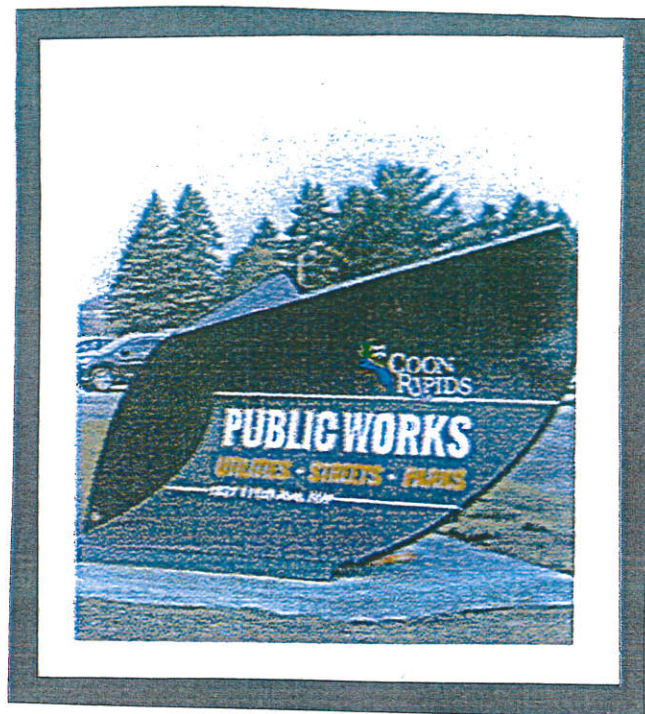




## **CITY OF COON RAPIDS PUBLIC WORKS DEPARTMENT**



# **HANDBOOK FOR SEASONAL/TEMPORARY EMPLOYEES**

## WELCOME TO THE CITY OF COON RAPIDS

Welcome to the Coon Rapids Public Works Department, and congratulations on being selected as a seasonal/temporary employee. You have met or exceeded certain standards the City of Coon Rapids holds for your position, and confidence is being placed in your abilities to succeed. Your supervisor is available for support and guidance in the performance of your job.

Coon Rapids residents have the right to be treated with respect, courtesy and enthusiasm. Each of you, as a seasonal/temporary employee, has the opportunity to provide services in the best possible manner.

As a Coon Rapids Public Works seasonal/temporary employee, you are part of a dedicated team of employees whose diligent efforts beautify and strengthen our community. There are many roles to perform within the Public Works Department. Every position is important and has a specific purpose, from seasonal employee to supervisor. All roles must be performed well for the department to be successful.

As a seasonal/temporary employee in the Streets, Parks, or Utilities Division, you will be asked to perform a variety of job duties. Typical jobs include mowing grass (both with riding mowers and push mowers), cleaning parks and picking up garbage, painting picnic tables, working on ball fields, working with blacktop crews, sealing cracks in streets, installing street signs and guard rails, painting school crossings, working with the sewer cleaning crews, painting fire hydrants, office worker responsibilities, and many more.

You will be required to do many jobs requiring a reasonable amount of physical strength such as laying sod, shoveling asphalt, shoveling dirt, pushing mowers and other power equipment, etc.

You will be required to work in some unpleasant situations, for example, cleaning plugged toilets, emptying garbage, or working as a helper on the sewer jet machine.

We understand you may have limited experience in many of the above areas. We will provide the training necessary to perform the job tasks. We do not expect you to operate any equipment you feel is unsafe or that you feel requires more training. Your supervisor will arrange for further training or a different task until the training takes place.

While working for the City, you may operate light trucks and pickups, driving in and around the City of Coon Rapids. You will be expected to operate this equipment in a proper, professional manner. No matter what your role, we expect you to do your job conscientiously and enthusiastically while enjoying the rewards of your employment.

You are required to have a valid driver's license with a good driving record. You are required to report any driving infractions incurred in City vehicles to your supervisor. You are also required to report any loss of driving privileges, including loss of a driver's license, immediately to your supervisor. Your driving record and criminal history will be verified pursuant to your signed release.

In most cases seasonal employees can work up to 67 days per year, or in the case of students, 100 days. Temporary maintenance workers are allowed to work a maximum of 180 calendar days between April 1<sup>st</sup> and October 31<sup>st</sup>.

## 2017/2018 Seasonal/Temporary Employee Handbook

Our typical working hours are 6:30 a.m. to 2:30 p.m. Monday through Friday. You will have a 30-minute lunch break scheduled from 11:00-11:30 a.m. You should come prepared to eat at the Public Works Facility. We suggest you carry a bag lunch, at least initially. Supervisors may establish different hours of work, depending on work load or work type. If you are late and your crew has left the shop, notify your supervisor immediately.

Public contact occurs in nearly all City positions. You are expected to be professional and courteous to the public and other City staff members at all times. Failure to do so may result in termination of City employment.

### **AGE RELATED WORKFORCE RESTRICTIONS**

In accordance with the Minnesota Department of Labor:

- 16 and 17 year olds may not work later than 11:00 p.m., in evenings before school days, or before 5:00 a.m. on school days.
- Minors may not operate or assist in the operation of power-driven machinery, such as lawnmowers, forklifts, weed whackers, or grinders.
- Minors may not work or assist in any occupation or activity which is hazardous or dangerous to life, limb, or health.

### **SAFETY**

#### **1. Eye and Face Protection**

Any employee assigned to a task which could result in eye or face injury is required to wear proper protection. This includes, but is not limited to, the following:

- A. Operating grinders
- B. Handling open caustic chemical containers
- C. Changing mercury vapor lights
- D. Using air compressors
- E. Using a paint striper
- F. Operating tree chipper
- G. Digging holes involving concrete and asphalt
- H. Pounding open manhole cover seals, operating jack hammers, cutting with chisels, using power saws and lathes or any equipment involving potential flying particles
- I. Welding operation

#### **2. Work Shoes**

You will be required to wear safety (steel-toed) shoes. You are required to wear these shoes every day that you report to work, with no exceptions.

**3. Seat Belts**

The City requires all drivers and passengers using City vehicles to utilize installed seat belts.

**4. Other Safety Equipment**

Other safety equipment is provided and must be worn while you are exposed to specific hazards. This equipment includes safety vests, breathing apparatus, hard hats, hearing protectors, and rain gear.

**5. Ipod/Headphone Radios/Cell Phones for personal use**

These devices are not permitted for safety reasons.

***You will be sent home for the day if you are found working  
without all required safety gear!***

**EQUIPMENT MAINTENANCE**

Each operator is required to make a complete maintenance check of vehicles and equipment daily. Vehicle and equipment checks should be conducted in a thorough manner. Good vehicle maintenance will make your job safer and will improve the quality of your work.

A. Daily Maintenance Checks - Vehicles and equipment must be inspected each day before leaving the Public Works facility. Seasonal staff should make an inspection of all other equipment in use prior to leaving the Public Works shop. Any problems, damage, or hazards noted during the daily inspections should be promptly reported to your supervisor before leaving the Public Works shop.

B. Scheduled Preventive Maintenance - A maintenance program has been outlined for all vehicles and equipment. Maintenance will be conducted at the individual time noted in hours on each specific machine. Operators should alert themselves to the next scheduled time and inform their supervisor when preventive work is due.

C. Repairs - From time to time repair work may be required on equipment that you use daily. As the assigned operator, it is your responsibility to notify your immediate supervisor and fill out a work order from the mechanics' area. The supervisor will furnish you with alternative equipment or work assignment for that day.

D. Cleaning - All equipment will be cleaned after daily use. All equipment assigned for your use should be kept as clean as possible. Dirty vehicles and equipment reflects negatively upon the department and decreases the life span of the equipment.

## **ATTIRE**

You will be working for the public on public property, and we expect you to dress in an appropriate manner to create a positive public image for the City. This means NO SHORTS (long pants only), and reasonable T-shirts or cotton shirts. T-shirts with derogatory, sexual, or foul language or gestures are unacceptable. DO NOT wear new clothes. You will probably be working with paint, grease, or dirt, so wear things that aren't of great value to you.

You are required to wear any seasonal garments (t-shirts, etc.) every day, if provided. Damage to garments will not be tolerated and dismissal for the day may be implemented.

## **KEYS**

Employees assigned keys for seasonal work are responsible for their safe keeping. No duplicates should be made. Keys must be returned to your supervisor at the end of your employment.

## **TIME OFF**

### **1. Illness**

If you are sick, you must call your supervisor before 6:30 a.m. on a regular work day. The direct phone number to the various departments are as follows:

Public Works:	(763) 767-6462	City Hall:	(763) 755-2880
Parks:	(763) 767-6552	Gregg Engle's Cell Phone:	(612) 490-9438
Streets:	(763) 767-6579	Josh Peterson's Cell Phone:	(763) 229-8637
Water & Sewer:	(763) 767-6576	Shawn Nelson's Cell Phone:	(651) 755-4422

### **2. Vacation/Doctor/Dentist Appointments, etc.**

It will be necessary to provide your supervisor with a minimum of two days notice.

## **TERMINATING**

When you begin your seasonal employment, you must inform your supervisor of your beginning and ending availability dates. Please update your supervisor with any changes to your schedule.

## **INJURIES ON THE JOB**

All job related injuries, no matter how small, must be reported to a supervisor IMMEDIATELY. A First Report of Injury form must be completed by your supervisor.

## **HANDLING EMERGENCIES**

Important information and procedures:

### **1. The kind of emergencies you may be confronted with in Public Works:**

- A. Park user or employee injury
- B. Theft
- C. Severe weather
- D. Drowning
- E. Lost children
- F. Emergency messages
- G. Fire

### **2. Who to contact**

- A. Report incident to your on-site supervisor and call 9-1-1.
- B. Use truck radio/cell phone to contact the Public Works Garage or your supervisor.
- C. If you do not have a radio/cell phone, go to the nearest public phone or location where a phone is available.
- D. If the incident involves an injury, find a competent person to stay with the victim while you call for help.

### **3. When contacting help:**

- A. Give a complete account of what has happened or is occurring.
- B. Be prepared to give your exact location.
- C. Identify who you are.
- D. Never admit liability or fault.
- E. Give the phone number you are calling from.
- F. Let them hang up first when they are done with the call.
- G. Stay by the phone, if possible; they may call back.
- H. Stay with the situation until help arrives.
- I. Avoid getting into any hassles or confrontations should such a situation arise.

### **4. Follow up:**

As soon as possible, following the incident, give your supervisor a full account of what happened. Be as specific as possible.

### **TIPS ON URGENT CARE**

In case of a serious injury or sudden illness, dial 9-1-1.

### **VEHICLE ACCIDENTS**

If you are involved in a vehicle accident, radio a supervisor or the shop **IMMEDIATELY**. **DO NOT** make any comments regarding the accident (i.e. assigning guilt) or leave the scene of the accident until the appropriate police personnel advise you to.

### **USE OF CITY VEHICLES**

You are not eligible to use a city vehicle unless you have completed a successful driver's license check at the time of hire. You may **NOT** use City vehicles over the lunch break. If you have to get your lunch or run errands, you must use your own vehicle. You may **NOT** stop at your home during the work day with a City vehicle. **DO NOT** take a vehicle unless one is assigned to you by your supervisor.

### **USE OF CITY SHOP**

Personal use of the City Shop is prohibited.

### **USE OF COMPUTERS/SUPPLIES**

Personal use of the City's computer, including email and other city supplies, is prohibited.

### **HAZARDOUS SUBSTANCES**

Be aware that some of the materials you may be working with are hazardous substances. Read all labels before using any product. If you need more information than provided on the label, we have a listing of Material Safety Data Sheets at the Public Works Facility. These sheets contain the following information: what the material is, who makes or sells it, where they are located, why it is hazardous, how you can be exposed to the hazard, what conditions could increase the hazard, how to handle the substance safely, and what to do in case of a spill or emergency. If you need this information, please see a supervisor.

## **PAY CHECKS**

Pay day is every other Friday. You are paid for the previous two weeks. The City requires direct deposit of your bi-weekly paycheck. The two greatest benefits of direct deposit are: (1) you do not need to go to the bank to deposit your check and (2) your check will be automatically deposited even if you are not working on payday. If you have not already done so, please complete the attached Direct Deposit form and forward it to your supervisor to be sent to Payroll. A voided check or a savings deposit slip must be attached to the form. The following direct deposit options are available:

- You can set up a full deposit to one account, either checking or savings.
- You can set up a partial deposit to more than one account (checking and/or savings).

You will receive a form, which is similar to the check stub, to keep for your records.

Please turn in keys and other City equipment when picking up your final check.

## **PERSONNEL POLICIES**

Employees are responsible for being familiar and complying with the contents of the Employee Handbook and are required to sign a form acknowledging this. Following are brief overviews of some of the policies included in the Employee Handbook.

### **Smoke-Free Workplace**

All City buildings, vehicles, and parks are designated as non-smoking. There will be no smoking in any City building, vehicle, park facilities or on park property at any time. Employees who violate this policy will be subject to disciplinary action.

### **Harassment Prevention**

The City of Coon Rapids is committed to creating and maintaining a work environment free from all forms of harassment and discrimination. Harassment is a violation of Title VII of the Civil Rights Act of 1964 and Minnesota Human Rights Act. Harassment of any person because of race, creed, color, religion, national origin, sex, age, marital status, disability, sexual orientation, receipt of public assistance, political opinions, or affiliations is unlawful.

This policy statement is intended to: (1) make all employees sensitive to the matter of harassment; (2) express the City's strong disapproval of unlawful harassment; (3) advise employees of their behavioral obligations; and (4) inform them of their rights.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. The City prohibits harassment of any form, including verbal and physical harassment.

**Sexual Harassment Prevention**

It is the City's goal to provide employees with a workplace free from sexual harassment and the conduct that leads to claims of sexual harassment. Because sexual harassment is sometimes difficult for employees to recognize, the following definition, as defined by the Equal Employment Opportunity Commission (EEOC), is provided:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

1. It is a condition of hiring or promotion
2. It becomes a factor in an employee's job duties or assignment;
3. It creates an intimidating, hostile, or offensive environment in which to work.

The City of Coon Rapids recognizes the need to educate its employees on the subject of sexual harassment and stands committed to provide information and training. Sexual harassment prevention training is a required training for all employees, and you will watch a prevention video at your orientation meeting. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment free from unwanted harassment. Violations of this policy may constitute just cause for discipline, including discharge. Each situation will be evaluated on a case-by-case basis depending on the severity of the complaint and the circumstances involved. You will be required to sign a form acknowledging receipt and agreeing to comply with the City's prevention policy.

**Respectful Workplace Behavior**

All employees are expected to express the shared values of respect, courtesy, civility, politeness, consideration, and tolerance toward their fellow employees in the workplace. Understanding and tolerating another's beliefs, opinions, or way of life, even if they differ from your own, are the way we express these shared beliefs in our workplace.

**Controlled Substance and Alcohol Testing (Non-DOT Policy)**

All employees will receive a copy of the Administrative Order which details the City's policy on controlled substance and alcohol testing (Non-DOT) for all employees. Please refer to the applicable Administrative Order or call Human Resources with any questions. You will be required to sign a form acknowledging receipt and agreeing to comply with this policy.

**Firearms Prohibited at Work**

The City of Coon Rapids prohibits all employees, except sworn peace officers, from carrying or possessing firearms while acting in the course and scope of their employment for the City. The possession or carrying of a firearm by employees, other than sworn peace officers, is prohibited while working on City property or while working in any location on behalf of the City.

**OVERTIME**

Time worked over 40 hours per week will be paid at 1 and ½ times your regular hourly rate on the next regularly scheduled payroll date. All overtime must be authorized and approved in advance by your supervisor.

**INSTRUCTIONS FOR COMPLETING TIME SHEETS**

Seasonal employees complete a part-time payroll hours report. Your supervisor will instruct you on the correct manner of reporting your worked time.

Every two weeks a new part-time payroll hours report will be in the part-time payroll hours report folder. At the end of each day, find your name on the report and write in the number of hours worked for that day.

If you know you are going to be gone on the last workday of a pay period, please be sure you log your hours on the part-time payroll hours report prior to leaving on the last day you work.

**CLASSIFICATION OF SEASONAL EMPLOYEES**

A seasonal employee is an employee who is regularly assigned to work 40 hours or more per week for less than twelve consecutive months. In most cases seasonal employees work up to 67 days per year. Pay rates for seasonal employees vary due to longevity and work performance.

**THE INFORMATION CONTAINED ON THIS PAGE IS VERY IMPORTANT!**

**IT CAN MEAN THE DIFFERENCE OF WORKING  
OR NOT WORKING FOR THE CITY!**

***PLEASE READ VERY CAREFULLY!***

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### **CITY VEHICLES**

The safe operation of City equipment, especially motor vehicles, is required by all City employees including seasonal employees.

Failure of any employee to observe State driving laws and regulations can result in accidents and personal injuries. The City's vehicle accident rate is carefully monitored by the City. Excessive accidents/injuries will affect the City's insurance premiums.

All employees' driving records impact the City's safety program. As a seasonal/temporary employee, your driving habits, both on and off the job, affect your employment status with the City.

**You are required to notify your supervisor or the City IMMEDIATELY if you are involved in any accident or traffic violations on the job. You are also required to report any loss of driving privileges, including loss of a driver's license, immediately to your supervisor. Failing to adhere to this policy could result in employment termination.**

We want your employment experience with the City to be rewarding, safe and accident-free.

## **A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)**

- Employee Responsibilities in Safety
- Accident & Injury Prevention
- Accident & Injury Reporting

### **Employee Right to Know**

- Hazards of Chemicals
- Chemical Handling
- MSDS Information
- Personnel Protective Equipment

### **Emergency Action Plan**

- Fire-Evacuation and Fire Safety Fields
- Tornado-Shelters and Cover
- Bomb-Evacuation and Designated Areas

### **Confined Space-Awareness**

- Definition of Confined Space
- Duties of Involved Employees
- Employee Involvement

### **Bloodborne Pathogens.**

- Explanation of the Standard.
- Reasoning Behind Standard
- Possible Exposures
- Your Exposure Control Plan-how to obtain a copy, PPE - types use, location, removal handling, decontamination, and disposal. Emergency procedures - for blood and other potentially infectious materials. Exposure incident procedures.
- Post-exposure Evaluation and Follow-up