

ADMINISTRATION COMMITTEE MEETING

Wednesday, June 12, 2024; 8:00 a.m.

Fargo Parks Sports Center Boardroom
6100 38th Street S, Fargo

Board Committee Members:
Vicki Dawson & Jerry Rostad

AGENDA

1. Marketing Review March 1, 2024–May 31, 2024; Carolyn Boutain and Marketing Staff, presenters.
2. Administration Division Work Plan 2024; Susan Faus, presenter.
3. HR – Policy Updates; Stacy Kruger, presenter.
 - a. Policy 320 – Safety – update to current policy
 - b. Policy 473 – Paid Family Leave – brand new policy, rewrite of Parental Leave policy presented at last Administration Committee meeting.
 - c. Policy 480 – Confidentiality – update to current policy
 - d. Policy 530 – ADA/ADAAA & Accommodation Policy – update to current policy
 - e. Policy 535 – Pregnancy Workers Fairness Act & Accommodation Policy – brand new policy (Federally mandated)
 - f. Policy 472 – Minnesota Earned Sick & Safe Time – brand new policy (state mandated by Minnesota)
4. Other

Next Fargo Park Board Meeting: July 9, 2024; 5:30 p.m.
Next Administration Committee Meeting: October 16, 2024; 8:00 a.m.



MEMORANDUM

DATE: June 3, 2024

TO: Fargo Park Board Administration Committee

FROM: Carolyn Boutain, Community Relations Manager

RE: Agenda Item No. 1 - Marketing Review March 1-May 31, 2024

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 March 1-May 31, 2024.

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

Thank you.

Marketing Review | March - May 2024

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
- Fargo Parks Sports Center

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 March – May 2024

Website

- 203k users visited FargoParks.com during this time. 74k were new visitors and 67% of them were from a mobile device. The top 5 pages after the home page were:
 - Lindenwood Campground (9.2k page views)
 - FP Calendar (8.6k page views)
 - Fargo Parks Sports Center (8.4k)
 - Youth Programs (8.2k page views)
 - Parks and Facilities (6.5k page views)
- 4.9k users visited ValleySeniorServices.com during this time. The top 5 pages after the home page were:
 - Meals on Wheels (1,647 page views)
 - Employment and careers (1,369 page views)
 - Community Dining (1,204 page views)
 - Transportation (1,105 page views)
 - Senior Centers (997 page views)
- CourtsPlus.org had 45k visitors with 13k new users visiting their website and 70% were from a mobile device. The top 5 pages after the home page were:
 - Group Ex (6k page views)
 - Programs Tennis (4k page views)
 - Memberships (3k page views)
 - Birthdays (2k page views)
 - Playground (2.2k page views)

- 41k users visited FargoGolf.net during this time. The top 6 pages after the home page were:
 - Book a tee time (15,137 page views)
 - Osgood (13,014 page views)
 - Rose Creek (10,729 page views)
 - Prairiewood (9,327 page views)
 - Pass Prices (8,622 page views)
 - Fees & Passes (8,553 page views)
- Launched Fargo Parks Sports Center Website
 - Public can rent courts, turf, view schedules, submit contact forms
 - They can also read about current and future amenities
 - No hard numbers for analytics yet

Social Media

- The Fargo Park District Facebook page has 20,677 followers (2,121 new), which is continuously growing and has the most followers out of all our organization Facebook pages. Broadway Square has 9,452 (434 new) followers.
- Incorporated 13 reels to promote Fargo Park District organizations, events, programs, amenities, and offerings for social media campaigns. Top reel reached more than 24,285 users.
- Instagram continues to be the fast-growing social media platform for both the Fargo Park District and Broadway Square; Fargo Park District has over 4,434 followers (530 new) and Broadway Square has reached 3,381 followers (456 new).
- Began populating Sports Center Facebook and Instagram, with Facebook growing to 800 followers in two months.
- Fargo Golf Facebook page has gained 1.9k followers.
- 3 social media engagement contests on Fargo Park District, Broadway Square, Courts Plus and Fargo Golf social media pages.

External Communications and Public Engagement

- 27 videos were uploaded to the Fargo Parks YouTube page.
 - 3 Valley Senior Services, 1 FORGE internship, 18 Edgewood Videos, 1 All Staff Meeting, 1 Midwest Kid Fest, 3 Park Board Meetings
- 15 news releases sent highlighting announcements and updates of the Fargo Park District and affiliated brands.
- 3 e-newsletters sent to an average of 16,655 active subscribers with an average of 45% open rate, promoting Fargo Park District & Broadway Square events, programs, and upcoming deadlines.
- Created multiple PowerPoint presentations for staff to use for service clubs and other public engagement requests.

Events & Programs

- Created 25th Anniversary logo for Midwest Kid Fest
- Developed branding for the FPSC.
- Completed installation of wayfinding signs and artwork in the Sports Center.

Internal Communications and Employee Engagement

- Weekly newsletter to staff is sent to 162 employees with an average open rate of 60%.

- Weekly newsletter to board is sent to 18 board members and directors with an average open rate of 67%.

Other

- Maintaining the digital asset library of 35,000+ photos and graphics for the organization. Implementation of Canto, a digital asset library software.

Marketing Plans for June 1-September 31, 2024:

2024 goals:

- Complete the Fall/Winter 2024 Program Guide and distribute by the end of July
- Update Courts Plus website to create more user-friendly navigation
- Building campaigns for turf, court, and room rentals for Fargo Parks Sports Center
- Develop 2025 Fargo Golf campaigns for pass sales.
- Photography services and updates planned for Fargo Park District facilities, events, programs, amenities, and offerings including all 5 golf courses.
 - Begin to build Fargo Parks Sports Center photo & video assets
 - Continue to add to the Golf Programming assets
- Learn new AV system at FPSC board room.
- Update presentation PowerPoint at Park Board meetings.
- Implement and execute campaign for TextMyGov for park maintenance and continued communication with the public.
- Develop plans for community engagement as part of the Fargo Parks Master Plan.

Ongoing and long-term goals:

- Serve as intra-departmental consultant on all branding, marketing and communications needs across the District.
- Assist and coach internal staff on public speaking and media engagements.
- Continue to cross-promote all sub-brands (Courts Plus, Valley Senior Services, Broadway Square, Fargo Golf, Fargo Parks Sports Center) news and happenings on the Fargo Park District Facebook page.
- 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.
- Create evaluation process and wrap up document for outcomes for each event and program season.
- Continue Media Contact role to update the public on the latest Fargo Park District events and news.
- Continue Valley Senior Services Meals on Wheels Volunteer campaign.
- Continue to develop Foundation materials for capital campaigns.



MEMORANDUM

DATE: June 6, 2024

TO: Fargo Park Board Administration Committee

FROM: Susan Faus, Executive Director

RE: Agenda Item No. 2 - Administration Division Work Plan 2024

Included in the packet is the Administration Division's annual 2024 work plan. The items listed are priorities named by each department and not a comprehensive list of all the work conducted in the year but gives commissioners a sense of the essential work completed this year. Staff will provide an update to the work completed through Q2.

Initiatives may be added to the work plans after the Strategic Plan is completed.

Directors will be available to answer any questions.

Let me know if you have questions before the meeting.

2024 Administration Work Plan

IT GOALS			
GOAL:	NOTES/UPDATES:	PARTNERS	TIMELINE Q1-Q4
1. Knowbe4 Cyber Security Training	Push out another compliance campaign and conduct training for all new hires and refreshers	Completed Q1	Q1
2. Consolidated phone bill revamp	Eliminate the 20 sip trunk lines, and many other analog lines that are not being used, to cut our phone bill cost	Completed bill has been updated	Q1
3. Research Commercial TVs for sports center	Found Vendor AVI through our state procurement site, purchased tvs for first phase need to purchase for second phase.	Completed installed Q2	Q2
4. Visit VSS locations and replace old equipment	The IT team has traveled to all the VSS sites and replaced the old computer equipment and provided cable management.	Completed Q2 by IT	Q3
5. Install Networking Equipment and APs in Sports Center	IT will need to get equipment in place by March 10th and test our APs in our location.	Completed Q2 by IT	Q2
6. Revamp the SharePoint Site	Work with vendor and SharePoint task force on the provisioning of our current SharePoint site.		Q4
7. Server replacement and Disaster recovery	Replace end-of-life servers and create a secondary site for disaster recovery and backup file storage	Pivoted to replace firewall and security measures instead	Q3
8. Network WAN Topology rearchitect	Create a fault tolerant topology with current VPN connections.	Completed Network Administrator Q2	Q2

2024 Administration Work Plan

HR GOALS			
GOAL:	NOTES/UPDATES:	PARTNERS	TIMELINE Q1-Q4
1. Broker RFP for 2025			Q1
2. Budget	Help Finance with Annual Budget of labor costs	DONE - Q1	Q1 – Q2
3. Expanded Leadership Training	Work with Holly Huso	DONE, BEGINS IN JULY	Q1
4. Set Up Leadership book library			Q2
5. Update New Hire Checklists	To assist Supervisors with newly hired FT employees. Completed.	DONE - Q1	Q1
6. Bring Back Retirement Seminar	For those over 55 years old, bring in BCBS, retirement, etc.		Q3
7. Budget Process – Labor portion	Assist the Finance team with the annual budget pertaining to wages, benefits, company wide	DONE - Q1	Q1 – Q2
8. HR Taskforce Policy Review	Policy #230 – Vacation – housekeeping Policy #235 – Donation of Vacation & Sick Leave – expanded to include donations of sick leave Policy #330 – Authorized Use of Park District Vehicles – included that ND & MN had state laws banning texting while driving. Dress for your Day & Position Procedures		All
9. Evaluate Potential technology solutions for budgeting, payroll, HR, financial management	The department has a goal to reduce the manual nature of data entry in the budget process. Strive to make the process more efficient for departments and central finance team	Finance Team/IT/HR	Q1 – Q2
10. Annual performance Reviews	Correlates with the new technology solutions stated above		Q1 – Q2
11. Compensation Philosophy	Updating our current compensation philosophy and policy to match our mission, vision, and values		Q1 – Q3

2024 Administration Work Plan

Community Relations GOALS

GOAL:	NOTES/UPDATES:	PARTNERS	TIMELINE Q1-Q4
1. Research, select and implement Project Management Software for the department.	Marketing Team using Trello for Project Management. Staff reporting positive experiences.	Community Relations	Complete Q1
2. Develop consistent wrap up and evaluation of campaigns within marketing plans with documentation	Put on hold with the opening of the sports center. Restarting this summer.	Events, Foundation, FPSC, Courts Plus	Q1, 3-4
3. Grow the Park District's community engagement by: 1) taking part in 6 new events in 2024. 2) Grow relationships with other organizations to collaborate and celebrate partnerships to build audiences in the community.	The team hosted events at all three colleges for Forge Internship Program and help host a booth with VSS at Business After Hours May 1. Interns developing plan for summer events. Working with the writing committee to develop RELATIONSHIPS as a Strategic Initiative for th strategic plan.	Strategic Planning committee Leadership, Departments	Q1-2-3-4
4. Establish inventory of websites and create a plan for regular maintenance and updates.	Completed FPSC website end of May 2024 , Starting to work on Golf Website 2024 (Q3) and determining future needs of C+ and updates to the Fargo Parks Website for Budget 2025. (Q2-3)	Ad Shark, Dev-Den, In-House, FPD departments	Q1-2-3-4
5. Sales Department to develop a comprehensive list of advertiser/sponsor options for the FPSC and include these options in the Opportunities Packet. Start implementing in Q3-4	Developing plans for soccer turf wall signage, courts signage, ice arenas and mezzanine. Fargo Parks Radio is included. Prepping for sales meetings to be held when mock-ups, signage sizes and pricing is ready.	FPSC staff, Sales	Q3
6. Develop comprehensive golf department.	Golf staff presented their recommendations with priority to a Golf Director and Player Development position. Plan to hire golf director in Fall 2024.		Q1-2-3

2024 Administration Work Plan

Finance GOALS			
GOAL:	NOTES/UPDATES:	PARTNERS	TIMELINE Q1-Q4
1. Refine annual budget process.	Work with leadership team and individual departments to provide data earlier in the fiscal year for planning purposes. Review processes and deadlines. Assure preliminary and final review earlier in the process.	Executive Team Leadership Team	Ongoing
2. Evaluate potential technology solutions for budgeting, payroll, financial management.	The department has a goal to reduce the manual nature of data entry in the budget process. Strive to make the process more efficient for departments and central finance team. We are coordinating a demo with Tyler Technologies and plan to coordinate with representatives from the City of Fargo to discuss their implementation.	Finance Team / IT	Q2-Q3
3. Establish criteria for Long Range Capital plan.	Work with leadership to establish prioritization, funding model, definitions for capital, equipment, and operational maintenance. As part of the 2025 budget process, the finance department has communicated with the leadership team the criteria for Long Range Capital Planning. Criteria include projects or purchases that are \$500,000 or greater and take 2 or more years to fund. Designated funding buckets have been established to replace the former fund 40 as a funding mechanism to save for and implement these plans.	DD Operations Leadership team.	Completed
4. Establish cost recovery targets for park district facilities – sports center, golf, ice arenas, and pools.	Work with departments through the 2025 budget process to identify areas of need and training to establish realistic targets. Provide and analyze historical data to identify trends to assist with projections. As part of the strategic plan, the finance team will establish a long-range financial plan that will provide historical revenue and expense data and future projections to make data driven decisions regarding revenue generation.	Leadership team Executive Team	Q1-Q3

2024 Administration Work Plan

VSS GOALS				
GOAL:		NOTES/UPDATES:	PARTNERS	TIMELINE Q1-Q4
1. In conjunction with Finance develop project income trends analysis process.			Finance	Q 2
2. Transit: Develop Dispatcher handbook.		Completed		Q 2
3. Transit: Develop Metro Senior Ride expansion plan based on new urban boundaries.		The expansion area is West Fargo area south into Horace.	NDDOT	Q 2
4. Develop congregate meal promotional campaign.		Completed	Marketing	Q - 1
5. Develop plans for expansion of meal services into SW Fargo, Horace and Casselton areas; plan could also include the use of Sports Center facilities for meal preparation and staging.			Concessions	Q 1- 4
6.				
7.				
8.				
9.				
10.				

2024 Administration Work Plan

Fargo Parks Sports Center			
GOAL:	NOTES/UPDATES:	PARTNERS	TIMELINE Q1-Q4
1. Ensure all Park District controlled items <i>necessary</i> for the Sports Center to open are in place prior to June 1st	<p>Tactic: Create a master workplan to be used as a central clearinghouse for projects/tasks. The workplan will include a primary point of contact/responsible party from Sports Center team as well as appropriate deadlines. Workplan to be updated weekly prior to team meetings.</p> <p>6/12/24 Update: COMPLETE</p> <p>Tactic: Assign priority levels to each task and project. Some projects and tasks may not need to be ready to go on opening day as they are not critical to public impression but should be completed in initial months. Others may not need to be finalized until closer to phase 2 opening.</p> <p>6/12/24 Update:</p> <ul style="list-style-type: none"> ▪ Critical tasks complete. Thank you to marketing, park operations, finance, Kevin and Carolyn for their assistance. ▪ Working on non-critical tasks now and have started adding in phase 2 tasks 	Internal Departments, McGough, JLG, Various Suppliers	Q2
2. Cultivate cross-departmental relationships on an ongoing basis	<p>Tactic: Each team member to serve on an internal task force/committee</p> <p>6/12/24 Update:</p> <ul style="list-style-type: none"> ▪ Kali: Rotational task forces. Not currently assigned. ▪ Bryce: Safety Committee ▪ Paul: Social Committee ▪ John: TBD as focus was opening building ▪ Erick: TBD as focus was opening building <p>Tactic: At least one team member should attend every social committee function</p> <p>6/12/24 Update: All staff attended the spring picnic</p>	Internal Departments	Q1 Start Ongoing

2024 Administration Work Plan

<p>3. Provide experiences that are positive for all involved – partners and team members</p>	<p>Tactic: Implement regular meetings with other teams working in the building to ensure everyone is of the same mindset pertaining to upcoming rentals and processes 6/12/24 Update:</p> <ul style="list-style-type: none"> ▪ Weekly meetings established with scheduling team ▪ Working on a weekly meeting with Sanford Sports team ▪ Monthly meetings established with marketing team ▪ Monthly meetings established with Sanford Athletic Trainers <p>Tactic: Meet with a minimum of three user groups every month to discuss how the Sports Center can support their organizations’ activities (crossover tactic with goal 5) 6/12/24 Update: Paul continues to meet with user groups and give tours of facility.</p> <p>Tactic: Determine a software solution to streamline rental needs and communications (timelines, equipment needs, set up, etc) to ensure all necessary information to plan, prepare and execute rentals is accessible to all internal and external stakeholders 6/12/24 Update: COMPLETE. Working with Planning Pod.</p> <p>Tactic: Implement pre and post event/tournament internal/external meetings to assess wins and losses as well as areas to adjust (crossover tactic with goal 4) 6/12/24 Update: Still establishing processes.</p> <p>Tactic: Establish procedures to ensure every avenue is explored and potential alternatives are presented for every opportunity brought forth by our partners – “how can we help them” mentality 6/12/24 Update: Have not established a formal process yet.</p>		<p>Q2, Q3, Q4</p>
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2024 Administration Work Plan

<p>4. Institute processes to foster evolvment</p>	<p>Tactic: Implement pre and post event/tournament internal/external meetings to assess wins and losses as well as areas to adjust (crossover tactic with goal 3) 6/12/24 Update: Still establishing processes. Tactic: Launch monthly meetings once building opens where the sole intention is to evaluate and update best practices and standard operating procedures regardless of area of operation process is being used. This will encourage evaluation from a variety of perspectives and lenses. 6/12/24 Update: Not started. Will begin soon. Tactic: Develop communication standard operating procedure to ensure all team members are aware of any changes 6/12/24 Update: Not started. Will begin soon.</p>	<p>Internal Departments</p>	<p>Q3</p>
<p>5. Increase public awareness of the facility and its offerings – Tell our Story</p>	<p>Tactic: Meet with a minimum of three user groups every month to discuss how the Sports Center can support their organizations’ activities (crossover tactic with goal 3) 6/12/24 Update: Paul continues to meet with user groups and give tours of facility. Tactic: One member of our team should attend other community partner networking events bi-monthly 6/12/24 Update: In progress. Small break while getting the building ready to open but resuming attendance in June. Tactic: In conjunction with marketing team, disseminate a news release or pitch a news story to local media monthly 6/12/24 Update: Potential news stories are a standard talking point during the monthly marketing/sports center meeting.</p>	<p>Marketing Team External User Groups</p>	<p>Q2, Q3, Q4</p>



MEMORANDUM

DATE: June 12th, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Agenda Item No. 3 (a) – Review Policy 320 – Safety

The Safety Committee along with the HR Taskforce saw the need to update the Safety policy with a simple but powerful change.

Both the committee and taskforce stated that the word “Should” was not promoting our Safety culture. It was telling employees that it was the employee’s decision, whether they wanted to report hazardous working conditions and unsafe practices. And that it is ok if the employee didn’t report. By changing the word to “Must” it shows that it is not a decision the employee needs to make, The Park District is making the decision. It is mandatory in keeping all of us safe and promotes the Safety Culture the Park District has developed.

The HR Taskforce is recommending the simple change of one word from “shall” to “must”.

If you should have any questions, please feel free to contact me prior to the June 12th Administration Committee meeting.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO
SAFETY
POLICY NO. 320

Date Approved by Park Board 03/17/09

Date Reviewed by Staff 04/01/19

Employees should be alert to hazardous working conditions which may develop, should take great care in avoiding unsafe practices, and should report unsafe working conditions to their Supervisor.

Supervisors are directly responsible for instructing all employees under their jurisdiction regarding proper procedures and safe methods to be utilized in performing work duties; prevention of all accidents whether personal or property damage; eliminate existing hazardous conditions and/or practice by taking immediate corrective measures; and for the prevention of all accidents. The supervisor must enforce the established safety program at all times. Supervisors will not permit safety to be sacrificed for any reasons such as production, time limitations or unexpected problems.

Each employee is expected to cooperate in every respect with the Fargo Park District's safety program regardless of her or his position within the organization. One of the major requirements in our safety program is the immediate reporting of all injuries and accidents to supervisors and to obtain medical aid without delay.

All employees are required to follow safety as presented in the Safety and Risk Management Program Employee Handbook (see Appendix B).

PARK DISTRICT OF THE CITY OF FARGO
SAFETY
POLICY NO. 320

Date Approved by Park Board 03/17/09

Date Reviewed by Staff 04/01/19, 03/28/2024

Employees ~~must~~should be alert to hazardous working conditions which may develop. Employees must ~~should~~ take great care in avoiding unsafe practices, and must ~~should~~ report unsafe working conditions to their Supervisor.

Supervisors are directly responsible for instructing all employees under their jurisdiction regarding proper procedures and safe methods to be utilized in performing work duties; prevention of all accidents whether personal or property damage; eliminate existing hazardous conditions and/or practice by taking immediate corrective measures; and for the prevention of all accidents. The supervisor must enforce the established safety program at all times. Supervisors will not permit safety to be sacrificed for any reasons such as production, time limitations or unexpected problems.

Each employee is expected to cooperate in every respect with the Fargo Park District's safety program regardless of her or his position within the organization. One of the major requirements in our safety program is the immediate reporting of all injuries and accidents to supervisors and to obtain medical aid without delay.

All employees are required to follow safety as presented in the Safety and Risk Management Program Employee Handbook (see Appendix B).



MEMORANDUM

DATE: June 12th, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Agenda Item No. 3 (b) – Review Policy 473 – Paid Family Leave

In guidance from commissioner Dawson and commissioner Rostad at the March 13th Administration meeting, the HR Taskforce was asked to rewrite the Parental Leave policy presented at that time. The commissioners wanted a more encompassing policy that reached to all our employees in crucial times, and just births, adoptions, and fostering.

The HR Taskforce took those recommendations and expanded the policy to include all qualifying events under FMLA regulations. By making this one change it broadened our scope to be able to potentially affect every employee at some point in their career here with the Park District.

The HR Taskforce sees extended paid leave, such as Family Leave, as a way the Fargo Park District shows they are supportive of their employees and their family members, to be embracing of a family-friendly culture, and to have a positive reputation which will in turn contribute to a boost in recruitment.

The HR Taskforce is recommending two weeks of paid Family Leave.

If you should have any questions, please feel free to contact me prior to the June 12th Administration Committee meeting.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO
PAID FAMILY LEAVE
POLICY NO. 473

Date Approved by Park Board:
Date Reviewed by Staff: 3/1/24

The Fargo Park District recognizes the importance of supporting employees during significant life events and fostering a health work-life balance. To this end, the Fargo Park District offers a paid family leave policy to eligible employees to provide them with the flexibility and financial support needed to care for themselves and their loved ones. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligibility

Eligible employees must meet the following criteria:

- Be a full time benefitted regular employee (part-time, temporary, or intern employees are not eligible for this benefit.)

AND

- For one of the following reasons:
 1. Have given birth or experienced stillbirth (loss of pregnancy after 20 weeks) to a child.
 2. Be a spouse or committed partner of a women who has given birth to a child or experienced stillbirth of a child.
 3. Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger.) The adoption of a new spouse's child is excluded from this policy.
 4. To care for the Employee's spouse, child, or parent who has a qualifying serious health condition.
 5. For the employee's own qualifying serious health condition that prevents the employee from performing their job duties.
 6. Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military servicemember.

Definition of a Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either and overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.

Amount, Time Frame, and Duration of Paid Parental Leave

- In no case will an employee receive more than two weeks of paid family leave in a rolling 12-month period, regardless of whether more than one FMLA event occurs within that 12-month time frame.
- Each week of paid family leave is compensated at 100% of the employee's regular, straight-time weekly pay. Paid family leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Employees must take paid family leave in one continuous period of leave. Any unused paid family leave will be forfeited.

- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid family leave for which he or she was eligible.

Coordination with Other Policies

- Paid family leave taken under this policy will run concurrently with leave under the FMLA if eligible for FMLA; and will be counted toward the 12 weeks of available FMLA leave per rolling 12-month period if the employee is eligible for FMLA. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave – whether paid or unpaid – granted to the employee under the FMLA exceed 12 weeks during the rolling 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid family leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through the employees' accrued sick and vacation leave balances. Upon exhaustion of accrued sick and vacation leave, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Fargo Park District will maintain all benefits for employees during the paid family leave period just as if they were taking any other company paid leave such as vacation or sick leave.
- If a holiday occurs while the employee is on paid family leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid family leave entitlement.
- An employee who takes paid family leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid family leave as if the employee was on FMLA-qualifying leave.
- If the employee fails to return to work at the end of the approved leave period, the employee will be considered to have voluntarily resigned, effective as the day following the last day of the authorized leave period. The Park District may capture any benefit premiums paid by the employer on behalf of the employee during that time.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and their human resource liaison with notice of the request for leave at least 60 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR form and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, the Fargo Park District reserves the right to modify this policy at any time.



MEMORANDUM

DATE: June 12, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Agenda Item No. 3 (c) – Review Policy 480 – Confidentiality

The HR Taskforce understands that confidential information must be treated with respect and care by any workforce member who is authorized to have access to this information.

During the review of this policy, the taskforce wanted to better explain the purpose, policy, procedure, and action in our existing policy to help employees get a better understanding of what is expected of them regarding confidential information, the steps to take to protect that information, and the process to follow if a breach of confidentiality information should occur.

If you should have any questions, please feel free to contact me prior to the March 13th Administration Committee meeting.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO
CONFIDENTIALITY
Policy No. 480

Date Approved by Park Board 12/09/08 Date Reviewed by Staff 12/09/08

Purpose

The purpose of this policy is to state Fargo Park District/Valley Senior Services' commitment to confidentiality of client and office information.

Policy

The protection of confidential information is vital to the interests and the success of the Fargo Park District/Valley Senior Services. Therefore, it is our policy that employees of Fargo Park District/Valley Senior Services will not discuss any client or business information with any non-employee of Fargo Park District/Valley Senior Services without written permission from the client or Executive Director of Fargo Park District/Director of Valley Senior Services whoever is applicable to the situation.

Procedure and Action

Any employee who discloses confidential information will be subject to disciplinary action, including discharge, even if he or she does not actually benefit from the disclosed information.

PARK DISTRICT OF THE CITY OF FARGO
CONFIDENTIALITY
Policy No. 480

Date Approved by Park Board 12/09/08 Date Reviewed by Staff 12/09/08, 2/23/24

Purpose

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~~Any confidential information, whether oral, written, or electronic, pertaining to any client, vendor, partner, and/or the Park District, will be maintained in a manner that ensures its confidentiality. The purpose of this policy is to state Fargo Park District/Valley Senior Services' commitment to confidentiality of client and office information.~~

Policy

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The protection of confidential information is vital to the interests and the success of the Fargo Park District/~~Valley Senior Services~~. ~~Confidential information must be treated with respect and care by any workforce member who is authorized to have access to this information. Workforce members who are authorized to use or disclose confidential information also have the responsibility to safeguard access to such information. E~~Therefore, it is our policy that employees of Fargo Park District/~~Valley Senior Services~~ will not discuss any client, vendor, partner, or business information with any non-employee of Fargo Park District/~~Valley Senior Services~~ without written permission from the client, vendor, partner, ~~and/or~~ Executive Director of Fargo Park District or the Valley Senior Services Director, ~~Director of Valley Senior Services~~ whoever is applicable to the situation.

~~Unless we specifically direct otherwise, you shall not duplicate or otherwise copy any confidential materials or information. You must return all confidential materials or information in your possession immediately upon separation of employment or upon request.~~

~~We recognize that some of our information is open to the public. However, we consider all materials, information, and electronic data to be the property of the Fargo Park District. If you, or anyone else, including former employees, want to access these records or copy these records, you must do so through an open records request.~~

Procedure and Action

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Any individual who commits, observes, or becomes aware of an unauthorized or inappropriate access, use or disclosure of confidential information is responsible for promptly reporting such to their immediate supervisor, Director, or Human Resources. ~~employee who discloses confidential information will be subject to disciplinary action, including discharge, even if he or she does not actually benefit from the disclosed information.~~

An investigation will be conducted immediately upon awareness of a potential breach. The confidentiality of all participants shall be maintained to the extent possible, within reason, throughout the investigation.

Corrective action, if warranted, will be imposed based on the nature and severity of the violation, whether intentional or not. The employee may be subject to disciplinary action, including termination, even if he or she does not actually benefit from the disclosed information.



MEMORANDUM

DATE: June 12, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Agenda Item No. 3 (d) – Review Policy 530 – ADA/ADAAA & ACCOMMODATION Policy

The HR Department reviewed our federally mandated ADA/ADAAA policy recently. The HR Department made a few housekeeping changes and better defined the interactive process for an ADA/ADAAA Accommodation request. The changes made meet the federal requirements needed in an ADA/ADAAA Accommodation policy.

If you should have any questions, please feel free to contact me prior to the June 12th Administration Committee meeting.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO
ADA / ADA AAA POLICY
POLICY NO. 530

Date Approved by Park Board 5/14/2019

Date Reviewed by Staff 5/14/2019

It is the policy of the Fargo Park District to ensure compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) to not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Under the ADA, a qualified individual with a disability is a person that meets the legitimate skill, experience, education or other requirements of the employment positions and can perform the essential functions of the job with or without reasonable accommodation.

The Fargo Park District will provide reasonable accommodations to disabled applicants or employees if the accommodation would allow the individual to perform the essential functions of his or her job, unless doing so would create an undue hardship.

Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired. Current employees who pose a direct threat will be placed on appropriate leave until a decision has been made regarding the employee's immediate employment situation.

Reasonable Accommodations

Fargo Park District employees who are qualified individuals with a disability must communicate their need for an accommodation to their immediate supervisor.

The employee shall provide a written request for reasonable accommodation to include the following information:

1. Employee's name, position, and department
2. Date of request
3. The employee's explanation of the work limitations and restrictions imposed by the disability
4. The job duties or assignments the employee is having difficulty performing
5. A description of the accommodations requested by the employee
6. A statement as to how the suggested accommodations will help the individual perform his or her essential functions

The supervisor should notify their Department Director and the HR Director as soon as possible that a request for reasonable accommodation has been made. The supervisor, Department Director, and the HR Director will review the essential functions of the position along with the request for accommodation with the employee. The HR Director may request medical information concerning the employee's disability and need for an accommodation to aide in the interactive process of determining whether reasonable accommodations exist based on the essential functions of the position and the employee's restrictions.

PARK DISTRICT OF THE CITY OF FARGO
ADA / ADAAA & ACCOMMODATION POLICY
POLICY NO. 530

Date Approved by Park Board 5/14/2019

Date Reviewed by Staff 5/14/2019, 4/3/24

It is the policy of the Fargo Park District to ensure compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) to not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Under the ADA, a qualified individual with a disability is a person that meets the legitimate skill, experience, ~~education~~education, or other requirements of the employment positions and can perform the essential functions of the job with or without reasonable accommodation.

The Fargo Park District will provide reasonable accommodations, as required by law to qualified individuals~~disabled applicants or employees~~ if the accommodation would allow the individual to perform the essential functions of his or her job, unless doing so would create an undue hardship on the Fargo Park District.

Qualified individuals~~Applicants~~ who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired. Current qualified individuals~~employees~~ who pose a direct threat will be placed on appropriate leave until a decision has been made regarding the employee's immediate employment situation.

Reasonable Accommodations

Fargo Park District employees who are qualified individuals with a disability must communicate their need for an accommodation to their immediate supervisor.

The employee shall provide a written request for reasonable accommodation to include the following information:

1. Employee's name, position, and department
2. Date of request
3. The employee's explanation of the work limitations and restrictions imposed by the disability
4. The job duties or assignments the employee is having difficulty performing
5. A description of the accommodations requested by the employee
6. A statement as to how the suggested accommodations will help the individual perform his or her essential functions

The supervisor should notify their Department Director and the HR Director as soon as possible that a request for reasonable accommodation has been made. The Fargo Park District will engage in good faith and in a timely manner an interactive process with the employee to determine a proper accommodations~~supervisor, Department Director, and the HR Director will review the essential functions of the position along with the request for accommodation with the employee.~~

In making this determination, the Fargo Park District may consider a number of relevant factors, including:

- The nature and duration of the requested accommodation.
- The impact of the requested accommodation on the performance of the employee's essential functions or core work-related duties.
- The financial impact of the requested accommodation.
- The impact of the requested accommodation on other employees, department, and the public.
- Any alternative accommodation.

Note: No specific accommodation is guaranteed. Rather, accommodations are determined on an individual basis and must be tailored to match the needs of the employee without placing an undue hardship on the department or organization.

The HR Director may request medical information concerning the employee's disability and need for an accommodation to aide in the interactive process of determining whether reasonable accommodations exist based on the essential functions of the position and the employee's restrictions.

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MEMORANDUM

DATE: June 12, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Agenda Item No. 3 (e.) – Review Policy 535 – Pregnancy Workers Fairness Act & Accommodation Policy

The Pregnancy Workers Fairness Act (PWFA) & Accommodation Policy is a brand-new policy. The final rules and interpretive guidance go into effect on June 18th, 2024.

This policy requires broad-based and far-ranging accommodation for pregnant workers, previously pregnant workers, or workers who are attempting to get pregnant. Pregnancy conditions alone did not qualify as an ADA/ADAAA disability, so Congress passed the PWFA to gain accommodation rights for pregnant workers.

If you should have any questions, please feel free to contact me prior to the June 12th Administration Committee meeting.

Thank you.

PARK DISTRICT OF THE CITY OF FARGO
PREGNANT WORKERS FAIRNESS ACT (PWFA) & ACCOMMODATION POLICY
POLICY NO. 535

Date Approved by Park Board _____ Date Reviewed by Staff 4/3/24

Purpose

In accordance with the Pregnant Workers Fairness Act (PWFA), the Park District will provide reasonable accommodations to employees with limitations related to pregnancy, childbirth, lactation, or a related medical condition, unless the accommodation will cause undue hardship to the Fargo Park District's operations.

Policy

An employee may request an accommodation due to pregnancy, childbirth, lactation, or a related medical condition by communicating their need to their immediate supervisor.

The employee shall provide a written request for reasonable accommodation to include the following information:

1. Employee's name, position, and department
2. Date of request
3. The employee's explanation of the pregnancy-related limitations
4. The accommodation needed and any alternative accommodation(s) that might be reasonable.

Depending on the nature of the accommodation, the Fargo Park District may request a statement from a health care provider substantiating the need for the accommodation.

The supervisor should notify their Department Director and the HR Director as soon as possible that a request for pregnancy accommodation has been made. The Fargo Park District will engage in good faith and a timely manner an interactive process with the employee to determine the proper accommodations needed.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the Park District will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

In making this determination, the Fargo Park District may consider a number of relevant factors, including:

- The nature and duration of the requested accommodation
- The impact of the requested accommodation on the performance of the employee's essential functions or core work-related duties.
- The financial impact of the requested accommodation
- The impact of the requested accommodation on other employees, department, public and Park District operations
- Any alternative accommodation

Note: No specific accommodation is guaranteed. Rather, accommodations are determined on an individual basis and must be tailored to match the needs of the employee without placing an undue hardship on the department or organization.

The Park District prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy. To report concerns or potential violations of the policy, please contact a member of HR.



MEMORANDUM

DATE: June 12, 2024

TO: Fargo Park Board Commissioners

FROM: Stacy Kruger, HR Director

RE: Agenda Item No. 3 (f.) – Review Policy 472 – Minnesota Earned Sick & Safe Time

The state of Minnesota recently passed a law, that requires all employers to provide paid leave to employees working in Minnesota. The HR Department reached out to our legal counsel to get clarification as to the Fargo Park District's obligations to this law, since we are a ND employer that has two group of employees that work in the state of MN: MN full time Remote workers and MN Part time VSS van drivers.

According to legal counsel, for the MN full time remote workers: we meet the requirements of the leave with our current paid sick leave policy that all full-time employees receive.

We do not meet any requirements for the MN Part time VSS van drivers. We will have to offer MN Earned Safe & Sick Leave to those employees.

The HR Department and Valley Senior Services, Paul Grindeland, and Cindy Girdner worked through the options and developed our policy according to the MN law regarding that option.

I do want to reiterate that VSS get full funding back from the state of MN for their MN Van driver program and will receive payment back from MN for this leave as well.

If you should have any questions, please feel free to contact me prior to the June 12th Administration Committee meeting.

Thank you.

Susan Faus, Executive Director
PARK COMMISSIONERS – Vicki Dawson * Joe Deutsch * Aaron Hill * Dawn Morgan * Jerry Rostad
Clerk – Jeff Gunkelman

PARK DISTRICT OF THE CITY OF FARGO
MINNESOTA EARNED SICK & SAFE TIME
POLICY NO. 472

Date Approved by Park Board

Date Reviewed by Staff: 5.1.24

Minnesota's Earned Sick and Safe time (ESST) is paid leave employers must provide to employees who work in the state of Minnesota at least 80 hours in a year. Temporary and part-time employees are covered under the law.

Employees do not have to live in Minnesota to be eligible for ESST accrual but must work at least 80 hours in Minnesota in a year to be eligible; a "year" means the calendar year (Jan. 1 through Dec. 31st).

The Park District along with Valley Senior Services will provide 80 hours of ESST to all eligible employees.(Employees that work in MN only) The ESST hours are made available for immediate use at the start of each year; there is no carry over of unused ESST hours at the end of the accrual year, and the ESST hours the employee did not use are not paid out at the end of the accrual year.

MN ESST can be used for:

- the employee's mental or physical illness, treatment, or preventive care.
- a family member's mental or physical illness, treatment, or preventive care.
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member.
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

Employees may use earned sick and safe time for the following family members:

- their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent).
- their spouse or registered domestic partner.
- their sibling, stepsibling, or foster sibling.
- their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child.
- their grandchild, foster grandchild, or step-grandchild.
- their grandparent or step-grandparent.
- a child of a sibling of the employee.
- a sibling of the parents of the employee.
- a child-in-law or sibling-in-law.
- any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner.

- any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- up to one individual annually designated by the employee.

Notifying employer of ESST usage:

- No medical or other documentation will be required from the employee unless more than three consecutive absences occur, or clear evidence of illegitimate use exists. Employees who use sick or safe time leave for more than 3 consecutive absences will be required to provide reasonable certification of the need for leave including, for example, evidence of service or medical treatment provided by a professional.
- In the case of an unforeseen need to take leave, for example, the illness of an employee or his or her family member or in the case of an emergency, notice should be given by the employee as soon as practicable (and, generally, before the start of the work shift).
- If the need to use sick and safe leave is *foreseeable* (for example a scheduled doctor's appointment), employees must provide notice as soon as they know of the need for leave.
- When an employee wishes to use sick and safe leave, notice must be given by requesting earned sick & safe leave via Paylocity Self Service Portal and contacting their supervisor.
- A request for sick and safe leave may be denied if the employee fails to provide proper notice.
- Paid sick leave hours will be compensated at the employee's hourly rate of pay, excluding tips, service charges, commissions, and overtime rates, where applicable.
- Paid sick leave hours will not count as hours worked for the purposes of any overtime calculation.
- Employees will be notified of their paid sick leave balances each paycheck on their earnings statement including sick and safe time hours (or other qualifying leave) accrued and unused.

Retaliation by management against an employee's legitimate use of sick and safe leave is strictly prohibited by law.