubt, submit a report.

STUDENT ACCIDENT REPORT FORM
Deer Creek Intermediate School

Name: _____ Grade: _____
 Address: _____ Phone: _____
 Date: _____ Time accident occurred: _____
 Sex: _____ Female (circle one) Age: _____
 Room or area in which accident occurred: _____

Description of Accident: Please describe how the accident happened. What was the student doing? List any specific acts by individuals or conditions that led to the accident. (include any tools, machinery or instrument involved)

Nature of Injury			Part of Body Injured		
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cut	<input type="checkbox"/> Scratch	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Face	<input type="checkbox"/> Leg
<input type="checkbox"/> Amputation	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Shock	<input type="checkbox"/> Ankle	<input type="checkbox"/> Finger	<input type="checkbox"/> Mouth
<input type="checkbox"/> Asphyxiation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain	<input type="checkbox"/> Back	<input type="checkbox"/> Foot	<input type="checkbox"/> Nose
<input type="checkbox"/> Bite	<input type="checkbox"/> Laceration	<input type="checkbox"/> Splinter	<input type="checkbox"/> Chest	<input type="checkbox"/> Forearm	<input type="checkbox"/> Shoulder
<input type="checkbox"/> Bruise	<input type="checkbox"/> Poisoning	<input type="checkbox"/> Strain	<input type="checkbox"/> Ear	<input type="checkbox"/> Hand	<input type="checkbox"/> Teeth
<input type="checkbox"/> Burn	<input type="checkbox"/> Puncture		<input type="checkbox"/> Elbow	<input type="checkbox"/> Head	<input type="checkbox"/> Wrist
<input type="checkbox"/> Concussion	<input type="checkbox"/> Repetitive Stress Injury		<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	
Other specify) _____			Other (specify) _____		

Did accident occur during class time? Y or N If yes, provide class name: _____
 Was first aid administered? Y or N
 Did you go to the Health Room for treatment: Y or N

Signed: _____
Teacher Principal

Policy Amendments

The contents of this booklet are presented as a matter of information only. None of the statements, policies, plans, procedures or rules contained herein constitute a guarantee of employment or of any other rights and benefits. The St. Francis Recreation Department reserves the right to amend, revoke, suspend, terminate, or change any or all such statements, plans, policies, procedures, practices, benefits, or rules in whole or part, at any time, or from time to time, with or without notice. New policies supersede all previous written or oral policies. All Recreation Employees are responsible for knowing and following all School District Policies.

At-Will Employment Policy

The language used in this booklet is not intended to create, nor is it construed to constitute, any agreement or contract of employment for any length or period of time between the Recreation Department and any one or all of its employees. At the option of the District or the employee, the employment of any employee may be terminated at any time for any reason with or without cause and with or without notice.

Drug-Free Workplace

The St. Francis Recreation Department believes that quality programs are not possible in an environment affected by drugs or alcohol. It will seek, therefore to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

Equal Opportunity

The St. Francis School District is an equal opportunity employer. The District intends to apply these principals in recruitment, hiring, assignment, promotion, demotion, training, pay, and other appropriate employment practices.

The St. Francis School District does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, age, sex, creed or religion, handicap or disability, marital status, citizenship status, veteran status, membership in the National Guard, State defense or reserves, sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the district's premises during non-working hours, or any other characteristic protected by law in its employment practices.

Harassment

The St. Francis Recreation Department is committed to a work environment that is free of harassment of any form. We will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the Recreation Department community who violates this policy will be subject to disciplinary action, up to and including termination of employment.

Standard of Conduct

Integrity is the cornerstone of behavior of our employees and all others who act on our behalf. Each of us is responsible for acting in accordance with high ethical standards. Our ethical standards are based on respect for the dignity of each individual and a commitment to honesty and fairness.

I have read the St. Francis Recreation Department's Employee Manual and understand the information.

Name (please print): _____

Signature

Date
