Parks and Recreation Department
Recreation, Parks and Facilities, Kennedy Recreation Center

Creating Community through People, Parks & Programs!
CITY OF TRENTON PARKS AND RECREATION & KENNEDY RECREATION CENTER
3101 West Road
Trenton, MI 48183

Parks and Recreation Office (734) 675-7300
Kennedy Recreation Center (734) 676-7172
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If you have an emergency, always CALL 9-1-1

POISON Help
1-800-222-1222

When using city phone you must first dial 9 to obtain an outside line.
Creating Community through People, Parks & Programs!

ORGANIZED RECREATION EMPLOYEE HANDBOOK

CORE VALUES
- Community Service
- Environmental Stewardship
- Safe Community
- Partnerships
- Trust
- Professional Development
- Healthy Lifestyle
- Personal Development
- Effectiveness
- Fun & Celebration
- Life-long learning
- Diversity
- Accessibility
- Inclusivity
- Community Support

VISION
We Create Community through People, Parks and Programs

MISSION
- Strengthen Community Image
- Foster Human Development
- Protect Environmental resources
- Strengthen safety and security
- Support economic development
- Develop and Empower staff
- Efficiently utilize resources and demonstrate fiscal responsibility
- Provide diversified recreational and educational experience
- Increase cultural unity
- Promote Health and wellness
- Be good stewards of public resources

KEY TRENDS

OPPORTUNITIES

CORE COMPETENCIES
EXISTING
- Resourceful
- Community Knowledge
- Creator of Experience
- Partnership and Coalition Builder
- Mediator/Facilitator
- Leadership from Within
- People-Oriented
- Flexibility
- Multi-Tasking
- Networking Skills
- Belief in Mission
- Broadened Role in Community
- Professionalism
- Job Training for Youth

NEEDED
- Communication
- Resource Development
- Strategic Thinking
- Leadership from above
- Technology
- Multi-disciplinary skills
- Research and evaluation
- Outcome-driven management
- Prevention models
- Ecosystems
- Human Development
- Mentoring
- Cultural Understanding

STRATEGIES
- Communicating the Vision
- Forming Partnerships
- Expanding Professional Competencies
- Strengthening the Park and Recreation Ethic
- Demonstrating Results
- Documenting Best Practices
- Impacting Public Policy
- Expanding Resources

PERFORMANCE MEASURES
- Community
- Professional
Building families, healthier lifestyles, developing lifelong skills, reducing stress and creating a sense of belonging are just a few of the benefits gained from participating in Parks and Recreation programs. The Parks and Recreation Department prides itself on providing quality enrichment, educational and social programs in the areas of sports, health and wellness, aquatics, youth and senior development and special events for all ages; individuals and families alike.

In this time of economic uncertainty, increased stress and rising social issues such as unemployment, rising healthcare costs and youth at risk, the need for recreation programs and services is even more essential now to maintain a healthy and prosperous community. The Parks and Recreation Department is uniquely positioned to address the changing times in a positive way by focusing on the current and future trends and providing creative solutions to address the changing needs of the community.

The Parks and Recreation focus is to continue to evaluate and modify current program offerings and develop new program initiatives that address key trends facing the community. To help us in this matter, the department, along with the Recreation Commission, has developed and adopted a strategic planning framework specific to the Parks and Recreation Department.

In this plan, core values, specific goals, strategies, key trends, market opportunities and performance measures have been identified that will serve as an invaluable tool to positively affect the quality and efficiency of Parks and Recreation programs and services, as well as, repositioning the Department as a vital partner in building a strong community.

We have provided an outline of the plan on the adjacent page, which summarizes our vision for the department and related mission and strategies to show the positive role the department plays in “Creating Community through People, Parks and Programs.”

“The best way to predict the future is to create it”
The parks and recreation department has identified core values that provide a foundation upon which our department can build toward our vision. These qualities and beliefs are the things most valued by our department that direct our decision-making process. These core values are based on the city-wide desire to make Trenton a most desirable place to live, work and play. These core values include:

- Service to the Community
- Healthy Lifestyle
- Fun and Celebration
- Inclusivity
- Diversity of Experience
- Accessibility
- Personal Development
- Environmental Stewardship
- Lifelong Learning
- Community Support
- Professional Growth
- Effectiveness
- Safe Community
- Trust
- Partnerships

The mission or “business” of the department is to provide all citizens of Trenton the highest level of programs, facilities and services that will positively affect our vision of creating community.

To effectively “Create Community through People, Parks and Programs” we have broken the Department mission into specific areas. These areas are designed to provide our department staff with direction and guidance for developing and evaluating programs, facilities and services. These mission areas include:

- Provide Diversified Recreational and Educational Experiences
- Foster Human Development
- Promote Health and Wellness
- Strengthen Community Image and Sense of Place
- Efficiently utilize resources and demonstrate fiscal responsibility
- Develop and Cultivate Partnerships
- Support Economic Development
- Protect environmental resources
- Develop and empower staff
- Increase cultural unity
- Be good stewards of public resources

By taking a customer-driven, outcome oriented and collaborative approach, the Department will continue to play a critical role in maintaining and improving the quality of life for our residents.

The “Grow to Give” Community Garden Program

- Strengthen community image and sense of place
  - Engage volunteer gardeners and area businesses as an active partner in the community by creating a sense of ownership and responsibility for the community garden.

- Fostering Human Development
  - Utilize volunteer master gardeners to foster positive relationships between youth and caring adults who can mentor and provide guidance, teaching positive patterns of social interaction.

- Protecting Environmental Resources
  - Provide opportunity for volunteer participants to learn how to become stewards of the environment and the positive impact one can make through organic gardening.

- Provide Diversified Recreational Experiences
  - Introduce volunteers to all aspects of gardening from preparing soil and nurturing plant life to utilizing organic gardening practices to increase harvest yield.
  - Foster a positive sense of accomplishment by implementing performance measures to show progress.

- Promote Health and Wellness
  - Provide hands-on opportunities for participants to experience the physical benefits of gardening, including soil preparation, planting, weeding, watering and harvest through hands on experiences.
  - Promote healthy eating habits by providing organically grown produce to food pantry and senior living.

"We cannot direct the wind, But we can adjust the sails"
In order to accomplish the mission and goals of the Department a series of strategies have been adopted. These strategies are the methods, resources, processes and systems we will put in place to achieve success. These strategy areas are outlined below.

- **Communicating the Vision**
  Communicating the vision and value of parks and recreation to elected officials, staff, volunteers and residents

- **Forming Partnerships**
  Actively pursue and cultivate relationships with allied agencies, media and businesses to further communicate the vision and value of parks and recreation.

- **Expanding Resources**
  Identify new resources and strategic partnerships to move Parks and Recreation toward department goals.

- **Develop and Empower Staff**
  Building capacity within the department by providing staff training and development that increases skills in areas that is needed for success.

- **Demonstrating Results**
  Conduct research and institute performance measures to document the value of parks and recreation and to influence public opinion and policy.

- **Documenting Best Practices**
  Identify, develop and document new or current practices that clearly demonstrate the value of parks and recreation.

To effectively provide programs and services for the citizens of Trenton, it is important to recognize and analyze key trends and issues facing the community. Once these trends have been identified, our department must proactively respond to these issues in order to remain a vital force in shaping Trenton’s future.

**Key Trends**

**Topic 1: Demographic, Social and Cultural**
- Trend 1A: Increase in Senior Population
- Trend 1B: Population Sustainability
- Trend 1C: Rising Health Care Costs

**Topic 2: The Changing Economy**
- Trend 2A: Diversify Economic base
- Trend 2B: Changing job market

**Topic 3: Political and Legislative**
- Trend 3A: Decrease in Public Funding
- Trend 3B: Pursue alternative funding sources

**Topic 4: Technology**
- Trend 4A: Increased demand for technology based services
- Trend 4B: Increase demand for training

**Topic 5: Community Vitality**
- Trend 5A: Aging Infrastructure
- Trend 5B: Historical Preservation
- Trend 5C: Economic Sustainability and Environmental Stewardship
- Trend 5D: Redevelopment of reclaimed land

“You can’t discover new worlds if you never lose sight of the shore”

One of the priorities set by the Healthy Trenton Coalition is to improve the bicycling and walking opportunities within our community from a programming and facility aspect in an effort to connect our community through a biking and walking trail system. As part of our bicycle network development to allow for better access and connectivity around town and to the anticipated connection to the Downriver Linked Greenways Trail System along West Jefferson scheduled for completion in 2018, sharrow bicycle lanes were installed on Harrison Street and Riverside Drive to identify the preferred bicycle route.
Below are the 4 main goals the city developed as part of their strategic planning process. We have identified ways in which the Parks and Recreation Department can positively affect goal outcomes.

City Goal 1: Continue to provide quality services in an efficient, cost-effective, friendly and timely manner while recognizing the valuable contributions of employees.

Parks & Recreation’s Role: The Parks and Recreation Department is strategically positioned within the community, by nature of its role, to develop creative ways to assist in reaching this goal. Department strategies include:
- Forming partnerships
- Expanding resources through various grants, donations, etc.
- Impacting public policy as it relates to Parks and Recreation issues that will benefit the community as a whole.
- Developing an employee recreation benefit to promote health and wellness, positively impacting rising health care costs.

City Goal 2: Pursue a variety of strategies to diversify the economic base to reduce reliance on revenue from industrial properties and to insure financial stability for the community.

City Goal 3: Promote diverse uses in commercial areas of the city.

Parks & Recreation’s Role: Through planned special events, programs and promotions, the Parks and Recreation Department can address goals 2 and 3 collectively by enhancing the economic growth of commercial areas. Studies have proven the economic benefit special events have on the community.
- Through the vast array of special events and programs that the Department offers, an economic impact study can be conducted to provide statistics that can be used to attract business to Trenton.
- Events also make Trenton a destination site that attract outside visitors to the community, in turn spending dollars that translate into economic growth potential.

City Goal 4: Provide leadership in planning and developing cooperative service arrangements where feasible and beneficial.

Parks and Recreation’s Role: The Parks and Recreation Department has been a forerunner in developing cooperative service arrangements in a variety of program areas. Working with neighboring communities and agencies has brought about positive opportunities for our residents and has strengthened relationships with these partners. We intend to continue to pursue ways to increase collaboration and cooperation with other agencies that will foster our mission of:
- develop and cultivate partnerships.
- providing diversified recreational and educational experiences and
- efficiently utilizing resources and demonstrating fiscal responsibility.
Hiring Practices

- The City of Trenton is an equal opportunity employer.
- To be considered for employment, person must be 15 years of age and an application for appointment must be completed and on file at the Parks and Recreation office.
- Applications will be reviewed by program supervisors and selected applicants will be interviewed for open positions.
- Applicants will be hired based upon interview performance, experience, knowledge, availability and candidate’s ability to perform job responsibilities.
- Before an applicant can be officially employed and begin work, the following must be completed:
  1. If under 18, applicant must pick up working papers from the Parks and Recreation office and take them to the Board of Education office for signature approval. Applicant must return completed working papers to the Parks and Recreation office.
  2. Applicant must present their social security card and valid driver’s license or picture ID card to the Parks and Recreation Office. A photo copy of these documents will be made to accompany the I-9 Employment Eligibility Verification form required by the U.S. Department of Justice Immigration and Naturalization Service.
  3. Applicant must complete State of Michigan and Federal Tax Forms, Direct Deposit Form, and emergency contact form.
  4. Applicant must receive background check clearance through ICHAT and complete staff orientation with supervisor.
  5. Copies of all certifications must be on file with the City of Trenton Human Resources Department prior to employment.

At-Will Employment

- All organized recreation, summer seasonal and part-time employees are of an “at-will” nature.
- This term means that the employee may resign at any time and the City as the employer may discharge the employee at any time with or without cause.
- An at-will employee should not expect numerous warnings and progressive discipline.
- As series of minor infractions or just one major infraction, may lead to immediate termination of employment with out warning.
City of Trenton Parks & Recreation expects that its employees will meet ethical and professional standards for personal conduct and work performance. All employees have the right to work in a positive environment which is free of harassment, threats, intimidation, violence or any other misconduct. Any violent, intimidating, threatening, or harassing behavior or other misconduct will not be tolerated in the workplace.

All city employees must perform their duties in a manner that maintains and enhances public confidence and trust. Trust and mutual respect are the cornerstones of any relationship between employees of the city and the public it serves.

Employee Behavior

- The City’s Parks & Recreation employees are its ambassadors and are expected to reflect a professional image at all times. Each Parks & Recreation employee must also be conscious of the City’s public duty and their part in the discharge of that duty. They are expected to conduct themselves with highest degree of ethical behavior and integrity both during work hours and off duty hours.

- The consumption of alcoholic beverages while on duty is prohibited. An employee may not be under the influence of alcohol while in the employ of the city.

- It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance on city premises. Violations of this prohibition in the workplace may subject an employee to criminal and/or civil legal proceedings. In addition, an infraction of this policy may result in disciplinary action being taken to include employment termination.

- Profane language shall not be used under any circumstances.

- Employees shall not accept monetary gifts from participants or parents for the work that you are paid to do.

- Smoking. E-cigarettes or other tobacco products are not allowed while on duty. As per the Michigan Clean Indoor Air Act, smoking is not allowed in public buildings except in designated areas.

- Employees are not allowed to transport participants in personal vehicles at any time.

Violation of Code of Conduct

- The code of conduct re-affirms the City’s commitment to integrity, objectivity, and professionalism in delivery services to the public. Maintaining citizen’s confidence and trust in city employees is of the utmost importance.

- Every Parks & Recreation employee is expected to be aware of, and act in compliance with, this Code. Violation of these principles is a serious matter and will be dealt with as such by the City. Inappropriate acts that reflect poorly on themselves and/or The City of Trenton whether on duty or off duty that are brought to the attention of City management may result in termination. Violations will be dealt with on a case by case basis depending on the particulars of the case and the best interest of the City.
**Introduction:** Effective performance of computer and telecommunication networks relies on users’ adhering to established standards of proper conduct. Using internet and e-mail provided with public funds requires appropriate, efficient, ethical and legal utilization of network resources. Use of internet and e-mail resources are encouraged in direct support of an employee’s assigned duties and responsibilities as a means of enhancing their ability to perform job functions with the City.

**Policy:** The computer system, including internet and e-mail, is property of the City and is therefore subject to monitoring and review of usage. There should be absolutely no presumption of security, privacy and confidentiality as the City maintains every right to routinely inspect employee files. Any communication on the City’s system is a reflection of the City. As such, information should always be appropriate, accurate and truthful. Additionally, said information should only come from an authorized representative of the City.

Abuse or misuse of internet and e-mail resources in violation of this policy will result in disciplinary action, up to and including a loss of internet/e-mail privileges and termination of employment.

All City of Trenton employees are required to comply with the following:

- Use of internet/e-mail resources shall be in compliance with all copyright, content, state and federal laws, other administrative directives and policies, and department rules and regulations.

- Use of internet/e-mail resources for commercial use, profit or extensive personal purposes is strictly prohibited.

- Offensive, harassing, hostile or sexually explicit messages of any kind are strictly prohibited.

- Taking or altering another’s work without permission, attempting to gain access to another’s files without their permission, and anonymously and/or falsely misrepresenting a sender of information are strictly prohibited.

- Before downloading any information from the internet, a reasonable effort should be made to have said action approved by the City’s Computer System Supervisor. This approval is intended to not only insure proper copyright licensure and registration (if applicable), but also to minimize the likelihood of contracting a virus that could contaminate and/or jeopardize the entire computer network.
Employee Time Sheet Policy

- All employees are required to report their work hours using our web-based timeclock software system or written daily time sheets. This timeclock information or time sheet is the property of the employer and is not to be tampered with, mutilated or altered in any way. Only the employee and supervisor may enter information in the timeclock system or time sheet. Punching in or out another employee is not accepted. All employees are expected to be at work during the time noted in the system or time sheet. Alterations regarding recorded hours worked must be done by the supervisor and initialed by the employee. For those employees using written time sheets, it is your responsibility to see that your supervisor receives the time sheet. Any discrepancies in payroll must be brought to your supervisor immediately in order to conduct a timely investigation. Delay in reporting discrepancies will not be considered.

City of Trenton
Organized Recreation Time Report

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>DATE</th>
<th>CLASSIFICATION</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL</th>
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| PAY PERIOD ENDING         |      |                |         |          |       |
| _________________________ |      |                |         |          |       |

I certify with my signature that the information recorded on this time sheet is accurate.

EMPLOYEE SIGNATURE

I have reviewed the information recorded on this time sheet and certify with my signature that the information is accurate.

SUPERVISOR SIGNATURE

Please Note: Time sheets must be turned into the Parks and Recreation office before 9:00 a.m. on the Monday following the end of the pay period in order for payroll to be processed.

TOTAL HRS.
Employee Attendance Policy

- Attendance is mandatory for all orientations and staff meetings.

- Organized Recreation employees do not receive compensation for time off (no sick, personal or vacation leave.)

- Employees will be assigned a work schedule by their immediate supervisor and shall report on time for each assignment.

- If an employee is unable to report to work at his established starting time, proper notification shall be given to his immediate supervisor with as much notice as possible.

- Excused absences are those that meet the department requirements and have been approved by immediate supervisor prior to the absence.

- Seasonal program employees may be excused for up to two days for school-related camps or college orientations and interviews for full time professional positions if a copy of the time-off request form is submitted to the direct supervisor at least 2 weeks prior to the dates needed and approval is received. The direct supervisor has the authority to modify the time-off granted based upon program staffing needs.

- Habitual tardiness and failure to report to work shall be cause for disciplinary action up to and including discharge.

- Employees are not permitted to leave their work location without proper authorization from their immediate supervisor.

- All employees are expected to be at their assigned workstations and ready to perform their work by the regularly scheduled starting or return from lunch and break times.

- Failure to abide by the attendance policy will result in disciplinary action up to and including termination.
Employee Dress Code Policy

- To promote a positive work image, employees are expected to meet reasonable standard of neat appearance and good grooming appropriate to their classification.

- As a parks and recreation employee, you will receive a staff shirt that must be worn at all times. It is to be neat, freshly laundered not ragged or torn, sleeves are not to be cut off.

- Conservative walking shorts or pants (blue jeans without tears are acceptable) must be clean and in good repair. Cutoffs, short-shorts, halter/swimsuit type tops, are not allowed.

- A sturdy shoe such as a tennis shoe or other closed toe shoe is required. Sandals and flip flops are unacceptable footwear based upon the physical/active nature and responsibilities of certain positions at the discretion of direct Supervisor. Pool staff may wear tennis shoes, sandals or aqua shoes provided they do not wear them when working non-pool jobs.

- Ipods, cell phones and other electronic media are not permitted while on duty, unless directly used as part of program or activity.

- Expensive jewelry is discouraged due to the active/outdoor nature of the job. Stud earrings are allowed. Dangling earrings or earring that poses a safety hazard based on the physical nature of the job is prohibited at the discretion of direct Supervisor.

- Staff shirts represent our department, even when you are not working. They should not be worn in conjunction with the use of alcohol, tobacco or any illegal or unethical behavior.

- Personal protective equipment must be worn when appropriate.
As an employee of the City of Trenton, you may be the only contact a citizen has with his/her local government. That first contact, first impression, is vital to the image of the organization as a whole. Many individuals quickly form an opinion of an organization based on their initial contact with just one person. Therefore, it is extremely important that our employees understand and effectively carry out a positive customer service image.

As previously noted, we are in the service business. How we choose to provide this service directly relates to the image or reputation of our organization. It is our goal to provide quality programs and facilities for our customers (participants) that not only satisfy but also exceed their expectations. There are a number of factors that must be addressed when creating a positive customer service image. The following helpful guidelines were developed to assist you in effectively representing our service image.

**PROVIDING INFORMATION TO THE CUSTOMER**

- Stop what you are doing, if possible, and give the customer your undivided attention.
- Politely listen to the participant's request for information or assistance.
- Give clear, concise answers and check to make certain your answers were understood.
- Be certain that the information that you provide is correct.
- Make an effort to obtain correct information for the customer if you do not already have the information needed.
- Politely refer the customer to the appropriate staff member if you cannot provide the proper information.

**PROVIDING INFORMATION IN RUSHED OR HECTIC SITUATIONS**

- Be courteous and polite when giving information.
- Present information as concisely and quickly as possible.
- Keep your primary customer as the center of your attention and finish with them before dealing with the next person in line.
- Let those who are waiting for their turn know that you are aware of their presence.
- Don't appear frustrated and put upon.
- Facial expressions or voice tones that indicate annoyance with customers are not appropriate.
- Don't short-change people on information just to get rid of them.
- When rushed, don't waste time and words.

**EXPLAINING RULES AND REGULATIONS**

- Explain rules and regulations without belittling the visitor.
- Keep the situation on a positive note.
- Keep your objective, which is to help visitors understand and abide by rules and regulations, clearly in mind.
- Give clear explanations about the rules you must enforce.
- Don't "Bawl-out" or scold a customer.
- Don't demonstrate a self-righteous attitude toward those who have broken a rule.
- Explain rules as you enforce them. Don't enforce without an explanation.
- Your enforcement of rules and regulations should not be abrupt or hurried.

**CALMING UPSET CUSTOMERS**

- Be understanding.
- Take the time to listen to the upset customer.
- Don't blame the customer for becoming upset.
PROBLEM SOLVING

- Suggest reasonable alternatives when attempting to honor a customer's request.
- By your verbal and non-verbal behavior give every indication that you want to be helpful.
- Deal with each customer as an individual, not as one of a faceless crowd.
- Impress upon the customer that he/she is important enough to do all that you can when trying to grant a request.
- Don't make a situation worse by promising things that you cannot deliver.
- Don't put customer off with a quick or blunt refusal of a request.
- If a customer should take out his/her feelings on you do not take it personally.
- Don't act "put-out" by a difficult request.

COURTESY

Attitude
- Take every opportunity to be a positive representative of the organization.
- Take pride in doing a good job of serving the public.
- Don't underestimate your value to the organization.
- Don't minimize the impact of your actions on future business.
- Don't say to yourself, "let someone else do it" or "this is no concern of mine."
- Don't leave public relations to others.

Image and Style
- Positive results occur when you display courtesy and attention to customers needs.
- First impressions are important. A personal style that includes a friendly smile, pleasant voice and confident delivery conveys the message that you are knowledgeable and helpful.
- Body language that reflects approachability and a receptive feeling creates rapport with the customer.
- Good posture creates the image of an alert and intelligent employee.
- Use proper phone etiquette and put a smile in your voice.
- Make an effort to anticipate guest needs in advance.

SAFETY

- Safety is our number one priority and it is critical that all employees think safety first. Prevention is the key to assuring safe conditions for our customers and employees.
- Employees are required to check all equipment prior to use and notify their immediate supervisor if there is a problem. Unsafe equipment shall not be used for any reason.
- Proper program supervision is essential to provide a safe environment and program for our participants.
- The immediate supervisor of the program will conduct appropriate staff training.
Federal Mandate by the Occupational Safety & Health Administration. Covers exposure to blood and body fluids potentially containing blood during the course of your regular, every day activities at work. It is the policy of the City of Trenton to safeguard and protect employees and volunteers when they come into contact with individuals that may have communicable diseases. Communicable diseases are infectious diseases that are capable of being passed to another person by contact with an infected person or their body fluids. As a result, extreme caution should be exercised by personnel.

**PROTECTION IS NEEDED PRIMARILY FROM HIV AND HEPATITIS B:**

- **Human Immunodeficiency Virus.** Virus that eventually leads to AIDS. Fairly difficult to contract, but is fatal in every case. Generally need a large quantity of blood exposure. Virus is fairly weak (life expectancy is only 6 to 7 hours once it leaves the human body).
- **Hepatitis-B.** Virus that attacks and weakens the liver. Over time leads to chronic liver disorders, cirrhosis, and even cancer. Each year about 200 individuals die almost immediately from job-related exposures to Hepatitis-B. Very easy to contract in that only a small amount of blood is needed for exposure to occur. Virus is very strong as it can survive for a week after leaving the human body.

**EXPOSURE**

- Although Parks and Recreation staff are not the primary medical provider, there is the potential for contact and exposure present in many activities. An exposure occurs when a person’s blood or other body fluids transfer to another person’s blood stream. Examples of body fluid include: blood, saliva, vomitus, semen, urine and stool. Transfer of body fluids can occur in a number of ways: Needle sticks, Human Bites, Openings in the skin (cuts, sores, abrasion, etc.) which are exposed to blood or body fluids, splashes of body fluids into mucous membranes such as eyes, nose or mouth.
- The mere handling of an individual does not constitute an exposure. For an actual exposure to occur, physical contact with at least one of the above conditions must be met.

**UNIVERSAL PRECAUTIONS & ENGINEERING CONTROLS**

- Make it a practice to bandage open wounds or cuts on your hands to avoid direct contact with contaminated body fluids. Bandages should be changed if they become wet or soiled.
- Disposable rubber gloves shall be worn when handling blood or other body fluids. This shall be done whether fluids are wet or dried.
- Wash hands thoroughly and immediately with hot water and soap following contact with blood or other body fluids. Hand washing is mandatory even if gloves have been worn.
- In the event that you are in a location where hot water and soap are not available, use a waterless disinfectant, such as hand wipe, to clean hands. Wash hands thoroughly as soon as you are able.
- Wear disposable rubber gloves for protection during all decontamination procedures.
- Clothing and other fabric items soiled with blood or other body fluids should be removed for proper cleaning.
- For small areas to clean and disinfect, utilize spill kit supplies.
- Large areas shall be disinfected with a solution of bleach and water. Use a concentration of 10% bleach and water to decontaminate an area. Wash the area again with soap and water and rinse thoroughly.

**DISPOSAL OF CONTAMINATED ITEMS**

- Disposable gloves, clothing, bandages, and other contaminated items must be properly disposed of to minimize risk of infection to yourself and others.
- Contaminated items shall be packaged in plastic biohazard bags and sealed properly.
- Contaminated items shall not be disposed of with regular trash. They shall be treated as medical waste and disposed of properly in Biohazard Waste Containers located in the following areas: Kennedy Recreation Center (during normal hours); Trenton Fire Department.

**POST-EXPOSURE**

- If you believe you have been exposed to a blood borne pathogen, it is imperative that you immediately report it to your supervisor. Your supervisor and/or the Human Resources Office will then arrange for you to and go to the Henry Ford Occupational Health Clinic, located in the new Henry Ford facility on West Road. If you require assessment or treatment after regular business hours, visit the Emergency Room at the Henry Ford Hospital located in Brownstown. Post exposure vaccine for Hepatitis-B must be given within 24 hours of exposure. No vaccine for HIV.
**EMERGENCY PROCEDURES**

**PARTICIPANT INJURY**
- The primary concern is for the safety of the participant and the employee. In the event of injury to a participant, your primary role is to stabilize the individual and call for assistance if needed.
- In the event of a serious injury, call 911 and also notify the Parks and Recreation office and/or supervisor if after regular business hours.
- Where appropriate, provide necessary equipment to the individual for self-treatment. If appropriate provide assistance.
- Take the appropriate steps to notify the participant's family.
- Employees will follow department guidelines with respect to Bloodborne Pathogens.
- Once the individual has been properly treated, obtain the information necessary to complete the appropriate accident report.

**EMPLOYEE INJURY**
- If you are involved in an accident or are injured while performing your duties for the City of Trenton, you are required to immediately notify your supervisor. In the event of a medical emergency, call 911. If medical treatment is necessary, the City's Human Resources Office will be contacted at (734) 675-6500 for necessary clearance for treatment. Once clearance is given, go to Concentra Urgent Care located at 19200 West Road in Woodhaven. If assessment or treatment is required after regular business hours, employee will be instructed to visit the Emergency Room at the Henry Ford Hospital located at 23050 West Road in Brownstown. Alternatively, treatment may be sought at Beaumont Trenton Hospital located at 5450 Fort Street in Trenton if it is more convenient for employee and condition is very serious or life threatening. **DO NOT GO TO YOUR FAMILY DOCTOR FOR TREATMENT!**
- In the event a potential exposure to blood borne pathogens has occurred, make sure you advise your supervisor and the treating nurses and physicians of the exposure incident. Proper documentation of the potential exposure must be completed as soon as possible.
- Employee and supervisor must complete an employee accident report as soon as possible.
- The City will not be responsible if you seek treatment from medical facilities other than authorized agencies listed above.

**ACCIDENT REPORTS**
- Fill out accident reports completely, accurately and promptly.
- Accident reports are to be reviewed by the supervisor and submitted to the Parks and Recreation office as soon as possible.
- Supervisor should obtain more information if necessary. Where appropriate, supervisor should make a follow up call to inquire as to the status of the injured party.
- Gather basic data: name, address, and telephone number of injured party along with basic description of what happened.
- If any witnesses observed the incident, obtain their name, address, telephone number. It is very important that all information be provided.
- Report only facts as to who, what, when and where. Do not tell "why" an incident occurred.
- Do not make any statement regarding fault, liability or responsibility.
- Do not guarantee or promise anything to the individual.
- Report factual information, not opinions. Do not add or interpret a third party's description of the incident.
I acknowledge that I have received a hard copy and/or reviewed an electronic copy of the City of Trenton Parks and Recreation Employee Handbook. I understand and acknowledge the Handbook is also available at my worksite, upon request from my program supervisor/director, in the Parks and Recreation Office (located inside the Kennedy Recreation Center), and online under the Parks and Recreation tab at trentonmi.org/parksandrec. I agree to comply with the policies and procedures contained in that manual as part of my employment relationship and in consideration for compensation and benefits provided by the City.

These policies and procedures supersede any previous policies and procedures, written or oral, which may exist within the City.

I further understand that failure to comply with these policies and procedures may result in my employment termination. I understand that this Handbook does not in anyway modify the “at will” nature of my employment with the city.

I understand that the City may amend these policies and procedures at its discretion and that such change may affect me. Any and all amendments to this manual must be in writing and signed by the Parks and Recreation Director. Oral modifications and/or amendments to these policies are procedures are prohibited and unenforceable.

Employee Signature: __________________________________Date:_____________________

I hereby understand and acknowledge that employment with the City of Trenton is on an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. I further understand that false or misleading information given in my application or interview(s) may result in discharge.

Employee Signature: ____________________________Date:_____________________

Creating Community through People, Parks & Programs!