

NORTON SHORES PARKS & RECREATION DIVISION
MAINTENANCE WORKERS – RULES AND REGULATIONS

I. Work Hours

Hours are 8:00 A.M. – 4:30 P.M. All workers have a thirty minute lunch and two fifteen minute breaks daily. We expect breaks to be taken in the general area where you are working, not driving fifteen minutes to a site outside your work area. All travel time is included in your lunch and/or break time. All employees will punch a time clock at the Henry Street Maintenance Garage or in the Ranger Room at the Ross Park Pavilion.

II. Tardiness

Punching in after the start of the work shift will be considered tardy. Time lost for tardiness will be deducted in fifteen minute increments. If an employee is tardy more than once, he may be subject to discipline procedures.

III. Rain Policy

You are expected to report at 8:00 A.M. regardless of the weather. You will be paid a minimum of one hour for coming in. We may not keep all employees working, depending on weather conditions. We will keep as many workers as possible and will rotate who stays on bad weather days. If you don't stay in the A.M., please call the Recreation Office at 799-6802 between 11:30 A.M. and Noon to see if we are working in the P.M.

IV. Work Apparel

All are expected to wear the supplied recreation shirts, which are to be worn at all times. Pants are to be full length with no rips, tears, or holes; no cut-offs or shorts. Regular shoes must be worn; no sandals or flip-flops. Wear only city supplied hats.

V. Safety Policies and Directions

- A. Safety Vests – must always be worn while working on Seaway Drive or any other working activity within the city right-of-way.
- B. Goggles (Safety Glasses) – must be worn while weed-eating, mowing, cutting limbs, and working with wood or nails on special projects, etc.
- C. Ear Protection (Plugs or Phones) – must be worn while mowing, weed-eating or around machinery.
- D. Safety Training Meetings – All employees will attend a short session on right-to-know laws and lock-out tag-out policies.
- E. Seat Belts – must be worn at all times by both driver and all passengers.
- F. Gloves – will be provided and should be worn when appropriate.
- G. Smoking – is not permitted in any city vehicle, equipment, or building.

- VI. Leaving Henry Street Garage – A.M. – You should be out of the garage en route to your job location by 8:15 A.M. Cleanup time for A.M. work – back to garage - 11:50 A.M.

P.M. – You should be en route to your work assignment by 12:40 P.M. When you return to the garage at 4:15 P.M., you should be getting equipment and vehicles ready for the next day, i.e. refuel trucks and mowers, refill gas cans needed for next day, restring weed-eaters, etc.

- VII. Maintenances Radios – One person from each work crew must carry a radio. For example:
- A. One person must have radio at Lake Harbor Project.
 - B. One person (weed-eating or picking) must have radio on mowing crew.
 - C. Ross Park maintenance crew has its own radios. You have four radios for use in the Recreation Garage - #'s 517, 519, 521, and 524. We will use your radio # when trying to reach your work crew. Please put radios in chargers at the end of the day.

VIII. General Rules

- A. Truck Drivers – No one ever rides in cargo area. Make sure all loads are properly secured. Check that trailers are fastened properly – safety chain, trailer lights, etc.
- B. Henry Street Garage – Close doors, turn fans and lights off when you leave.
- C. Cell Phones – Leave in your car. We can reach you by radio in an emergency.
- D. Cleanliness – Keep trucks and garages clean.
- E. Tools, Etc. – Put away where they belong. It's a lot easier to find something if it is put back in its proper place. When leaving job site, look around and pick up all tools, shovels, rakes, etc.
- F. Equipment – Employees should report any defective equipment to their supervisor.
- G. Friends – We do not expect your friends to stop by and visit during your working hours.

IX. Causes for Discipline

Committing any of the following violations will be sufficient grounds for disciplinary action ranging from a verbal reprimand to immediate discharge. Any violation committed which is not specifically listed may still be grounds for discipline.

- A. Theft or attempted theft of city property, or property of a fellow employee or citizen.
- B. Sabotage or intentionally damaging city equipment or property, or property of a fellow employee or citizen.

- C. Bringing intoxicating liquor, narcotic, or other drugs, except those prescribed, onto the premises of the city or in a city vehicle, or having the same in possession or under control, or consuming or using the same on the premises or in a city vehicle.
- D. Conviction of a felony.
- E. Fighting during working hours.
- F. Immoral, indecent, or violent behavior.
- G. Insubordination, including willful refusal to perform assigned work.
- H. "Horseplay" or willful violation of safety rules or practices.
- I. Falsifying or concealing information requested in employment application or pre-employment physical exam.
- J. Failure to make written report of any damage to city property, equipment, vehicles, or of injured persons.
- K. Use of city equipment, supplies, property, or vehicles for personal use.
- L. Violation of any law or regulation while operating a city vehicle resulting in injury or death to a person or property damage.
- M. Reporting for work under the influence of liquor or unprescribed drugs.
- N. Punching in or out another employee's time card.
- O. Leaving work during working hours without permission of a supervisor.
- P. Operating a city vehicle without a valid Michigan driver's license.
- Q. Repeated absenteeism.
- R. Failure to report for work in proper attire which shall be clean and neat appearing.
- S. Discourteous or abusive conduct toward a citizen during working hours.
- T. Failure to report absence before the start of your shift.
- U. Excessive tardiness.