



**Howell Area Parks & Recreation Authority
Regular Meeting
Bennett Recreation Center
Tuesday, August 18, 2020 7:00 p.m.**

AGENDA

1. Call to Order
2. Pledge of Allegiance (all stand)
3. Introduction of New HAPRA Board Member-City of Howell Jeanette Ambrose
4. Approve Agenda
5. Approval – Regular Board Meeting Minutes dated Tuesday, July 21, 2020
6. Call to the Public (for any items not on the agenda)
7. Staff Comments
8. Discussion- Open Treasurer Position
9. Discussion/Approval- HAPRA Employee PTO policy
10. Discussion/Approval- HAPRA Employee Handbook
11. Discussion – HAPRA 2020 Outlook
12. Discussion – 2021 Budget
13. Review/Discussion - Check Register Report Ending July 31, 2020
14. Review/Discussion - Bank Statements Ending July 31, 2020
15. Review/Discussion - Financial Reports Ending July 31, 2020
16. Directors Report
 - a. Melon Festival
 - b. Fall Soccer
 - c. Fantasy of Lights
17. Old Business
18. New Business
19. Next Meeting: Tuesday, September 17, 2019 - 7:00 PM – **BENNETT CENTER**
20. Adjournment



Howell Area Parks & Recreation Authority

Bennett Recreation Center

Regular Board Meeting Minutes

July 21, 2020

Call to Order

Chairman Sean Dunleavy called the meeting to order at 7:00 pm.

Attendance

Chairman Sean Dunleavy, Vice Chair Diana Lowe, Treasurer Bob Ellis, Secretary Tammy Beal, Trustee Jean Graham

Absent

None

Staff

Director Tim Church, Kyle Tokan, Kevin Troshak

Public

None

Pledge of Allegiance

Approval of Agenda

Bob Ellis motioned to approve the Agenda, supported by Diana Lowe. **Motion carried 5-0.**

Approval of Regular Minutes

Diana Lowe made a motion to approve the June 16, 2020 minutes, supported by Bob Ellis. **Motion carried 5-0.**

Call to the Public

None heard.

Staff Comments

HAPRA
Regular Meeting
July 21, 2020

Kyle asked about the full-time employee's PTO. If they don't use it, they lose it and they are so short staffed they can't even take their PTO. Tim will look into what can be done for employees and compare what other Park & Recreation Associations do.

New HAPRA Employee Handbook

This is a completely different program than what we had before. Instead of the company asking what we want in the handbook this new hardware has all the employment laws and the Director picks what segments that are wanted in the handbook. Director will resend the old handbook so that Board members can compare it to the new handbook. Bob Ellis motioned to table this until Director Church resends the old handbook, supported by Diana Lowe. **Motion carried 5-0.**

2020 Budget Projections

- Director Church and Jen have gone through the budget and cut it further.
- Aquatic center is closed because the Howell School Board did not approve their budget, the staff there has been let go.
- Grey shaded areas on the Revenue and Expenditure Report are the projections for next year.
- We are down to 1 maintenance person; Jeff has been let go.
- Hive owners did not charge the monthly rent fee during COVID-19; we only had to pay the taxes during this time.
- Kevin has been working on a program for kids if school does not open this fall.
- Mission Control-Is an online monitored virtual gaming that participants can do from home.
- Cut revenues equals cut expenses; if soccer is canceled this fall, we will lose \$35K and a staff member.

Check Register and Bank Statements ending June 30, 2020

Everything looks good.

Financial Reports ending June 30, 2020

Treasurer Ellis reported that we had \$35K surplus from last Fiscal Year and we would be gaining \$127K for a starting balance so that will be \$162K to work with, which with the old budget we could run for 6 weeks but with this new budget we can operate for 9 weeks. We should be fine until the next contribution from the entities comes in.

Directors Report

- Melon Fest will have no street closures, it will be mostly held virtually. Melon run and HAPRA Trivia are virtual. Drive In movies at Genoa and 50's Music at Marion. Rotary is selling half gallons of melon ice cream; they have sold 500 containers already and have 700 more to sell.
- 1st National Bank is sponsoring a Back Pack drive, for \$5 you can purchase a back pack to be donated to children through the Salvation Army Lunch Bunch program.
- Summer camp is going great.
- Tuesday Events have been held all during July-Yoga, Pilates, Polynesian Dancers are this coming week in the park.
- Scavenger Hunt, Fitness Trail and Story Trail are all things that people can do on their own while social distancing.

- September through December Events- Legend will look different, it will be a drive through in the park with a mini laser light show (Citizens will sponsor this). Focus will be on Holiday in the Park, it might be open as early as Thanksgiving weekend.
- Pictures of Oceola Center were handed out, everything looks great and is on schedule.

Old Business

- Genoa and Oceola Townships sprinkler systems are fixed.
- Basketball courts at Genoa are coming along fine.
- Prior staff member wanted the sign from the Barnard Center.
- Marion Township’s parking lot is staked for an addition to the parking lot.
- Byron Road in Howell Township looks great.
- Boys and Girls are playing basketball behind the Hive.

New Business

None

Next Meeting

The next regular meeting is scheduled for Tuesday, August 18, 2020 at 7 pm at Bennet Center,

Motion to adjourn at 8:30 pm by Diana Lowe, supported by Bob Ellis. **Motion carried 5-0.**

Approved

Date

Respectfully Submitted by: Tammy L. Beal, Secretary

if you leave employment with us, you may have the right to continue your health benefits under certain state law. In such event, the Organization will provide you with information about your rights to continue your benefits coverage.

7.8 Dental Insurance

All regular full-time employees who have completed 90 days of employment at Howell Area Parks & Recreation Authority are eligible for the Organization dental plan. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

7.9 Vision Care Insurance

All regular full-time employees who have completed 90 days of employment at Howell Area Parks & Recreation Authority are eligible for the Organization vision care plan. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

7.10 Life Insurance

Howell Area Parks & Recreation Authority provides life insurance to all regular full-time employees who have completed 90 days of employment with the Organization. You will be required to notify the benefits administrator of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

7.11 Personal Time Off (PTO)

Full-time PTO

Full- Time (Exempt and Non-Exempt) PTO is calculated according to the calendar year.

During your initial year of employment, you earn PTO on a prorated basis to be calculated and available after 90 days of employment. The Executive Director will inform you of the amount of PTO and the date on which you become eligible. Thereafter, you receive PTO as follows:

<u>Years of Service</u>	<u>Paid Time Off Hours</u>
1 to 3 Year(s)	120 hours
4 to 7 Years	160 hours
7 to 10 Years	200 hours
11+ Years	240 hours

All full-time employees will be eligible to roll over 40 hours of PTO annually. The maximum accrued is 80 hours over the employees entitled annual PTO. Once the maximum accrued hours have been met, no more accrued hours will be allowed unless the account is lowered below the maximum level of the employee reaches a "Years of Service" milestone.

Part-Time PTO

A part-time employee who has worked for 3 or more years and has worked a minimum of 1,250 hours annually will be eligible for the PTO based on the formula below

1. #hrs. work previous year / 2080 (Full-time hours) = % part-time
2. % Part-time x 120hrs (starting full-time PTO) = Part-Time hours of PTO

<u>Years of Service</u>	<u>Paid Time Off Hours</u>
1 to 2 Year(s)	8 hours
3 to 4 Years	16 hours
5+ Years	24 hours

Seasonal Part-Time Employees will not receive Paid Time Off benefits.

ALL PTO requests will be submitted at least two weeks in advance to the Executive Director through our electronic payroll system. PTO requests are taking into order they are submitted, account operating requirements and length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters.

Part-Time PTO cannot be carried over from one year.

Payment will not be granted in lieu of taking the actual time off or any unused PTO for ALL employees

At the end of employment, eligible team members will not be paid for earned or unused PTO, unless state law dictates otherwise.

7.12 Holidays

Howell Area Parks & Recreation Authority offers the following paid holidays each year to Full-Time employees:

New Years Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Employee's Birthday (Both Full-Time and Part-time employees eligible for PTO, please see below)

2 Floating Holidays

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

An employee's birth shall be recognized as PTO. An employee will be paid the following

Full-Time employees will receive 8 hours of PTO

Part-Time employees will receive their % of an 8 hour day

All other Part-Time employees will receive 4 hours of PTO

Seasonal Part-Time employees do not qualify for holiday and/or birthday

You will be compensated for holidays in accordance with federal and state law.

7.13 Employee Assistance Program (EAP)

Howell Area Parks & Recreation Authority provides confidential assistance through its employee assistance program (EAP) to all eligible employees and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the Organization.

In certain circumstances, you may be referred to the EAP by your manager due to job performance issues.

FOR EMPLOYERS WHO PERFORM DRUG OR ALCOHOL TESTING: If you test positive on an alcohol and/or drug test, you may be referred to the EAP for assessment and rehabilitation recommendations. Your decision to participate in the recommended treatment, successful completion of the program, and additional treatment recommendations will be communicated to the Organization.

EAP services are available to eligible participants without charge; however, the cost of referrals to treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider, ENI, at: www.eniweb.com.

7.14 Employee Discount update 7.17.2020

POLICY STATEMENT

The Board of Trustees recognizes the hard work and dedication of the current staff in moving the Authority forward, and in recognizing this, the board approved and updated the employee discount policy that allows you and/or your immediate family members to enjoy the programs of the Howell Area Parks & Recreation Authority.

IF MARRIED: employee, spouse and children under 18

IF SINGLE: employee and/or employee's children under 18

The policy that was approved is only for current Howell Area Parks & Recreation Authority employees and allows for a discount off the tier 1/residential rates (these are the lowest rates) for any participation in Howell Area Parks and Recreation programs. The discount rates are listed below:

Howell Area Parks & Recreation Authority

Howell Area Parks and Recreation Authority

July 21, 2020

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have just joined a dedicated organization. We hope that your employment with Howell Area Parks & Recreation Authority will be rewarding and challenging. We take pride in our employees as well as in the products and services we provide.

The Organization complies with all federal and state employment laws, and this handbook generally reflects those laws. The Organization also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook. The employment policies and/or benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The Organization reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the work place.

If you have questions about your employment or any provisions in this handbook, contact the Executive Director.

We wish you success in your employment here at Howell Area Parks & Recreation Authority!

All the best,

The Management Team

1.2 At-Will Employment

Your employment with Howell Area Parks & Recreation Authority is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the Organization at any time, with or without notice and with or without cause.

Nothing in this handbook or any other Organization document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written contract between you and the Organization is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.0 Introductory Language and Policies

2.1 Revisions to Handbook

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Howell Area Parks & Recreation Authority policies and procedures. The handbook is not a contract. The Organization reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

2.2 Mission Statement

The Howell Area Parks and Recreation Authority exists to bring communities together to enrich lives by promoting active and healthy lifestyles.

2.3 Ethics Code

Howell Area Parks & Recreation Authority will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Organization.

We expect that officers, directors, and employees will not knowingly misrepresent the Organization and will not speak on behalf of the Organization unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) about the Organization or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis (see policies relating to privacy).

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

3.0 Hiring and Orientation Policies

3.1 Conflicts of Interest

Howell Area Parks & Recreation Authority is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the Organization, you must disclose it to your manager. If an actual or potential conflict of interest is determined to exist, the Organization will take such steps as it deems necessary to reduce or eliminate this conflict.

3.2 Employment of Relatives and Friends

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Howell Area Parks & Recreation Authority. It is your obligation to inform the Organization of any such potential conflict so the Organization can determine how best to respond to the particular situation.

3.3 Job Descriptions

Howell Area Parks & Recreation Authority attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your manager.

Job descriptions prepared by the Organization serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the Organization may have to revise, add to, or delete from your job duties per business needs. On occasion, the Organization may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your manager.

3.4 New Hires and Introductory Periods

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with Howell Area Parks & Recreation Authority and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the Organization can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

3.5 Employment Authorization Verification

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Howell Area Parks & Recreation Authority. If you are currently employed and have not complied with this requirement or if your status has changed, inform your manager.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the Organization.

4.0 Wage and Hour Policies

4.1 Attendance Policy

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your manager. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Howell Area Parks & Recreation Authority reserves the right to apply unused paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

4.2 Business Expenses Policy

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at Howell Area Parks & Recreation Authority.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal Organization procurement processes.

Business Meetings (Employer-Sponsored Events and Meetings)

The Organization pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other Organization employees. The most senior Organization individual present is to pay for and report all expenses.

The Organization will make every effort to have a master account set up for Organization-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

Entertainment

The Organization pays for entertainment expenses only when they clearly benefit the Organization and include customers and are promotional in nature. The most senior individual present is to pay for and report all expenses.

Technical and Training Seminars

The Organization pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your manager.

Gifts

You may present gifts only under exceptional circumstances and with prior approval of the Executive Director. The Organization does not reimburse cost over \$25 for business gifts.

Other Expenses

The Organization will pay for postage and telephone expenses that are for business purposes.

Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

4.3 Direct Deposit

Howell Area Parks & Recreation Authority requires all employees to enroll in direct deposit. With the direct deposit payroll service, a electronic explanation of your deductions will be given to you on paydays described in the preceding sections in lieu of a check. Typically the bank will begin direct deposit of your payroll within 30 calendar days after you submit your completed application.

4.4 Introduction to Wage and Hour Policies

At Howell Area Parks & Recreation Authority, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, overtime, benefits, or paycheck deductions, speak with your manager.

4.5 Job Abandonment

If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Howell Area Parks & Recreation Authority.

4.6 Paycheck Deductions

Howell Area Parks & Recreation Authority is required by law to make certain deductions from your pay each pay period. This includes income and unemployment taxes, Federal Insurance Contributions Act (FICA) contributions (Social Security and Medicare), and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and

the information you list on your federal Form W-4 and applicable state withholding form. You may also authorize voluntary deductions from your paycheck, including contributions for insurance premiums, retirement plans, spending accounts, or other services. Your deductions will be reflected in your wage statement.

The Organization will not make deductions to your pay that are prohibited by federal, state, or local law. If you have any questions about deductions from your pay, contact your manager. You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

4.7 Recording Time

Howell Area Parks & Recreation Authority is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the Organization has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Organization StratusTime. Exempt employees are also required to track days or time worked. Speak with your manager for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked, and must follow established Organization procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Time sheets are to be approved and to your Manager after your last shift of the pay period.

You should clock in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time.

Notify your manager of any pay discrepancies, unrecorded or misrecorded work hours, or any involuntarily missed meal or break periods immediately in person and/or in writing.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Executive Director any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

4.8 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Howell Area Parks & Recreation Authority.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Howell Area Parks & Recreation Authority business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your manager has been received.

Advances

The Organization does not provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

Travel Expenses

The Organization pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve the business purposes.

Family Members

The Organization will not pay the travel expenses of spouses or other family members.

Air Travel

Use economy or tourist class fares when traveling on Organization business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two Organization officers should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

Hotels

Neither in-room movies nor refreshment bars are approved Organization expenses.

Insurance

The Organization does not pay for personal travel insurance for employees.

Rental Cars

You are to use rental firms having existing relationships with the Organization and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain a valid driver's license, acceptable driving record and appropriate insurance coverage as required by law and must receive approval from the Executive Director. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. You will be reimbursed for vehicle use at the standard IRS mileage rate. The Board of Trustees must authorize any deviation from this policy.

Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants by the end of the month the expenses were incurred.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

4.9 Use of Employer Credit Cards

All employees in the possession of a credit card issued by Howell Area Parks & Recreation Authority will adhere to the strictest guidelines of responsibility for the protection and proper use of that card. Credit card purchases related to Organization vehicle use (gas, oil, etc.) under \$100 do not require prior approval. Credit card purchases for vehicle use over \$100 and any other business purchases over \$25 must receive prior approval from your manager.

Submit all sales receipts generated by use of the Organization credit card within ONE business day of purchase to the Accounts Payable files. Your Organization credit card may not be used for personal reasons. Use of the Organization credit card is restricted to approved business related expenses.

Any unauthorized purchases made with a credit card issued by the Organization will be the cardholder's responsibility. You must reimburse any such purchase to the Organization within 2 days.

Immediately report lost or stolen Organization cards to your manager. Failure to follow this policy may result in disciplinary action up to and including discharge.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Resignation Policy

Howell Area Parks & Recreation Authority hopes that your employment with the Organization will be a mutually rewarding experience; however, the Organization acknowledges that varying circumstances can cause you to resign employment. The Organization intends to handle any resignation in a professional manner with minimal disruption to the workplace.

Notice

The Organization requests that you provide a minimum of two weeks notice of your resignation. If you are a manager, you are requested to provide a minimum of four weeks notice. Provide a written resignation letter to your direct supervisor. If you provide less notice than requested, the Organization may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The Organization reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

Final Pay

The Organization will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the Organization if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

Return of Property

Return all Organization property at the time of separation, this includes uniforms, keys, tools, laptops, credit cards, and/or identification cards. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the Organization may pursue criminal charges for failure to return Organization property.

5.2 Criminal Activity/Arrests

Howell Area Parks & Recreation Authority will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the Organization, whether on or off Organization property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

5.3 Open Door/Conflict Resolution Policy

Howell Area Parks & Recreation Authority strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the work place to the attention of your manager and, if necessary, to Human Resources or upper level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the Organization, management, its employees, vendors, customers, or any other persons or entities related to the Organization, bring your concerns to the attention of your manager at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate manager. If you have already brought this matter to the attention of your manager before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

5.4 Outside Employment

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Howell Area Parks & Recreation Authority is prohibited. The Organization recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the Organization should be reported to your manager. Failure to adhere to this policy may result in discipline up to and including termination.

5.5 Pay Raises

Depending on financial health and other Organization factors, efforts will be made to give pay raises consistent with Howell Area Parks & Recreation Authority profitability, job performance, and the consumer price index. The Organization may also make individual pay raises based on merit or due to a change of job position.

5.6 Performance Improvement

Howell Area Parks & Recreation Authority will make efforts to periodically review your work performance. The performance improvement process will take place annually, or as business needs dictate. You may specifically request that your manager assist you in developing a performance improvement plan at any time.

The performance improvement process is a means for increasing the quality and value of your work performance. Your initiative, effort, attitude, job knowledge, and other factors will be addressed. You must understand that a positive job performance review does not guarantee a pay raise or continued employment. Pay raises and promotions are based on numerous factors, only one of which is job performance.

5.7 Post-Employment References

Howell Area Parks & Recreation Authority policy is to confirm dates of employment and job title only. With written authorization, the Organization will confirm compensation. Forward any requests for employment verification to Human Resources.

5.8 Promotions

To match you with the job for which you are best suited and to meet the business needs of Howell Area Parks & Recreation Authority, you may be transferred from your current job. It is our policy to promote from within only when the most qualified candidate is available. Promotions are made on an equal opportunity basis according to employees possessing the needed skills, education, experience, and other qualifications that are required for the job. All employees promoted into new job positions will undergo a 90-day introductory period as described in the New Hires and Introductory Periods policy. Unlike new hires, however, such employees will continue to receive Organization benefits for which they are eligible.

5.9 Standards of Conduct

Howell Area Parks & Recreation Authority wishes to create a work environment that promotes job satisfaction, respect, responsibility, integrity, and value for all our employees, clients, customers, and other stakeholders. We all share in the responsibility of improving the quality of our work environment. By deciding to work here, you agree to follow our rules.

While it is impossible to list everything that could be considered misconduct in the workplace, what is outlined here is a list of common-sense infractions that could result in discipline, up to and including immediate termination of employment. This policy is not intended to limit our right to discipline or discharge employees for any reason permitted by law.

Examples of inappropriate conduct include:

- Violation of the policies and procedures set forth in this handbook.
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances.
- Being under the influence of alcohol during working hours on Organization property (including in Organization vehicles), or on Organization business.
- Inaccurate reporting of the hours worked by you or any other employees.
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the Organization or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records.
- Taking or destroying Organization property.
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization.
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer.
- Disclosure of Organization trade secrets and proprietary and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development information, customer lists, patents, trademarks, etc.) of the Organization or its customers, contractors, suppliers, or vendors.
- Refusal or failure to follow directions or to perform a requested or required job task.
- Refusal or failure to follow safety rules and procedures.
- Excessive tardiness or absences.
- Smoking in nondesignated areas.
- Working unauthorized overtime.
- Solicitation of fellow employees on Organization premises during working hours.
- Failure to dress according to Organization policy.
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace.

- Engaging in outside employment that interferes with your ability to perform your job at this Organization.
- Gambling on Organization premises.
- Lending keys or keycards to Organization property to unauthorized persons.

Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status where at-will is not prohibited by state law.

5.10 Transfers

Howell Area Parks & Recreation Authority may transfer your employment from one position to another with or without notice, as required by production or service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

5.11 Workforce Reductions (Layoffs)

If necessary based upon business needs, Howell Area Parks & Recreation Authority management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the Organization will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

6.0 General Policies

6.1 Authorization for Use of Personal Vehicle

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Howell Area Parks & Recreation Authority may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the Organization.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

6.2 Computer Security and Copying of Software

Software programs purchased and provided by Howell Area Parks & Recreation Authority are to be used only for creating, researching, and processing materials for Organization use. By using Organization hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Organization policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the Organization, or developed by Organization employees or contract personnel on behalf of the Organization, is and will be deemed Organization property. It is the policy of the Organization to respect all computer software rights and to adhere to the terms of all software licenses to which the Organization is a party. The Authorities IT Department is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the Organization to both civil and criminal penalties under the United

States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the Organization must be purchased through the Organization's IT department.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered into by the Organization.

6.3 Employer Sponsored Social Events

Howell Area Parks & Recreation Authority holds periodic social events for employees. Be advised that your attendance at these events is voluntary and does not constitute part of your work-related duties. Any exceptions to this policy must be in writing and signed by a manager prior to the event.

Alcoholic beverages may be available at these events. If you choose to drink alcoholic beverages, you must do so in a responsible manner. Do not drink and drive. Instead, please call a taxi or appoint a designated driver.

6.4 Employer-Provided Cell Phone/Mobile Device Policy

Howell Area Parks & Recreation Authority may issue certain employees an Organization cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Organization, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The Organization owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the Organization in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

6.5 Nonsolicitation/Nondistribution Policy

To avoid disruption of business operations or disturbance of employees, visitors, and others, Howell Area Parks & Recreation Authority has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunch rooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and nonharassment policies (including threats of violence), or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to your manager.

6.6 Off-Duty Use of Employer Property or Premises

You may not use Howell Area Parks & Recreation Authority property for personal use during working time. You are responsible for returning Organization property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, Organization products, or office supplies for personal use without prior authorization.

It is Organization policy to control off duty and nonworking hour use of Organization facilities either for business or personal reasons. You are prohibited from using Organization facilities during off duty or nonworking hours without the written consent of your manager. If you use Organization facilities during your off-duty hours or Organization off-hours, you may be required to sign a log-in and log-out sheet maintained by the Organization or building manager.

6.7 Personal Appearance

Your personal appearance reflects on the reputation, integrity, and public image of Howell Area Parks & Recreation Authority. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The Organization, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the Organization. Contact your manager to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

6.8 Personal Cell Phone/Mobile Device Use

While Howell Area Parks & Recreation Authority permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on Organization property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with Organization policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the Organization requires that the driver's personal cell

phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the Organization network, or to Organization equipment (computers, printers, etc.). A Guest network is available for ALL personal devices.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

6.9 Personal Data Changes

It is your obligation to provide Howell Area Parks & Recreation Authority with your current contact information, including current mailing address and telephone number. Inform the Organization of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Human Resources .

6.10 Security

All employees are responsible for helping to make Howell Area Parks & Recreation Authority a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your manager immediately. Refrain from discussing specifics regarding Organization security systems, alarms, passwords, etc. with those outside of the Organization.

Immediately advise your manager of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the Organization. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

6.11 Social Media Policy

At Howell Area Parks & Recreation Authority, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the Organization, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the Organization.

Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the Organization, as well as any other form of electronic communication.

Organization principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the Organization.

Know and Follow the Rules

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be Respectful

The Organization cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or Organization policy. Your personal posts and social media activity should not reflect upon or refer to the Organization.

Maintain Accuracy and Confidentiality

When posting information:

- Maintain the confidentiality of trade secrets, intellectual property, and confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization.
- Do not create a link from your personal blog, website, or other social networking site to a Organization website that identifies you as speaking on behalf of the Organization.
- Never represent yourself as a spokesperson for the Organization. If the Organization is a subject of the content you are creating, do not represent yourself as speaking on behalf of the Organization. Make it clear in your social media activity that you are speaking on your own behalf.
- Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Using Social Media at Work

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the Organization.

Media Contacts

If you are not authorized to speak on behalf of the Organization, do not speak to the media on behalf of the Organization. Direct all media inquiries for official Organization responses to Human Resources.

Retaliation and Your Rights

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

6.12 Suggestion Policy

At Howell Area Parks & Recreation Authority, we welcome suggestions for continued improvement and welcome your ideas for better ways to do your job, produce or sell the products or services of our Organization, or meet customer and client needs. Discuss your ideas with your manager or another member of the management team.

We also encourage you to offer any suggestions derived from seminars, magazines, or other outside sources of information you believe would add value to the Organization.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with Organization tools or property are considered to be the property of the Organization.

6.13 Third Party Disclosures

From time to time, Howell Area Parks & Recreation Authority may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the Organization and should refer any call requesting the position of the Organization to the Executive Director. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the Executive Director.

6.14 Use of Company Technology

This policy is intended to provide Howell Area Parks & Recreation Authority employees with the guidelines associated with the use of the Organization information technology (IT) resources and communications systems.

This policy governs the use of all IT resources and communications systems owned by or available at the Organization, and all use of such resources and systems when accessed using your own devices, including but not limited to:

- Email systems and accounts.
- Internet and intranet access.
- Telephones and voicemail systems, including wired and mobile phones, smartphones, and pagers.
- Printers, photocopiers, and scanners.
- Fax machines, e-fax systems, and modems.
- All other associated computer, network, and communications systems, hardware, peripherals, and software, including network key fobs and other devices.
- Closed-circuit television (CCTV) and all other physical security systems and devices, including access key cards and fobs.

General Provisions

Organization IT resources and communications systems are to be used for business purposes only unless otherwise permitted under applicable law.

All content maintained in Organization IT resources and communications systems are the property of the Organization. Therefore, employees should have no expectation of privacy in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received, or printed from, or stored or recorded on Organization electronic information and communications systems.

The Organization reserves the right to monitor, intercept, and/or review all data transmitted, received, or downloaded over Organization IT resources and communications systems in accordance with applicable law. Any individual who is given access to the system is hereby given notice that the Organization will exercise this right periodically, without prior notice and without prior consent.

The interests of the Organization in monitoring and intercepting data include, but are not limited to: protection of Organization trade secrets, proprietary information, and similar confidential commercially-sensitive information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.); managing the use of the computer system; and/or assisting employees in the management of electronic data during periods of absence.

You should not interpret the use of password protection as creating a right or expectation of privacy, nor should you have a right or expectation of privacy regarding the receipt, transmission, or storage of data on Organization IT resources and communications systems.

Do not use Organization IT resources and communications systems for any matter that you would like to be kept private or confidential.

Violations

If you violate this policy, you will be subject to corrective action, up to and including termination of employment. If necessary, the Organization will also advise law enforcement officials of any illegal conduct.

6.15 Use of Employer Vehicles

Company vehicles are to be used for Howell Area Parks & Recreation Authority business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a Organization vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your manager.

When a Organization vehicle cannot be operated, is unsafe for use, or has been damaged, notify your manager immediately.

As the driver of a Organization vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a Organization vehicle or drive a personal vehicle on Organization business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

6.16 Workplace Privacy and Right to Inspect

Howell Area Parks & Recreation Authority property, including but not limited to lockers, phones, computers, tablets, desks, work place areas, vehicles, or machinery, remains under the control of the Organization and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on Organization premises including that kept in lockers and desks.

7.0 Benefits

7.1 Regular Full-Time Personnel

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 40 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Howell Area Parks & Recreation Authority are for regular full-time employees only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

7.2 Exempt Personnel

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your manager for clarification.

7.3 Nonexempt Personnel

If you are classified as nonexempt at the time of your hiring, you will be eligible for minimum wage and overtime pay in accordance with federal, state, and local laws. If you have a question regarding whether you are exempt or nonexempt, contact your manager for clarification.

7.4 Regular Part-Time Personnel

All employees who work fewer than 30 hours per week are considered part time. Part-time employees are not eligible for Howell Area Parks & Recreation Authority benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

7.5 Temporary Personnel

Temporary employees or "seasonal employees" are hired for a specific period or specific work project, not to exceed 4 months in duration. Howell Area Parks & Recreation Authority reserves the right to extend the duration of temporary employment where necessary. Temporary employees are not eligible for benefits unless specified otherwise in this handbook or in the benefit plan summaries, or specifically permitted by law.

7.6 401(k) Plan

Eligible employees (as determined by the terms of the plan) may participate in the Howell Area Parks & Recreation Authority 401(k) and 457 (b) Eligible Deferred Compensation Plan. Refer to your Summary Plan Description (SPD) for specifics. Howell Area Parks & Recreation Authority provides a competition of 10% of the employee's annual salary to the Howell Area Parks & Recreation Authority 401(k).

Contact Human Resources to find out if you are eligible to participate in the Organization 401(k) plan. The Organization is required to let you know if you are eligible.

This benefit, as well as other benefits, may be canceled or changed at the discretion of the Organization, unless otherwise required by law.

7.7 Health Insurance Policy

Howell Area Parks & Recreation Authority offers group health insurance benefits to all eligible full-time employees who have completed (90) days of employment and their eligible dependents. Health plan benefits are described in detail in the Summary Plan Description (SPD), which may be obtained from human resources.

80% of the group health benefits are paid in part by the Organization and the remainder of the costs are paid by you through deductions from your paycheck.

Benefits may be canceled or changed at the discretion of the Organization, unless otherwise prohibited by law.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such event, the Organization will provide you with information about your rights to continue your benefits coverage.

7.8 Dental Insurance

All regular full-time employees who have completed 90 days of employment at Howell Area Parks & Recreation Authority are eligible for the Organization dental plan. Dental plan benefits are described in detail in the Summary Plan Description (SPD).

7.9 Vision Care Insurance

All regular full-time employees who have completed 90 days of employment at Howell Area Parks & Recreation Authority are eligible for the Organization vision care plan. Vision care plan benefits are described in detail in the Summary Plan Description (SPD).

7.10 Life Insurance

Howell Area Parks & Recreation Authority provides life insurance to all regular full-time employees who have completed 90 days of employment with the Organization. You will be required to notify the benefits administrator of your intended beneficiary. Refer to the Summary Plan Description (SPD) for details about the benefit.

7.11 Personal Time Off (PTO)

Full-time PTO

Full- Time (Exempt and Non-Exempt) PTO is calculated according to the calendar year.

During your initial year of employment, you earn PTO on a prorated basis to be taken the following year. The Executive Director will inform you of the amount of PTO and the date on which you become eligible. Thereafter, you receive PTO as follows:

Upon completion of your introductory period, you shall be entitled to fifteen days of PTO annually.

After 3 full calendar years, you shall be entitled to twenty days of PTO annually.

After 7 full calendar years, you shall be entitled to twenty-five days of PTO annually.

After 10 full calendar years, and each year thereafter, you shall be entitled to thirty days of PTO annually.

Exempt team members will receive sick pay in compliance with state and federal wage and hour laws.

Part-time PTO is as followed:

<u>Years of Service</u>	<u>Paid Time Off Hours</u>	<u>Equivalent Days per Year</u>
0 to 1 Year	4.0 hours	.5
2 to 3 Years	8.0 hours	1.0
4 to 5 Years	16.0 hours	2.0
5+ Years	24.0 hours	3.0

Seasonal Part-Time Employees will not receive Paid Time Off benefits.

ALL PTO requests will be submitted at least two weeks in advance to the Executive Director through our electronic payroll system. PTO requests are taking into order they are submitted, account operating requirements and length of employment may determine priority in scheduling PTO times.

PTO can be used as vacation time, sick time or to take care of personal matters.

PTO cannot be carried over from one year to the next nor is pay granted in lieu of taking the actual time off.

At the end of employment, eligible team members will not be paid for earned but unused PTO, unless state law dictates otherwise.

7.12 Holidays

Howell Area Parks & Recreation Authority offers the following paid holidays each year to Full-Time employees:

New Years Day

Martin Luther King Jr. Day

President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday.

If a holiday falls on your regular day off, ask your manager how it affects you.

You will be compensated for holidays in accordance with federal and state law.

7.13 Employee Assistance Program (EAP)

Howell Area Parks & Recreation Authority provides confidential assistance through its employee assistance program (EAP) to all eligible employees and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the Organization.

In certain circumstances, you may be referred to the EAP by your manager due to job performance issues.

FOR EMPLOYERS WHO PERFORM DRUG OR ALCOHOL TESTING: If you test positive on an alcohol

and/or drug test, you may be referred to the EAP for assessment and rehabilitation recommendations. Your decision to participate in the recommended treatment, successful completion of the program, and additional treatment recommendations will be communicated to the Organization.

EAP services are available to eligible participants without charge; however, the cost of referrals to treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider, ENI, at: www.eniweb.com.

7.14 Employee Discount update 7.17.2020

POLICY STATEMENT

The Board of Trustees recognizes the hard work and dedication of the current staff in moving the Authority forward, and in recognizing this, the board approved and updated the employee discount policy that allows you and/or your immediate family members to enjoy the programs of the Howell Area Parks & Recreation Authority.

IF MARRIED: employee, spouse and children under 18

IF SINGLE: employee and/or employee's children under 18

The policy that was approved is only for current Howell Area Parks & Recreation Authority employees and allows for a discount off the tier 1/residential rates (these are the lowest rates) for any participation in Howell Area Parks and Recreation programs. The discount rates are listed below:

50%- Sports and Enrichment Programs & Facility Rentals*

10%- HAPRA Travel, Preschool Tuition, Summer Camp Tuition**

10%- All Center Memberships (Facility, Senior & Youth Services)

* Facility Rentals are on a first come, first serve basis. Any requests under 30 days must have prior approval from the Executive Director.

**For Travel program discount, the employee must request PTO or have prior approval for time off if the travel program is during regularly scheduled business hours.

Policy Excludes the following:

Scotfield/Howell City Park Pass

Scotfield/ Howell City Park Pavilions

To take advantage of this discount, you must register in person at the Bennett Recreation Center front office.

This discount will be offered to all new Howell Area Parks & Recreation Authority employees immediately following the completion of the (90 day) introductory period. An employees or contract employees may approach the Board of Trustees with a specific request for an employee discount not included in this policy.

Thank you all for all the hard work that has gone into making the Authority such a wonderful success. We hope that this perk will entice more of you to participate and take advantage of the wonderful programs we produce.

7.15 Employer-Sponsored Disability Benefits

Howell Area Parks & Recreation Authority offers the following employer-sponsored disability insurance benefits to employees when they miss work due to non-work-related disabilities.

Eligibility

All full-time employees employed for at least 90 days/months are eligible for employer-sponsored Long-Term Disability insurance benefits.

Long-Term Disability Insurance

Long-Term Disability insurance generally pays a monthly benefit to you if you cannot work because of a covered illness or injury. The benefit replaces a portion of your income, thus helping to meet your financial commitment in a time of need. Check your plan documents for details about benefit payments and duration.

Additional Information

The terms and conditions for the disability insurance program are outlined in the Summary of Plan Benefits. Contact [appropriate person or department] for a copy of the plan provisions, required forms, and additional information about these benefits.

7.16 Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by Howell Area Parks & Recreation Authority and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the Organization.

7.17 Workers' Compensation Insurance Policy

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Howell Area Parks & Recreation Authority, no matter how slightly, you are to report the incident immediately to your manager. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your manager immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

7.18 Bereavement Leave

Howell Area Parks & Recreation Authority recognizes the importance of taking leave when there is a death in the family. Where bereavement leave is not required by law, the Organization will provide bereavement leave as follows:

Full-time employees who have completed 90 days are eligible for 3 day(s) of paid bereavement leave for the death of an immediate family member.

Part-time employees who have completed 90 days are eligible for 3 day(s) of paid bereavement leave for

the death of an immediate family member in proportion to the number of hours they are scheduled to work.

You may use accrued but unused paid time off if additional time is needed. Additional unpaid time off may be granted at the discretion of the Organization on a case-by-case basis.

For purposes of this policy, **immediate family member** includes the following and applies both to the family of the employee and the employee's spouse: child (including foster child and stepchild), spouse, sister, brother, parents (including foster parents and stepparents), grandparents, grandchild.

You must provide notice of your need for bereavement leave as far in advance as possible. The Organization may require documentation supporting your need for bereavement leave.

7.19 Military Leave (USERRA)

Howell Area Parks & Recreation Authority complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to Human Resources. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your manager of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources.

7.20 Expanded Family and Medical Leave Policy (COVID-19)

Howell Area Parks & Recreation Authority provides eligible employees with up to 12 weeks of expanded family and medical leave for a qualifying need related to a public health emergency between April 1, 2020 and December 31, 2020 under the Families First Coronavirus Response Act (FFCRA).

Eligibility

Expanded family and medical leave is available to all employees that have been employed by the Organization for at least 30 calendar days. You are considered to have been employed by the Organization for at least 30 calendar days if:

- You were on the Organization's payroll for the 30 days immediately prior to the day your leave would begin; or
- You were laid off or otherwise terminated by the Organization on or after March 1, 2020 and were rehired or otherwise re-employed by the Organization on or before December 31, 2020, provided that you had been on the Organization's payroll for leave upon reinstatement if you had been previously employed by the Organization for 30 or more of the 60 calendar days prior to your layoff or termination.

Reason for Leave

Leave under this policy is limited to circumstances where you are unable to work (including telework) due to your need to care for your son or daughter whose school or place of care has been closed, or whose child care provide is unavailable, for reasons related to COVID-19. **Son or daughter** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Your need for leave under this policy is qualifying only if no suitable person is available to care for your child during the period of such leave.

Requesting Leave

If you need to take expanded family and medical leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Duration of Leave

You will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020 for the reason stated above.

Intermittent Use of Leave

If the Organization directs or allows you to telework, but you are unavailable to do so because you need to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of a COVID-19-related reason, the Organization may agree to allow you to take extended FMLA leave intermittently, in any agreed increment of time. If you normally report to work at a Organization worksite, the Organization may agree to allow you to take extended FMLA leave in any agreed increment of time to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of a COVID-19 related reason.

Compensation

The first 10 days (two weeks) of expanded family and medical leave are unpaid. However, during this period, you may use accrued paid vacation, sick, or personal leave and will receive the full amount of such accrued leave. You may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, which provides pay up to a maximum of \$200 per day. After the first two workweeks of expanded family and medical leave, leave will be paid at two-thirds of your regular rate of pay for the number of hours you would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

The Organization will coordinate any interaction between local, state, and federal leave laws, including emergency paid sick leave laws, to the extent necessary and consistent with those laws.

For employees with varying hours, one of the following methods for determining the number of hours paid will be used:

- If the individual has worked six months or more, the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the individual takes leave, including hours for which they took leave of any type.
- If the individual has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

Documentation

When requesting expanded family and medical leave, you must provide the following information (in writing):

1. Your name;
2. Date(s) for which leave is requested;
3. Qualifying reason for the leave;
4. Written statement that you are unable to work because of the qualified reason for leave;
5. The name of the child being cared for;
6. The name of the school, place of care, or child care provider that has closed or become unavailable; and
7. A representation that no other suitable person will be caring for the child during the period for which you take expanded family and medical leave.

The Organization may also request you provide additional materials as needed to support a request for tax credits pursuant to the FFCRA. The Organization is not required to provide leave if materials sufficient to support the applicable tax credit have not been provided.

Restoration

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. The law provides an exception for employers with fewer than 25 employees. In such circumstances, if you take family and medical leave, the Organization may not need to return you to your position if:

- The position does not exist due to changes in the Organization's economic or operating condition that affect employment and were caused by the coronavirus emergency;
- The Organization makes "reasonable efforts" to restore you to an equivalent position; and
- If these efforts fail, the Organization makes an additional reasonable effort to contact you if an equivalent position becomes available. The "contact period" is the one-year window beginning on the earlier of:
 - o The date on which you no longer need to take leave to care for your child; or
 - o 12 weeks after your paid leave commences.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Potential Exemption

The Organization, as a small business with fewer than 50 employees, may need to deny otherwise qualifying leave under this policy if granting such leave would jeopardize the viability of the Organization's business as an ongoing concern. The Organization is exempt from the requirement of providing expanded family and medical leave when:

- Such leave would cause the Organization's expenses and financial obligations to exceed available business revenue and cause the Organization to cease operating at a minimal capacity;
- The absence of those requesting such leave would pose a substantial risk to the financial health or operational capacity of the Organization because of their specialized skills, knowledge of the business, or responsibilities; or
- The Organization cannot find enough other workers who are able, willing, and qualified and who will be available at the time and place needed, to perform the labor or services those requesting leave provide, and these labor and services are needed for the Organization to operate at a minimum capacity.

Expiration

This policy expires on December 31, 2020.

7.21 Emergency Paid Sick Leave Policy (COVID-19)

Howell Area Parks & Recreation Authority provides eligible employees with emergency paid sick leave under certain conditions between April 1, 2020 and December 31, 2020 under the Emergency Paid Sick Leave Act, which is part of the Families First Coronavirus Response Act (FFCRA).

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;

5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Potential Exemption

The Organization, as a small business with fewer than 50 employees, under certain circumstances, may need to deny emergency paid sick leave under this policy if granting such leave would jeopardize the viability of the Organization's business as an ongoing concern. The Organization is exempt from the requirement of providing emergency paid sick leave to care for your son or daughter whose school or place of care is closed, or whose child care is unavailable, for COVID-19 related reasons when:

- Such paid leave would cause the Organization's expenses and financial obligations to exceed available business revenue and cause the Organization to cease operating at a minimal capacity;
- The absence of those requesting such leave would pose a substantial risk to the financial health or operational capacity of the Organization because of their specialized skills, knowledge of the business, or responsibilities; or
- The Organization cannot find enough other workers who are able, willing, and qualified and who will be available at the time and place needed, to perform the labor or services those requesting leave provide, and these labor and services are needed for the Organization to operate at a minimum capacity.

Duration/Compensation

Full-time employees are entitled to up to 80 hours of paid sick leave for qualifying events. Part-time employees are entitled to take the number of hours they would normally be scheduled to work during a two-week period.

For employees with varying hours, one of the following methods for determining the number of hours paid will be used:

- If the individual has worked six months or more, the average number of hours that the individual was scheduled per day over the six-month period ending on the date on which the individual takes leave, including hours for which they took leave of any type.
- If the individual has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

The rate of your pay depends on your reason(s) for taking leave. If you:

- Are subject to a federal, state, or local quarantine or isolation order related to COVID-19, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
- Have been advised by a health care provider to self-quarantine because of COVID-19 concerns, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
- Choose to obtain a medical diagnosis because you are experiencing symptoms of COVID-19, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
- Caring for or assisting an individual who is subject to an order or recommendation as described in bullet 1 or 2 above, pay is at two-thirds of the greater of your or the applicable minimum wage, capped at \$200 per day.
- Are caring for your child because of school or daycare closure, or because the child care provider is unavailable, due to COVID-19, pay is at two-thirds of the greater of your regular rate or the applicable minimum wage, capped at \$200 per day.
- Are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, pay is at two-thirds of the greater of your regular rate or the applicable minimum wage, capped at \$200 per day.

Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave. The Organization will coordinate any interaction between local, state, and federal leave laws, including emergency paid sick leave laws, to the extent necessary and consistent with those laws.

No leave provided by the Organization before April 1, 2020 may be credited against your leave entitlement. In addition, no unused emergency paid sick leave can be carried over after December 31, 2020 or paid to you.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Intermittent Use of Leave

If the Organization directs or allows you to telework, but you are unavailable to do so because of one of the qualifying reasons for emergency paid sick leave, the Organization may agree to allow you to take paid sick leave intermittently, in any agreed increment of time. If you normally report to work at a Organization worksite, the Organization may agree to allow you to take paid sick leave in any agreed increment of time to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of a COVID-19 related reason.

Documentation

When requesting emergency paid sick leave, you must provide the following information (in writing):

- Your name;
- Date(s) for which leave is requested;
- Qualifying reason for the leave; and
- Written statement that you are unable to work because of the qualified reason for leave.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 1 above, you must additionally provide the name of the government entity that issued the quarantine or isolation order.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 2 above, you must additionally provide the name of the health care provider who advised you to self-quarantine due to concerns related to COVID-19.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 3 above, you must additionally provide either:

- The name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject; or
- The name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 5 above, you must additionally provide:

- The name of the child being cared for;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A representation that no other suitable person will be caring for the child during the period for which you take emergency paid sick leave.

The Organization may also request you to provide such additional material as needed to support a request for tax credits pursuant to the FFCRA. The Organization is not required to provide leave if materials sufficient to support the applicable tax credit have not been provided.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

8.0 Safety and Loss Prevention

8.1 Business Closure and Emergencies

Howell Area Parks & Recreation Authority recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

Company Closure

Examples of emergencies when the Organization may close include, but are not limited to, i.e., power outage, blizzard conditions, ice, etc.

Notification

In an emergency, the Organization will make every effort to notify you of the closing by phone/email/website/etc. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the Organization is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the Organization is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

Please note that in the event that Howell Public Schools announces that school is closed for inclement weather but the Parks and Recreation Executive Director deems that our offices and select facilities can open as scheduled, the following centers will still be closed: Senior Center, Preschool, Youth Services Center, Howell Area Aquatic Center and all sports activities at school facilities.

Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the Organization may decide to close mid-day. When the Organization closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

Benefits Coverage

Your health insurance coverage will be maintained by the Organization during the closure on the same basis as if you were still working.

Extending Leave

When the Organization closure ends, you are expected to report to work. Contact your manager if you cannot return to work at the end of the closure. The Organization recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the Organization is able to remain open. The Organization recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your manager, by any method possible.

Time missed under circumstances where the Organization remains open and you are unable to report to work is to be used as personal time off.

8.2 Drug and Alcohol Policy

Howell Area Parks & Recreation Authority is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the Organization to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others, and will not be tolerated.

Prohibited Conduct

The Organization expressly prohibits employees from engaging in the following activities when they are on duty or conducting Organization business or on Organization premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The Organization does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work. If you have a valid prescription for medical marijuana, refer to the Organization Disability Accommodation policy for additional information.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your manager if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

Employer-Sponsored Events

From time to time, the Organization may sponsor or participate in social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to conduct yourself properly and professionally at all times.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

8.3 General Safety Policy

It is the responsibility of all Howell Area Parks & Recreation Authority employees to maintain a healthy and safe work environment. Report all safety hazards and occupational illnesses or injuries to your manager as soon as reasonably possible and complete an occupational illness or injury form as needed. Failure to follow the Organization health and safety rules may result in disciplinary action, up to and including termination of employment.

8.4 Policy Against Workplace Violence

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Howell Area Parks & Recreation Authority, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

Zero Tolerance Policy

The Organization has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Organization property or while performing Organization business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

Reporting Incidents of Violence

Report to your manager, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Executive Direct and/or Human Resources.

9.0 Trade Secrets and Inventions

9.1 Confidentiality and Nondisclosure of Trade Secrets

As a condition of employment, Howell Area Parks & Recreation Authority employees are required to protect the confidentiality of Organization, proprietary information, and confidential commercially-sensitive

information (i.e. financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, trademarks, etc.) related to the Organization. Access to this information should be limited to a "need to know" basis and should not be used for personal benefit, disclosed, or released without prior authorization from management.

If you have information that leads you to suspect that employees are sharing such information in violation of this policy and/or competitors are obtaining such information, you are required to inform your manager or Human Resources.

Violation of this policy may result in disciplinary action up to and including termination, and may subject the violator to civil liability.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Howell Area Parks & Recreation Authority strives to provide the best products and services possible to our customers and clients. Our customers and clients support this business and generate your wages. You are expected to treat every customer, client, or visitor with the utmost respect and courtesy during your working time. You should never argue or act in a disrespectful manner towards a visitor or customer during your working time. If you are having problems with a customer, client, or visitor, notify your manager immediately. If a customer, client, or visitor voices a suggestion, complaint, or concern regarding our products or services, inform your manager or a member of management. Lastly, make every effort to be prompt in following up on customer, client, or visitor orders or questions. Positive customer, client, and visitor relations will go a long way to establishing our Organization as a leader in its field.

10.2 Products and Services Knowledge

As a representative of Howell Area Parks & Recreation Authority, you are expected to be familiar with the products and services we offer. Take every opportunity to learn the interrelationship between your department or division and the others of the Organization. We consider our employees to be the best reflection of our business brand and company success.

Michigan Policies

Hiring and Orientation Policies

Disability Accommodation

Howell Area Parks & Recreation Authority complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Organization will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your manager. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Organization will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Organization in connection with a request for accommodation will be treated as confidential.

The Organization encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Organization is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Organization.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Organization will not discriminate or retaliate against employees for requesting an accommodation.

EEO Statement and Nonharassment Policy

Equal Opportunity Statement

Howell Area Parks & Recreation Authority is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Organization will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Organization will take appropriate corrective action, if and where warranted. The Organization prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your manager or any other designated member of management.

Policy Against Workplace Harassment

Howell Area Parks & Recreation Authority has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;

- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify [[name, title, phone number, email]] or any member of management.

The Organization prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Organization determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Organization may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Organization will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Religious Accommodation

Howell Area Parks & Recreation Authority is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Organization dress code or the individual's schedule, basic job duties, or other aspects of employment. The Organization will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Organization question the validity of a person's belief.

If you require a religious accommodation, speak with your manager [[or appropriate department]].

Wage and Hour Policies

Accommodations for Nursing Mothers

Howell Area Parks & Recreation Authority will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored [[in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler]]. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods.

You must make reasonable efforts to not disrupt Organization operations.

You are encouraged to discuss the length and frequency of these breaks with your manager.

No provision of this policy applies, or will be enforced, if it conflicts with or is superseded by any requirement or prohibition contained in a federal, state, or local law, or regulation.

Meal and Rest Periods Policy

Howell Area Parks & Recreation Authority strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your manager regarding procedures and schedules for rest and meal breaks. The Organization requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your manager know; in addition, notify your manager as soon as possible if you were unable to or prohibited from taking a meal or rest period.

Organization employs people under the age of 18: All employees under the age of 18 will receive a 30-minute meal or rest period after five hours of continuous employment.

Overtime

If you are nonexempt, you may qualify for overtime pay. All overtime must be approved in advance, in writing, by your Executive Director.

At certain times Howell Area Parks & Recreation Authority may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, and Personal Time Off do not count as time worked for computing overtime.

Pay Period

At Howell Area Parks & Recreation Authority, the standard pay period is biweekly for all employees. Pay dates are Thursdays. If a pay date falls on a holiday, you will be paid on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your manager if this type of date arises.

If you are paid by commission, refer to your commission agreement.

Review your paycheck for accuracy. If you find an issue, report it to your manager immediately.

Travel Time Pay

Some nonexempt positions within Howell Area Parks & Recreation Authority require travel. The Organization pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 9:00 – 5:00 (Monday – Friday).

Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city

is work time, except that the Organization may deduct/not count that time you would normally spend commuting to the regular work site.

Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Organization will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

Wage Disclosure Protection

In accordance with Michigan law, Howell Area Parks & Recreation Authority will not:

- Require you, as a condition of employment, to refrain from disclosing your wages;
- Require you to sign a waiver or other document that proposes to deny you the right to disclose your wages; or
- Discharge, formally discipline, retaliate, or otherwise discriminate against your job advancement for disclosing your wages.

However, if you have access to or knowledge of the compensation information of other employees as a part of your essential job functions, you may not disclose that information to individuals who do not otherwise have access to it, unless the disclosure is:

- In response to a formal complaint or charge;
- Part of an investigation, proceeding, hearing, or action, including an investigation conducted by the Organization; or
- Consistent with the legal duty of the Organization to furnish information.

If you believe that you have been discriminated or retaliated against in violation of this policy, immediately report your concerns to the Executive Director.

Nothing in this policy will be enforced to interfere with, restrain or coerce, or retaliate against employees regarding their rights under the National Labor Relations Act.

Performance, Discipline, Layoff, and Termination

Disciplinary Process

Violation of Howell Area Parks & Recreation Authority policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The Organization encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Organization is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any

time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your manager will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the Organization is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

General Policies

Access to Personnel and Medical Records Files

Howell Area Parks & Recreation Authority maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the Organization reasonable notice. Inspection must occur in the presence of a Organization representative.

All requests by an outside party for information contained in your personnel file will be directed to the Executive Director, which is the only department authorized to give out such information.

Benefits

Crime Victim Leave Policy

Howell Area Parks & Recreation Authority will provide eligible employees time off from work to respond to a subpoena or request by the prosecuting attorney for the purposes of giving testimony.

Eligibility

To be eligible for time off under this policy, you must be a victim of crime or a victim representative.

A **victim** is an individual who has suffered direct or threatened physical, financial, or emotional harm as a result of the commission of a crime.

A **victim representative** is an individual who is:

- A guardian or custodian of a child of a deceased victim if the child is less than 18 years of age.
- A parent, guardian, or custodian of a victim of assault if the victim is less than 18 years old.
- A person who has been designated to act in place of a victim of assault while the victim is physically or emotionally disabled.

Compensation

Time off granted under this policy will be unpaid; however, exempt employees may be compensated as required by applicable law.

Notice

Upon receiving a subpoena, provide your manager with reasonable advance notice of the need for leave. If advance notice is not practicable, provide appropriate documentation within a reasonable time after the absence.

Retaliation

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Jury Duty Leave

Howell Area Parks & Recreation Authority encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your manager as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use PTO in place of unpaid leave.

The Organization reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The Organization will not retaliate against employees who request or take leave in accordance with this policy.

Voting Leave

If your work schedule prevents you from voting on Election Day, Howell Area Parks & Recreation Authority will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your manager, consistent with applicable legal requirements.

Safety and Loss Prevention

Nonsmoking Policy

Howell Area Parks & Recreation Authority is concerned about the effect that vape/smoking and secondhand vape/smoke inhalation can have on its employees and clients. Vaping/Smoking in the office, client areas, and restrooms is prohibited.

Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Organization and a safe, productive, and pleasant workplace.

The Management Team, Executive Director

Howell Area Parks & Recreation Authority

Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Howell Area Parks & Recreation Authority Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the Organization has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the [[position or title]] of the Organization. I also understand that any delay or failure by the Organization to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the Organization or affect the right of the Organization to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized Organization representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Howell Area Parks & Recreation Authority.

If I have any questions about the content or interpretation of this handbook, I will contact Executive Director.

Signature

Date

Print Name

Howell Area Parks and Recreation Authori
 925 W Grand River Ave
 Howell MI 48843-1415

Date 7/31/20
 Primary Account
 Enclosures

Page 1
 @XXXXXXXXXXXX@138

Summary of Accounts

@XXXXXXXXXXXX@936	Money Market Public Funds	116,700.52
@XXXXXXXXXXXX@138	Public Funds HY DDA	134,312.29
@XXXXXXXXXXXX@204	Savings Non-Consumer	25,447.12
	Total	276,459.93

Checking Accounts

Public Funds HY DDA				
Account Number	@XXXXXXXXXXXX@138	Statement Dates	7/01/20 thru	8/02/20
Beginning Balance	54,317.94	Days in the statement period		33
59 Deposits/Credits	169,945.36	Average Balance		109,725.85
58 Checks/Debits	89,964.39	Average Collected		107,034.68
Service Charge	.00	Interest Earned		14.48
Interest Paid	13.38	Annual Percentage Yield Earned		0.15%
Current Balance	134,312.29	2020 Interest Paid		102.67

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

Activity in Date Order

Date	Description	Amount
7/01	198321 FORTE CCD	285.00
7/01	198322 FORTE CCD	32.00
7/02	198321 FORTE CCD	90.00
7/02	198322 FORTE CCD	20.00

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order	Date	Description	Amount
		CC-0701-BF397	
	7/02	Deposit	26,350.00
	7/02	Deposit	395.00
	7/02	Deposit	228.30
	7/03	198321 FORTE	142.00
		CCD	
		CC-0702-94CF2	
	7/03	198322 FORTE	10.00
		CCD	
		CC-0702-2F5EF	
	7/06	198321 FORTE	180.00
		CCD	
		CC-0703-9A521	
	7/06	198322 FORTE	85.00
		CCD	
		CC-0705-300CD	
	7/06	198322 FORTE	60.00
		CCD	
		CC-0704-41202	
	7/07	198322 FORTE	2.00
		CCD	
		CC-0706-A60CB	
	7/08	198321 FORTE	375.00
		CCD	
		CC-0707-53964	
	7/08	198322 FORTE	160.00
		CCD	
		CC-0707-84758	
	7/08	Deposit	53,894.97
	7/08	INVOICE PAYCHEX EIB	22,116.26-
		CCD	
		X88148400001145	
	7/09	198321 FORTE	510.00
		CCD	
		CC-0708-95869	
	7/09	198322 FORTE	181.00
		CCD	
		CC-0708-7CCDF	
	7/09	Deposit	650.00
	7/10	198321 FORTE	165.00
		CCD	
		CC-0709-30413	

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order	Date	Description	Amount
	7/10	198322 FORTE CCD CC-0709-5D93E	95.00
	7/10	ACH FEES FORTE PAYMENTS CCD 7102899	271.41-
	7/10	ACH FEES FORTE PAYMENTS CCD 7102900	214.16-
	7/10	HRS PMT PAYCHEX-HRS CCD 34736249	130.50-
	7/13	198321 FORTE CCD CC-0711-D0CBA	490.00
	7/13	198322 FORTE CCD CC-0710-E7C69	45.00
	7/13	198322 FORTE CCD CC-0712-E7A9E	6.00
	7/13	198322 FORTE CCD CC-0711-FD084	4.00
	7/13	198321 FORTE CCD CC-0710-369F7	1,820.00-
	7/14	198322 FORTE CCD CC-0713-5EA6E	3.00
	7/15	198321 FORTE CCD CC-0714-D8F4E	370.00
	7/15	198322 FORTE CCD CC-0714-69A0B	92.00
	7/16	198321 FORTE CCD CC-0715-304EF	296.00
	7/16	198322 FORTE CCD CC-0715-DD3D8	80.00

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order			
Date	Description		Amount
7/17	198322 FORTE CCD CC-0716-89498		378.00
7/17	198321 FORTE CCD CC-0716-28005		195.00
7/17	Deposit		7,427.20
7/17	Deposit		335.00
7/20	198321 FORTE CCD CC-0717-90015		690.00
7/20	198321 FORTE CCD CC-0718-891C0		475.00
7/20	198322 FORTE CCD CC-0718-F300C		224.00
7/20	198322 FORTE CCD CC-0717-4AE38		8.00
7/20	198322 FORTE CCD CC-0719-02A1F		1.00
7/21	198322 FORTE CCD CC-0720-8358B		261.00
7/22	198321 FORTE CCD CC-0721-91B5B		455.00
7/22	198322 FORTE CCD CC-0721-4E53E		88.00
7/22	INVOICE PAYCHEX EIB CCD X88331700001753		22,497.99-
7/23	198322 FORTE CCD CC-0722-A14F3		595.00
7/23	198321 FORTE CCD CC-0722-F236C		85.00
7/23	Deposit		43,633.00
7/23	Deposit		185.00

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order		
Date	Description	Amount
7/24	198321 FORTE CCD CC-0723-99AA3	255.00
7/24	198322 FORTE CCD CC-0723-C251F	235.00
7/27	198322 FORTE CCD CC-0724-903D8	215.00
7/27	198322 FORTE CCD CC-0726-86693	122.00
7/27	198321 FORTE CCD CC-0725-7879D	4,100.41-
7/27	198321 FORTE CCD CC-0724-FCF8C	599.16-
7/27	198322 FORTE CCD CC-0725-2106F	160.00-
7/28	198322 FORTE CCD CC-0727-9ACB4	183.00
7/29	198322 FORTE CCD CC-0728-234AC	388.00
7/29	198321 FORTE CCD CC-0728-6C883	100.00
7/29	Deposit	26,673.89
7/29	Deposit	20.00
7/30	198322 FORTE CCD CC-0729-6BF68	712.00
7/30	198321 FORTE CCD CC-0729-F5A0E	70.00
7/31	198322 FORTE CCD CC-0730-351AF	355.00
7/31	198321 FORTE CCD	285.00

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Activity in Date Order		
Date	Description	Amount
7/31	Interest Deposit	13.38

--- CHECKS IN NUMBER ORDER ---					
Date	Check No	Amount	Date	Check No	Amount
7/07	12825	16.11	7/16	12887	12.31
7/24	12827*	83.12	7/17	12888	240.00
7/28	12840*	75.00	7/27	12889	3,900.00
7/21	12853*	400.00	7/21	12890	497.00
7/01	12860*	14.60	7/23	12891	100.00
7/30	12865*	25.00	7/21	12892	435.00
7/02	12866	368.12	7/16	12893	487.58
7/24	12868*	4,335.79	7/30	12894	300.00
7/02	12869	165.00	7/21	12895	54.95
7/06	12871*	85.00	7/23	12897*	3,244.02
7/01	12872	137.64	7/22	12898	136.25
7/16	12873	624.00	7/22	12899	154.38
7/20	12874	23.98	7/20	12900	803.85
7/13	12875	2,936.00	7/20	12901	1,540.38
7/13	12876	1,050.67	7/22	12904*	125.94
7/14	12877	104.71	7/29	12905	133.58
7/23	12878	5,244.00	7/29	12906	2,672.37
7/17	12879	325.00	7/28	12907	16.37
7/28	12880	404.23	7/31	12909*	115.00
7/30	12881	35.00	7/31	12910	3,155.00
7/16	12882	286.67	7/29	12911	85.00
7/17	12883	35.00	7/28	12912	136.97
7/14	12884	204.75	7/29	12913	2,167.67
7/16	12885	482.19	7/28	12914	42.30
7/16	12886	37.00			

* Denotes missing check numbers

Daily Balance Information					
Date	Balance	Date	Balance	Date	Balance
7/01	54,482.70	7/13	109,447.74	7/23	127,226.99
7/02	81,032.88	7/14	109,141.28	7/24	123,298.08
7/03	81,184.88	7/15	109,603.28	7/27	114,875.51
7/06	81,424.88	7/16	108,049.53	7/28	114,383.64
7/07	81,410.77	7/17	115,784.73	7/29	136,506.91
7/08	113,724.48	7/20	114,814.52	7/30	136,928.91
7/09	115,065.48	7/21	113,688.57	7/31	134,312.29
7/10	114,709.41	7/22	91,317.01		

Public Funds HY DDA @XXXXXXXXXXXX@138 (Continued)

Interest Rate Summary
 Date Rate
 6/30 0.150000%

Money Market Public Funds
 Account Number @XXXXXXXXXXXX@936 Statement Dates 7/01/20 thru 8/02/20
 Beginning Balance 116,680.75 Days in the statement period 33
 Deposits/Credits .00 Average Balance 116,680.75
 Checks/Debits .00 Average Collected 116,680.75
 Service Charge .00 Interest Earned 21.04
 Interest Paid 19.77 Annual Percentage Yield Earned 0.20%
 Current Balance 116,700.52 2020 Interest Paid 135.32

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$.00	\$.00
Total Returned Item Fees	\$.00	\$.00

Activity in Date Order
 Date Description Amount
 7/31 Interest Deposit 19.77

Daily Balance Information
 Date Balance Date Balance
 7/01 116,680.75 7/31 116,700.52

Interest Rate Summary
 Date Rate
 6/30 0.200000%

Savings Accounts

Savings Non-Consumer			
Account Number	@XXXXXXXXXXXX@204	Statement Dates	7/01/20 thru 8/02/20
Beginning Balance	25,446.69	Days in the statement period	33
Deposits/Credits	.00	Average Ledger	25,446.69
Checks/Debits	.00	Average Collected	25,446.69
Service Charge	.00	Interest Earned	.46
Interest Paid	.43	Annual Percentage Yield Earned	0.02%
Ending Balance	25,447.12	2020 Interest Paid	3.00

Activity in Date Order

Date	Description	Amount
7/31	Interest Deposit	.43

Daily Balance Information

Date	Balance	Date	Balance
7/01	25,446.69	7/31	25,447.12

Interest Rate Summary

Date	Rate
6/30	0.020000%

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 208 - PARKS & REC AUTHORITY							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
208-751-587.001	PK/RC MARION TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	26,250.00	26,250.00	75.00
208-751-587.002	PK/RC GENOA TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	26,250.00	26,250.00	75.00
208-751-587.003	PK/RC OCEOLA TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	26,250.00	26,250.00	75.00
208-751-587.005	PK/RC HOWELL CITY PARTICIPATION	105,000.00	105,000.00	78,750.00	26,250.00	26,250.00	75.00
208-751-587.006	PK/RC HOWELL TWP PARTICIPATION	105,000.00	105,000.00	78,750.00	26,250.00	26,250.00	75.00
208-751-651.020	BENNETT BLDG RENTAL FEES	14,500.00	11,000.00	3,200.00	(3,430.00)	7,800.00	29.09
208-751-651.022	OCEOLA BLDG RENTAL FEES	14,500.00	2,045.00	2,045.00	0.00	0.00	100.00
208-751-651.040	YOUTH SERVICES RENTAL	500.00	0.00	0.00	0.00	0.00	0.00
208-751-665.000	INVESTMENT INTEREST	300.00	300.00	243.77	33.92	56.23	81.26
208-751-671.002	MISC REVENUES	250.00	250.00	605.00	0.00	(355.00)	242.00
208-751-675.055	BEACH MANAGEMENT FEES	4,000.00	3,000.00	0.00	0.00	3,000.00	0.00
208-751-675.075	DOG PARK MAINT SERV FEES	6,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		565,050.00	546,595.00	399,843.77	127,853.92	146,751.23	73.15
TOTAL REVENUES		565,050.00	546,595.00	399,843.77	127,853.92	146,751.23	73.15
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
208-751-702.001	SAL & WAGES DIRECTOR	61,500.00	61,500.00	38,076.90	5,076.92	23,423.10	61.91
208-751-702.003	SAL & WAGES - BUSINESS MANAGER	35,500.00	35,500.00	19,265.28	2,887.88	16,234.72	54.27
208-751-702.004	SAL & WAGES - OPERATIONS MGR	28,500.00	33,500.00	17,367.59	0.00	16,132.41	51.84
208-751-702.024	SAL & WAGES -MARKETING	37,960.00	37,960.00	20,951.00	2,190.00	17,009.00	55.19
208-751-702.030	SAL & WAGES FRONT OFFICE	35,000.00	35,000.00	13,371.88	1,095.50	21,628.12	38.21
208-751-702.034	SAL & WAGE FACILITIES MAINT/COORD	45,000.00	45,000.00	10,909.44	447.75	34,090.56	24.24
208-751-713.000	EMPLOYER SHARE FICA	18,300.00	18,300.00	9,323.57	934.61	8,976.43	50.95
208-751-714.000	EMPLOYEE MEDICAL INSURANCE	13,000.00	13,000.00	3,973.86	502.57	9,026.14	30.57
208-751-714.002	EMP DISABILITY /LIFE INSURANCE	1,900.00	1,900.00	1,371.72	195.96	528.28	72.20
208-751-714.004	ICMA RETIREMENT	21,000.00	21,000.00	500.00	0.00	20,500.00	2.38
208-751-727.000	OFFICE SUPPLIES	1,500.00	1,500.00	320.17	0.00	1,179.83	21.34
208-751-730.000	POSTAGE	15,000.00	1,000.00	690.27	0.00	309.73	69.03
208-751-740.000	OPERATING SUPPLIES - GENL	1,500.00	1,500.00	1,246.19	53.49	253.81	83.08
208-751-740.026	OPERATING SUPPLIES SHIRTS/BADGES	2,000.00	0.00	0.00	0.00	0.00	0.00
208-751-751.000	GASOLINE & DIESEL FUEL	0.00	800.00	584.86	0.00	215.14	73.11
208-751-801.000	PROFESSIONAL SERVICES	35,000.00	35,000.00	20,444.20	1,758.52	14,555.80	58.41
208-751-804.000	CONTRACTUAL SERVICES	500.00	500.00	572.10	0.00	(72.10)	114.42
208-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	0.00	0.00	1,950.00	1,950.00	(1,950.00)	100.00
208-751-840.000	DUES, SUBSCRIPTIONS & MEMBERSHIPS	5,000.00	5,000.00	4,474.00	0.00	526.00	89.48
208-751-850.000	COMMUNICATION - TELEPHONES	7,000.00	7,000.00	4,216.70	608.58	2,783.30	60.24
208-751-850.008	COMMUNICATION - INTERNET & CABLE	2,800.00	1,700.00	662.23	59.27	1,037.77	38.95
208-751-850.030	COMMUNICATIONS INTERNET YOUTH CNTR	2,100.00	2,100.00	935.06	133.58	1,164.94	44.53
208-751-860.000	TRAVEL	5,000.00	2,500.00	1,031.65	0.00	1,468.35	41.27
208-751-900.000	MARKETING, PRINTING & PUBLISHING	20,000.00	4,000.00	1,954.67	0.00	2,045.33	48.87
208-751-910.000	INSURANCE	30,000.00	30,000.00	13,570.84	2,167.67	16,429.16	45.24
208-751-920.000	UTILITIES - ELECTRICITY	6,500.00	6,500.00	1,759.84	203.77	4,740.16	27.07
208-751-920.001	UTILITIES - GAS	5,500.00	5,500.00	3,210.16	42.30	2,289.84	58.37
208-751-920.002	UTILITIES - WAT / SEW	1,800.00	1,800.00	1,068.52	286.27	731.48	59.36
208-751-920.003	UTILITIES - RUBBISH	700.00	700.00	385.65	54.95	314.35	55.09
208-751-920.012	UTILITIES - ELEC/OCEOLA	4,000.00	1,500.00	1,359.66	0.00	140.34	90.64
208-751-920.013	UTILITIES - GAS/OCEOLA	2,500.00	1,250.00	986.54	0.00	263.46	78.92
208-751-920.014	UTILITIES - WATER/OCEOLA	500.00	150.00	92.52	0.00	57.48	61.68
208-751-920.015	UTILITIES - RUBBISH/OCEOLA	600.00	200.00	185.44	0.00	14.56	92.72
208-751-920.030	UTILITIES - ELECTRICTY YOUTH CNTR	3,500.00	3,500.00	1,500.75	495.21	1,999.25	42.88
208-751-920.031	UTILITIES - GAS YOUTH CNTR	2,500.00	2,500.00	959.38	16.37	1,540.62	38.38
208-751-920.032	UTILITEIS - WATER/SEWER YOUTH CNTR	800.00	800.00	356.67	0.00	443.33	44.58
208-751-930.000	GROUND MAINTENANCE BENNETT & BARNARD	4,000.00	4,000.00	1,690.00	260.00	2,310.00	42.25
208-751-930.006	REPAIR & MAINT - VEHICLES	0.00	500.00	259.86	0.00	240.14	51.97
208-751-930.014	OCEOLA BLDG EXPENSE	15,000.00	6,500.00	6,380.00	180.00	120.00	98.15
208-751-930.015	GROUND MAINTTENANCE YOUTH CTR	1,500.00	1,200.00	90.00	0.00	1,110.00	7.50
208-751-931.000	BLDG R & M AND SUPPLIES	8,000.00	8,000.00	3,141.39	75.38	4,858.61	39.27
208-751-931.014	BLDG R & M OCEOLA	3,000.00	1,300.00	1,242.14	0.00	57.86	95.55
208-751-931.030	BUILDING R & M YOUTH CNTR	4,000.00	4,000.00	1,578.79	737.28	2,421.21	39.47
208-751-940.000	EQUIPMENT RENTAL	8,500.00	10,000.00	5,626.95	803.85	4,373.05	56.27

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		USED
208-751-940.040	RENT 214 N WALNUT	23,000.00	23,000.00	12,850.53	1,835.79	10,149.47	55.87
208-751-956.000	MISCELLANEOUS	3,500.00	3,500.00	871.80	0.00	2,628.20	24.91
208-751-956.003	BANK CHARGES & FEES	5,000.00	5,000.00	3,913.22	491.32	1,086.78	78.26
208-751-957.000	EDUCATION / TRAINING	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
208-751-970.000	CAPITAL OUTLAY / EQUIPMENT	9,690.00	5,035.00	0.00	0.00	5,035.00	0.00
208-751-970.030	LEASEHOLD IMP YOUTH CNTR	5,000.00	30,000.00	14,335.79	2,500.00	15,664.21	47.79
208-751-980.000	OFFICE EQUIPMENT	400.00	400.00	0.00	0.00	400.00	0.00
208-751-980.004	EQUIP / COMPUTER HARDWARE	2,000.00	2,000.00	173.17	173.17	1,826.83	8.66
208-751-980.005	EQUIPMENT/COMPUTER SOFTWARE	16,000.00	20,000.00	17,946.40	2,077.96	2,053.60	89.73
Total Dept 751 - RECREATION / PARKS DEPARTMENT		565,050.00	546,595.00	269,729.35	30,295.92	276,865.65	49.35
TOTAL EXPENDITURES		565,050.00	546,595.00	269,729.35	30,295.92	276,865.65	49.35

Fund 208 - PARKS & REC AUTHORITY:							
TOTAL REVENUES		565,050.00	546,595.00	399,843.77	127,853.92	146,751.23	73.15
TOTAL EXPENDITURES		565,050.00	546,595.00	269,729.35	30,295.92	276,865.65	49.35
NET OF REVENUES & EXPENDITURES		0.00	0.00	130,114.42	97,558.00	(130,114.42)	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE 07/31/2020	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDEGT		MONTH 07/31/20		
Fund 213 - AQUATIC CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
213-751-650.003	PROGRAM FEES SPECIAL EVENTS	2,500.00	5,000.00	3,055.00	0.00	1,945.00	61.10
213-751-650.097	PROGRAM FEES - HEALTHWAYS	5,500.00	4,900.00	3,127.80	0.00	1,772.20	63.83
213-751-650.098	PROGRAM FEES - FITNESS	4,500.00	3,250.00	960.00	140.00	2,290.00	29.54
213-751-650.101	PROGRAM FEES - OPTUM	2,500.00	2,500.00	920.05	0.00	1,579.95	36.80
213-751-678.010	SPONSORSHIP FEES	500.00	500.00	0.00	0.00	500.00	0.00
213-751-680.002	AQUATIC CENTER MGMT FEE	114,000.00	114,000.00	38,000.00	0.00	76,000.00	33.33
213-751-680.004	AQUATIC CENTER INCENTIVE	1,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		130,500.00	130,150.00	46,062.85	140.00	84,087.15	35.39
TOTAL REVENUES		130,500.00	130,150.00	46,062.85	140.00	84,087.15	35.39
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
213-751-702.029	SAL & WAGES AQUATIC CTR MGR	35,000.00	35,000.00	18,391.39	2,270.63	16,608.61	52.55
213-751-702.059	SALARY & WAGES AQUATIC SUPERVISOR	0.00	0.00	2,284.80	0.00	(2,284.80)	100.00
213-751-702.060	SAL & WAGES AQUATIC COORDINATORS	55,000.00	55,000.00	12,373.20	0.00	42,626.80	22.50
213-751-713.000	EMPLOYER SHARE FICA	6,900.00	6,900.00	2,484.94	173.70	4,415.06	36.01
213-751-714.000	EMPLOYEE MEDICAL INSURANCE	10,000.00	10,000.00	4,998.68	697.08	5,001.32	49.99
213-751-714.002	EMP DISABILITY /LIFE INSURANCE	1,000.00	1,000.00	315.49	45.07	684.51	31.55
213-751-714.004	ICMA RETIREMENT	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
213-751-740.000	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	500.00	0.00
213-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	2,500.00	2,500.00	716.70	0.00	1,783.30	28.67
213-751-740.061	OPER SUPP/FITNESS	1,600.00	1,600.00	(136.60)	0.00	1,736.60	(8.54)
213-751-804.008	CONTRACT SERV - INSTRUCTORS	8,500.00	6,925.00	1,475.00	0.00	5,450.00	21.30
213-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	180.00	0.00	20.00	90.00
213-751-860.000	CONFERENCE /TRANSPORTATION	1,000.00	1,000.00	1.44	0.00	998.56	0.14
213-751-957.000	EDUCATION / TRAINING	1,500.00	1,500.00	(200.00)	0.00	1,700.00	(13.33)
213-751-964.001	PROGRAM REFUNDS	200.00	200.00	0.00	0.00	200.00	0.00
213-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00	1,012.00	0.00	(1,012.00)	100.00
213-751-980.000	OFFICE EQUIPMENT	100.00	100.00	0.00	0.00	100.00	0.00
213-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	1,225.00	1,201.51	0.00	23.49	98.08
Total Dept 751 - RECREATION / PARKS DEPARTMENT		130,500.00	130,150.00	45,098.55	3,186.48	85,051.45	34.65
TOTAL EXPENDITURES		130,500.00	130,150.00	45,098.55	3,186.48	85,051.45	34.65
Fund 213 - AQUATIC CENTER:							
TOTAL REVENUES		130,500.00	130,150.00	46,062.85	140.00	84,087.15	35.39
TOTAL EXPENDITURES		130,500.00	130,150.00	45,098.55	3,186.48	85,051.45	34.65
NET OF REVENUES & EXPENDITURES		0.00	0.00	964.30	(3,046.48)	(964.30)	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 214 - YOUTH SPORTS							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
214-751-650.006	GENOA SOCCER FIELD RENTALS	14,000.00	8,000.00	1,055.00	0.00	6,945.00	13.19
214-751-650.050	PROGRAM FEES - VOLLEYBALL	4,000.00	0.00	1,070.00	0.00	(1,070.00)	100.00
214-751-650.051	PROGRAM FEES - ENRICHMENT	11,660.00	1,000.00	240.00	185.00	760.00	24.00
214-751-650.053	PROGRAM FEES - SOCCER	67,000.00	35,000.00	30,981.00	5,460.00	4,019.00	88.52
214-751-650.054	PROGRAM FEES - BASKETBALL	20,000.00	20,000.00	195.00	0.00	19,805.00	0.98
214-751-650.094	PROGRAM FEES - SOFTBALL	3,500.00	0.00	0.00	0.00	0.00	0.00
214-751-650.096	DROP IN BASKETBALL	2,000.00	2,000.00	610.00	90.00	1,390.00	30.50
214-751-651.009	PAGE FIELD RENTAL	6,500.00	0.00	0.00	(90.00)	0.00	0.00
214-751-678.095	SPONSORSHIP FEES - YOUTH SPORTS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		129,660.00	67,000.00	34,151.00	5,645.00	32,849.00	50.97
TOTAL REVENUES		129,660.00	67,000.00	34,151.00	5,645.00	32,849.00	50.97
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
214-751-702.080	SAL & WAGES YOUTH SPORTS MGR	41,600.00	38,000.00	19,290.00	2,450.00	18,710.00	50.76
214-751-702.081	SAL & WAGES YOUTH SPORTS COORDINATORS	9,500.00	6,650.00	3,608.38	0.00	3,041.62	54.26
214-751-702.083	SAL & WAGES - YOUTH FACILITIES COOR	0.00	0.00	34.13	0.00	(34.13)	100.00
214-751-713.000	EMPLOYER SHARE FICA	3,900.00	3,400.00	1,781.72	186.26	1,618.28	52.40
214-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	0.00	0.00	0.00	0.00	0.00
214-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	600.00	406.98	58.14	193.02	67.83
214-751-714.004	ICMA RETIREMENT	4,160.00	0.00	0.00	0.00	0.00	0.00
214-751-740.000	OPERATING SUPPLIES	2,000.00	0.00	46.48	13.00	(46.48)	100.00
214-751-740.080	OPER SUPPLIES/VOLLEYBALL	1,200.00	0.00	0.00	0.00	0.00	0.00
214-751-740.081	OPER SUPP/ SOCCER	17,000.00	8,000.00	0.00	0.00	8,000.00	0.00
214-751-740.086	OPERATING SUPPLIES - BASKETBALL	3,000.00	2,700.00	2,648.00	0.00	52.00	98.07
214-751-801.017	BACKGROUND CHECKS	750.00	500.00	70.00	0.00	430.00	14.00
214-751-804.008	CONTRACT SERV - INSTRUCTORS	3,500.00	0.00	0.00	0.00	0.00	0.00
214-751-804.009	CONTRACT SERV - OFFCL /COACHES	4,500.00	3,000.00	1,380.00	180.00	1,620.00	46.00
214-751-804.010	CONTRACT SERV - FIELD MAINTENANCE	24,000.00	12,000.00	9,423.00	1,781.00	2,577.00	78.53
214-751-840.000	DUES & MEMBERSHIPS	200.00	180.00	180.00	0.00	0.00	100.00
214-751-860.000	CONFERENCE /TRANSPORTATION	1,400.00	0.00	0.00	0.00	0.00	0.00
214-751-920.002	UTILITIES - WAT / SEW	0.00	0.00	912.64	0.00	(912.64)	100.00
214-751-942.001	PORTA JOHN RENTALS	1,800.00	900.00	0.00	0.00	900.00	0.00
214-751-957.000	EDUCATION / TRAINING	50.00	50.00	0.00	0.00	50.00	0.00
214-751-964.001	PROGRAM REFUNDS	500.00	500.00	225.00	0.00	275.00	45.00
214-751-965.000	HOWELL SCHOOLS REIMBURSEMENT	9,000.00	7,000.00	6,342.50	0.00	657.50	90.61
Total Dept 751 - RECREATION / PARKS DEPARTMENT		129,660.00	83,480.00	46,348.83	4,668.40	37,131.17	55.52
Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN							
214-999-999.099	ESTIMATED CY FUND BALANCE	0.00	(16,480.00)	0.00	0.00	(16,480.00)	0.00
Total Dept 999 - TRANS OUT/FUND BAL/RETAIN EARN		0.00	(16,480.00)	0.00	0.00	(16,480.00)	0.00
TOTAL EXPENDITURES		129,660.00	67,000.00	46,348.83	4,668.40	20,651.17	69.18
Fund 214 - YOUTH SPORTS:							
TOTAL REVENUES		129,660.00	67,000.00	34,151.00	5,645.00	32,849.00	50.97
TOTAL EXPENDITURES		129,660.00	67,000.00	46,348.83	4,668.40	20,651.17	69.18
NET OF REVENUES & EXPENDITURES		0.00	0.00	(12,197.83)	976.60	12,197.83	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 215 - ENRICHMENT							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
215-751-650.002	PROGRAM FEES ENRICHMENT	61,000.00	52,395.00	12,608.80	(95.00)	39,786.20	24.06
215-751-650.020	PROGRAM FEES TRAVEL	30,000.00	23,500.00	2,549.50	0.00	20,950.50	10.85
215-751-675.050	DONATIONS - ENRICHMENT	0.00	0.00	115.00	0.00	(115.00)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		91,000.00	75,895.00	15,273.30	(95.00)	60,621.70	20.12
TOTAL REVENUES		91,000.00	75,895.00	15,273.30	(95.00)	60,621.70	20.12
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
215-751-702.070	SAL & WAGES ENRICHMENT COORDINATOR	24,000.00	23,000.00	10,847.15	1,235.48	12,152.85	47.16
215-751-702.071	SAL & WAGES ENRICHMENT SITE COOR	9,000.00	7,000.00	1,236.15	0.00	5,763.85	17.66
215-751-713.000	EMPLOYER SHARE FICA	2,500.00	2,300.00	1,261.84	156.98	1,038.16	54.86
215-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,000.00	750.00	0.00	0.00	750.00	0.00
215-751-714.002	EMP DISABILITY /LIFE INSURANCE	600.00	600.00	0.00	0.00	600.00	0.00
215-751-714.004	ICMA RETIREMENT	2,400.00	1,800.00	0.00	0.00	1,800.00	0.00
215-751-730.000	POSTAGE	5.00	5.00	0.00	0.00	5.00	0.00
215-751-740.031	OPER SUPPLIES - ENRICHMENT	100.00	400.00	300.00	0.00	100.00	75.00
215-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	0.00	0.00	(300.00)	0.00	300.00	100.00
215-751-740.070	OPER SUPP/ TRAVEL	5,955.00	4,500.00	671.50	0.00	3,828.50	14.92
215-751-801.017	BACKGROUND CHECKS	40.00	40.00	0.00	0.00	40.00	0.00
215-751-804.070	CONTRACT SERVICES - ENRICHMENT INSTR	30,000.00	22,500.00	3,809.20	0.00	18,690.80	16.93
215-751-804.071	CONTRACT SERVICES TRAVEL	15,000.00	12,000.00	0.00	0.00	12,000.00	0.00
215-751-840.000	DUES & MEMBERSHIPS	0.00	0.00	180.00	0.00	(180.00)	100.00
215-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	205.00	0.00	(205.00)	100.00
215-751-964.001	PROGRAM REFUNDS	400.00	1,000.00	700.00	135.00	300.00	70.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		91,000.00	75,895.00	18,910.84	1,527.46	56,984.16	24.92
TOTAL EXPENDITURES		91,000.00	75,895.00	18,910.84	1,527.46	56,984.16	24.92
Fund 215 - ENRICHMENT:							
TOTAL REVENUES		91,000.00	75,895.00	15,273.30	(95.00)	60,621.70	20.12
TOTAL EXPENDITURES		91,000.00	75,895.00	18,910.84	1,527.46	56,984.16	24.92
NET OF REVENUES & EXPENDITURES		0.00	0.00	(3,637.54)	(1,622.46)	3,637.54	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 216 - FESTIVALS							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
216-751-650.003	PROGRAM FEES SPECIAL EVENTS	27,000.00	27,000.00	18,340.20	1,179.00	8,659.80	67.93
216-751-671.013	MISC REVENUES - SPECIAL EVENTS	0.00	0.00	2,361.50	176.00	(2,361.50)	100.00
216-751-678.040	SPONSORSHIP FEES MELON FESTIVAL	45,000.00	15,000.00	19,090.00	1,340.00	(4,090.00)	127.27
216-751-678.041	STREET VENDOR FEES MELON	25,000.00	4,000.00	(850.00)	(2,925.00)	4,850.00	(21.25)
216-751-678.042	FESTIVAL TENT MELON FEST	18,000.00	0.00	0.00	0.00	0.00	0.00
216-751-678.044	MIDWAY MELON FESTIVAL	9,000.00	0.00	0.00	0.00	0.00	0.00
216-751-678.046	MISC REVENUE MELON FEST	500.00	500.00	0.00	0.00	500.00	0.00
216-751-678.047	SPONSORSHIP FEES MELON RUN	6,500.00	6,000.00	5,000.00	0.00	1,000.00	83.33
216-751-678.048	PROGRAM FEES MELON RUN	22,000.00	10,000.00	1,456.76	875.87	8,543.24	14.57
216-751-678.049	FOOD VENDOR FEES MELON	9,000.00	5,000.00	4,400.00	0.00	600.00	88.00
216-751-678.050	SPONSORSHIP FEES LEGEND	14,000.00	14,000.00	1,833.00	0.00	12,167.00	13.09
216-751-678.051	VENDOR FEES LEGEND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
216-751-678.057	SPONSORSHIP FEES HORSEMAN RUN	6,000.00	6,000.00	2,500.00	0.00	3,500.00	41.67
216-751-678.058	PROGRAM FEES HORSEMAN RUN	22,000.00	22,000.00	210.00	210.00	21,790.00	0.95
216-751-678.070	SPONSORSHIP FEES - SPECIAL EVENTS	6,000.00	6,000.00	6,713.00	0.00	(713.00)	111.88
216-751-678.075	PROGRAM FEES DOC MAY RIDE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		212,000.00	117,500.00	61,054.46	855.87	56,445.54	51.96
TOTAL REVENUES		212,000.00	117,500.00	61,054.46	855.87	56,445.54	51.96
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
216-751-702.001	SAL & WAGES FESTIVAL DIRECTOR	44,000.00	40,000.00	23,368.12	3,384.00	16,631.88	58.42
216-751-702.004	SAL & WAGES OPERATIONS MANAGER	5,000.00	0.00	0.00	0.00	0.00	0.00
216-751-702.103	SALARY & WAGES STAFF	10,000.00	1,500.00	786.93	78.00	713.07	52.46
216-751-713.000	EMPLOYER SHARE FICA	4,500.00	4,500.00	1,664.89	240.90	2,835.11	37.00
216-751-714.000	EMPLOYEE MEDICAL INSURANCE	6,250.00	10,700.00	11,463.02	1,114.63	(763.02)	107.13
216-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	750.00	425.60	60.80	324.40	56.75
216-751-714.004	ICMA RETIREMENT	4,400.00	0.00	0.00	0.00	0.00	0.00
216-751-727.000	OFFICE SUPPLIES	100.00	0.00	0.00	0.00	0.00	0.00
216-751-730.000	POSTAGE	100.00	0.00	0.00	0.00	0.00	0.00
216-751-740.000	OPERATING SUPPLIES	100.00	0.00	7.30	0.00	(7.30)	100.00
216-751-740.035	OPER SUPPLIES - SPECIAL EVENTS	11,500.00	11,500.00	13,897.43	550.00	(2,397.43)	120.85
216-751-740.100	OPER SUPP ENTERTAINMENT	30,000.00	7,000.00	2,500.00	0.00	4,500.00	35.71
216-751-740.102	OPER SUPP MELON FESTIVAL	15,000.00	5,000.00	114.00	0.00	4,886.00	2.28
216-751-740.104	OPER SUPP FESTIVAL TENT	14,000.00	0.00	0.00	0.00	0.00	0.00
216-751-740.106	OPER SUPP MELON RUN	8,000.00	5,000.00	95.00	95.00	4,905.00	1.90
216-751-740.201	OPER SUPP LEGEND OF SLEEPY HOWELL	6,000.00	6,000.00	27.22	0.00	5,972.78	0.45
216-751-740.203	OPER SUPPLIES HEADLESS HORSEMAN RUN	11,000.00	11,000.00	0.00	0.00	11,000.00	0.00
216-751-804.075	CONTRACT SERVICES SPECIAL EVENTS	2,000.00	2,000.00	4,418.00	882.00	(2,418.00)	220.90
216-751-804.112	CONTRACT SERVICES MELON RUN	2,000.00	0.00	0.00	0.00	0.00	0.00
216-751-804.113	CONTRACT SERVICES CITY MELON	9,500.00	2,000.00	0.00	0.00	2,000.00	0.00
216-751-804.114	CONTRACT SERVICES CITY LEGEND	8,000.00	3,450.00	0.00	0.00	3,450.00	0.00
216-751-804.210	CONTRACT SERV LEGEND OF SLEEPY HOWELL	600.00	0.00	0.00	0.00	0.00	0.00
216-751-804.212	CONTRACT SERV HEADLESS HORSEMAN RUN	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
216-751-840.000	DUES & MEMBERSHIPS	1,000.00	1,000.00	180.00	0.00	820.00	18.00
216-751-860.000	CONFERENCE /TRANSPORTATION	2,000.00	250.00	233.88	0.00	16.12	93.55
216-751-900.000	PRINTING & PUBLISHING	5,000.00	2,000.00	1,038.50	0.00	961.50	51.93
216-751-942.001	PORTA JOHN RENTALS	8,000.00	1,500.00	0.00	0.00	1,500.00	0.00
216-751-956.000	MISCELLANEOUS	0.00	0.00	2,868.00	0.00	(2,868.00)	100.00
216-751-957.000	EDUCATION / TRAINING	100.00	50.00	0.00	0.00	50.00	0.00
216-751-964.001	PROGRAM REFUNDS	300.00	300.00	178.45	0.00	121.55	59.48
216-751-970.000	CAPITAL OUTLAY EQUIP	1,000.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		212,000.00	117,500.00	63,266.34	6,405.33	54,233.66	53.84
TOTAL EXPENDITURES		212,000.00	117,500.00	63,266.34	6,405.33	54,233.66	53.84
Fund 216 - FESTIVALS:							
TOTAL REVENUES		212,000.00	117,500.00	61,054.46	855.87	56,445.54	51.96
TOTAL EXPENDITURES		212,000.00	117,500.00	63,266.34	6,405.33	54,233.66	53.84
NET OF REVENUES & EXPENDITURES		0.00	0.00	(2,211.88)	(5,549.46)	2,211.88	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20	BALANCE	USED
Fund 217 - PRESCHOOL							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
217-751-651.007	REC FEE/PRESCHOOL TUITION	50,400.00	42,000.00	9,429.88	0.00	32,570.12	22.45
217-751-651.030	REGISTRATION FEE	2,680.00	2,680.00	2,065.00	0.00	615.00	77.05
217-751-675.015	PRESCHOOL FUNDRAISING	2,750.00	3,930.00	0.00	0.00	3,930.00	0.00
217-751-675.040	DONATIONS - GENERAL	0.00	1,000.00	575.00	0.00	425.00	57.50
Total Dept 751 - RECREATION / PARKS DEPARTMENT		55,830.00	49,610.00	12,069.88	0.00	37,540.12	24.33
TOTAL REVENUES		55,830.00	49,610.00	12,069.88	0.00	37,540.12	24.33
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
217-751-702.023	SAL & WAGES PRESCHOOL	47,500.00	43,000.00	17,565.26	0.00	25,434.74	40.85
217-751-713.000	EMPLOYER SHARE FICA	3,630.00	3,300.00	1,343.75	0.00	1,956.25	40.72
217-751-714.000	EMPLOYEE MEDICAL INSURANCE	1,500.00	0.00	0.00	0.00	0.00	0.00
217-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
217-751-740.028	OPER SUPP/PRESCHOOL	2,000.00	1,000.00	233.63	0.00	766.37	23.36
217-751-801.017	BACKGROUND CHECKS	50.00	50.00	0.00	0.00	50.00	0.00
217-751-860.000	CONFERENCE /TRANSPORTATION	400.00	400.00	112.00	0.00	288.00	28.00
217-751-957.000	EDUCATION / TRAINING	150.00	150.00	10.00	0.00	140.00	6.67
217-751-964.001	PROGRAM REFUNDS	0.00	1,400.00	0.00	0.00	1,400.00	0.00
217-751-980.000	OFFICE EQUIPMENT	200.00	150.00	149.70	0.00	0.30	99.80
217-751-980.015	PRESCHOOL EQUIPMENT	300.00	60.00	58.06	0.00	1.94	96.77
Total Dept 751 - RECREATION / PARKS DEPARTMENT		55,830.00	49,610.00	19,472.40	0.00	30,137.60	39.25
TOTAL EXPENDITURES		55,830.00	49,610.00	19,472.40	0.00	30,137.60	39.25
Fund 217 - PRESCHOOL:							
TOTAL REVENUES		55,830.00	49,610.00	12,069.88	0.00	37,540.12	24.33
TOTAL EXPENDITURES		55,830.00	49,610.00	19,472.40	0.00	30,137.60	39.25
NET OF REVENUES & EXPENDITURES		0.00	0.00	(7,402.52)	0.00	7,402.52	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 218 - SENIOR CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
218-751-590.000	AREA ON AGING GRANT	1,000.00	3,000.00	0.00	0.00	3,000.00	0.00
218-751-650.030	PROGRAM FEES - ENRICHMENT	4,000.00	4,000.00	643.25	0.00	3,356.75	16.08
218-751-675.009	DONATIONS / PKS & RECS SENIORS	2,500.00	5,500.00	6,168.10	100.00	(668.10)	112.15
218-751-675.013	UNITED WAY SENIORS	7,500.00	7,500.00	3,750.00	0.00	3,750.00	50.00
218-751-675.100	FUNDRAISING ENRICHMENT	2,500.00	2,500.00	352.69	0.00	2,147.31	14.11
218-751-678.012	MEMBERSHIP FEES	4,000.00	4,000.00	3,790.00	0.00	210.00	94.75
218-751-678.030	SPONSORSHIP FEES - ENRICHMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		23,500.00	28,500.00	14,704.04	100.00	13,795.96	51.59
TOTAL REVENUES		23,500.00	28,500.00	14,704.04	100.00	13,795.96	51.59
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
218-751-702.000	SAL & WAGES SITE COORDINATOR	0.00	115.00	114.88	0.00	0.12	99.90
218-751-702.027	SAL & WAGES SENIORS	18,500.00	18,500.00	7,662.41	816.53	10,837.59	41.42
218-751-713.000	EMPLOYER SHARE FICA	1,500.00	1,500.00	185.55	0.00	1,314.45	12.37
218-751-727.000	OFFICE SUPPLIES	0.00	200.00	67.97	0.00	132.03	33.99
218-751-730.000	POSTAGE	700.00	700.00	0.00	0.00	700.00	0.00
218-751-740.032	OPER SUPP/SENIORS	1,000.00	1,000.00	298.78	0.00	701.22	29.88
218-751-804.008	CONTRACT SERV - INSTRUCTORS	500.00	500.00	160.00	0.00	340.00	32.00
218-751-804.080	CONTRACT SERVICES ENTERTAINMENT	900.00	900.00	0.00	0.00	900.00	0.00
218-751-840.000	DUES & MEMBERSHIPS	200.00	200.00	180.00	0.00	20.00	90.00
218-751-860.000	CONFERENCE /TRANSPORTATION	100.00	485.00	0.00	0.00	485.00	0.00
218-751-957.000	EDUCATION / TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
218-751-964.001	PROGRAM REFUNDS	0.00	1,300.00	0.00	0.00	1,300.00	0.00
218-751-967.002	AGING GRANT EXPENSES	0.00	3,000.00	0.00	0.00	3,000.00	0.00
218-751-970.000	CAPITAL OUTLAY EQUIP	0.00	0.00	1,138.44	0.00	(1,138.44)	100.00
218-751-980.004	EQUIP / COMPUTER HARDWARE	0.00	0.00	136.59	0.00	(136.59)	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		23,500.00	28,500.00	9,944.62	816.53	18,555.38	34.89
TOTAL EXPENDITURES		23,500.00	28,500.00	9,944.62	816.53	18,555.38	34.89
Fund 218 - SENIOR CENTER:							
TOTAL REVENUES		23,500.00	28,500.00	14,704.04	100.00	13,795.96	51.59
TOTAL EXPENDITURES		23,500.00	28,500.00	9,944.62	816.53	18,555.38	34.89
NET OF REVENUES & EXPENDITURES		0.00	0.00	4,759.42	(716.53)	(4,759.42)	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 219 - SUMMER DAY CAMP							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
219-751-651.003	SUMMER CAMP	40,000.00	40,000.00	11,800.00	2,400.00	28,200.00	29.50
219-751-651.025	SPECIALTY CAMPS	2,500.00	2,500.00	1,395.00	0.00	1,105.00	55.80
Total Dept 751 - RECREATION / PARKS DEPARTMENT		42,500.00	42,500.00	13,195.00	2,400.00	29,305.00	31.05
TOTAL REVENUES		42,500.00	42,500.00	13,195.00	2,400.00	29,305.00	31.05
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
219-751-702.025	SAL & WAGES SUMMER CAMP MANAGER	2,200.00	2,200.00	1,853.18	1,191.33	346.82	84.24
219-751-702.036	SAL & WAGE SUMMER CAMP SUPERVISOR	4,410.00	4,410.00	0.00	0.00	4,410.00	0.00
219-751-702.037	SAL & WAGES SUMMER CAMP COUNSELOR	24,165.00	24,165.00	8,576.75	5,980.00	15,588.25	35.49
219-751-713.000	EMPLOYER SHARE FICA	2,400.00	2,400.00	656.12	457.47	1,743.88	27.34
219-751-727.000	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
219-751-740.003	OPER SUPPLIES/T-SHIRTS & CONCESSIONS	500.00	500.00	204.75	0.00	295.25	40.95
219-751-740.033	OPER SUPP/SUMMER CAMP	1,500.00	1,500.00	650.50	193.81	849.50	43.37
219-751-740.041	OPERATING SUPPLIES SNACKS	1,000.00	1,000.00	168.09	84.71	831.91	16.81
219-751-740.042	FIELD TRIPS	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
219-751-801.017	BACKGROUND CHECKS	125.00	125.00	54.50	0.00	70.50	43.60
219-751-860.000	CONFERENCE /TRANSPORTATION	0.00	0.00	117.30	0.00	(117.30)	100.00
219-751-900.000	MARKETING PRINTING & PUBLISHING	25.00	25.00	243.27	0.00	(218.27)	973.08
219-751-957.000	EDUCATION / TRAINING	75.00	75.00	0.00	0.00	75.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		42,500.00	42,500.00	12,524.46	7,907.32	29,975.54	29.47
TOTAL EXPENDITURES		42,500.00	42,500.00	12,524.46	7,907.32	29,975.54	29.47
Fund 219 - SUMMER DAY CAMP:							
TOTAL REVENUES		42,500.00	42,500.00	13,195.00	2,400.00	29,305.00	31.05
TOTAL EXPENDITURES		42,500.00	42,500.00	12,524.46	7,907.32	29,975.54	29.47
NET OF REVENUES & EXPENDITURES		0.00	0.00	670.54	(5,507.32)	(670.54)	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDEGT	YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 220 - CITY PARK/BOAT LAUNCH							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
220-751-649.001	CONCESSION SALES - PARK	8,500.00	8,500.00	0.00	0.00	8,500.00	0.00
220-751-678.021	HOWELL CITY PARK GUARD REIMB	45,000.00	45,000.00	45,000.00	16,800.00	0.00	100.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		53,500.00	53,500.00	45,000.00	16,800.00	8,500.00	84.11
TOTAL REVENUES		53,500.00	53,500.00	45,000.00	16,800.00	8,500.00	84.11
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
220-751-702.000	SAL & WAGES MANAGER	10,800.00	10,800.00	9,067.66	3,544.00	1,732.34	83.96
220-751-702.028	SAL & WAGE SEASONAL PARK	22,000.00	22,000.00	9,361.01	4,541.01	12,638.99	42.55
220-751-702.040	SAL & WAGES PARK SUPERVISORS	7,500.00	7,500.00	5,657.00	2,125.50	1,843.00	75.43
220-751-713.000	EMPLOYER SHARE FICA	2,200.00	2,200.00	1,879.20	727.09	320.80	85.42
220-751-740.000	OPERATING SUPPLIES	500.00	500.00	490.37	(208.56)	9.63	98.07
220-751-740.037	CONCESSION SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
220-751-801.000	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
220-751-801.017	BACKGROUND CHECKS	200.00	200.00	0.00	0.00	200.00	0.00
220-751-970.000	CAPITAL OUTLAY EQUIP	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		53,500.00	53,500.00	26,455.24	10,729.04	27,044.76	49.45
TOTAL EXPENDITURES		53,500.00	53,500.00	26,455.24	10,729.04	27,044.76	49.45
Fund 220 - CITY PARK/BOAT LAUNCH:							
TOTAL REVENUES		53,500.00	53,500.00	45,000.00	16,800.00	8,500.00	84.11
TOTAL EXPENDITURES		53,500.00	53,500.00	26,455.24	10,729.04	27,044.76	49.45
NET OF REVENUES & EXPENDITURES		0.00	0.00	18,544.76	6,070.96	(18,544.76)	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020	2020	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED		MONTH		
		BUDGET	BUDEGT	07/31/2020	07/31/20		
Fund 221 - TEEN CENTER							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
221-751-649.000	CONCESSION SALES TEEN	3,500.00	2,700.00	1,278.00	0.00	1,422.00	47.33
221-751-650.005	PROGRAM FEES TEENS	7,500.00	7,500.00	378.00	0.00	7,122.00	5.04
221-751-675.010	DONATIONS - TEEN	15,000.00	5,000.00	1,512.00	0.00	3,488.00	30.24
221-751-675.012	UNITED WAY - TEENS	27,000.00	27,000.00	13,500.00	0.00	13,500.00	50.00
221-751-675.110	FUNDRAISING	12,000.00	12,000.00	0.00	0.00	12,000.00	0.00
221-751-679.100	GRANTS > \$1000	9,150.00	9,150.00	0.00	0.00	9,150.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		74,150.00	63,350.00	16,668.00	0.00	46,682.00	26.31
TOTAL REVENUES		74,150.00	63,350.00	16,668.00	0.00	46,682.00	26.31
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
221-751-702.026	SAL & WAGES TEEN MANAGERS	32,800.00	32,800.00	17,250.81	1,541.47	15,549.19	52.59
221-751-702.035	SAL & WAGES TEEN COORDINATOR	18,500.00	14,230.00	2,877.04	0.00	11,352.96	20.22
221-751-702.041	SAL & WAGES - TEEN SUPERVISOR	7,800.00	0.00	0.00	0.00	0.00	0.00
221-751-713.000	EMPLOYER SHARE FICA	4,500.00	3,600.00	1,420.40	203.00	2,179.60	39.46
221-751-714.000	EMPLOYEE MEDICAL INSURANCE	3,500.00	4,800.00	3,085.82	395.93	1,714.18	64.29
221-751-714.002	EMP DISABILITY /LIFE INSURANCE	550.00	550.00	0.00	0.00	550.00	0.00
221-751-714.004	ICMA RETIREMENT	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
221-751-727.000	OFFICE SUPPLIES	50.00	100.00	65.39	0.00	34.61	65.39
221-751-740.000	OPERATING SUPPLIES	400.00	265.00	0.00	0.00	265.00	0.00
221-751-740.003	OPER SUPPLIES/T-SHIRTS & CONCESSIONS	200.00	275.00	270.50	0.00	4.50	98.36
221-751-740.015	OPER SUPP/CONCESSIONS	1,000.00	1,280.00	732.58	0.00	547.42	57.23
221-751-740.036	OPER SUPPLIES - TEENS	300.00	300.00	219.11	0.00	80.89	73.04
221-751-840.000	DUES & MEMBERSHIPS	150.00	180.00	180.00	0.00	0.00	100.00
221-751-860.000	CONFERENCE /TRANSPORTATION	800.00	800.00	212.50	0.00	587.50	26.56
221-751-900.000	PRINTING & PUBLISHING	100.00	100.00	75.00	0.00	25.00	75.00
221-751-979.025	FREUDENBURG GRANT EXP	0.00	570.00	568.89	0.00	1.11	99.81
Total Dept 751 - RECREATION / PARKS DEPARTMENT		74,150.00	63,350.00	26,958.04	2,140.40	36,391.96	42.55
TOTAL EXPENDITURES		74,150.00	63,350.00	26,958.04	2,140.40	36,391.96	42.55
Fund 221 - TEEN CENTER:							
TOTAL REVENUES		74,150.00	63,350.00	16,668.00	0.00	46,682.00	26.31
TOTAL EXPENDITURES		74,150.00	63,350.00	26,958.04	2,140.40	36,391.96	42.55
NET OF REVENUES & EXPENDITURES		0.00	0.00	(10,290.04)	(2,140.40)	10,290.04	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDEGT	YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 223 - DOG PARK							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
223-751-675.071	DOG PK DONATION - CONST	0.00	0.00	2.83	0.00	(2.83)	100.00
223-751-675.074	DOG PARK SALES - FOBS	13,000.00	9,500.00	3,530.00	610.00	5,970.00	37.16
Total Dept 751 - RECREATION / PARKS DEPARTMENT		13,000.00	9,500.00	3,532.83	610.00	5,967.17	37.19
TOTAL REVENUES		13,000.00	9,500.00	3,532.83	610.00	5,967.17	37.19
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
223-751-740.000	OPERATING SUPPLIES	2,600.00	1,900.00	18.29	10.01	1,881.71	0.96
223-751-801.018	MANAGEMENT SERVICES	6,000.00	5,000.00	0.00	0.00	5,000.00	0.00
223-751-900.000	PRINTING & PUBLISHING	150.00	0.00	0.00	0.00	0.00	0.00
223-751-910.000	INSURANCE	500.00	500.00	0.00	0.00	500.00	0.00
223-751-920.002	UTILITIES - WAT / SEW	400.00	0.00	0.00	0.00	0.00	0.00
223-751-930.000	REPAIR & MAINTENANCE	300.00	100.00	0.00	0.00	100.00	0.00
223-751-967.071	DOG PARK CONSTRUCTION	500.00	0.00	0.00	0.00	0.00	0.00
223-751-967.072	DOG PARK GROUNDS MAINTENANCE	2,200.00	2,000.00	880.00	320.00	1,120.00	44.00
223-751-970.000	CAPITAL OUTLAY EQUIP	350.00	0.00	0.00	0.00	0.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		13,000.00	9,500.00	898.29	330.01	8,601.71	9.46
TOTAL EXPENDITURES		13,000.00	9,500.00	898.29	330.01	8,601.71	9.46
Fund 223 - DOG PARK:							
TOTAL REVENUES		13,000.00	9,500.00	3,532.83	610.00	5,967.17	37.19
TOTAL EXPENDITURES		13,000.00	9,500.00	898.29	330.01	8,601.71	9.46
NET OF REVENUES & EXPENDITURES		0.00	0.00	2,634.54	279.99	(2,634.54)	100.00

REVENUE AND EXPENDITURE REPORT FOR PARKS & REC AUTHORITY
PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDEGT	YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDGT USED
Fund 224 - TRANSPORTATION							
Revenues							
Dept 751 - RECREATION / PARKS DEPARTMENT							
224-751-675.041	UNITED WAY TRANSPORTATION	10,000.00	10,000.00	5,000.00	0.00	5,000.00	50.00
224-751-678.031	SPONSORSHIP FEES - TRANSPORTATION	5,500.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 751 - RECREATION / PARKS DEPARTMENT		15,500.00	12,000.00	5,000.00	0.00	7,000.00	41.67
TOTAL REVENUES		15,500.00	12,000.00	5,000.00	0.00	7,000.00	41.67
Expenditures							
Dept 751 - RECREATION / PARKS DEPARTMENT							
224-751-804.900	CONTRACT SERVICES LETS	8,500.00	5,000.00	1,334.00	0.00	3,666.00	26.68
224-751-804.905	CONTRACT SERVICES TRANSPORTATION	7,000.00	7,000.00	3,539.00	0.00	3,461.00	50.56
Total Dept 751 - RECREATION / PARKS DEPARTMENT		15,500.00	12,000.00	4,873.00	0.00	7,127.00	40.61
TOTAL EXPENDITURES		15,500.00	12,000.00	4,873.00	0.00	7,127.00	40.61
Fund 224 - TRANSPORTATION:							
TOTAL REVENUES		15,500.00	12,000.00	5,000.00	0.00	7,000.00	41.67
TOTAL EXPENDITURES		15,500.00	12,000.00	4,873.00	0.00	7,127.00	40.61
NET OF REVENUES & EXPENDITURES		0.00	0.00	127.00	0.00	(127.00)	100.00
TOTAL REVENUES - ALL FUNDS		1,406,190.00	1,196,100.00	666,555.13	154,309.79	529,544.87	55.73
TOTAL EXPENDITURES - ALL FUNDS		1,406,190.00	1,196,100.00	544,479.96	68,006.89	651,620.04	45.52
NET OF REVENUES & EXPENDITURES		0.00	0.00	122,075.17	86,302.90	(122,075.17)	100.00



4605 S Old US Highway 23
 Brighton, MI 48114-7521
 888.267.7200 laketrust.org

HOWELL AREA PARKS & RECREATION
 AUTHORITY
 925 W GRAND RIVER AVE
 HOWELL MI 48843-1415

Account Statement

Member ID: 110099341

Statement Period: Jul 01, 2020 to
 Jul 31, 2020

Account Balances at a Glance

Total Savings	\$7,990.45
Total Checking	\$0.00
Total Loans	\$0.00

Commercial Membership Savings - 10006221590

<u>Post Date</u>	<u>Amount</u>	<u>Balance</u>	<u>Description</u>
07/01		\$7,990.11	Beginning Balance
07/31	\$0.34	\$7,990.45	Credit Interest/Dividend
07/31		\$7,990.45	Ending Balance

The average daily balance during this period was \$7,990.11.
 The Annual Percentage Yield Earned for this account is 0.05%.
 The Amount of interest / dividend earned year to date is \$2.77.