



ADMINISTRATION COMMITTEE MEETING
Wednesday, October 12, 2022; 8:00 a.m.

Fargo Park District Board Room
701 Main Avenue, Fargo

Board Committee Members:
Vicki Dawson & Aaron Hill

AGENDA

1. Staffing Update; Broc Lietz, presenter.
2. Marketing Review July 1-September 30, 2022; Katie McCormick, presenter.
3. Review Personnel Policies; Broc Lietz and Stacy Kruger, presenters.
 - a. Transgender Staff Policy No. 105
 - b. Outside Employment Policy No. 210
 - c. Vacation Policy No. 230
 - d. Donation of Vacation & Sick Leave Policy No. 235
 - e. Sick Leave Policy No. 240
 - f. Leave of Absence Policy No. 260
 - g. Holidays Policy No. 300
 - h. Social Networking Policy No. 510
4. Other

Next Fargo Park Board Meeting: November 15, 2022; 5:30 p.m.



MEMORANDUM

DATE: October 6, 2022

TO: Fargo Park Board Facilities Committee

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 1 - Staffing Update

The 2023 annual budget includes \$731,000 for new positions identified throughout the strategic planning and budget processes. Below is a list of positions identified through this process as priority 1 additions.

Deputy Director - Operations
Deputy Director – Administration
Safety Coordinator
Sports Complex Manager
Network Administrator – Budget Neutral
Director of VSS – Budget Neutral
Foundation Executive Director
Assistant Golf Pro (3)
Assistant Horticulturist
Concessions Coordinator

The timing of each of the positions listed above and potential additional positions will be impacted by the finalization of the two Deputy Director positions and the resource allocation connected to those hires.

Additionally, the District has begun to implement organizational structure changes identified in phase 1 of the strategic planning process to include:

- The concessions and campground manager roles have been split.
- The concessions department has moved to a reporting line in recreation.
- The campground management function will move to a reporting line under scheduling in the recreation department.
- Realignment of duties in the facilities area with the addition of our new Facilities Manager.

Administration will continue to update the commission and staff as implementation of the district reorganization occurs, which was identified in the strategic planning process.

If you have questions, please reach out to Dave Leker or Broc Lietz.

Thank you.



MEMORANDUM

DATE: October 5, 2022

TO: Fargo Park Board Administration Committee

FROM: Katie McCormick, Marketing and Communications Manager

RE: Agenda Item No. 2 - Review Marketing July 1 to September 30

At the Administration Committee meeting, the Fargo Park District marketing team will update you on marketing and communications efforts, outcomes and services provided to all departments since our last meeting.

Attached is a document detailing the Marketing and Communications highlights from July 1 to September 30 of this year and our plans for the remainder of 2022.

Please let me know if you have any questions prior to the meeting.

Thank you.



2022 Marketing Review: July 1-September 30

Marketing & Communication for the Fargo Park District

The Fargo Park District marketing department provides marketing and communication services and support to the Fargo Park District and all other sub-companies associated with it, including:

- Broadway Square
- Fargo Park District Foundation
- Courts Plus Community Fitness
- Valley Senior Services
- Fargo Golf

Year-Round Services Provided by the Marketing Department:

- Website management and support
- Social media management, support and creation
- News media management including serving as primary media contact, news release creation, media training and support
- Semi-annual brochure management, support and creation
- Eblast/e-newsletter management, support and creation
- Advertising and promotion campaign creation and implementation
- Brand management
- Photography and video services including digital asset library management

Marketing Accomplishments from July 1-September 30, 2022:

- Hired, onboarded and trained new Marketing & Communications staff
- Created and distributed the 2022 Fall/Winter Brochure electronically as well as via Fargo Public Schools backpack drop, Hornbachers racks, FMCVB and Park District locations
- Coordinated public relations efforts for the last week of the current Island Park Pool, resulting in a clean sweep of local media outlets- lead story on KVRR, KVLV, WDAY broadcasts, Forum Feature article, KFGO multimedia article, etc.
- 88,000 users visited in the past 3 months of the new FargoParks.com and 70% of them were from a mobile device
- Golf survey emailed to 15,133 golfers and posted to Facebook on all 5 golf course pages
- Engaged the community on social media for Park and Recreation Month in July. Each week over 3,992 people engaged with our activities on social media.
- Created and implemented marketing and promotions plans for 100+ events and programs
- 8 videos created and shared for the Fargo Park District organization, events, programs, amenities and offerings
- Incorporated 18 reels to promote the Fargo Park District organization, events, programs, amenities and offerings. Top reel reached more than 14,000 users.
- Maintained the Project Update page on the website to provide timeline updates; 215 page views with an average of 3:51 minutes reading the information

- Serve as Media Contacts for the organization as a whole with an average of 3-4 stories/media mentions each week
- 23 news releases sent highlighting announcements and updates of the Fargo Park District and affiliated brands
- Seasonal golf pass marketing campaign with over 94 golf season passes sold from July 1-September 30 bringing the total to 2,002 golf season passes sold year to date
- 3 e-newsletters sent to 17,854 active subscribers promoting Fargo Park District & Broadway Square events, programs and upcoming deadlines
- Fargo Park District Facebook page reached 16,177 followers, which is continuously growing and has the most followers out of all our organization Facebook pages. Broadway Square has 6,503 followers.
- Instagram continues to be the fast-growing social media platform for both the Fargo Park District and Broadway Square; Fargo Park District has over 3,665 followers and Broadway Square has reached over 2,500 followers
- 16 social media engagement contests on Fargo Park District, Broadway Square and Fargo Golf social media pages
- Book A Tee Time page on FargoGolf.net is the most visited page on the website with 68,307 visitors
- Fargo Golf course update emails are well-received with an open rate of 58%, with no unsubscribed emails
- The Muni Misfits Morning Show went live for 15 episodes during this time frame. The average amount of views on each episode was 85 views
- Tom's Tips video series shared 25 total videos on Tuesdays and Thursdays reaching an average of 390 people on Facebook
- CourtsPlus.org had 10,858 new users visit their website
- Group Exercise is the second most visited page on the CourtsPlus.org with 5,920 visitors spending 4 minutes looking at classes on the page
- Maintaining the digital asset library of 35,000+ photos and graphics for the organization
- Began a Fargo Parks Sports Complex video series with updates from time lapse cameras taken at the site as well as drone footage. To date, 3 videos have been shared with a total of 100 views on YouTube and a reach of over 3,000 people on Facebook.
- Promoted Yunker Farm Master Plan Public Feedback pop-up event with over 100 people attending

Marketing Plans for October 1-December 31, 2022:

- Coordinate the Spring/Summer 2023 Program Guide
- Continue to cross-promote all sub-brands (Courts Plus, Valley Senior Services, Broadway Square, Fargo Golf) news and happenings on the Fargo Park District Facebook page
- Plan and execute Giving Hearts Day campaign for Valley Senior Services
- Plan and execute Giving Hearts Day campaign for Fargo Park District Foundation
- Season recap and evaluation of Fargo Golf campaigns
- Grow and increase the following on all social media pages
- Increase monthly e-blast open rate and continue list maintenance

- Create and implement marketing and promotions plans for 40+ events and programs
- Coordinate with Foundation for monthly FSC updates/announcements
- Continue Media Contact role along with regular KFGO appearances to update the public on the latest Fargo Park District events and news
- 3 videos planned for the Fargo Park District organization, events, programs, amenities and offerings
- Photography services and updates planned for Fargo Park District facilities, events, programs, amenities and offerings
- 3 community surveys planned for feedback on programs and events
- Continue Valley Senior Services Meals on Wheels Volunteer campaign
- Requested Involvement in future Community Engagement Projects
- Continue reviewing Courts Plus social media strategy
- Send monthly Fargo Parks Sports Complex construction updates via an e-newsletter to donors, potential donors, staff and those interested (over 200 people).
- Yunker Farm Master Planning has one more public feedback session planned for this year



MEMORANDUM

DATE: October 6, 2022

TO: Fargo Park Board Facilities Committee

FROM: Broc T. Lietz, Finance Director

RE: Agenda Item No. 3 - Review Personnel Policies

The Human Resources department worked with the Director's team to review several personnel policies. The policies presented to you today were reviewed based on situational need or specific requests by the commissioners to recommend options for consideration.

Through this process, the Director's team and Human Resources discussed the need to develop a systematic review of personnel policies accompanied by an education and communication plan for park district staff of policy updates.

This memo gives a broad explanation of the changes recommended for each policy and a potential effective date. Attached to the memo are the following policies for your consideration.

Policy 105 – Transgender Staff Policy: A new policy created to create awareness and an inclusive culture. (Effective Date: Immediate)

Policy 210 – Outside Employment: Language changes to provide clarity and consistency. (Effective Date: Immediate)

Policy 230 – Vacation: Language changes to provide flexibility in recruitment and clarity for carry over cutoff and expectations of hours to submit. (Effective Date: 01/01/2023)

Policy 260 – Leave of Absence: Language changes to clarify duration, eligibility, and benefit continuation options. (Effective Date: Immediate)

Policy 300 – Holidays: Language changes to establish when and how holiday hours are paid, changing the vacation credit practice, and differentiation between exempt/non-exempt employees. (Effective Date: 01/01/2023)

Policy 510 – Social Networking: Language changes clarifying acceptable behavior and use of social media and representation of the Park District. (Effective Date: Immediate)

The following policies are for discussion and direction purposes.

Policy 240 – Sick Leave: Review current policy and discuss options for equity, accrual, payout logistics, and potential effective date.

Policy 235 – Donation of Vacation & Sick Leave Policy: Discuss the option of expanding the leave donation options to include sick leave if the sick leave policy is changed.

If you have questions, please reach out to Broc Lietz or Stacy Kruger.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO
TRANSGENDER ITEMS REGARDING STAFF
POLICY NO. 105

Date Approved by Park Board 00/00/00

Date Reviewed by HR 06/06/2022

The Fargo Park District's policy on transgender is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the Fargo Park District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, status as a U.S. veteran, or participation in lawful activity off the Park District's premises during non-working hours which is not in direct conflict with the essential business related interests of the Park District. All Park District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

TRANSITIONING EMPLOYEE RESPONSIBILITIES:

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager, or any executive or director level position. The employee should be prepared to educate the Park District to the best of their ability, about what they, the employee may need during the transition time.

The Park District recommends creating a Transition Plan as part of the transition process. This can assist Park District to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed timeline. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in the Fargo Park District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

CO-WORKER RESPONSIBILITIES:

Be open, honest, and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees must also be aware of the Fargo Park District's anti-harassment policy #110 and Equal Employment Opportunity policy #100. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by the Fargo Park District. This prohibition applies not only to discrimination, but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to the Fargo Park District's anti-harassment and equal employment opportunity policies may result in disciplinary action up to and including termination. If a co-worker is uncomfortable, the Fargo Park District will assist them in learning more about the transition process or transgender issues in general.

PARK DISTRICT RESPONSIBILITIES:

The Fargo Park District will remain supportive of a transitioning employee and his/her/their needs. The Park District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming, and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the matter.

PERSONNEL DOCUMENTATION:

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender mark and/or name with the Social Security Administration, it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for nametags, phone lists, and other internal documents. The Fargo Park District will make every effort to recognize a transgender employee's preferred name.

NAMES/PRONOUNS:

It is respectful and consistent with our Equal Employment Opportunity policy #100, to address employees by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect and individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including termination.

RESTROOM / LOCKER ROOM ACCESSIBILITY:

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, the Fargo Park District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

DRESS CODE:

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the Fargo Park District dress code. A transitioning employee's attire should remain professional and in the conformance with required Fargo Park District dress code standards. Dress codes shall be applied to all employees equally.

DISCRIMINATION/HARASSMENT:

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the Fargo Park District's Harassment Policy #110.

PARK DISTRICT OF THE CITY OF FARGO
OUTSIDE EMPLOYMENT
POLICY NO. 210

Date Approved by Park Board 03/17/09

Date Reviewed by Staff 07/18/202207/01/16

An Employee, in a regular full-time position, ~~shall~~~~should~~ not accept employment outside of the Park District, ~~except employment~~ which would ~~not~~ interfere or conflict with the Employee's regular duties, ~~and which is outside Park District working hours~~. Such outside employment shall be discussed with their Department Director, Executive Director, and ~~or~~ Human Resources.

Employees are prohibited from working on any Park District project for any contractor or company that has a current contract with the Park District or for an employer that would constitute a conflict of interest with the Park District.

Employees will not accept or solicit private work at any time during which they are on duty with the Park District.

Employees will not accept or solicit private work as a result of their employment with the Park District.

If outside employment is approved, exempt and non-exempt employees will be required to take vacation time if they are missing regular scheduled hours of work due to performing work in which they are being compensated for at another entity. (example: being a referee, coach, committee, or second job). This includes travel time to and from such places.

PARK DISTRICT OF THE CITY OF FARGO
VACATION
POLICY NO. 230

Date Approved by Park Board 06/14/11 Date Reviewed by Staff 07/01/2022/01/19

Annual vacation, with pay, is granted to all regular full-time Employees. Departmental operations normally determine when vacation will be taken. Consideration is first given to departmental needs, then to Employee's departmental seniority, and finally to the Employee's preference. Vacation is earned as follows:

Regular Full-time Employees:

<u>YEARS OF SERVICE</u>	<u>HOURS PER MONTH</u>	<u>HOURS PER YEAR</u>
Benefit Eligibility Date - End of Year 3	8	96
Start of Year 4 - End of Year 7	10	120
Start of Year 8 - End of Year 12	12	144
Start of Year 13 - End of Year 18	14	168
Start of Year 19 and Over	16	192

Under special circumstances, to assist with recruitment, allow for negotiations regarding an employee's starting accrual levels and/or annual vacation leave beginning balances other than 0. This request must be approved by the Department Director, Direct Supervisor, and HR Manager, before offered to the potential employee. Years of service will be computed from Employee's benefit eligibility date.

~~Years of service will be computed from Employee's benefit eligibility date.~~ Accumulated vacation time, up to 240 hours, will be carried forward to the next fiscal year, on January 1 of each year. Any accumulation in excess of 240 hours, ~~as of the 26th payroll on December 31 of each year~~ will be ~~forfeited~~. Employee upon termination will be paid out unused leave balance. In case of death, an **active** Employee's beneficiary will be paid for all of the Employee's earned unused vacation time.

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An Employee must request and obtain authorization from their supervisor before taking vacation. Requests and authorizations ~~are may be obtained verbally or in writing or~~ through our time and attendance system. Supervisor must respond to the request for vacation within 3 business days. Supervisors will either approve or deny the request. Vacation requests three (3) days or longer, must have supervisor's permission two (2) weeks prior to dates requested.

Exempt employees are expected to take 4 hours of vacation if they are at the workplace for less than 4 hours on that day and that is designated as a regular full workday. Exempt employees are expected to take 8 hours of vacation if they are gone for the entire scheduled workday. This is regardless of how many hours they have worked in that week. Exempt employees are required to take vacation time if their missing regular scheduled hours of work due to performing work in

which they are being compensated for at another entity. (example: being a referee, coach, committee or second job). This includes travel time to and from such places. Occasionally at the point a job offer is extended, a potential employee will request time off early in their employment due to previous commitment. If the department head approves the time off, the employee must use all of the annual leave accrued at the time of the leave before going into an unpaid leave status. Likewise, a current employee must exhaust their annual leave before going into an unpaid leave status for time off purposes and only upon the approval of the department head. HR needs to be notified before an employee can go into unpaid status.

If an employee becomes eligible to receive long-term disability benefits, or worker's compensation benefits, vacation leave accruals cease. An employee granted an approved leave of absence without pay will not accrue vacation leave during the leave of absence.

Employees cannot vacation their way out for retirement. The employee's official "retirement date" is the last day that employee physically works for the Park District.

Regular Part Time, Temporary Full Time and Seasonal Employees are not eligible for vacation leave.

PARK DISTRICT OF THE CITY OF FARGO
LEAVE OF ABSENCE
POLICY NO. 260

Date Approved by Park Board 07/09/13

Date Reviewed by Staff 07/18/227/09/13

Where personal circumstances require an Employee to be absent and the Employee has not accrued vacation time, or when illness requires an Employee to be absent and the Employee has neither accrued sick leave nor accrued vacation time, the absence from work may be taken in the form of an unpaid leave of absence with the proper approval. Such a leave of absence may either be medical, military or personal.

An unpaid leave of absence is available to benefitted employees for no less than four weeks and no more than ~~twelve~~ten weeks.

Use of leave of absence must comply with the following:

- The human resources department must authorize the leave of absence. Authorization is done on a case-by-case basis by considering the needs and circumstances of the employee and the impact that the employee's absence will have on the workplace.
- An employee must have one year of continuous employment with the Fargo Park District. The employee can not be on any form of discipline.
- The employee must have exhausted all paid leave.
- The request must be submitted in writing, stating the reasons for the request, the effective date, and the date of termination of the leave of absence. ~~and should include proposed starting and ending dates for the leave period.~~
- A request for an extension of the leave of absence must be made in writing and requested at least five working days before the end of the approved personal-leave period.
- An employee who subscribes to the Fargo Park District's Cafeteria Plan~~health insurance~~ benefits is responsible for their portion of the total monthly ~~health insurance~~ premiums during the period of absence, unless otherwise provided by law, to be paid to the Park District, at the beginning of each month while on the leave of absence. ~~The employee will not accrue benefits while on leave of absence.~~

~~An employee who takes an authorized leave of absence is guaranteed reinstatement to his or her job or to an equivalent position upon return from leave.~~

The employee shall be returned to their former position or one of like seniority, status, and pay. Employees shall retain their years' service rights and accumulated benefits, but shall earn no additional benefits during this period.

PARK DISTRICT OF THE CITY OF FARGO
HOLIDAYS
POLICY NO. 300

Date Approved by Park Board 03/17/09 Date Reviewed by Staff 05/04/2207/01/16

The Park District observes the following holidays:

New Year's Day	-	January 1
President's Day	-	Third Monday in February
Good Friday		
Memorial Day	-	Last Monday in May
Independence Day	-	July 4
Labor Day	-	First Monday in September
Veteran's Day	-	November 11
Thanksgiving Day	-	Fourth Thursday in November
Friday after Thanksgiving		
Christmas Day	-	December 25

When a holiday falls on Saturday or Sunday, the preceding Friday or the following Monday, respectively, is observed as the holiday.

All regular full-time employees will receive holiday hours based on employment status.

Regular full-time employees who are required to work on holidays because of the nature of their work, or because of their regular work shift, will be paid for~~receive~~ the hours worked and receive 8 hours of Holiday pay~~on the holiday based on benefited status added to their vacation balance.~~

Holiday pay is not considerable for overtime. Holiday pay is paid out at employee's regular rate.

Procedure:

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Non-exempt:

Work 4 hours on holiday, will be paid 4 regular hours + 8 holiday hours – no vacation credit

Exempt:

Will be paid 8 hours of Holiday pay only, regardless if worked on holiday or not – no vacation credit

Golf Pros:

Will receive full pay – no holiday pay and no vacation credit

PARK DISTRICT OF THE CITY OF FARGO
SOCIAL NETWORKING
POLICY NO. 510

Date Approved by Park Board 11/12/2019 Date Reviewed by Staff 0609/0128/20192022

Every day, people discuss and visit Fargo parks in person and virtually. The Fargo Park District recognizes the vital importance of participating in conversations and are committed to ensuring that we participate in social media the right way.

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Commented [CD1]: Maintain consistency of brand voice, tone, and messaging across social platforms to mirror those of our mission.

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The Fargo Park District recognizes the prevalence of social networking and the role it plays in today's communication. However, social networking provides no inherent guarantee of privacy or limited distribution of original posted content. As used in this policy, "social networking" includes, but is not limited to, forums, blogs, and social networking sites such as Twitter, Facebook, Instagram, LinkedIn, YouTube, Reddit, TikTok and Snapchat.

Fargo Parks encourages all of its employees to explore and engage in social media communities at a level at which they feel comfortable while adhering to the practices outlined in this policy. Have fun but be smart. Employees should approach online worlds in the same way we do the physical one – by using sound judgment and common sense.

For the Fargo Park District's protection, only employees who have authorization may post to or create any social networking site regarding the business of the Fargo Park District. These employees must have an official Fargo Park District social media account and adhere to posting factual and appropriate information. The accounts belong to the Fargo Park District and authorized employees will forfeit any access to these accounts upon termination of employment.

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If you participate in social media activities as part of your job at the Fargo Park District on an account created for that purpose, that account is considered the district's property and remains so if you leave the organization — meaning you will not try to change the password or the account name or create a similar sounding account or assert any ownership of the account or the contacts and connections you have gained through the account. Any materials created for or posted on the account will remain park district property. This doesn't apply to personal accounts that you may access at work, but does apply to all Fargo Parks and affiliate branded accounts as well as employee engagement accounts.

Commented [KM2]: Portion lifted from Dell Technologies policy

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Commented [CD3]: Awareness that what you say is permanent

Personal Social Media Usage

Fargo Park District employees are ambassadors of our organization. Online accounts for business or personal use can intersect. The Fargo Park District respects free speech rights of all employees, but employees are asked to remember customers, colleagues and supervisors have access to information shared online.

There's a big difference in speaking "on behalf of Fargo Parks" and speaking "about" Fargo Parks. This set of principles refers to those personal or unofficial online activities where you might refer to Fargo Parks.

- It is encouraged for you to participate in the social media community but remember to use sound judgement and common sense. You are responsible for your own actions. Anything you post that can potentially tarnish the Fargo Park District's image will ultimately be your responsibility.

- You may not be the online spokesperson, but always look out for compliments and criticism of the Fargo Park District and share with the Marketing Team. **Even if you are not an official online spokesperson for Fargo Parks, you are one of our most vital assets for monitoring the social media landscape. If you come across positive or negative remarks about Fargo Parks online that you believe are important, forward them to the Marketing Team.**
- Let the authorized individuals respond to ~~the negative posts you may come across. You may be tempted to react yourself to the negative or unfavorable comments, pass the post along to the authorized individual to address.~~ **You may come across negative or disparaging posts about Fargo Parks or see third parties trying to spark negative conversations. Avoid the temptation to react yourself. Pass the post(s) along to the marketing team, who are trained to address such comments.**
- **Be conscious when mixing your business and personal lives. The Fargo Park District respects the free speech rights of all of its employees, but you must remember that customers, colleagues and supervisors often have access to the online content you post.**

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Employee Engagement

Social media accounts and content associated with the Social Media Wizards program are owned by the Fargo Park District. Employees who participate are volunteering to act as a spokesperson on behalf of the organization.

- Remember, you are representing the company. It's important to carry out the same positive message the company instills in its communications. How you conduct yourself on social media is not only a reflection of you, but the company as well.
- If you are unsure, don't post. When posting online, you must make sure that the information is accurate and not misleading. Implement your sound judgment, if you have any doubt, don't post.
- Give credit where credit is due. If something is not yours, don't claim authorship. If you are using another party's content in your posts, assure that they are credited for it. Always get permission before using copyrights, trademarks, etc.
- Social media can be helpful for the company when using it for legitimate work purposes or activities. We encourage all employees to exercise sound judgment to prevent social media from becoming a distraction at work, be accountable to your work.
- **Once information is posted online, it becomes permanent, even if you remove or delete it.**
- If you cannot fit it into a character-restricted space, provide a link to an online space where the message can be expressed completely.
- All authorized accounts on behalf of the Fargo Park District need to use the correct logo and header images.

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In addition, on or off company equipment and/or work time, social networking cannot:

1. Interfere with an employee's productivity or job performance.
2. Harm, injure, or disparage the Fargo Park District, its products or services, or reveal confidential or proprietary information.
3. Identify or cause harm to the Fargo Park District employees, customers, or others associated with the Fargo Park District.
4. Be used to harass or discriminate against anyone including but not limited to any former or current employee, customer, or business associate.
5. Be used to post personal contact information obtained in or related to the workplace, or workplace photographs of coworkers without their prior permission.

6. Be used to recommend, refer or provide a business preference for any former or current employee.

7. Be used to post content that is plagiarized.

7.

8. Expect any level of privacy.

Whether on work or personal time, every employee is a representative of the Fargo Park District. If an employee identifies themselves as an employee of the Fargo Park District, the employee must make it clear within your page's bio section that the views the employee stated are the employee's views only and do not represent the Fargo Park District's views. It is critical to remember what the Fargo Park District stands for and our role in the social media community.

Employees are strongly urged to report any violations or perceived violations to their supervisors, Director, or the HR department.

The Fargo Park District will investigate and respond to all reports of violations of the social networking policy and other related policies. Violation of the Fargo Park District's social networking policy will result in disciplinary action, up to and including immediate termination. Depending on the nature of the offense, the Fargo Park District reserves the right to take legal action against employees who engage in prohibited and unlawful conduct.

This policy is not intended to infringe on employees' exercise of rights under the NLRA.

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PARK DISTRICT OF THE CITY OF FARGO

SICK LEAVE
POLICY NO. 240

Date Approved by Park Board 08/07/2018 Date Reviewed by Staff 07/17/2022

Regular full-time employees are eligible for paid sick leave. Sick leave may be used for an employee's own illness, or for the care of an employee's sick spouse, parent(s), or child. Sick leave may also be used for other health related reasons (doctor appointments, dental exams, vision checks, EAP appointments, etc.) Sick leave over 3 days will require a doctor's documentation.

For the purpose of using sick leave to care for a child, a child is defined as a son or daughter – biological, adoptive, foster, step child, a legal ward, or a child of a person standing in place of a parent, who is under the age of 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

Sick leave is earned as follows:

Regular Full-time Employees:

<u>YEARS OF SERVICE</u>	<u>HOURS PER MONTH</u>	<u>HOURS PER YEAR</u>
Benefit Eligibility Date - End of Year 3	8	96
Start of Year 4 - End of Year 7	10	120
Start of Year 8 - End of Year 12	12	144
Start of Year 13 - End of Year 18	14	168
Start of Year 19 and Over	16	192

Under special circumstances, to assist with recruitment, allow for negotiations regarding an employee's starting accrual levels and/or sick leave beginning balances other than 0. This request must be approved by the Department Director, Direct Supervisor, and HR Manager, before offered to the potential employee. Years of service will be computed from Employee's benefit eligibility date.

All unused accumulated sick leave time will be carried forward to the next fiscal year. Employees upon termination, retirement, or death will be paid out their unused sick leave balance according to the following schedule:

Employed with the Fargo Park District:

Years:	Pay out Percentage:
0 to 5 years	<u>45%</u>
6 to 10 years	<u>840%</u>
11 to 15 years	<u>1245%</u>
16 to 20 years	<u>1620%</u>
20+ years	<u>2025%</u>

Employees must notify their immediate supervisor, no later than 30 minutes prior to the regular start time of their shift, of their pending absence. Employees are expected to schedule planned medical appointments to minimize disruption of workflow. Foreseeable sick leave requests must be submitted as a time-off request through appropriate departmental time off request process. **A no call – no show will be treated as an unapproved leave and may result in disciplinary action.**

For absences that qualify for sick leave utilization, all accrued sick leave must be used before an employee can draw from their vacation balance. All accrued sick and vacation leave balances must be exhausted before the employee can move into an unpaid status (cannot bank hours and chose to not be paid). Non-exempt employees only use the amount of sick leave necessary to get to their regularly scheduled hours for the work week. Exempt employees use sick leave in full or half day increments just like with vacation leave.

If an employee becomes eligible to receive long-term disability benefits, or worker's compensation benefits, sick leave accruals cease. An employee granted an approved leave of absence without pay will not accrue sick leave during the leave of absence.

Sick leave cannot be made up by working extra hours, except with the permission of an employee's supervisor, and only when the make-up hours are worked in the week in which the sick leave was taken. If a holiday occurs during sick leave, the holiday is not considered a day of sick leave and no deduction of sick leave will occur.

Employees cannot sick leave their way out for retirement. The employee's official "retirement date" is the last day, that employee physically works for the Park District.

Regular Part Time, Temporary Full Time and Seasonal Employees are not eligible for sick ~~vacation~~ leave.

PARK DISTRICT OF THE CITY OF FARGO
DONATION OF VACATION AND SICK ANNUAL LEAVE POLICY
POLICY NO. 235

Date Approved by Park Board 12/12/17
08/04/2021

Date Reviewed by HR 08/01/2022

The Fargo Park District (FPD) provides employees the opportunity to donate accrued vacation and sick leave hours to assist employees who have exhausted all their vacation and sick bank hours due to unforeseen circumstances beyond the employee's control.

The party requesting the donation ("Recipient") must be a current benefited FPD employee and:

- 1) has worked for the FPD for at least 30 days
- 2) has exhausted, or anticipates exhausting, all vacation and sick bank hours due to a qualifying leave reason under the guidelines of the Family Medical Leave Act.
- 3) has completed a Request for Donation of Accrued Vacation and Sick Leave form ("Recipient Form") and has Director and HR approval
- 4) is not currently on any form of discipline or performance improvement plan.

The party contributing the vacation or sick leave hours ("donor") must also be a current benefited FPD employee, and

- 1) has a minimum of 200 hours of combined vacation and sick hours remaining in his/her bank following the donation of vacation or sick leave hours.

A donor's vacation or sick leave hours can only be donated in 4 hour increments up to a maximum of 40 hours per Recipient per donor per qualifying event. All donations for a Recipient will be used or applied in the order the Donor Forms are received and approved. Once the Donor Form is submitted and processed by Human Resources, the donations cannot be rescinded by the donor.

Donations are transferred to the account of the Recipient and are calculated on an hourly basis at the rate of Recipient's salary. All donations will be placed in Recipient's sick leave balance within the pay period in which the hours are used by Recipient.

The cumulative amount of donations added to an employee's existing leave balance may not exceed 12 work weeks (480 hours).

Donating vacation or sick leave hours pursuant to the policy is completely voluntary and neither a potential Recipient nor the Park District staff shall promote or otherwise pressure any employee to make such a donation.