Part-Time Employee Policy & Procedure Manual

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1.1 EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

In accordance with federal, state, and local laws, it is the policy of MNASR to provide equal employment opportunities to all qualified persons. All of our personnel policies, procedures, and decisions pertaining to hiring, promoting, transferring, layoffs, rates of pay, disciplining, discharging, and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, physical or intellectual disability unrelated to an individual’s ability to perform the essential functions of the job, association with a person with a disability, unfavorable discharge from military service (except dishonorable discharge) or military status, sexual orientation or any other category protected by state or federal law.

We make reasonable accommodations when necessary for all employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. Such individuals are encouraged to discuss their need for a reasonable accommodation with their immediate Supervisor. This policy should not be considered an affirmative action policy or plan.

EMPLOYEE “AT WILL” POLICY

You should be aware that this personnel manual is not intended to create an express or implied contract of employment. You are an “at will” employee. This means that both MNASR and you may terminate this employment relationship at any time for any reason or for no reason.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

MNASR is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, MNASR expects that all relationships among persons in the workplace will be businesslike and free of bias, prejudice, and harassment.

It is the responsibility of each and every employee, officer, official, agent, volunteer, patron, and vendor of MNASR as well as anyone using MNASR’s facilities, to refrain from harassment. MNASR will not tolerate sexual or any other type of harassment of or by any of its employees, participants, and elected officials. Actions,
words, jokes, or comments based on an individual’s sex, race, national origin, age, religion, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of MNASR prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges, and prerequisites of employment. The prohibition against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Harassment may occur when:

- Submission to the conduct is made either implicitly or explicitly a condition of the individual’s employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
- The harassment has the purpose or effect of interfering with the employee’s work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, disability, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
- Otherwise adversely affects an individual’s employment opportunity.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail, text messages, social media, or networks).
Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, and business-related social events.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body; sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually-suggestive objects or pictures (including through e-mail or social media sites); and other physical, verbal, or visual conduct of a sexual nature.

**NOTE: Any employee engaging in practices or conduct constituting harassment, of any kind, shall be subject to disciplinary action, up to and including discharge.**

- **Retaliation Prohibited:** MNASR prohibits retaliation against an individual who reports discrimination or harassment, participates in an investigation of such reports or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination itself, will be subject to disciplinary action.

- **Reporting Procedure:** MNASR strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, MNASR strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.
If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate Supervisor, the Superintendent, and/or Executive Director. You should also document or record each incident (what was said or done, by whom, the dates, time, and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person(s) who is (are) the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person(s), you should promptly report the offending behavior to your immediate Supervisor, Superintendent, and/or the Executive Director. If you feel uncomfortable doing so, or if your immediate Supervisor and/or the Superintendent is the source of the problem, condones the problem, or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Directors.

- Report to Executive Director/President of Board of Directors: An employee may also report incident(s) of harassment or discrimination directly to the Executive Director. The Executive Director or designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident(s) in writing.
directly to the President of the Board of Directors. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

- Harassment Allegations Against Non-Employees/Third Parties: If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer, or person using MNASR programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. MNASR will make reasonable effort to protect you from further contact with such person(s). Please recognize, however, that MNASR has limited control over the actions of non-employees.

**IMPORTANT NOTICE to all employees: Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee’s failure to fulfill this obligation could affect his/her rights in pursuing legal action.**

- Responsibility of Supervisors and Witnesses: Any Supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

- The Investigation: Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. MNASR will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. MNASR reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of wrongdoing or risk disciplinary action, up to and including dismissal.

- Responsive Action: MNASR will determine what constitutes harassment, discrimination, or retaliation based on a review of the facts and
circumstances of each situation. Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example: training, referral to counseling, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or dismissal, as MNASR believes appropriate under the circumstances.

While we hope to be able to resolve any complaints of harassment or discrimination within MNASR, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, 10th Floor Intake Unit, Chicago, Illinois 60601, about filing a formal complaint, and, if IDHR determines there is sufficient evidence of harassment to proceed further, IDHR will file a complaint with the Illinois Human Rights Commission (IHRC), located at the same address on the 5th Floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the IHRC between the 365th and the 395th day.

Alternatively, you may wish to contact the IHRC, 100 West Randolph Street, 5th Floor, Chicago, Illinois 60601. For more information regarding the rules and regulations of the IHRC, the IHRC may be contacted at (312) 814-6169.

AMERICANS WITH DISABILITIES ACT

MNASR is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is MNASR’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job.

Consistent with this policy of non-discrimination, MNASR will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made MNASR aware of his/her disability, provided that such accommodations do not constitute an undue hardship on MNASR. MNASR will make all decisions concerning recruitment, placement, selection, training, hiring, advancement, discharge, or other terms, conditions, or privileges of employment based on job-related qualifications and abilities. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of the job should contact the Support Staff Manager or his/her immediate Supervisor. MNASR encourages individuals with disabilities to come forward and request
reasonable accommodation(s). If you feel uncomfortable making an accommodation request to the Support Staff Manager or your immediate Supervisor, or you believe your accommodation request was not properly managed, report to the Executive Director.

On receipt of an accommodation request, the Support Staff Manager or your immediate Supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that MNASR might make to help overcome those limitations and perform the essential job functions of your position. MNASR will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, MNASR’s overall financial resources, the accommodation’s impact on the operation of MNASR, including the ability of other employees to perform their duties, and on MNASR’s ability to provide its services to the public.

What is considered a reasonable accommodation will be based on a case-by-case analysis. MNASR will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require MNASR to make the best possible accommodation, to reallocate essential job functions, to create new positions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). An employee or job applicant who has questions regarding this policy or believes that he/she has been discriminated against based on a disability should immediately notify the Support Staff Manager, his/her immediate Supervisor, or the Executive Director. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

PREGNANCY DISCRIMINATION POLICY

MNASR prohibits and does not tolerate discrimination against anyone on the basis of pregnancy. MNASR will treat all applicants and employees who are pregnant in the same manner as any other applicant or employee with regard to job-related functions, benefits, opportunities, and purposes. No person or employee, no matter his/her title or position has the authority, whether express, actual and apparent or implied, to discriminate against a pregnant employee or applicant. MNASR will not deny or remove a pregnant employee from a position because the employee is
pregnant, considering pregnancy, or experiencing any pregnancy-related problems. All decisions regarding a pregnant employee’s placement in or continuation in a job will be based on the same consideration that governs all employment decisions – the employee’s ability to satisfactorily perform the essential duties of the job in question. If you have a question, complaint, or problem related to pregnancy discrimination, you should relate such question, complaint, or problem to your immediate Supervisor. If you feel uncomfortable doing so, report to the Superintendent. If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the Executive Director. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.
OPEN DOOR POLICY

MNASR promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss with their immediate Supervisor any problems so appropriate action may be taken. If the Supervisor cannot be of assistance, the Superintendent is available for consultation and guidance. MNASR is interested in all employees’ success and happiness. We, therefore, welcome the opportunity to help employees whenever feasible. Items discussed may not be able to be kept confidential.

NEPOTISM

It shall be MNASR’s policy not to intentionally hire as a part-time or full-time employee any person who falls in to the following categories:

- MNASR Trustees;
- Relatives of a MNASR Trustee;
- Relatives of MNASR Member District Commissioners/Village Trustees;
- Relatives of MNASR full-time appointive employee;
- Member District appointive employee; or
- Relatives of Member District appointive employee.

Relatives are defined to include: spouse, child, parent, grandchild, grandparent, brother, sister, half-brother, half-sister, niece, nephew, cousin, aunt, uncle, or the spouses of any of these. All relationships shall include those arising from adoption or marriage.

Persons excluded from employment under this policy will be referred to other SRAs or park districts for employment and/or offered volunteer opportunities at MNASR.

This policy does not affect employees who are working at MNASR prior to change in marital status.

Relatives of MNASR’s full-time, non-appointive employees may be hired for part-time positions, if they have the appropriate qualifications and provided they are not directly supervised by the full-time employee to whom they are related. At no time may a family member supervise (be a program leader) another family member in the same program.

PERSONNEL FILE
A personnel file will be established for all MNASR employees. All pertinent information and forms, including without limitation, employment application, references, evaluations, commendations, disciplinary actions, and other employment records will be contained in this file. Information contained in your file will not be released or disclosed without your written consent except to persons with a lawful right or need to know, including without limitation, pursuant to a court order. You may review your personnel file in accordance with applicable law and established MNASR procedures. If you wish to review your personnel file, you should contact your immediate Supervisor and fill out A Request to Review Personnel File Form (See Forms Section). You are responsible for and must promptly advise MNASR of changes in your name and/or marital status, address, telephone number, number of eligible dependents, W-4 deductions, emergency contact, and other personal information MNASR needs to know to contact you or properly administer its general operational concerns. It is to your advantage to see that all of your personnel records are accurate and up-to-date. You should inform your immediate Supervisor of any changes in your pertinent information.

HIRING PROCEDURES

MNASR attempts to hire and retain the best available, suitable, and qualified individuals for all employee positions determined at its sole discretion. MNASR may need to reassign responsibilities from time to time in order to best serve the public and better utilize its limited resources. Individuals interested in a particular position opening must complete an application for employment. Applicants, including current employees, are required to furnish information and complete any and all forms deemed necessary to satisfactorily inform MNASR of an applicant’s qualifications and suitability for a position. The provision of false, incomplete, or misleading information in the employment application or other materials submitted in connection with an application or in response to any questions, no matter when discovered, may result in a no-hire decision, rescission of an offer of employment, or dismissal of an employee. The selection process involves an evaluation of the applicant’s apparent qualifications for the position sought. This includes, but is not limited to, a review of the application materials, one or more interviews by phone or in person, verification of information obtained from the application or interview, checking of references, testing and/or any other means required to adequately evaluate an applicant’s apparent qualifications and suitability to perform properly the necessary and essential functions of the particular position. MNASR attempts to base employment, advancement, and promotion decisions on a person’s apparent suitability for the position including, without limitation, his/her past performance, future potential, and his/her aptitude and attitude.

PROOF OF RIGHT TO WORK
Within three (3) business days of the date employment begins, MNASR employees are required to provide adequate documentation of their eligibility to work in the United States. All new employees will be required to furnish MNASR with proof of citizenship or right to work by completing the Federal Form I-9 and providing appropriate supporting documentation within the first three (3) days of employment.

CHILD LABOR LAW: EMPLOYMENT OF MINORS

MNASR complies with all Federal and Illinois Child Labor Laws regarding the employment of minors.

- For purposes of this policy, “School Day” means any day when school is in session and “School Week” means any week where one or more days are school days.
- Federal and Illinois Child Labor Laws mandate that a minor cannot work the following hours:
  - During school hours when school is in session;
  - More than six (6) consecutive days in a calendar week;
  - Over forty (40) hours in a calendar week and over eight (8) hours a day when school is out;
  - Earlier than 7:00 a.m. and later than 7:00 p.m., except from June 1 to Labor Day, when the minor may work up to 9:00 p.m.;
  - Over three (3) hours a day when school is in session;
  - Over eight (8) hours a day combining school and work; and
  - Over eighteen (18) hours in a calendar week when school is in session.
- An unpaid meal period of at least thirty (30) minutes must be provided to minors no later than the fifth (5th) consecutive hour of work.

CHILDREN IN THE WORKPLACE

The presence of children in the workplace with the employee-parent during the employee’s workday is inappropriate and is to be avoided except in extraordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and coworkers, reduce property and general liability, and help maintain MNASR’s professional work environment. Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted. If bringing a child to work with the employee is unavoidable, the employee must contact his/her immediate Supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while
working. Factors the Supervisor will consider are the age of the child, how long the child needs to be present, the work environment in the employee’s area, and any possible disruption of the employee’s and coworkers’ work. Consideration will not be given to allowing a child with an illness to come to work with the employee. A child brought to the workplace in unavoidable situations will be the responsibility of the employee-parent and must be accompanied and under the direct supervision of the employee-parent at all times. Excessive need to bring a child to the workplace may result in disciplinary action, up to and including dismissal.

FITNESS FOR DUTY

MNASR employees should at all times be Fit for Duty. This includes coming to work, ready to work. MNASR expects that all employees report Fit for Duty for each program they are scheduled to work.

Included in the policy are: dress code, personal hygiene, following the drug and smoking policy, attitude, etc. Staff reporting to work not Fit for Duty may result in disciplinary action, up to and including dismissal. MNASR may require a Fit for Duty physical at any time if the agency feels you are not able to perform the necessary job responsibilities mentioned within your job description.

USE OF LEGAL DRUGS

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has public safety responsibility, and who has taken a legal drug, including but not limited to medical cannabis when used by a registered qualifying patient in accordance with 410 ILCS 130/1, et seq., must report the use of such legal drug to their immediate Supervisor or Manager if the legal drug may impair the employee’s ability to work or function or cause drowsiness or if it may alter judgment, perception or reaction time. Employees are not required to state the reason for the medication. The burden is on the employee to find out from the employee’s doctor or pharmacist whether or not the legal drug may have such a potential side effect. The information will be retained by MNASR in a confidential manner and will be disclosed only to persons who need to know. The employee’s Manager and/or the Executive Director, will decide whether or not the employee may safely continue to perform the job while using the legal drug. Failure to declare the use of such legal drugs may be cause for discipline up to and including termination.

The following regulations shall apply to employees who may also qualify to obtain legal access to medical cannabis:
• Employees are strictly prohibited from possessing and/or using medical cannabis on any member district owned property including but not limited to all buildings, facilities, vehicles, and any and all other public places owned or operated by MNASR or it’s member districts;
• Employees are strictly prohibited from using medical cannabis during work hours;
• Employees may not possess medical cannabis in their personal vehicles in any MNASR or member district parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;
• Employees who possess a Commercial Driver’s License (“CDL”) shall not use medical cannabis;
• Employees are strictly prohibited from reporting for work while under the influence of medical cannabis.

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card allowing for the use of medical cannabis shall still be subject to all other provisions of this policy.

USE OF DRUGS/SMOKING

At no time shall you report to work under the influence of drugs (alcohol, marijuana, barbiturates, amphetamines, narcotics, etc.) or consume a drug while on the job. (Smoking is not allowed at any MNASR program or summer day camp with the exception of overnight programs or those programs over four (4) hours during which time no smoking is tolerated near participants or MNASR vehicles. Employees must cover all program responsibilities before taking a smoke break.) If you know of possession or use of alcohol or illegal drugs by employees, you are encouraged to discuss your questions, problems, complaints, or reports with your immediate Supervisor. If a full-time staff or program leader suspects or has reasonable suspicion that an employee is under the influence of drugs or alcohol, MNASR can require that the employee complete a drug and alcohol screen immediately.

REASONABLE SUSPICION OF DRUG SCREENING

MNASR may require employees whose job functions require them to operate or maintain vehicles or machinery, directly supervise children or adults, regularly access confidential information, or have Public Safety Responsibilities to be screened or tested at any time. MNASR may require any employee to be screened or tested following a workplace accident involving a possible violation of safety rules or upon reasonable suspicion that the employee is under the influence of alcohol or drugs. The testing will be conducted by a medical facility selected by and paid for by MNASR. The testing may require an analysis of the employees breath, urine, and/or
blood, or such similar substances that the medical facility may recommend. The employees who undergo alcohol or drug screening will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of illegal drugs and to explain the circumstances of their use. If the initial test is positive, a second test will be conducted from the same sample. A confirmed positive drug and or alcohol test may result in a disciplinary action, up to and including dismissal.

EMPLOYEE ORIENTATIONS AND OTHER MANDATORY MEETINGS AND TRAININGS

MNASR conducts seasonal employee orientations. All part-time employees and volunteers are required to attend. Mandatory meetings/trainings may be scheduled on occasion and your immediate Supervisor will inform you of meetings/trainings you will be required to attend. Failure to complete or attend required meetings/trainings may result in disciplinary action up to and including dismissal. Employees will be paid the minimum wage for all orientations, mandatory meetings, and trainings.

QUALITY OF WORK

Assigned tasks are to be completed in a safe, timely, and professional manner. You are expected to perform your job to the utmost of your capabilities. Discourteous behavior toward participants, parents or other employees, the use of offensive language, or expression of negative attitude toward a program or participant, or any behavior/action determined to be detrimental to MNASR will not be tolerated. Such behavior may result in disciplinary action up to and including dismissal.

STATE CRIMINAL CONVICTION BACKGROUND CHECKS

As a condition of employment, MNASR is required by State Statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants and shall perform a criminal background check for applicants for all positions. Applicants are not required to disclose sealed or expunged records of convictions. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. All information concerning the record of conviction shall be confidential.

RESPITE WORK WAIVER

An employee is required to complete and submit all respite work forms prior to starting respite work with a family that was introduced in some way through MNASR. Failure to complete all required respite forms prior to starting work with a
family may result in disciplinary action up to and including dismissal. (See Forms Section.)

CHILD ABUSE AND MANDATED REPORTER/PARTICIPANT ABUSE

All MNASR employees are obligated to report suspected cases of child abuse or neglect. MNASR employees are mandated reporters under the Abused and Neglected Child Reporting Act (325 ILCS-5/4). The Acknowledgment of Mandated Reporters Status Form must be signed by all employees after reading the Illinois Abused and Neglected Child Reporting Act. (See Forms Section.) Suspected abuse or neglect of any MNASR participant (child or adult) should be reported to your immediate Supervisor as soon as possible/immediately. The Child Abuse hotline number is 1-800-25-ABUSE.
ANNUAL DRIVER ABSTRACT

All employees are required to complete an Annual Driver Abstract Form which will be conducted by the Office of the Secretary of State. Any moving violations or license suspensions should be reported to your immediate Supervisor. Driving violations will be dealt with accordingly. (See Forms Section.)

HAZARD COMMUNICATION PROGRAM

The Hazard Communication Standard (29 CFR 1910.1200) gives MNASR employees in Illinois a right to know about the hazardous materials with which they work. As a result of this standard, employers are required to establish and implement a written Hazard Communications Program. This program must include provisions for labeling containers, obtaining Safety Data Sheets (SDS), and providing employee training.

Introduction:

MNASR has developed a comprehensive Hazard Communications Program (Hazcom) to ensure we communicate information to our employees about the hazards of chemicals used in the workplace.

The Hazard Communications Standard requires MNASR to train its employees in the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiating, combustible dust, pyrophoric gas, or hazard not otherwise classified. A few examples of hazardous chemicals used in MNASR operations include, custodial supplies, safety supplies, fuels, paints, and automotive products.

The MNASR Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and other emergencies. The Hazcom program consists of five (5) basic elements listed below:

- Written Hazcom program;
- Inventory of hazardous chemical products;
- Inventory of Material Safety Data Sheets;
- Labeling procedure for hazardous material containers;
- Hazcom employee training program.

It is MNASR’s policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent
with federal, state, and local health and safety regulations. To attain this objective, all MNASR employees must include Hazcom compliance as an essential consideration in all phases of their work. The MNASR Hazcom program is a cooperative effort between management and employees.

Definitions:

**Health Hazard** – A chemical classified as posing one of the following hazardous effects:

- Acute toxicity (any route of exposure);
- Skin corrosion or irritation;
- Serious eye damage or eye irritation;
- Respiratory or skin sensitization;
- Germ cell mutagenicity;
- Carcinogenicity;
- Reproductive toxicity;
- Specific-target organ toxicity (single or repeated exposure);
- Aspiration hazard.

*The criteria for determining whether a chemical is classified as a health hazard are listed in under OSHA Standard §1910.1200, Appendix A – Health Hazard Criteria.*

**Label** – An appropriate group of written, printed, or graphic information elements (pictogram, hazard statement, signal word, and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the hazardous chemical or to the outside packaging.

**Safety Data Sheet (SDS)** – Written or printed material concerning a hazardous chemical prepared in accordance with OSHA Standard §1900.1200(g).

**Physical Hazard** – A chemical classified as posing one of the following hazardous effects:

- Explosive;
- Flammable (gases, aerosols, liquids, or solids);
- Oxidizer (liquid, solid, or gas);
- Self-reactive;
- Pyrophoric (liquid or solid);
- Self-heating;
- Organic peroxide;
- Corrosive to metal;
• Gas under pressure;
• In contact with water, emits flammable gas.

_The criteria for determining whether a chemical is classified as a health hazard are listed under OSHA Standard §1910.1200, Appendix B – Physical Hazard Criteria._

**Substance** – Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent that may be separated without affecting the stability of the substance or changing its composition.

**Written Hazcom Program:**

**Executive Director**
- Designates a Hazcom coordinator for MNASR operations;
- Approves the written Hazcom program;
- Ensures compliance with the written Hazcom program.

**Safety Coordinator (can also assume role of Hazcom Program Coordinator)**
- Maintains an inventory of all hazardous substances used or stored in the workplace;
- Maintains an SDS file/binder for inventoried hazardous substances;
- Trains new employees on specific hazards and safety precautions for hazardous substances. Trains all employees on hazards of newly introduced chemical products. Examples of this specific training include:
  - ✔ Personal protective equipment to be worn;
  - ✔ Health and physical hazards of each chemical product;
  - ✔ Review of MNASR’s written Hazcom program;
- Maintains Hazcom training documentation;
- Ensures all chemical containers have proper labeling.

**Employees**
- Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from immediate Supervisor;
- Report to immediate Supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to Management are encouraged.

**Hazcom Program Coordinator**
- Coordinates Hazcom Standard compliance activities;
- Maintains an up-to-date hazardous substance inventory for all departments;
- Requests current SDS directly from chemical manufacturers and suppliers;
• Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available;
• Ensures area Managers and Supervisors are aware of their Hazcom program functional responsibilities;
• Ensures Managers and Supervisors are aware of hazardous chemical container labeling requirements;
• Maintains a copy of the OSHA Hazard Communication Standard.

The following sections briefly highlight the policies and regulatory compliance program of MNASR concerning hazardous chemicals in the workplace.

**Labeling** – MNASR is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes, and drums. Each container of hazardous material in the workplace must be labeled with the identity of the product and the appropriate hazard warnings. This means labels must be maintained on chemicals in a manner that continues to be legible and the pertinent information (such as the hazards and directions for use) does not get defaced (ie., fade, get washed off) or removed in any way. MNASR will relabel containers if labels are removed or defaced. As a general rule, the label provided by the supplier of the product is sufficient. Relabeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. Containers holding ten (10) gallons or less, intended for the immediate use of the employee filling the container, are exempt from the labeling requirements.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used.

**Labeling Requirements** – It is the policy of MNASR that no container of hazardous chemicals be released for use without the following label information:
• Product Identifier – Name or number used for a hazardous chemical on a label or on the SDS. It provides a unique means by which the employee can identify the chemical.
• Signal Word – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are “danger” and “warning”. Danger is used for the more severe hazards, while warning is used for the less severe.
• Pictogram – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight (8) pictograms are designated under the Hazcom standard for application to a hazard category.
• Hazard Statement – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
• Precautionary Statement(s) – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling
• Name, address, and phone number of the chemical manufacturer, distributor, or importer.

Safety Data Sheets (SDS) – Obtain SDS from suppliers for all chemicals used within the operations. All employees should be trained on what an SDS is and where they are located (usually in a file/binder). The SDS file/binder should be placed at locations for specific chemical use; i.e., pool chemicals are found at the pool facility; custodial supplies in or near the janitor’s office; automotive products in the shop office; and so forth.

Employees have the right to obtain SDS for each hazardous material in the workplace. SDS must be available to employees and former employees for at least thirty (30) years after the material is no longer used, produced, or stored on the workplace.

Chemical Inventories – An inventory of chemical products used or stored is maintained by each area Manager and Supervisor and posted in each work area. The Hazcom Coordinator maintains a master inventory of all chemical products used or stored within the facility. All inventories are updated as new chemicals are introduced or old chemicals phased out. Updated inventories are posted and copies provided to the Hazcom Coordinator, noting new chemical additions.

Employee Information and Training – Employees are trained during orientation when first hired and annually thereafter. Employees are also trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. MNASR training focuses on the following subjects:

• Details of the written Hazard Communication Program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs, and symptoms of overexposure).
• Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence Also, how to lessen or prevent overexposure to these hazardous substances.
• Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks, and possible exposures.
• Explanations of the labeling system and SDS.

**Documentation** – Training records for all employees trained are retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for thirty (30) years past employment.

**Non-routine Tasks and Emergencies** – Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.
Notification and Information

On-site Contractors
- On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at MNASR. The Hazcom Coordinator has the responsibility for making available to contractors and their subcontractors information normally available to MNASR employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

MNASR Employee Information – All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting MNASR Hazcom Coordinator.

See Sample Label
The Safety Coordinator has this responsibility. If at any time the hazardous material was not received with the above information, or the hazardous material is transferred to another carton/container/drum, the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer’s label or a generic label. If you use a generic label, the label should contain all graphic and information elements required by the Hazcom Standard.
All MNASR employees need to be aware of the hazard classifications as defined by OSHA. The classifications are divided into Health and Physical Hazards under OSHA Standard §1910.1200, (Appendix A&B).

Health Hazards

Acute Toxicity – refers to those adverse effects that occur following oral or dermal administration of a single dose of a substance, or multiple doses given within twenty-four (24) hours, or an inhalation exposure of four (4) hours.

Skin Corrosion – is the production of irreversible damage to the skin; namely, visible necrosis through the epidermis and into the dermis. Corrosive reactions are typified by ulcers, bleeding, bloody scabs, discoloration due to blanching of the skin, complete areas of alopecia, and scars.

Skin Irritation – is the production of reversible damage to the skin following contact with a substance.

Serious Eye Damage – is the production of tissue damage in the eye, or serious physical deterioration of vision, following exposure to a substance to the anterior surface of the eye.

Eye Irritation – is the production of changes in the eye following exposure to a substance to the anterior surface of the eye.

Respiratory Sensitizer – means a chemical leads to hypersensitivity of the airways following inhalation of the chemical.

Skin Sensitizer – means a chemical leads to an allergic response following skin contact.

Mutation/Genotoxic/Genotoxicity – is a permanent change in the amount or structure of the genetic material in a cell. This hazard class is primarily concerned with chemicals that may cause mutations in the germ cells of humans that can be transmitted to their progeny.

Carcinogen – means a substance or a mixture of substances that induce cancer or increase its incidence.

Reproductive Toxicity – includes adverse effects on sexual function and fertility in adult males and females, as well as adverse effects on development of the offspring. Adverse effects on sexual function and fertility means any effect of chemicals that interferes with reproductive ability or sexual capacity.

Specific Target Organ Toxicity Single Exposure (STOT-SE) – means specific, non-lethal target organ toxicity arising from a single exposure to a chemical. Specific target organ toxicity can occur by any route relevant for humans, i.e., principally oral, dermal, or inhalation.

Specific Target Organ Toxicity Repeated Exposure (STOT-RE) – means specific target organ toxicity arising from repeated exposure to a substance or mixture. Specific target organ toxicity can occur by any route relevant for humans, e.g., principally oral, dermal, or inhalation.
Aspiration – means the entry of a liquid or solid chemical through the oral or nasal cavity, or indirectly from vomiting, into the trachea and lower respiratory system. Aspiration toxicity includes severe acute effects such as chemical pneumonia, varying degrees of pulmonary injury, or death following aspiration.
Physical Hazards

**Explosive/Pyrotechnic Chemicals** – is a solid or liquid chemical that is, in itself, capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings.

**Flammable Gas** – means a gas having a flammable range with air at 20°C (68°F) and a standard pressure of 101.3 kPa (14.7 psi).

**Flammable Aerosol** – means any non-refillable receptacle containing a gas compressed, liquefied, or dissolved under pressure, and fitted with a release device allowing the contents to be ejected as particles in suspension in a gas, or as a foam, paste, powder, liquid, or gas.

**Oxidizing Gas** – means any gas which may, generally, by providing oxygen cause or contribute to the combustion of other material more than air does.

**Gases Under Pressure** – are gases which are contained in a receptacle at a pressure of 200 kPa (20 psi) (gauge) or more, or which are liquefied, or liquefied and refrigerated. They comprise compressed gases, liquefied gases, dissolved gases, and refrigerated liquefied gases.

**Flammable Liquid** – means a liquid having a flash point of not more than 93°C (199.4°F).

**Flash Point** – means the minimum temperature at which a liquid gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

**Flammable Solid** – means a solid that is a readily combustible solid or that may cause or contribute to fire through friction.

**Readily Combustible Solids** – are powdered, granular, or pasty chemicals that are dangerous if they can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly.

**Self-reactive Chemicals** – are thermally unstable liquid or solid chemicals liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). This definition excludes chemicals classified under this section as explosives, organic peroxides, oxidizing liquids, or oxidizing solids. A self-reactive chemical possesses explosive properties when in laboratory testing. The formulation is liable to detonate, to deflagrate rapidly, or to show a violent effect when heated under confinement.

**Pyrophoric Liquid** – means a liquid, which even in small quantities, is liable to ignite within five (5) minutes after coming into contact with air.

**Pyrophoric Solid** – means a solid, which even in small quantities, is liable to ignite within five (5) minutes after coming into contact with air.

**Self-heating Chemical** – is a solid or liquid chemical, other than a pyrophoric liquid or solid, which, by reaction with air and without energy supply, is liable to self-heat; this chemical differs from a pyrophoric liquid or solid in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days). Self-heating of a substance or mixture is a process where the gradual reaction of that
substance or mixture with oxygen (in air) generates heat. If the rate of heat production exceeds the rate of heat loss, then the temperature of the substance or mixture will rise and which, after an induction time, may lead to self-ignition and combustion.

**Chemicals That Emit Flammable Gases (when in contact with water)** – are solid or liquid chemicals, which by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.

**Oxidizing Liquids** – means a liquid, which in itself is not necessarily combustible, can, generally, by yielding oxygen, cause, or contribute to, the combustion of other material.

**Oxidizing Solids** – means a solid, which in itself is not necessarily combustible, can, generally, by yielding oxygen, cause, or contribute to, the combustion of other material.

**Organic Peroxides** – are thermally unstable chemicals, which may undergo exothermic self-accelerating decomposition and may have one or more of the following properties: are liable to explosive decomposition; burn rapidly; are sensitive to impact or friction; or react dangerously with other substances.

**Chemicals That Are Corrosive To Metals** – means a chemical that by chemical action materially damages, or even destroys, metals.

**How to Read A Safety Data Sheet**

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product. The SDS may be in any format and may vary greatly in length, but all must contain the following information:

**Section 1: Identification** – This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party, and an emergency phone number; recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

**Section 2: Hazard(s) Identification** – This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid);
- Signal word;
- Hazard statement(s);
• Pictograms – the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame);
• Precautionary statement(s);
• Description of any hazards not otherwise classified;
• For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note this is a total percentage of the mixture and not tied to the individual ingredient(s).

Section 3: Composition/Information on Ingredients – This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

Substances
• Chemical name;
• Common name and synonyms;
• Chemical Abstracts Service (CAS) number and other unique identifiers;
• Impurities and stabilizing additives, which are classified and contribute to the classification of the chemical.

Mixtures (Same information required for substances.)
• The chemical name and concentration (i.e., exact percentage) of all ingredients classified as health hazards and that are:
  ✓ Present above their cut-off/concentration limits;
  ✓ Present a health risk below the cut-off/concentration limits.
• The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
  ✓ Trade secret claim is made;
  ✓ There is a batch-to-batch variation;
  ✓ SDS used for a group of substantially similar mixtures.

Chemicals Where a Trade Secret is Claimed
• A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

Section 4: First- Measures – This section describes the initial care to be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:
• Necessary first- instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion);
• Description of the most important symptoms, or effects, and any acute or delayed symptoms;
• Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5: Fire-Fighting Measures – This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:
• Recommendations of suitable extinguishing equipment and information about extinguishing equipment that is not appropriate for a particular situation;
• Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns;
• Recommendations on special protective equipment or precautions for firefighters.

Section 6: Accidental Release Measures – This section provides recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties, or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:
• Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes, and clothing;
• Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing;
• Methods and materials used for containment (e.g., covering the drains and capping procedures);
• Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning, or vacuuming; adsorbent materials; and/or equipment required for containment/cleanup).

Section 7: Handling and Storage – This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:
• Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited);
• Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements).
Section 8: Exposure Controls/Personal Protection – This section indicates the exposure limits, engineering controls, and personal protective measures to be used to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limited (PELs), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS, where available;
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system);
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin, or respiratory protection needed based on hazards and potential exposure);
- Any special requirements for PPE, protecting clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves, and breakthrough time of the glove material).

Section 9: Physical and Chemical Properties – This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.);
- Upper/lower flammability or explosive limits;
- Odor;
- Vapor pressure;
- Odor threshold;
- Vapor density;
- pH;
- Relative density;
- Melting point/freezing point;
- Solubility(ies);
- Initial boiling point and boiling range;
- Flash point;
- Evaporation rate;
- Flammability (solid, gas);
- Upper/lower flammability or explosive limits;
- Vapor pressure;
- Vapor density;
- Relative density;
- Solubility(ies);
- Partition coefficient: n-octanol/water;
- Auto-ignition temperature;
• Decomposition temperature;
• Viscosity.

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust’s explosive potential.

**Section 10: Stability and Reactivity** – This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

**Reactivity**

• Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

**Chemical Stability**

• Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled;
• Description of any stabilizers needed to maintain chemical stability;
• Indication of any safety issues that may arise should the product change in physical appearance.

**Other**

• Indication of the possibility of hazardous reactions, including a statement about whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur;
• List of all conditions to avoid (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions);
• List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation;
• List of any known or anticipated hazardous decomposition products produced because of use, storage, or heating. (Include hazardous combustion products in **Section 5: Fire-Fighting Measures** of the SDS.)

**Section 11: Toxicological Information** – This section identifies toxicological and health effects information or indicates such data is not available. The required information consists of:

• Information on likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown;
Description of the delayed, immediate or chronic effects from short- and long-term exposure;

Numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose). Estimated amount [of a substance] expected to kill fifty (50) percent of test animals in a single dose;

Description of the symptoms. This description includes the symptoms associated with exposure to the chemical from the least to the most severe exposure;

Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

Section 12: Ecological Information (non-mandatory)

Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants);

Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis;

Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (Kow) and the bioconcentration factor (BCF), where available;

The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies);

Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13: Disposal Considerations (non-mandatory) – This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8: Exposure Controls/Personal Protection of the SDS. The information may include:

- Description of appropriate disposal containers to use;
- Recommendations of appropriate disposal methods to employ;
- Description of the physical and chemical properties that may affect disposal activities;
- Language discouraging sewage disposal;
- Any special precautions for landfills or incineration activities.
Section 14: Transport Information (non-mandatory) – This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance);
- UN proper shipping name;
- Transport hazard class(es);
- Packing group number, if applicable, based on the degree of hazard;
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code);
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code);
- Any special precautions that employees should be aware of or need to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

Section 15: Regulatory Information (non-mandatory) – This section identifies the safety, health, and environmental regulations specific for the product that are not indicated anywhere else in the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

Section 16: Other Information – This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state what changes were made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

2.1 COMPENSATION

COMPENSATION PROGRAM

Part-time employees will be considered for salary adjustments based on several factors, including without limitation: performance, attendance, safety, attitude, professional appearance, responsibility, initiative, and other pertinent aspects of employment. Annual review of performance will occur for all part-time employees on or around the first week of June each year. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal. Full-time staff may, at any time during the year, recommend an adjustment to an employee’s wages, subject to the
Executive Director’s approval. All salary and wage decisions are at the sole discretion of MNASR.

EMPLOYEE CLASSIFICATION

All part-time, seasonal, and short-term employees are classified as “nonexempt” and are compensated under the Fair Labor Standards Act and Department of Labor regulations.

WAGES

Wages will be commensurate with the job assigned. Remember it is not professional and is against MNASR’s policy to talk about your rate of pay with other employees. Part-time employees are paid only for actual hours worked.
OVERNIGHT/TRIP WAGES

Employees will be paid their regular part-time staff wage for all overnight and extended trip programs, including overtime if necessary. Employees will not be paid for sleep time unless they are awakened for job duties.

PAY PERIODS/TIME SHEETS

Pay periods for all part-time employees will be bi-weekly and coincide with the regular pay period schedule. An annual schedule of pay periods is developed and provided by the Business Manager. Time sheets are due according to the payroll schedule on Mondays by 9:00 a.m. Time sheets may be faxed in, dropped off, or emailed to the appropriate Manager. Please follow up by phone to confirm receipt of your time sheet. Time sheets must be filled out completely, accurately and signed at the bottom. Time is computed to the nearest quarter of an hour (15 minutes = .25 hour, 30 minutes = .50 hour, 45 minutes = .75 hour). Employees are encouraged not to carry hours over from one pay period to the next. Employees who do not turn in their time sheets within a reasonable period may be subject to disciplinary action, up to and including dismissal.

PAYCHECKS

Employee paychecks are available for pick up at the MNASR office between 12:00 noon and 5:00 p.m. on payday. Employee paychecks will be mailed at 5:00 p.m. on payday if paycheck is not picked up. MNASR is not responsible for checks lost in the mail. If a check gets lost in the mail, a new check will be issued after twenty-one (21) days. An employee must pick up his/her paycheck in person or it will be mailed. On certain occasions you may call the MNASR Front Desk to give permission for another person to pick up your check. MNASR encourages employees that may have questions/concerns pertaining to their paychecks to contact their immediate Supervisor as soon as possible, knowing there will be no repercussions for such questions/concerns.

PAYROLL DEDUCTIONS

Except as required by law or court order, payroll deductions will not be taken without employee’s written authorization. Deductions required by law include Social Security, Medicare, and federal and state income taxes. Federal or state law determines these deductions. Other involuntary deductions may be made as required by law or court order, such as child support payments and wage garnishments.

OVERTIME
Any employee working over forty (40) hours within the Monday through Sunday payroll week needs to seek approval for such hours from their immediate Supervisor. Employees working overtime without approval may be subject to disciplinary action up to and including dismissal.

WORK SCHEDULE

All part-time employees and volunteers are responsible for submitting a seasonal availability form to the Support Staff Manager/Inclusion Manager. No employee is allowed to work over 900 hours in a calendar year.

- Staffing needs of each program;
- Employee’s skills/abilities relative to program needs;
- Availability form submission (on a first-come/first-served basis); and
- Participant registration.

3.1 WORK ABSENCES

TIME-OFF

MNASR understands that employees may have obligations outside of programs, which may require an employee to be absent. Time-off may be allowed if requested in writing two weeks in advance. It is the responsibility of the employee to complete MNASR’s Time-Off Form (See Forms Section). On this Time-Off Form, it is imperative that you secure another employee to fill-in for your absence from any programs that you will be missing. You can find a substitute employee by using the employee phone/email list. If you need a phone/email list, you can contact your immediate Supervisor to get one. If a substitute employee is secured, turn in your Time-Off Form to your immediate Supervisor for approval at least forty-eight (48) hours in advance of the program. If not completed, actions may be taken according to MNASR’s discipline policy. **NOTE: Inclusion staff replacements will be selected and approved by the Inclusion Manager.**

ABSENCE PROCEDURES

If an employee is going to be late or absent for any reason, he/she must call his/her immediate Supervisor at least five (5) hours in advance of the scheduled starting time. If during normal business hours, you must speak with a full-time recreation staff member to report your absence. If the report of absence is outside of business hours (9:00 a.m. to 5:00 p.m. Monday through Friday), please call the On-Call cell phone (224) 217-0618 or Inclusion cell phone (847) 710-2852.
The following disciplinary action will be taken when the absence procedure is not adhered to or tardiness occurs:

- First offense: The employee will be given a documented verbal warning;
- Second offense: The employee will be given a written warning that goes in his/her file; and
- Third offense: The employee will meet with the appropriate Supervisor to discuss disciplinary action up to and including dismissal.

MILITARY LEAVE

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, or Reserves will be granted a leave of absence for military service, training, or related obligations in accordance with applicable law.

EMERGENCY CLOSINGS

On occasion, due to inclement weather, national crisis, or other emergencies, MNASR may close for all or part of a normally scheduled work day. MNASR will attempt to notify employees of its closure through announcements. Emergency closure is considered unpaid leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The FMLA provides eligible employees with up to twelve (12) work weeks of unpaid leave for certain family and medical reasons during a twelve (12) month period. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or equivalent position. Certain highly compensated key employees may be denied reinstatement when necessary to prevent substantial and grievous economic injury to MNASR’s operations. A key employee is a salaried employee who is among the highest ten (10) percent of employees at that location or any location within a seventy-five (75) mile radius. Employees will be notified of their status as a key employee, when applicable, after they request a Family and Medical Leave.

Eligibility:
Any full-time or part-time employee who has worked for MNASR for at least twelve (12) months, and at least 1,250 hours during the twelve (12) month period immediately preceding the start of the leave will be eligible.

Reasons for Leave:
A leave may be taken for the following reasons:
- Birth and care of a newborn child;
• Placement of a son or daughter for adoption or foster care in the employee’s home;
• To care for the employee’s own serious health condition that renders the employee unable to perform the functions of the employee’s job.
For purposes of this policy, “serious health condition” means an injury, illness, impairment, or physical/mental condition that involves one of the following:
• Hospital Care: Inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity relating to the same condition;
• Absence Plus Treatment: A period of incapacity of more than three (3) consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition) that also involves either:
  ✓ Treatment two (2) or more times by a health care provider, by a nurse provider, or by a provider of health care services under orders of, or on referral by, a health care provider;
  ✓ Treatment by a health care provider on at least one (1) occasion that results in a regimen of continuing treatment under the supervision of the health care provider.
• Pregnancy: Any period of incapacity due to pregnancy or for prenatal care;
• Chronic Condition Requiring Treatment: A chronic condition that: requires periodic visits for treatment by a health care provider, or by a nurse, or physician’s assistant under direct supervision of a health care provider; continues over an extended period of time; and may cause episodic rather than a continuing period of incapacity;
• Permanent/Long-Term Conditions Requiring Supervision: A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
• Multiple Treatments (non-chronic conditions): Any period of absence to receive multiple treatments (including any period of recovery thereafter) by a health care provider or by a provider of health care services under orders of, or in referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment.
• Length of Time: Employees qualifying for leave under the FMLA may take up to a maximum of twelve (12) calendar weeks of leave over a rolling twelve (12) month period measured retroactively from the last day of leave. Where both a husband and wife are employed by MNASR, their combined leave under this policy is twelve (12) weeks over the twelve (12) months where the leave involves the birth or adoption of a child or the care of a
seriously ill parent. Leave because of an employee’s own serious health condition, or to care for an employee’s spouse, child, or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

- Intermittent or Reduced Work Schedule Leave: Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces an employee’s usual number of hours per work week or hours per work day. If an employee takes leave intermittently or on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt MNASR’s operations. When an employee takes intermittent or reduced work schedule leave for foreseeable planned medical treatment, MNASR may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates recurring periods of leave.

- Limitations on FMLA Leave: Leave to care for a newborn or for a newly-placed child must conclude within twelve (12) weeks after the birth or placement of the child and may not be taken intermittently or on a reduced work schedule unless MNASR agrees with respect to an individual leave request.

- Compensation: All time missed from work that qualifies for both Family and Medical Leave and for Workers’ Compensation will be counted toward the employee’s twelve (12) weeks of FMLA leave. If you qualify for both FMLA leave and any other leaves, FMLA leave must be taken first.

- Requesting FMLA Leave: Requests for FMLA leave must be made in writing. At least thirty (30) days’ advance notice for the birth or adoption of a child or for planned medical treatment should be given. In cases of emergency, notice should be given as soon as is practical (usually within one (1) or two (2) business days). A delay in submitting this request may result in a delay of the start of your leave.

  ✓ The request must specify, in detail, the reasons for requesting the leave and the length of time the employee intends to be away;

  ✓ In cases where an employee requests leave for the employee’s own serious health condition or to care for a seriously ill family member, MNASR may require medical certification from a health care provider to support the request. Medical certification forms are available from the MNASR office;

  ✓ If MNASR has reason to doubt the employee’s initial certification, MNASR may: (a) with the employee’s permission, have a designated health care provider contact the employee’s health care provider in an effort to clarify or authenticate the initial certification; and/or (b) require the employee to obtain a second opinion by an independent
MNASR designated provider at MNASR’s expense. If the initial and second certifications differ, MNASR may, at its expense, require the employee to obtain a third, final, and binding certification from a jointly selected health care provider;

- During FMLA leave, MNASR may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, the employee must provide MNASR with periodic reports regarding the employee’s status and intent to return to work. If the employee’s anticipated return-to-work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide MNASR with reasonable notice (i.e., within two (2) business days) of the employee’s changed circumstances and new return-to-work date. If the employee gives MNASR notice of the employee’s intent not to return to work, the employee will be considered to have voluntarily resigned;

- A request for leave of absence must be approved by the employee’s Supervisor(s) and the Executive Director.

- An approved medical leave of absence will be considered FMLA if it qualifies as such under the FMLA regulations promulgated by the U.S. Department of Labor; or

- If an employee’s request does not meet the requirements for FMLA leave of absence, the employee may apply for a personal leave of absence.

- Return from FMLA Leave: Upon returning from FMLA leave, the employee will be reinstated to the employee’s original or equivalent position with equivalent pay and benefits. In the case of an employee’s own serious health condition, a physician’s statement certifying the employee’s ability to perform the essential functions of the job is required. However, an employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of a layoff, reduction in force, or other reason, the employee would not be employed at the time job restoration is sought.

- Failure to Return to Work Following FMLA Leave: An employee who fails to return to the available position on the first day after the leave of absence has expired will be considered to have voluntarily resigned. However, pursuant to MNASR’s Americans with Disabilities Act policy, employees may request extended unp leave as a “reasonable accommodation” under the ADA.

VICTIMS’ ECONOMIC SECURITY AND SAFETY ACT (VESSA)
The VESSA provides employees with up to twelve (12) work weeks of unpaid leave during a twelve (12) month period to address the consequences of domestic or sexual violence to themselves or family or household member who is a victim of domestic or sexual violence.

**Basis of Leave** – MNASR will provide up to twelve (12) weeks of unpaid leave from work on an intermittent or reduced work schedule basis to an employee who is a victim of domestic or sexual violence (or who has a family or household member who is a victim of domestic or sexual violence) to address domestic or sexual violence if the employee is:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s family or household member;
- Obtaining services from a victim services agency for the employee or the employee’s family or household member;
- Obtaining psychological or other counseling for the employee or the employee’s family or the employee’s family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee’s family or household member from future domestic or sexual violence or ensure economic security;
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence;

**Family or Household Member** – means a spouse, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic or sexual violence;

**Parent** – means the biological parent of an employee or an individual who stood in *loco parentis* to an employee when the employee was a son or daughter; or

**Son or Daughter** – means a biological, adopted, foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is under eighteen (18) years of age, or is eighteen (18) years of age or older and incapable of self-care because of a mental or physical disability.

**Period of Leave** – Employee shall be entitled to a total of twelve (12) work weeks of unpaid leave during any twelve (12) month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the Federal FMLA.) NOTE: The employee shall provide MNASR with at least forty-eight (48) hours advance notice of his/her intention to take the leave, unless providing such
notice is not practicable When an unscheduled absence occurs, MNASR will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as fifteen (15 days) provides certification as shown under the next section.

**Certification** – MNASR may require the employee to provide written documentation to MNASR that:

- The employee or the employee’s family or household member is a victim of domestic or sexual violence; and
- The leave is for one of the purposes enumerated in the above “Basis of Leave” paragraph.

Employee shall provide such certification to MNASR within a reasonable period after MNASR requests certification. An employee may satisfy the above certification requirement by providing a signed and dated statement of the employee to MNASR, and upon obtaining such documents, the employee shall provide:

- Documentation from an employee, agent, or volunteer of a victim services agency, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee’s family or household member has sought assistance in addressing the domestic or sexual violence and the effects of the violence;
- A police report or court records; or
- Other corroborating evidence.

**Confidentiality** – All information provided to MNASR, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be retained in the strictest confidence by MNASR, except to the extent that disclosure is: (a) requested or consented to in writing by the employee; or (b) otherwise required by applicable federal or state law.

**Restoration to Position** – In general, an employee who takes leave under this policy shall be entitled, on return from such leave:

- To be restored by MNASR to the position of employment held by the employee when the leave commenced; or
- To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

**Loss of Benefits** – The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- The accrual of any seniority or employment benefits during any period of unpaid leave; or
• Any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

**Reporting to MNASR** – MNASR may require an employee on leave under this policy to report periodically to MNASR on the status and intention of the employee to return to work.

**Failure to Return from Leave** – MNASR may require an employee who claims that he/she is unable to return to work to provide within a reasonable period of time after making the claim, certification to MNASR that the employee is unable to return to work because of that reason. An employee may satisfy the certification requirement of the clause by providing to MNASR:

- A sworn statement of the employee;
- Documentation from an employee, agent, or volunteer of a victim services agency, an attorney, a member of the clergy, of a medical or other professional from whom the employee has sought assistance in addressing domestic or sexual violence and the effects of that violence;
- A police report or court records; or
- Other corroborating evidence.

MNASR will not fail to hire, refuse to hire, discharge, or harass any individual exercising his/her rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual, or retaliate against an individual in any form or manner for exercising his/her rights under this policy.

### 4.1 LIABILITY AND COMPENSATION

**INDEMNIFICATION AND LIABILITY INSURANCE**

MNASR is required by State Statute (70 ILCS 1205/8-20) to indemnify and protect employees against civil rights damage claims and suits, constitutional rights damage claims and suits, death and bodily injury damage claims and suits, and property damage claims and suits, including defense thereof, when damages are sought for negligent or wrongful acts alleged to have been committed within the scope of employment, or under the direction of the Board of Directors. Such indemnification and protection shall extend to employees of MNASR at the time of the incident from which a claim arises. However, MNASR is statutorily prohibited from indemnifying employees for “punitive” damages. Employees may be covered by MNASR’s liability insurance to defend any civil action that may be brought against you or MNASR, its agents, or any other employee for damages arising out of the lawful performance of your duties.
WORKERS’ COMPENSATION

As a MNASR employee, you are covered under the Illinois Workers’ Compensation Act. The Act provides for medical care and replacement of wages if you sustain an injury arising out of and occurring in the course of your employment with MNASR. Non job-related illnesses or injuries, or illnesses or injuries not related to the performance of your assigned duties are not covered under the Act. If you have any questions regarding Workers’ Compensation, please see the Safety Coordinator or your immediate Supervisor. All employees must adhere to the following conditions:

NOTE: Failure to immediately report an injury or illness may jeopardize the employee’s eligibility for Workers’ Compensation benefits.

- Any work-related injury or illness (even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related) must immediately be reported directly to the employee’s Supervisor or Safety Coordinator if the Supervisor cannot be reached directly;
- Upon notification, MNASR shall instruct the employee to report to a designated hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize MNASR Physician Network Referral Service if additional treatment is necessary;
- All medical evaluations by any licensed physician must be submitted to the Safety Coordinator for the duration of the employee’s period of leave;
- MNASR reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at MNASR’s expense and the physician will submit the results to MNASR. The employee is entitled to a copy of this report;
- MNASR may assign an injured employee to a modified duty assignment in accordance with MNASR’s Modified Work Duty Program;
- No employee shall be allowed to return to work without a statement from a physician approving the employee’s return to work without restrictions, or with restrictions acceptable to MNASR;
- MNASR reserves the right to reassign the employee to another position at the same pay and benefits the employee received at the time of the injury;
- When an employee has been released by a licensed physician to return to work on a modified work duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee’s current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. MNASR reserves the right to verify the time of the visit.
UNEMPLOYMENT COMPENSATION

As a MNASR employee, you are provided with Unemployment Compensation coverage in accordance with Illinois law. This coverage is provided at no cost to you. Should you become unemployed, you may be entitled to receive unemployment benefits provided you meet certain eligibility requirements. Additional information can be obtained from your local Unemployment Insurance office.

5.1 MNASR PROPERTY

MNASR PROPERTY

Desks, vehicles, first aid kits, computers, telecommunications equipment, iPads, and other MNASR property that you are permitted to use during your employment are and remain the property of MNASR, and MNASR retains its full rights to inspect the contents of such equipment from time to time without notice to the employee. All MNASR equipment needs to be signed in and out. Each user assumes full responsibility for the equipment to be returned in the same condition it was when it was checked out. You are not permitted to keep or store any illegal or prohibited items or substances in or on such property. Any such property reasonably suspected of having, holding illegal, prohibited items, substances, missing, or stolen MNASR business information, property, and all other MNASR assets are vital to the interests and success of MNASR. Except in the ordinary course of performing duties for MNASR, or otherwise permitted, no MNASR property may be removed from MNASR’s premises. Accordingly, when an employee leaves MNASR, the employee must return to MNASR all related MNASR information and property that the employee has in his/her possession, including without limitation, documents, files, records, manuals, information stored on a personal computer or on a computer disc or CD, supplies, and equipment or office supplies. No employee may use MNASR property for personal use without proper authorization. No MNASR property may be released for personal use without the prior written approval of the employee’s immediate Supervisor who is responsible for the equipment or property. Loss, damages, or theft of MNASR property should be reported at once. At all times you are to exercise care in the use, storage, and transport of equipment and supplies used in programs. MNASR equipment may not be used for personal use, unless authorized by the Superintendent of Recreation. Violation of this policy is a serious offense and may result in appropriate disciplinary action, up to and including dismissal.

SECURITY AND KEYS

In the interest of safety and protection of property, strict control over access to MNASR property, work locations, records, computer information, cash, and other
items of value or confidential nature must be maintained. An employee who is assigned keys, safe combinations, or other access to MNASR property in connection with his/her job responsibilities must exercise sound judgment and discretion to protect against theft, loss, or negligence. The employee must immediately report any loss of keys to his/her immediate Supervisor. Keys may not be transferred from one employee to another. Keys must be returned to their proper location immediately after use. Failure to do so may result in disciplinary action, up to and including dismissal.

INTERNET USAGE POLICY

MNASR recognizes that the Internet may have useful applications to MNASR’s business. However, employees may not engage in Internet use without prior approval from the employee’s full-time staff Supervisor and unless a specific business purpose requires such use. Absent such approval, employees may not access the Internet using MNASR’s computer system, at any time or for any reason. “Surfing the Net” is not a legitimate business activity.

TAPE/VOICE RECORDING POLICY

It is a violation of MNASR’s policy to record conversations with a tape/voice recorder or other recording devices unless all parties in the conversation give their consent. The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his/her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed. Violation of this policy will result in disciplinary action, up to and including dismissal.

PERSONAL VEHICLE USAGE

Employees using their personal vehicle for MNASR business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. MNASR’s liability insurance is secondary to the employee’s own coverage.

NOTE: Participants are not allowed to be transported in staff’s personal vehicles at any time.

6.1 PERFORMANCE GUIDELINES FOR PART-TIME EMPLOYEES

Employees of MNASR work together as a team to develop, promote, and maintain our quality recreational programs and facilities for the community. Each employee is
expected to work toward meeting our goal of providing services in a friendly, efficient, and professional manner. Employees are urged to make any suggestions they feel will be beneficial to MNASR and our participants which would save time, reduce waste, promote safety, increase efficiency, and make the working and recreational experience for all persons more enjoyable.

A MNASR employee is expected to demonstrate the highest standards of personal and professional integrity, honesty, responsibility, and fortitude in the performance of his/her duties. Employees are expected to treat MNASR participants and fellow employees honestly, fairly, courteously, and always with respect. The rules identified below have been prepared to serve as a guide for employee conduct while acting on behalf of MNASR. These rules are designed to promote orderly, safe, and efficient operations. They have been developed through common sense and years of experience, and all employees are required to carefully read these rules and to conduct themselves accordingly.

COMPLIANCE WITH MNASR POLICIES AND PROCEDURES

You are required to comply with all policies and procedures established by the MNASR Board of Directors, Supervisors, and Administrative Staff of MNASR.

COMPLIANCE WITH SUPERVISORY DIRECTIVES

You are required to comply with all the directives of your immediate Supervisor, the Board of Directors, and Administrative Staff in the performance of your duties.

DIRECTIVES FROM PROGRAM LEADERS

MNASR program staff needs to follow directives given by Program Leaders. It is the goal of all MNASR employees to run safe and successful programs. Each employee’s commitment to this goal is expected at all times.

EMPLOYEE COOPERATION

Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of MNASR must function as a team, and each employee is required to make a positive contribution in the interest of effective and efficient public service. Wrongful conduct, including without limitation, insubordination, which engenders employee divisiveness, loss of morale, or workplace disruption will not be condoned and may lead to disciplinary action, up to and including dismissal.

CARELESSNESS
MNASR prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property, or while conducting MNASR business. MNASR expects and demands that its employees perform their employment duties with care and attention to our participants’ needs, the safety and welfare of fellow employees, and to MNASR quality standards and requirements. Carelessness or negligent behavior or actions may result in disciplinary action, up to and including dismissal. Employees who fail to respond to MNASR’s efforts to correct carelessness may be subject to disciplinary action, up to and including dismissal. If you are aware of a careless or negligent act or behavior, you must report the act or behavior to your immediate Supervisor. If you feel uncomfortable doing so, or if your Supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Superintendent or Executive Director.

REPORTS AND FORMS

Part-time employees may be asked to assist the Program Leader in completing documentation and other forms. All persons in supervisory positions must prepare and submit reports and schedules as directed by the Support Staff Manager and according to documentation procedures. Any reports you produce, or records you maintain are important to the administration of MNASR and they must be accurate and complete.

ATTENDANCE AND DEPENDABILITY

Attendance is an essential part of your total job performance and is critical to the safe, smooth, and efficient operation of MNASR. Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your fellow employees and your immediate Supervisor. Accordingly, it is imperative that you report to work regularly, promptly, and be ready to perform your assigned duties at the beginning of your work day. To the extent permitted by law, absenteeism and tardiness lessen an employee’s chances for advancement and may result in dismissal. If you must leave work early because of an illness or personal emergency, you must promptly advise your immediate Supervisor or if he/she is not available, the Supervisor at the succeeding level of authority. Your notice must include a reasonable explanation for your absence or tardiness, and a statement as to when you expect to arrive at or return to work. You may be required to present a doctor’s note or other documentation substantiating the length of and reasons for your absence or tardiness. The foregoing notice requirements apply to each day of absence or tardiness, including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or subject you to disciplinary action, up to and including dismissal. Moreover, if you fail to report to work on three (3) consecutive work days without notifying any Supervisor, you will be considered
to have voluntarily abandoned your employment with MNASR and for that reason you will be dismissed.

PUNCTUALITY

You are expected to be at your seasonal program site fifteen (15) minutes early and stay fifteen (15) minutes after the program ends unless otherwise informed by your Supervisor. If you cannot arrive on time, you must call the MNASR office to notify them of this fact. You must talk to a full-time recreation staff, do not leave a voice message about an absence. If it is after normal business hours, call the On-Call cell phone (224) 217-0618 for MNASR programs or the Inclusion cell phone (847) 710-2852 for inclusions.

DRESS AND APPEARANCE

The personal appearance of employees conveys to the public a general impression of MNASR. An employee’s attire, including jewelry, on the job should be in good taste, clean, neat, and appropriate for the duties being performed. Employees should avoid extremes in dress and appearance. Due to safety reasons employees are not allowed to wear any type of jewelry, including body or facial piercings that are visible. Employees must be neat, clean, and orderly at all times while on duty. For safety purposes, when working with participants, an employee must either keep his/her hair no longer than one-inch (1”) below the ear or must firmly secure longer hair so that it does not hang below the ears. Tattoos cannot be offensive in nature (i.e., words including profanity and/or symbols). Any tattoo design deemed to be inappropriate by MNASR will not be allowed thus it must be covered. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted. Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire. Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Executive Director for an authorized deviation from this policy. Said request shall include the policy exception requested, and include the basis for said request.

Employees will be issued a MNASR “staff” shirt. An employee should wear his/her “staff” shirt, unaltered, to all programs. If you are not dressed appropriately, you may be asked to go home. Suggested professional attire for the office includes skirts, knee length shorts, dresses, sundresses, slacks, dress tops for women, dress shirts for men, or polo and golf shirts with collars. Suggested professional attire for programs include slacks or jeans, Capris, athletic pants, shorts (no lycra or spandex shorts), employee shirts and polo shirts, tennis shoes/deck/walking shoes (no sandals or open-toed shoes).
NOTE: Inclusion employees must follow the policies of the Member District in which they are working. This means being aware of the dress code of the Member District for which you are working. Member District Staff will provide a shirt, if they are available. If no Member District shirts are available, please wear a shirt color that matches the Member District’s shirt/uniform.

NAME TAGS/STAFF SHIRTS/IDENTIFICATION

A MNASR employee is required to wear his/her name tag or staff shirt while on duty or when representing MNASR. It is important to make sure our staff have some identification. Exceptions may consist of aquatic programs, community outings, or with the discretion/permission from the Program Leader. If an employee should lose his/her name tag, it is his/her responsibility to notify the appropriate Supervisor so a new one can be issued.

WORK AREAS

Work areas must be kept clean and orderly at all times. Prior to the end of the work day, all equipment and supplies will be cleaned and stored away properly. All items, paper or information of value must be properly secured.

WEAPONS/CONCEAL AND CARRY POLICY

MNASR maintains a zero-tolerance, weapon-free workplace policy. No employee is authorized to possess a firearm or weapon on any park district or MNASR property. Employees are prohibited from displaying, brandishing, discharging, or otherwise using any and all weapons, including concealed firearms, within the workplace, during work functions, or while engaged in any business on behalf of MNASR. Weapons include visible and concealed weapons, including those for which the owner has the necessary permits. Weapons can include firearms, knives, explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual, employee, or participant. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal. If you know of an employee possessing a weapon, you are strongly encouraged to report this to your immediate Supervisor. If you feel uncomfortable doing so, or if your Supervisor is the source of the problem, condones the problem, or ignores the problem, report it to the Superintendent or Executive Director.

WORKPLACE WRONGDOING

MNASR does not tolerate workplace wrongdoing on MNASR premises, property, MNASR sponsored events, or while acting within the scope of employment.
• MNASR does not tolerate theft of property, whether from MNASR, a participant, patron, or fellow employee. Employees should seek permission before removing any materials, tools, equipment or supplies that are the property of MNASR. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal;
• MNASR prohibits false information on any expense account sheet or on any insurance claim submitted under the Workers’ Compensation benefits program;
• MNASR prohibits fighting on its premises. An employee, who instigates physical violence or threatens physical violence, may be subject to disciplinary action, up to and including dismissal;
• MNASR prohibits horseplay, practical jokes, and pranks. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal; and
• MNASR prohibits embezzlement or stealing of MNASR funds, including but not limited to, stealing money from a MNASR account, stealing postage, or unlawful use of telephone privileges. Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal.

CELLULAR PHONES

All employees and volunteers who must wear or carry a cellular phone for emergency situations, may do so. An employee with a cellular phone during programs must place his/her phone on “quiet” or “vibrate” mode. Employees must wait until the end of program, when all participants have left, to return any calls. An employee may not speak or text on his/her personal phone during program time. In the case of an emergency, an employee can ask for permission from the Program Leader to use a personal cell phone. MNASR cannot be responsible for the damage or loss of any cellular phones or electronic devices. MNASR also reserves the right at any time to require employees to remove such devices when they pose a safety threat or imposes on the quality of work at programs. If you choose to bring any cellular phone or electronic device to MNASR programs, MNASR is not responsible if they are damaged, broken, or stolen.

VIOLENCE IN THE WORKPLACE

Acts of violence will not be tolerated. Any instances of violence must be reported to the employee’s immediate Supervisor, Superintendent, or Executive Director. For purposes of this policy, violence is defined as an action or behavior of an employee that threatens the safety or wellbeing of other employees or the public. All incidents will be investigated. MNASR will promptly respond to any incident or suggestion of
violence. Violation of this policy will result in disciplinary action, up to and including dismissal.

GIFTS AND REWARDS

In accordance with the State Gift Ban Act (SGBA), employees must not solicit any gift, gratuity, or other reward from any person, business, or entity that is doing business with MNASR or is attempting to secure business from MNASR. Further, you must not solicit nor should you expect people who use our programs to give you gifts, gratuities, or other awards or favors for performing your job. A gift does not violate the SGBA if it has a cumulative value of less than $100.00 during any calendar year.

SWIMMING

For all swim programs and summer day camp, female employees are required to wear a full-coverage one-piece lined bathing suit. MNASR reserves the right to determine if swimwear is appropriate. Male employees are required to wear a boxer-style swimsuit. For comfort, an employee may wear a plain white t-shirt over his/her swimsuit according to the pool guidelines. MNASR employees who are assigned swim programs and day camp are required to be in the water assisting participants. If you cannot swim for any medical reason, a doctor’s note is required prior to the start of programs and day camp season. If you fail to bring a doctor’s note, you will be asked to leave the program.

INTERNET/SOCIAL MEDIA POLICY

In general, MNASR views personal websites and social media positively, and it respects the right of employees to use them as a medium of self-expression. If you choose to identify yourself as a MNASR employee or to discuss matters related to MNASR, employees, or participants on your website or social media, please bear in mind that, although you and we view your website or social media as a personal project and a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for MNASR. In light of this possibility, we ask that you observe the following guidelines:

- Please make it clear to your readers that the views you express are yours alone and that they do not necessarily reflect the views of MNASR. To help reduce the potential for confusion, we would appreciate it if you put the following notice, or something similar, in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page): “The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer.”
• Many bloggers put a disclaimer on their front page saying who they work for, but that they’re not speaking officially. This is a good practice, but may not have much legal effect. It is not necessary to post this notice on every page of your site. Be careful to avoid disclosing any information that is confidential or proprietary to MNASR or to any third party that has disclosed information to us.
• Since your site or blog is a private space, we hope you will be respectful to MNASR, our employees, our patrons/participants, our partners and affiliates, and others. If your views negatively impact the reputation or integrity of MNASR, employee morale, and/or create divisiveness or friction among employees, you may be disciplined, up to and including dismissal.
• If you create a personal/platonic relationship with one of MNASR’s participants and decide to meet outside of work hours, MNASR would ask that you not share any personal information about the participant on your social media without his/her permission. (This would include any confidential information.)

LANGUAGE

All references to individuals with disabilities made in oral and written communication are to be made utilizing non-stigmatizing language, using terms that focus attention on the individual as a person first, and only second, as a person with a disability.

APPROPRIATE INTERACTION WITH PARTICIPANTS

No employee may engage in inappropriate physical contact or use physical contact of any type to punish a participant. No employee may date participants. No employee may transport participants in his/her personal vehicle. The only exception is when an employee is driving a MNASR or park district vehicle. Employees must not share any personal information with participants (i.e., personal e-mail addresses, phone numbers, home addresses, or any form of social media).

JEWELRY

For safety reasons, all employees and volunteers are recommended not to wear any jewelry (including rings, watches, necklaces, earrings, bracelets, anklets, etc.). If you wear jewelry, it is at your own risk. Supervisory personnel may wear a watch. MNASR will not replace jewelry that is worn to programs and broken, damaged, or lost. MNASR prohibits employees from wearing jewelry of any kind to a program that is considered “high risk” as determined by the Supervisor.
GLASSES

Employees who must wear glasses, sunglasses, or contact lenses may do so. MNASR will pay for the repair of or the replacement of broken glasses or loss of contact lenses if caused from doing your MNASR job responsibilities.

LOST OR STOLEN ITEMS

Please remember to place purses, wallets, etc., in a safe place during work hours. Do not leave items of value in locker rooms during swim lessons. MNASR will not be responsible for the replacement of personal items if damaged or lost at a program or day camp.

HORSEPLAY

MNASR employees are encouraged and expected to interact with MNASR participants during all programs. Any employee interaction with participants during a program should be in accordance with the activities of the program. Employees shall not demonstrate excessive behavior, including but not limited to overly physical play, aggression, unnecessary or inappropriate touching, inappropriate language, and dangerous actions.

CONFIDENTIALITY

All participants’ information is strictly confidential. Employees must not share any personal participant information with anyone outside of MNASR except in the case of an emergency and information is requested by an authoritative position (i.e., police, fire, medical personnel, etc.).

PHOTO PERMISSION

Photographs of MNASR participants shall only be taken when prior approval has been given by a Program Leader or full-time staff. MNASR requires that each person in the photo give approval prior to the picture being taken as well. We encourage the taking of photos during all MNASR programs but need to respect the privacy and confidentiality of our participants and staff. If photos are taken at a program, a copy should be shared with the MNASR office and removed from your phone, camera, iPad, and/or tablets. This step would prevent your personal equipment from being a Freedom of Information Act (FOIA) piece of equipment. We highly encourage each staff to use the equipment MNASR has available.

NO STRANGERS IN PROGRAMS
MNASR programs are exclusively for registered participants, employees, and volunteers who have successfully passed a criminal background check. Those individuals not registered in a MNASR program are not allowed to become involved with the program or its participants at any time without the proper paperwork being completed in advance. Before any outside involvement by an individual (i.e., photographer, press/media employee, PDRMA (Park District Risk Management Agency) representative, etc.) in any MNASR program, the individual must be accompanied by a full-time staff, or their attendance must be communicated to the Program Leader prior to the beginning of the program. Parents/guardians of participants are allowed to view programs and will be involved with the program during pick-up and drop-off times. Friends/family/acquaintances of MNASR employees must be pre-approved by a MNASR full-time staff prior to attending a program.

SAFE TRANSFER AND LIFTING TECHNIQUES

Training is provided on proper transferring and lifting for employees at least one time a year. When an employee needs to transfer or lift a participant or any other heavy object, the employee must do so in the safest manner possible and/or with the assistance of another employee.

CORRESPONDENCE TO PARENTS/GUARDIANS

No written communications (i.e., flyers, letters, schedules, notes, etc.) can be sent out or distributed unless they have been approved and/or read by MNASR full-time staff. This applies to all part-time employees.

DISCIPLINE

All employees are expected to meet MNASR’s standards of work performance, engage in acceptable conduct, and to satisfactorily perform his/her duties under the policies, guidelines, and rules contained in this Manual. In addition, he/she is expected to follow any other policies, rules, and guidelines, performance standards, the directions of your Supervisors, and to act in accordance with federal, state, and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with MNASR’s policies and procedures.

If an employee does not meet these standards, MNASR may, under appropriate circumstances, take corrective action, other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance of the
area that needs improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with MNASR’s policies and procedures, and/or other disciplinary problems.

Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by MNASR. An employee may be dismissed, however, after a progressive disciplinary action has not changed any substandard performance or misconduct on his/her part.

Notwithstanding MNASR’s option to use progressive discipline, MNASR is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the employee’s dismissal.

While we hope and expect the need for disciplinary action will be rare, when an employee’s job performance, attitude, or conduct falls short of MNASR’s established standards, MNASR will not hesitate to take appropriate action. Such actions will range from oral warnings to dismissal. This means that, as a general rule, an employee will be given an increasingly severe penalty each time an offense is committed. Some types of misconduct, however, are so intolerable that dismissal may be imposed for the first offense.

**ORAL WARNINGS**

Oral warnings may be issued by an employee’s immediate Supervisor. Oral warnings are issued for the purpose of expressing disapproval of conduct or poor work performance and/or attendance, to clarify applicable procedures or guidelines, and to warn him/her that repetition of the conduct or failure to improve work performance and/or attendance may result in more severe discipline including dismissal. The Supervisor imposing the oral warning will discuss the warning with him/her and suggest how to correct the offending conduct. Documentation of an oral warning may be placed in the employee’s personnel file.

**WRITTEN WARNINGS**

Written warnings may be issued by an employee’s immediate Supervisor. Written warnings consist of a conference between the employee and the Supervisor imposing the warning, and a written memorandum expressing disapproval of conduct or poor work performance and/or attendance and warning him/her that repetition of the conduct or failure to improve may result in more severe discipline including dismissal. Written warnings will be used for poor work performance, poor attendance, or repeated misconduct of a minor nature, or for more serious misconduct which in MNASR’s opinion does not warrant suspension or dismissal.
The employee is required to sign the written warning indicating receipt of the warning and his/her understanding of the reason for the warning. The employee will also be given an opportunity to provide written comments on the form. If he/she refuses to sign, another Supervisor will be asked to witness his/her refusal. A copy of the written warning will be placed in the employee’s personnel file.

SUSPENSION

A suspension is defined as temporarily relieving an employee from duties. Depending on the circumstances, a suspension may be with or without pay, at the sole discretion of the Executive Director. The Supervisor imposing the suspension will meet with the employee within two (2) business days of the suspension and give him/her a written memorandum outlining the details of his/her suspension, including without limitation, the reasons for and duration of his/her suspension. During this meeting, he/she will be given an opportunity to respond to the reason(s) for his/her suspension.

The duration of the employee’s suspension shall be determined at the sole discretion of the Executive Director. Unpaid suspensions of non-exempt employees will be based on daily increments.

An employee is required to sign the written notice of his/her suspension indicating receipt and understanding of the reason(s) provided in the suspension memorandum. He/she will also be given an opportunity to provide written comments on the notice. If he/she refuses to sign, another Supervisor will be asked to witness his/her refusal. A copy of the notice will be placed in the employee’s personnel file.

DISMISSAL

A dismissal is a termination of employment initiated by MNASR. An employee may be dismissed for any lawful reason at any time. MNASR staff are all “at-will” employees.

Generally, if an employee is dismissed he/she will receive written notice of the reason(s) for his/her dismissal including effective date and time of dismissal. Under ordinary circumstances, his/her Supervisor or designee will meet with the employee, explain the reason(s) for his/her dismissal, and offer him/her the opportunity to respond. The employee is required to sign the written notice of his/her dismissal indicating his/her receipt of the notice and understanding of the reason(s) for the dismissal. If he/she refuses to sign, another Supervisor may be asked to witness his/her refusal. A copy of the notice will be placed in the employee’s personnel file. The employee may further respond to those charges, if any, through the formal grievance procedure.
EXAMPLES OF REASONS FOR DISCIPLINARY ACTION

An employee may be warned, suspended, and/or dismissed whenever it is determined, at the sole discretion of MNASR, to be in its best interests. Nevertheless, listed below are some examples of reasons for disciplinary action. This list, however, does not constitute an exhaustive list of all of the acts that may subject an employee to disciplinary action, including dismissal, and does not change the employment-at-will relationship between the employee and MNASR. Instead, the following list sets forth some of the more typical cases that arise in the course of an employment relationship. They include but are not limited to:

- Failure to adhere to MNASR policies and/or procedures including, without limitation, safety policies, ordinances, and procedures;
- Absence from duty without permission, habitual tardiness, excessive absenteeism, or misrepresentation of material facts relating to the use of leave;
- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times;
- Leaving job during working hours without permission;
- Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by an employee’s Supervisor;
- Inability or unwillingness to take orders from his/her immediate Supervisor;
- Uncooperative, hostile, or discourteous attitude or conduct toward his/her Supervisor, the Board of Directors, co-workers, participants, or members of the public, or threatening or striking any person who is in or on MNASR property or participating in MNASR activities;
- Being wasteful of or the willful destruction of MNASR supplies, materials, vehicles, equipment, tools, working time, or other MNASR property;
- Failure to wear uniform or safety equipment (e.g., safety shoes, glasses, goggles, and/or face shield) as required by this Manual, rules and/or procedures or the failure to wear appropriate clothing for duties as required by this Manual, rules and/or procedures;
- Endangering one’s safety and/or the safety of others because of failure to act properly and safely in the performance of job duties;
- Failure to follow any federal, state, local, MNASR rules or regulations, engaging in criminal activity while on duty or while in or on MNASR property;
- Failing to report an accident or known hazardous conditions to the employee’s Supervisor;
- Gambling or fighting while on duty;
• Being under the influence or possession of intoxicants or illegal drugs while on duty or on MNASR property or failing to notify MNASR that you are taking legal drugs when such notice is required;
• Theft or misappropriation or the careless, negligent, or improper use of funds or property belonging to MNASR, fellow employees, or the public;
• Possession of weapons in or on MNASR property or while on duty;
• Felony conviction;
• Incompetent, inefficient, or negligent performance of duties;
• Failure to maintain a valid driver’s license if required for your position;
• Smoking in restricted areas;
• Harassment of other employees, participants, or member of the public;
• Dishonesty – lying to MNASR personnel, falsifying or providing misleading information on forms, records, or reports provided to or on behalf of MNASR including without limitation accident reports, employment applications/resumes, financial reports, reimbursement reports, and departmental reports;
• Time sheet or sign-in book violations;
• Unauthorized possession, use or copying of any records that are MNASR’s property;
• Sleeping on duty;
• Violation of employee policies, rules, or guidelines, or engaging in any conduct determined by MNASR in its sole discretion not to be in its best interests;
• Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), or any other local, state, or federal law.

REVIEW OF DISCIPLINARY ACTION OTHER THAN DISMISSAL

In the case of disciplinary action other than dismissal, an employee may request a review of the action by submitting his/her request in writing to his/her immediate Supervisor within five (5) working days from the date the action was taken. The employee’s Supervisor may meet with him/her and should issue a written determination within ten (10) working days of receipt of his/her written request for review. If he/she is not satisfied with this determination, he/she may seek review by submitting a written request with a copy of the initial determination to the Superintendent within five (5) working days after the date of the initial determination. The Superintendent may meet with the employee and should issue a written determination within ten (10) working days of receipt of his/her written request for review. If the employee is not satisfied with the determination at this
stage, he/she may continue this process to the Executive Director. Any decision of the Executive Director shall be final.

MNASR’s failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action. This procedure should be followed to the extent that it is, in MNASR’s sole discretion, practicable under the circumstances.

REVIEW OF DISMISSAL

The decision to dismiss an employee shall be final unless he/she requests a review of his/her dismissal by submitting a written request to the Executive Director within five (5) working days from the date the action was taken. The Executive Director or designee(s) may meet with the employee and investigate the circumstances surrounding his/her dismissal. The Executive Director or the designee(s) should issue a written determination within ten (10) working days of the employee’s request. The Executive Director’s decision shall be final.

Nothing in this section shall limit or restrict MNASR’s right to dismiss an employee at any time, with or without cause. MNASR’s failure to strictly adhere to the time limits or the procedure in this section shall not affect the resolution of any disciplinary action.

This procedure will be followed to the extent that it is, in MNASR’s sole discretion, practicable. MNASR reserves the right to proceed directly to the Executive Director’s or the designee’s review of an employee’s dismissal.

EMPLOYEE RESPONSE

An employee may respond to any disciplinary action taken against him/her by preparing a written response stating his/her position or objection to the disciplinary action and placing it in his/her personnel file. It is the employee’s responsibility to make certain that his/her written response is placed in his/her personnel file.

Nothing in this section shall limit or restrict MNASR’s right to dismiss an employee at any time, with or without cause or notice. As an “at-will” employee of MNASR, you may terminate your employment at any time, with or without cause or notice, and MNASR retains a similar right.

GRIEVANCE

Any employee who has a grievance arising from his/her employment with MNASR is encouraged to attempt to resolve problems with the person(s) involved. If that is
unsuccessful or if, for any reason, you feel uncomfortable discussing the problem with the person(s) involved, you may use the following procedure:

- An employee may present a grievance to his/her immediate Supervisor. The employee’s Supervisor will meet with him/her and give him/her a response within three (3) working days of discussing the grievance. In most cases, the problem can and should be resolved with a frank and open discussion between the employee and his/her Supervisor. However, if a satisfactory resolution is not reached at this level, he/she may proceed to the next step.
- An employee may present a written grievance to the Superintendent of Recreation. The Superintendent will investigate the matter, discuss the matter with the employee and his/her Supervisor, and should give the employee a written response within three (3) working days of discussing the grievance. If the employee is not satisfied with the resolution at this stage, he/she may continue the process with the Executive Director. In the event it is necessary for the employee to process the grievance up to the Executive Director, the Executive Director should issue a written decision within ten (10) working days of discussing the grievance with the employee unless investigation requires a longer period of time. Any decision of the Executive Director is final and not subject to further review.

If the employee feels uncomfortable discussing his/her grievance with his/her Supervisor, he/she may immediately proceed to this last step. In all cases, the Executive Director’s decision shall be final.

MNASR’s failure to strictly adhere to the time frames suggested above will not affect the resolution of the grievance.

MNASR will not discriminate or retaliate against an employee if the employee, in good faith, processes a grievance through this procedure or, in good faith, testifies, assists, or participates in a grievance procedure investigation. A copy of all correspondence relating to the grievance will be placed in the employee’s personnel file.

This grievance procedure does not apply to performance evaluations, suspensions, dismissals, or other disciplinary actions that will be reviewed in accordance with Disciplinary Procedures.

7.1 EMPLOYEE SAFETY

GENERAL STATEMENT OF RESPONSIBILITY
The employees of MNASR actively support the Safety Policies and related practices including: following and enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.

SAFETY COMMITTEE

The Safety Committee will function as an advisory body to develop and recommend to the Executive Director matters of policy and procedure affecting the administration of MNASR business.

The Safety Committee will be composed of a minimum of five (5) employees, a representative of each division as follows: one (1) recreation specialist, one (1) manager, and one (1) administrative staff, the Superintendent of Recreation, and the Senior Operations Manager who will act as the Safety Coordinator and Committee Chairperson. The Committee will appoint new members each December. Members should be chosen from those employees having demonstrated good work records, safety consciousness, and leadership among employees. Committee members serve at the discretion of the Safety Coordinator and should change each year. The committee will meet once a month. The Chairperson may call special sessions as required.

The Safety Committee will have all of the following responsibilities:

- Establishing and meeting specific short-term and long-term safety and loss control program goals and objectives;
- Planning and recommending policies and procedures affecting the development and administration of an aggressive accident prevention program for all MNASR employees;
- Reviewing data, records, and reports of safety matters, to determine the effectiveness of overall accident prevention efforts, and to develop recommendations and target dates for improvement;
- Making follow-up investigations of accidents;
- Making policy recommendations concerning safety promotional efforts and providing for communication of solutions to safety problems so that all staff may benefit from the shared experience;
- Promoting safety and first aid training for all employees so each employee will develop good safety attitudes and habits. This includes overseeing CPI, CPR, and First Aid courses are conducted annually for all employees;
- Overseeing the completion and review of all inspections; and
- Preparing for and participating in the PDRMA Loss Control Program Evaluation meeting.
SAFETY COORDINATOR RESPONSIBILITIES

- Generally, the Safety Coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities for MNASR;
- Specifically, the Safety Coordinator acts as chairperson of the Safety Committee. He/she formulates the agenda and oversees each meeting;
- Analyzes loss data from Accident/Incident Reports, department correspondence, and PDRMA Loss Control communications;
- Receives and reviews all staff memos, minutes, and training rosters;
- Provides staff with regular information on safety, loss control, PDRMA Newsletters, etc.;
- Schedules and participates in safety inspections of sites and facilities to identify unsafe conditions or practices;
- Maintains files on loss control and safety program components;
- Provides coordination in preparing for the PDRMA Loss Control Program Evaluation meeting; and
- Regularly attends RMI and safety trainings, and is the liaison between MNASR and PDRMA’s Loss Control staff.
STAFF RESPONSIBILITIES WITHIN THE SAFETY COMMITTEE

Executive Director
- Provides administrative and financial support for all safety programs;
- Approves safety policies; and
- Participates in safety program by making safety tours, reviews safety reports, and praises safety work methods.

Superintendent of Recreation
- Establishes and administers the safety and loss control programs;
- Maintains a working knowledge of all general and specific safety rules;
- Instills in each department head a clear understanding of their duties and responsibilities in the areas of loss control and safety;
- Is a permanent member of the Safety Committee; and
- Evaluates the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.

Managers
- Works with the Safety Coordinator to organize Loss Control program aspects which are particular to his/her department;
- Maintains a working knowledge of all general and specific safety rules;
- Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions;
- Makes specific budget allocations for the purchase of safety equipment, safety services, and safety training (i.e., material handling, fire prevention, etc.);
- Properly trains new employees using Employee Safety Orientation checklist;
- Provides job instruction training and in-service training to current employees;
- Reports accidents and behaviors.
- Provides medical authorization for injured employees to obtain medical care. **Emergency:** Call 911 or go to nearest Emergency Room; **Non-Emergency:** go to Advocate Occupational Health Center at 7255 Caldwell in Niles, during normal business hours; otherwise go to nearest Emergency Room;
- Prepares needed support information as directed by the Safety Coordinator for the PDRMA Loss Control Review meeting;
- Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained;
- Cooperates with the Safety Coordinator in making sure all memos, training records, material safety data sheets, and correspondence are sent for his/her review;
- Enforces disciplinary policies; and
• Treats public complaints and concerns with the utmost attention.
Recreation Specialists
- Maintains a working knowledge of all general and specific safety rules;
- Enforces safety rules and improves employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions;
- Immediately reports accidents, unsafe conditions, and behaviors;
- Attends all required safety program and in-service education meetings;
- Cooperates and assists in the investigation of accidents;
- Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained;
- Enforces disciplinary policies;
- Provides safety orientation to all new employees;
- Provides job instruction training and in-service training to current employees; and
- Treats public complaints and concerns with the utmost attention.

Part-time Staff and Drivers
- Maintains a working knowledge of all general and specific safety rules;
- Immediately reports accidents, unsafe conditions, and behaviors;
- Attends all required safety programs, seasonal orientations, and in-service education meetings;
- Treats public complaints and concerns with the utmost attention; and
- Pays strict attention to housekeeping of work areas and general facility.

GENERAL SAFETY RULES
- At no time shall an employee report to work under the influence of drugs (alcohol, marijuana, barbiturates, amphetamines, narcotics, etc.) or consume a drug while on the job. Smoking is not allowed at any MNASR programs or summer day camp with the exception of overnight programs or those programs over four (4) hours during which time no smoking is tolerated near participants or MNASR vehicles. An employee must cover all program responsibilities before taking a smoke break;
- Possession of alcoholic beverages, illegal drugs, or unauthorized medically-prescribed drugs will not be tolerated in the workplace. MNASR has implemented a Drug-Free Workplace Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on job performance, safety, and efficiency. Since the employees design, prepare, operate, and maintain MNASR facilities, programs, equipment and vehicles, and services for use by MNASR participants and are in contact, either directly or indirectly, with MNASR participants and families, we wish to assure the health, safety, and welfare of MNASR participants and employees.
The policy also expresses MNASR’s desire to satisfy the requirements of the federal and state Drug-Free Workplace Acts;

- In accordance with these statutes and concerns, MNASR has resolved to maintain a drug-free workplace. As such, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, or alcohol, is prohibited on MNASR or any Member District’s property;
- Employee’s immediate Supervisor must be informed if he/she is required to take medications during work hours. Written medical evidence stating that the medication will not adversely affect his/her decision-making or physical ability may be required;
- Employee’s immediate Supervisor must be notified of any permanent or temporary impairment that may reduce his/her ability to perform his/her job responsibilities in a safe manner. This includes accidents or injuries that occurred outside of MNASR programs;
- Personal protective equipment/barriers must be used when potential hazards cannot be eliminated or identified;
- Equipment is to be operated only by trained and authorized personnel;
- Periodic inspections of workstations, equipment, and vehicles will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition;
- Any potentially unsafe conditions or acts are to be reported immediately to the employee’s immediate Supervisor;
- If there is any doubt about the safety of a work method, your Supervisor should be consulted before beginning work;
- All accidents, near misses, injuries, and property damage must be reported to a Supervisor regardless of the severity of the injury or damage immediately if possible, if not, then within twenty-four (24) hours. In all cases, an accident form must be completed and turned in to the Safety Coordinator. Failure to report an accident or known hazardous condition may be cause for disciplinary action up to and including immediate discharge;
- All employees must follow recommended work procedures outlined for their job, including safe work methods described in a job description;
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container;
- Any smoke, fire, or unusual odors must be reported to your Supervisor immediately;
- When an employee needs to transfer or lift a participant or any other heavy object, the employee must do so in the safest manner possible and/or with the assistance of another employee or team lift;
• Employees must never attempt to catch a falling object, except a participant or fellow employee;
• When working on or reaching for objects overhead, an appropriate ladder or step stool must be used. Climbing on boxes, buckets, chairs, etc., is prohibited. Always remember to use the three-point contact rule;
• If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended;
• Safety and restraint belts must be fastened before operating any motorized vehicle;
• Employees who operate vehicles must obey all driver safety instructions outlined in the Van Operation Section and comply with all applicable state Rules of the Road;
• Employees who are authorized to drive are responsible for having a valid driver’s license. An employee must report revocation of driver’s license and must notify his/her immediate Supervisor within twenty-four (24) hours of any driving citations received;
• All employees must know departmental rules regarding first aid, evacuation routes, emergency response plan, and notification of EMS (911);
• Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested; and
• The use of personal headset radios, tape/CD players, iPods, cell phones, iPads, computers, or MP3 players by employees is not permitted on the job.

SLIPS, TRIPS, AND FALLS – THREE-POINT CONTACT POLICY

The Three-Point Contact Policy allows an employee to maintain stability and support while entering and exiting vehicles or other equipment such as ladders, van lifts, etc., thereby reducing the risk of slipping, tripping, or falling.

Entering/exiting and mounting and dismounting vehicles, trucks, buses/vans, ladders, stairs, etc., can create a large opportunity for injury. To reduce or eliminate the risk of injury, all employees are to exercise the three-point contact procedure. To do this, all employees must maintain contact with one hand and two feet or two hands and one foot at all times when mounting or dismounting their vehicle machinery or other equipment such as a ladder or stairs in order to form a stabilizing triangle of contact.

What can an employee do:
• Wear appropriate shoes for the job;
• Slow down during bad weather and pick up your feet, do not slide your feet;
• Look on the ground for debris or hazards before entering/exiting the vehicle or equipment;
• Always get a firm grip and maintain three-points of contact;
• Break three-point contact only when you reach the ground, or a stable platform. Do not let go with your hand(s) until your foot is firmly on the ground;
• Mount and dismount facing the vehicle/equipment;
• Climb on and off only when the vehicle/equipment is stationary;
• Use parts designed by the manufacturer for mounting and dismounting steps, running boards, traction strips, handrails, etc. ;
• Keep parts clear of mud, snow, grease, and other hazards that can cause slips, trips, and falls;
• Don’t climb with something in your free hand. Set it down and get it after entering, or have someone hand it to you;
• Never jump off a step or van lift or other piece of equipment.

STRETCHING AND REVERSAL POSTURE EXERCISES POLICY

This policy is being implemented to help employees prepare for each workday. Numerous studies show that the risk of injury lessens when an employee stretches as part of his/her daily work routine. It is important to understand that all methods of stretching are not created equal. Emphasis should be placed on stretching correctly in order to enhance the potential for this step to be effective. MNASR has partnered with PDRMA and the Accelerated Rehabilitation Centers for guidance in setting up our stretching program.

Here are a few tips:
• Exercises should be tailored to commonly performed job duties (lifting, transferring, bending, and assisting individuals with special needs or equipment);
• Stretching sessions should be led by a Program Leader or full-time staff who has been trained in proper stretching techniques;
• Stretch regularly at the start of each workday and more if needed (i.e., reversal posture exercises after performing lifting or transfers, or repetitive motions;
• Employees with a chronic condition or an injury should obtain a doctor’s approval before participating;
• Perform stretches correctly. Improper stretching can lead to further injury;
• Avoid ballistic stretching, where the individual bounces the muscle being stretched. This type of stretch has been shown to cause injury and should be avoided;
• Hold stretches for five (5) to ten (10) seconds with two (2) to three (3) repetitions per muscle group;
• Intensity should be to a position of mild discomfort only; and
• If you have any questions regarding any of the stretches, contact your immediate Supervisor.

See Reversal of Posture Exercises that Follow.
**Chin Tuck**
Stand straight with head level. Place the web of your hand on your chin, gently pushing your head backwards. Attempt to make a “double chin.” *Hold for 10 seconds.*

**Shoulder Stretch**
Place one hand on shoulder to stabilize it. Drop ear toward opposite shoulder. *Hold the stretch for 5 seconds and repeat on opposite side.*

**Shrug-Breath**
Inhale, cross arms, clench fists and shrug shoulders up toward the ceiling. Exhale slowly while pushing thumbs back and squeezing shoulder blades together. *Hold at the end for 5 seconds.*

**Overhead Stretch**
Lift arms overhead. Slowly pull your shoulder blades down and back, as if to put your elbows into your back pockets. *Hold for 5 seconds.*
FOREARM STRETCH 1
Start with arm straight out at chest level, fingertips up. Use the opposite hand to grab the back of the outstretched hand, pulling it back toward you. Hold for 5 seconds and repeat on opposite side.

FOREARM STRETCH 2
Start with arm straight out at chest level, fingertips down. Make a fist. Use opposite hand to pull your wrist toward you. Hold for 5 seconds and repeat on the opposite side.

ANTERIOR STRETCH
With your elbows straight, clasp hands behind the back. Lift your hands away from your back. Hold for 5 seconds.

HAMSTRING STRETCH
Place heel on elevated step. Keep your head and chest up, hips back and slightly lean forward. Hold for 5 seconds and repeat for opposite leg.

BACKWARD BEND
Place both hands toward the middle of the low back and push your hips forward, gently keeping the knees straight. Allow your back to arch and look up at the ceiling for 10 seconds.

GENERAL RULES
1. If you are currently being treated for an injury, please check with your physician first.
2. Perform at the beginning of the work shift, at breaks, and at the end of the shift.
3. Each Reversal of Posture position should be held for 10 seconds each or 5 seconds for each extremity.
4. Remember to perform Reversal of Posture positions slowly.
5. The "holding time" is as important as the motion.
PARTICIPANT TRANSFERRING POLICY

The purpose of this policy is to identify applicable staff stretching exercises, lifting practices, and equipment to assist staff in performing safe lifting and transferring of participants. These practices will minimize the possibility of injury to staff as well as increase participant safety. This policy applies to all full-time, part-time, and seasonal employees as well as volunteers who work for MNASR. Supervisors will be responsible for communicating this policy to employees and reinforcing the policy and procedures during programs. Any exceptions to this policy shall be in writing and approved by the Safety Committee and Executive Director.

**Participant Transfer Plan:** Information regarding participant transfer ability, such as the amount of assistance required, the type of assistance or lift required, and other considerations should be obtained from the participant, family, and/or caregiver prior to entrance into any program or camp. This information will be utilized to establish a Participant Transfer Plan (See Forms Section). The Participant Transfer Plan, along with any special considerations, will be documented in the participant roster information. An employee should review the participant’s roster information for transfer status if he/she is not familiar with the participant’s ability to transfer. The Participant Transfer Plan shall not be modified without the approval of the Safety Coordinator. Participant Transfer Plans will be established for all new participants. In addition, all Participant Transfer Plans will be reviewed for accuracy on an as-needed basis, and modified in the participant roster information accordingly.

**Participant Transfer and Training Guide:** Transfers will be designated as follows:
- **Independent:** No assistance is necessary;
- **Stand-by or Supervision:** One staff person, no contact necessary. Gait belt can be used if appropriate for this participant;
- **Contact Guard Assistance:** One staff person, no lifting assistance. Gait belts are mandatory;
- **Mechanical Transfer with Assist:** (a) An example of a mechanical assist is a sliding transfer board. The use of mechanical assistance is unique to each participant’s specific needs. (b) Gait belts may or may not be mandatory, depending on the type of mechanical assist device utilized;
- **One-Staff-Person Transfer:** Lifting more than thirty (30) pounds. Gait belts are mandatory;
- **Two-Staff-Person Transfer:** With the following subtypes: (a) Two-person, weight-bearing. Gait belt mandatory; (b) Two-person lift, non-weight-bearing; (c) Two-person side lift, non-weight-bearing;
- **More than Two-Person Transfer:** Unique circumstances and specific participant needs may require the need for more than two staff to attend to
the participant transfer. Specifics regarding the lift/transfer should be identified on the Participant Transfer Plan and documented on the program roster.

- **Swimming Pool Transfer:** (a) Transfers into swimming pools pose unique risks for both participant and staff. Specific swimming pool transfer information should be included in the Participant Transfer Plan; (b) When possible, strong consideration should be given to using zero-depth entry and the facility mechanical lift. The use of facility mechanical lifts is often unique to the type of lift and individual participant’s physical limitations and restrictions.

**NOTE:** Gait belts are mandatory where indicated above except where the use of a gait belt is medically contraindicated for the participant’s safety.

**PARTICIPANT TRANSFERRING PROCEDURE**

**Agency responsibilities** – Environmental conditions and/or participant ability can vary immensely. When performing manual transfers, staff should attempt to use proper body mechanics. Proper lifting techniques for transfers include:

- Review the individual Participant Transfer Plan located on the participant’s roster information;
- Warm up by stretching prior to the transfer;
- Conduct a thirty- (30) second Site Safety Walk-Through prior to the transfer to look for potential safety hazards;
- Communicate with staff on the reason for and direction of the transfer/assist;
- Plan for the transfer/lift and position your body, the participant, and applicable equipment appropriately;
- Communicate with the participant on the preferred method and reason for the lift/transfer;
- Establish a wide base of support with your legs;
- Tighten the abdominal muscles;
- Lower your center of gravity by bending slightly at the knees and the hips. Assume a crouched or squatting position. Depending on the circumstances, a half-kneeling position may also be utilized;
- Maintain the “neutral” or normal standing curves of the spine with a slight inward curve in the lower back. Maintain the head, chest, and shoulders in an elevated position, do not look down;
- Count together as a staff to prepare for the lift;
- To minimize reaching, keep the participant as close to your body as possible;
- Avoid twisting the spine;
- Point the feet in the direction toward which you are turning;
• A controlled motion should be used while lifting and transferring participants. High-speed motions increase the risk of injury for both staff and participant, and indicate that the participant is likely too heavy. Additional assistance or an alternative method should be considered;
• Secure the participant and address any specific necessary needs;
• After the participant is secure, perform post-task reversal of posture stretching exercises.

**Participant Fall** – Should a participant fall to the ground, take the time to assess the situation before lifting the participant. A Supervisor should be contacted to assess the participant’s condition. If it is determined that it is safe to lift the participant, follow the applicable participant lifting protocol. If you have any concerns for the participant’s safety, make sure the participant is comfortable and call 911. If the participant has struck his/her head, is incoherent, dizzy, nauseous, vomiting, or appears in pain, contact Emergency Medical Services (EMS). EMS can then make the determination on appropriate care. If you have any doubts, do not move the participant unless the situation is life threatening. Always document a participant fall using the agency accident reporting procedures.

**MNASR ERGONOMICS POLICY**

The purpose of the MNASR Ergonomics Policy is to protect all employees from injuries caused by exposure to musculoskeletal risk factors. MNASR is developing an ergonomic program to improve the health of its employees by minimizing ergonomic stressors. The objective of any safety initiative is to prevent injuries and illnesses by removing their causes. For musculoskeletal disorder hazards we can achieve this by eliminating or reducing employee exposure.

**Definitions Applicable to this Policy** –

**Ergonomic Issues:** Points of concern regarding ability to fit the workplace to the employee’s needs;

**Musculoskeletal Conditions:** Circumstances that cause muscle aches and pains usually due to working in awkward postures;

**Worksite Evaluations:** Assessment of the workplace in order to improve the fit between the employee and the work environment.

This policy applies to all employees. The Safety Committee is available to assist departments in:

• Identifying ergonomic issues;
• Training employees and team members on the ergonomic issues identified and recommended practices;
• Completing assessments;
• Implementing solutions;
• Providing resources for up-to-date information.

MNASR is responsible for developing and implementing an Ergonomics Program or assigning a representative from the Safety Committee to be involved and to attend all Safety Meetings. This person must be aware of the concerns and meet the needs of MNASR’s staff that perform day-to-day operations. The Safety Committee must provide sufficient resources to implement needed ergonomic changes. The Safety Coordinator must provide and document training that will increase awareness of the following:
• Musculoskeletal conditions, signs, and symptoms;
• Ergonomic risk factors;
• Accommodations that can be made as a result of worksite evaluations.

MNASR full-time staff will make every effort to ensure all new equipment purchases meet the ergonomic standards issued by the Safety Committee and that equipment takes into consideration a wide-range of users.

**Responsibilities of Members of the Safety Committee** – Members of the Safety Committee will perform program evaluations, ergonomic assessments, and observations to ensure workstations meet the needs of the user. Assistance in performing worksite evaluations is available from the Safety Committee or the Safety Coordinator. Reasonable accommodations are to be ensured by MNASR in order to provide equipment that is recommended to meet the employee’s needs.

**Responsibilities of MNASR Employees** – All employees who perform day-to-day operations will participate in a general ergonomics awareness training session.

Equipment provided by MNASR must be used correctly including using proper working techniques. Cooperation and communication between staff and his/her immediate Supervisor is necessary to identify and correct ergonomically related issues.

If an employee is experiencing any signs or symptoms of musculoskeletal disorders, the employee is to report his/her symptoms to his/her immediate Supervisor. The Supervisor will fill out the appropriate form to have a review of the job completed and send the employee for appropriate medical management. All requests will be followed up by the Safety Committee who will advise the employee and his/her immediate Supervisor of the necessary follow-up.

**Obtaining Assistance** – Employees may request an ergonomic assessment of work area(s) or work process(es) by contacting a member of the Safety Committee or the
Safety Coordinator. The team will conduct an ergonomic evaluation and provide written documentation for eliminating or reducing ergonomic risk factors to the employee and his/her immediate Supervisor.

SEIZURE MANAGEMENT POLICY AND FIRST AID PROCEDURES

In order to maximize a safe and healthy recreation environment for participants and staff, the following seizure management policy and procedures has been established by MNASR. This policy is intended to complement and supplement MNASR’s Medical Emergency and Aquatics Emergency Response plans. Upon intake of a new participant, MNASR requests that a seizure questionnaire form (See Forms Section) be completed so our employees can respond appropriately should a seizure occur. This information will be documented on their participant roster information which will be carried at all times by the Program Leader.

- Participant information forms should encourage participants to volunteer any important health information such as seizure disorders and/or to identify any need for reasonable accommodation. When seizure conditions are disclosed, adult participants (or parents/guardians of minor participants) should be asked to provide information such as:
  ✓ Nature and duration of the seizure;
  ✓ Frequency;
  ✓ Triggering mechanisms;
  ✓ Symptoms;
  ✓ Date(s) of most recent seizures;
  ✓ Parental/participant instructions and/or recommendations;
  ✓ Up-to-date medical protocol from the primary health care provider.

- Depending on the frequency and/or nature of the seizures, the feasibility and need to provide 1:1 supervision should be evaluated. In the interim, the Safety Coordinator should consider the appropriateness of temporarily suspending participation pending an analysis of the ability of the participant to safely participate in any activity, with or without reasonable accommodation. MNASR’s Superintendent of Recreation will promptly contact PDRMA’s legal counsel and/or their corporate counsel to assist in identifying and balancing the rights of both MNASR and the participant;

- Whenever participation involves aquatic activities, MNASR’s Seizure Prone Swimmer Policy should be followed;

- An employee should begin monitoring and responding to the seizure as soon as the symptoms are recognized – this includes implementing established seizure/emergency procedures; coordinating with other emergency medical providers; monitoring the duration of the seizure from the moment staff first
observed the symptoms (and when possible, from the time of onset) and;
documenting the nature/character of the seizure;
• As with any medical emergency, prepare an Accident/Incident Report #01
documenting all pertinent information about the event (when, where, how,
responders, witnesses, victim condition, etc.).

**When to Activate the EMS (911) System:**
• Anytime you are unaware of a pre-existing seizure disorder, call EMS
immediately;
• Anytime you are uncomfortable with either the situation or the condition of
the participant, call EMS. Always err on the safe side, for the participants’
safety;
• Anytime the seizure is different in nature or character than prior seizures, call
EMS immediately;
• If you know the person is prone to seizures or is being medically treated and
you have written instructions from the participant or participant’s
parents/guardians not to call EMS, it may or may not be necessary to
activate EMS unless:
  ✓ The seizure lasts longer than one (1) to three (3) minutes;
  ✓ Another seizure begins within one (1) hour after the first;
  ✓ The participant does not regain consciousness after the convulsions or
  seizures have stopped;
  ✓ The participant stops breathing for longer than thirty (30) seconds;
  ✓ Seizure occurs after a known head injury or the person complains of a
  sudden severe headache;
  ✓ The participant is pregnant;
  ✓ The participant has a medical alert tag or diabetic alert tag;
  ✓ The participant appears injured;
  ✓ The participant has swallowed an excess amount of water;
  ✓ You are all uncomfortable with the situation.
• If you are provided participant/parent/guardian instructions on how to
manage a seizure and/or not to summon EMS in the event of a seizure, you
should:
  ✓ Require that the instructions be in writing and provided by or signed
off by the primary care physician (the physician’s
recommendations/instructions as to managing the seizure, or approval
of the management instructions must be dated and written within the
past six (6) months;
  ✓ Make several copies of the instructions and provide copies to relevant
staff (i.e., staff that need to know);
  ✓ In the interim, call EMS in the event of a seizure or temporarily
suspend participation until receipt and review of the requested
documentation;
If, after receipt of the documentation, you are uncomfortable with the instructions (or despite the instructions, you are at all uncomfortable with the situation), call EMS in the event of a seizure – you are not necessarily legally required to comply with participant/parent/guardian/physician instructions;

Do not hesitate to contact your immediate Supervisor who can contact PDRMA’s legal counsel or MNASR’s corporate counsel for further guidance.

**Definition and Description** – Generalized Seizures are caused by abnormal electrical activity over the entire brain simultaneously. This group of seizures affects the level of awareness and muscle movement of all extremities.

- **Seizure types**: Absence seizures (Petit Mal), Myoclonic seizures, Atonic seizures, Tonic seizures, and Tonic-Clonic seizures (Grand Mal);
- **Seizure length**: Range in length from three (3) seconds to up to five (5) minutes, depending on the type and severity;
- **Symptoms**: A dazed look in the face, eye blinking, head bobbing, sudden brief jerks of a single muscle or group, unconsciousness, loss of body functions, and full-body constriction.

Partial (focal) Seizures are seizures that begin in one part of the brain instead of all over. Depending on which lobe of the brain that the seizure comes from will determine the physical symptoms of the seizure.

- **Seizure types**: Simple partial seizures, Complex partial seizures. They can also be classified as Frontal Lobe, Temporal Lobe, Parietal Lobe, and Occipital Lobe;
- **Seizure length**: Range in length from seconds up to two (2) minutes;
- **Symptoms**: People, in the majority of cases, are completely aware and alert during these seizures. There can be tingling or shaking of a small body part, unusual smell, visual hallucinations, or ill-defined feeling. They are also described as an altered consciousness, subtle, repetitive, and stereotypical movements of the face or extremities.

Hypoxic convulsions are due to lack of oxygen in the brain. Persons may appear rigid or stiff, may jerk violently, and/or froth at the mouth. Unlike the seizure conditions described above, this is a life-threatening condition.

**Emergency Procedures**:

- Prevent the person from injuring themselves. Place something soft under his/her head, loosen tight clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed;
- Place the participant in a recovery position to allow saliva to drain from the mouth;
- Start timing the seizure as soon as symptoms are recognized;
- If uncomfortable with the situation, contact EMS immediately;
• **Do not** restrain the participant’s movements;
• **Do not** place any items in the participant’s mouth; and
• **Do not** attempt to give any liquids;
• Be sensitive of the environment and the participant’s privacy;
• If staff is unfamiliar with the participant, unsure if previously diagnosed as seizure prone, or medically treated, contact EMS immediately;
• Maintain the participant’s airway;
• After the seizure subsides, complete an initial assessment to determine the condition of the participant (airway, breathing, circulation, physical condition);
• If the participant is not breathing, begin CPR. Make sure EMS is contacted;
• Provide an area for the participant to rest until fully coherent, where the participant can be observed by a responsible adult. Consider a shaded area or an office;
• The participant involved in the episode should be restricted from any aquatic programs for the remainder of the day;
• If a minor, the occurrence of a seizure should always be reported to the participant’s parents or guardians;
• If the seizure occurs in the water, follow MNASR’s seizure prone swimmer policy and first aid procedures.

**Activity/Environmental Considerations** – Because of the loss of bodily control and/or cognitive function that typically accompanies a seizure and the potential need for prompt EMS, Program Leaders should carefully develop specific emergency response plans for seizure-prone participants enrolled in recreation programs and activities.

Program Leaders must first determine whether the participant can safely participate in any activity or program, with or without reasonable accommodation. This includes identifying how a seizure may affect the personal safety of the participant who experiences a seizure during any given activity (as well as the safety of responding staff and potential impact on the program). The Program Leader should consider if the loss of bodily control might result, for example, in a fall from a height, a fall onto a hard surface, or a drowning situation. If these are possibilities, the Planner and Program Supervisors/Instructors should assess, address, and coordinate participation in these activities and seizure management. In some instances, it may be prudent to temporarily suspend participation in any given program/activity pending assessment (i.e., taking the “proverbial step backwards”). In other situations, it may be feasible and prudent to provide a one-to-one companion (provided the nature of the seizure/activity does not create a safety risk for the companion). In any event, Program Supervisors should explore and address these issues with adult participants or with parents and/or guardians of minor participants.
before participation – and if possible, include staff of MNASR as part of the assessment and seizure management team.

Program Leaders should also consider the potential challenges presented by program locations where access to EMS may be limited or substantially delayed. Because access to EMS can be crucial in providing necessary care, planners should be aware of the proximity of these services at all times. Field trip locations as well as any remote sites, such as campgrounds, should be researched ahead of time to determine where emergency care can be found in the area and how long it will take for a response.

These situations are often emotionally-charged for all parties involved. Regrettably, at times participants with seizure disorders engage in recreation activities neither well nor wisely. The participant (or parents of a minor participant) does not have the legal right to compromise his/her safety. There are often misperceptions as to the legal rights of the participant and/or of the provider. When in doubt, always err on the side of caution and contact the Safety Coordinator or your immediate Supervisor for prompt guidance, and temporarily suspend participation pending further evaluation and guidance.

SAFETY TRAINING PROGRAM

The Safety Committee is responsible to ensure that proper training is provided in safety procedures for all present staff and all new employees. Training education should be a continual, year-round process. The following staff is responsible for the implementation of safety training and procedures:

**Safety Coordinator/Senior Operations Manager:**
- Annual training for use of fire extinguishers;
- Annual Driver abstract checks for all full-time staff and all other employees who drive agency vehicles or personal vehicles for MNASR related activities;
- Annual Backing/Tie-down training;
- Regular in-services for all staff;
- Safety orientation for all staff and summer camp staff;
- Orientation for all new staff using employee safety orientation checklist;
- Statements of admission (annual);
- Emergency response plans (annual);
- Communicable disease (annual);
- Participant transfers (annual);
- Three-Points of Contact (annual);
- Vehicle lifts, tie-downs (annual); and
• Lifting/material handling (annual).

Managers:
• Annual CPI, CPR, and First Aid Training for full-time employees, regular season part-time staff and summer staff; and
• Orientation for all new staff using employee safety orientation checklist. (See Forms Section.)

Safety Committee:
• Emergency Procedures – Twice yearly the Emergency Response Plan will be covered thoroughly in Staff Meetings to ensure staff’s familiarity with the process; (See Forms Section.)
• Health Training – Discuss fitness, nutrition, need for physicals, proper lifting or carrying techniques, effects of alcohol on the job, etc.; and Health Risk Assessment; and
• Accident report completion instructions and unsafe conditions report instructions will be reviewed on an annual basis.

ENFORCEMENT OF STANDARDS

Observer:
• When an employee is observed in a dangerous activity, not following established safe practices, not complying with safety policies and/or safety rules as outlined by M-NASR Employee Safety Policies (Section 7.1), the observer makes note of the situation and if possible, reminds the employee of safety regulation; and
• Notifies the employee’s Supervisor immediately.

Supervisor:
• The Supervisor determines if the situation warrants discipline. If so, the Supervisor completes an Employee Warning Notice (See Forms Section). Disciplinary action shall be in accordance with the MNASR Personnel Policy Manual.

Safety Coordinator:
• Reviews the Employee Infraction Write-Up Notice;
• Meets with the employee and other individuals as necessary to discuss the violation and necessary action;
• Places a copy of Employee Infraction Write-Up Notice in employee’s personnel file; and
• Sends the Safety Committee a copy of the Employee Infraction Write-Up Notice.

Safety Committee:
• Discusses violation of safety policies and procedures; and
• Reviews safety forms at monthly meetings. Reports any patterns of violations to the Executive Director and Area Recreation Specialist.
SAFETY DISCIPLINE

- Disciplinary action will be taken when any person causes injury to him/herself and/or to others, destroys/damages equipment by willfully violating safe work rules, fails to take appropriate safety precautions, disregards traffic regulations, or by demonstration of an attitude of indifference or defiance to safety policy or procedures;
- The correction of improper performance, which leads to the unsafe act, requires much more attention than the correction of mechanical and machine hazards. Further, the correction of improper or unsafe actions requires possible instruction, a demonstration of how to do the job, and the follow-up to see that the instructions are being applied on the job;
- Failure to observe safety rules or failure to use safety devices, personal protective equipment and/or equipment when required to do so may result in the following forms of discipline as described in the Employees Safety Policies (Section 7.1). It is the policy of MNASR to apply progressive discipline, however, persons who commit serious first offenses will receive appropriate discipline up to and including dismissal.
  - Verbal reprimands;
  - Written reprimands;
  - Suspensions;
  - Dismissal.

GENERAL GUIDELINES

- All MNASR employees will strictly adhere to all safety and health standards adopted by MNASR;
- Any employee found to be in violation of a safety standard will be issued an Employee Infraction Write-up Notice (See Forms Section) by his/her immediate Supervisor. A copy of these notices will be routed and filed in his/her personnel file;
- Each person who serves MNASR in a supervisory capacity is responsible for ensuring the compliance with all rules and regulations of those employees under his/her direct authority. It is his/her duty to report any violation of a regulation to the Safety Committee. Documentation may be in writing on an Employee Warning Notice. All full-time, part-time staff, and volunteers are responsible to confront staff immediately if any unsafe acts are being committed. Employees should also report the situation to the Safety Coordinator and his/her immediate Supervisor. Negligence on the part of the supervisory personnel is also considered a safety violation;
• Any employee who is disciplined has the right to invoke the grievance procedure as described in the Policies and Procedures Manual.

ACCIDENT/INCIDENT PROCEDURES

An accident report should be prepared for any accident, injury, incident, or “near miss” incident, which occurs on MNASR property, or at any program sponsored by MNASR. The Accident/Incident Report, Form #01 (See Forms Section) will be used for all injuries or incidents pertaining to participants, programs, and the public. The MNASR Documentation Form, Form #5 (See Forms Section) will be used for documentation of non-injury incidents. MNASR has developed a Repetitive Behavior Form #5A (See Forms Section) in order to assist in developing a behavior management plan for an individual to have success in our program(s). This form needs to be signed by the parent/guardian. The Employee Injury Report, Form #4 (See Forms Section) will be used for any injury sustained by an employee within the scope of MNASR employment.

When and injury occurs, all MNASR personnel must adhere to the following guidelines regarding accident procedures and first aid emergency procedures.

ACCIDENT/INCIDENT DOCUMENTATION PROCEDURES

• Prepare a detailed report: Obtain as much information as possible regarding the accident/incident. Be thorough in your description of the injury/incident, how it occurred, if first aid was administered, and any other pertinent information. Others should be able to read the report and fully understand the circumstances involved. All reports should be completed in pen, and only use facts, do not use opinions. The Safety Committee asks that any time a first aid kit is opened an Accident/Incident Form must be completed unless it is only for an ice-pack or a band-aid. Then this should be documented on the Band-Aid or Ice-pack Log Form (See Forms Section);

• Witnesses: Get as many witnesses as possible. In the case of serious injuries that require medical attention (paramedics/doctors), it is important to get a wide “variety” of witnesses. Examples include: umpires/referees and people who are not personal acquaintances of the injured party. This is to insure that the eyewitness accounts of the injury are as objective as possible. Make sure you record the witnesses’ names, addresses, and phone numbers;

• Photographs: When deemed necessary, take photographs of the accident environment where the accident occurred;

• Fill out each form completely. It is very important that the accident report is prepared on a timely basis. Accident/Incident Reports should be filled out
immediately after the injured party has been properly attended to. The report should be promptly turned in to the Safety Coordinator within twenty-four (24) hours of the accident if it is not serious. If it is a serious accident, any forms must be turned in immediately. For weekend accidents/incidents, the report should be turned in by Monday morning. For serious weekend accidents the On-Call cellphone (224) 217-0618 should be used to contact a full-time staff. Accidents involving employees must also be reported to the Safety Coordinator within twenty-four (24) hours if it is not serious. If an employee is seriously injured, it must be reported immediately.

MNASR DOCUMENTATION FORMS

- #05 Documentation Form (Purple)
- #05A Repetitive Behavior Form (Pink)
- #01 Accident/Incident Form (Green)
- #04 Employee Injury Report (White)

ACCIDENT/INCIDENT INVESTIGATION PROCEDURES

- Accident investigations are the responsibility of the Safety Committee and may be initiated by any member of the Safety Committee. Both accidents and “near miss” incidents may result in the need for an accident investigation;
- The scope of the investigation will include: summary of the accident site; interviews with witnesses; determination of improper safety procedures, if any; and correction of any safety deficiencies;
- The findings of the investigation will be reported to the Executive Director within forty-eight (48) hours;
- The Safety Committee will determine any necessary actions to be taken.
MODIFIED DUTY PROGRAM

MNASR is committed to providing employees with every reasonable opportunity to maintain career and employment status and benefits. To that end, MNASR has developed this Modified Duty Program for employees who have sustained work-related injuries or illnesses. MNASR feels that the Modified Duty Program is mutually beneficial and may aid in the employee’s recovery.

The purpose of the Modified Duty Program is to provide a temporary modified work assignment, when feasible and applicable, in accordance with the Americans with Disabilities Act (ADA).

The feasibility of modified duty assignments shall be determined on a case-by-case basis, taking several factors into consideration, including but not limited to, the employee, the work specific physical or mental impairment, the essential functions of the job, the work environment, and the ability of MNASR to provide accommodation.

For the purpose of this program, the following definitions apply:

- Employee: is any individual who is employed by MNASR in a valid, authorized position. It does not include independent contractors or volunteers;
- Modified Duty Program: is a temporary assignment of duties to a worker with an occupational injury or illness, whose doctor indicates he/she can continue or return to work subject to specified restrictions, and has not yet reached a level of maximum recovery enabling the employee to return to his/her regularly assigned duties. Modified duty is only applicable to those employees who are receiving temporary total disability benefits because of a compensable Workers’ Compensation claim, or those who return to work immediately under specific medical restrictions;
- Occupational Injury or Illness: is an injury or illness arising out of and in the course of the employee’s employment and is compensable under the Illinois Workers’ Compensation Act or Occupational Disease Act. All claims for Workers’ Compensation benefits are subject to initial and continuing investigation;
- Temporary Total Disability (TDD): pay rate is two-thirds of the average weekly gross wage within minimum and maximum; and
- Temporary Partial Disability (TPD): pay rate is two-thirds of the difference between the average weekly gross wage and what the employee actually earns while working modified duty.
PROGRAM OBJECTIVES

- To return occupationally-injured employees to work as soon as possible provided there is not a probability of re-injury to themselves and/or does not directly or indirectly affect the safety of others;
- To minimize financial hardship and emotional stress to the employee who has sustained an occupational injury;
- To assist employees in returning to work at a level close to their pre-injury earnings and productivity;
- To retain qualified and experienced employees; and
- When applicable, to comply with the accommodation requirements with the ADA.

PROGRAM REQUIREMENTS

Employees may be assigned to a modified duty assignment when temporarily unable to perform their normal work duties due to occupational injury or illness, within the following guidelines:

- The assignment shall fulfill a meaningful job function(s) within the limitations set by treating and/or evaluating physicians;
- The assignment does not create a new job, but instead incorporates or modifies an existing position on a temporary basis and may include duties anywhere within MNASR;
- Modified duty assignments shall be handled on a case-by-case basis; or
- Modified duty assignments that meet the required work restrictions must be approved by the Safety Coordinator, Superintendent of Recreation, and the Executive Director.

When possible, employees shall be compensated at their regular pay rate. If not practical, PDRMA (MNASR’s Workers’ Compensation coverage provider) will be notified of the wage differential and be requested to pay the employee two-thirds of the wage differential in accordance with the Illinois Workers’ Compensation Act.

- There shall be regular communication between the Safety Coordinator, the Superintendent of Recreation, the physician, and PDRMA throughout the course of treatment and recovery;
- An employee who fails to provide work restriction documentation or declines a modified duty assignment, which is within the limitations as determined by the treating or evaluating physician, may be subject to discipline up to and including dismissal;
- Reviews shall be conducted after an employee has been on modified duty status at three (3) months, six (6) months, and one (1) year to determine the appropriateness and reasonableness of continuing the employee in the
assignment. MNASR reserves the right to conduct a review at any time. The
time limit for each modified duty assignment will be established on a case-
by-case basis.

DEPARTMENT RESPONSIBILITIES

- The Superintendent of Recreation and Safety Coordinator are responsible for
  the management of employees on modified duty status;
- When an employee is injured, the Safety Coordinator shall provide the
treating physician with the Modified Duty Guidelines Memo; (See Forms
Section) and
- The Physician Evaluation Form: (See Forms Section)
  ✓ At the initial visit, and any subsequent visits to the treating physician,
    the injured employee is to give the Physician Evaluation Form (See
Forms Section) to the attending physician for completion;
  ✓ After the treating physician has completed the Physician Evaluation
    Form, the employee shall return it to his/her immediate Supervisor;
  ✓ The employee’s immediate Supervisor shall then forward a copy of
    the completed Physician Evaluation Form (See Forms Section) to the
    Safety Coordinator;
  ✓ The Superintendent of Recreation and Safety Coordinator will then
    review possible modified duty assignments and assign the employee a
    modified duty in accordance with doctor’s restrictions, subject to
    periodic review and reassessment as previously discussed; and
  ✓ In some cases, departments may not have available modified duty
    tasks. If so, modified duty assignments should be sought in other
    departments.
- Within two working days following an employee’s return to work on
  modified duty status, or immediately when an employee returns to full duty,
  the employee’s immediate Supervisor will complete the Modified Duty Work
Status Form (See Forms Section) to inform the Safety Coordinator and the
Executive Director of an employee’s work status;
- The Superintendent of Recreation and the Safety Coordinator shall
  coordinate with PDRMA to review all existing medical restrictions of the
  employee, continue to develop and coordinate appropriate modified duty
  assignments, and to monitor ongoing medical status and work adjustment.

EMPLOYEE RESPONSIBILITIES

- Participates in the Modified Duty Program as assigned;
• May be required to undergo evaluation by a doctor selected by MNASR before participating in the Modified Duty Program if their own physician is treating them;
• Reports any problems with the modified duty assignment to his/her immediate Supervisor;
• Provides all originals of physician releases and reports to his/her immediate Supervisor or Safety Coordinator immediately following each visit; and
• When possible, the employee shall be compensated at his/her regular pay rate while performing modified duty assignments, including time necessary at the request of MNASR to report to a physician’s office for further evaluation. Time above and beyond that which is necessary for MNASR requested doctor’s visit, and reasonable transportation time, will be charged against the employee’s available sick, vacation, or other time off. If the employee does not have any available time, he/she will be compensated for such time only to the extent required by law.

PDRMA’S RESPONSIBILITIES

• Informs treating physician(s) about Modified Duty Program;
• Assists in obtaining medical statements from physician(s); and
• Notifies MNASR of an employee’s potential availability for modified duty assignments.

RETURN TO WORK POLICY

If a modified duty assignment was not feasible in a particular work-related injury case, the following policy will be implemented to ensure that employees return safely to work after a work-related injury. This policy should establish communication lines between MNASR and the injured employee.

• The employee is expected to perform duties as assigned in his/her job description. The only exception would be verification from a medical doctor, as noted below:
  ✓ The doctor specifies amount of weight to be lifted in relation to the injured area;
  ✓ The doctor specifies length of time allowed to be standing or performing a specific task in relation to the injured area;
  ✓ The doctor specifies certain environmental concerns, temperatures, humidity, gases, etc., as they relate to the injury;
  ✓ All medical records in relation to returning to work after the injury must be submitted immediately following each doctor’s visit; and
✓ All records must have specific measurable increments in which to return to work over a specific period of time.

• The immediate Supervisor of the injured employee must:
  ✓ Be informed of all of the employee’s work constraints;
  ✓ Ensure that there is not a probability of re-injury to the employee and/or that the employee does not directly or indirectly affect the safety of others;
  ✓ Ensure that the employee adheres to the doctor’s recommended restrictions and/or guidelines, including follow-up appointments;
  ✓ Keeps the Superintendent of Recreation and Safety Coordinator informed of the employee’s progress;
  ✓ The employee must adhere to requirements of the doctor and not exceed the doctor’s recommended guidelines. The workplace is not a place for the employee to test his/her strength, nor is it a rehabilitation center;
  ✓ The employee will be denied work for failure to adhere to any portion of the policy;
  ✓ The employee must submit evaluation forms specifying work constraints for their injury immediately following any subsequent visits for the same injury; and
  ✓ Under the Illinois Workers’ Compensation Act, MNASR may ask for a follow-up evaluation by a doctor of its choice.

BEHAVIORAL INCIDENT REPORT

A behavioral incident should be reported on the Accident/Incident Report Form #01 (See Forms Section) for any behavior of a participant that could/did result in either bodily injury to the participant, another participant, property, or an employee. The procedure for submitting a behavior incident is the same as that of the Accident/Incident Report Form #01. If it did not result in personal injury to a participant or staff, the employee should document the incident on the Documentation Form #05 (See Forms Section).

UNSAFE CONDITIONS REPORT

If an immediate unsafe condition exists, contact the MNASR office during normal business hours. If an immediate unsafe condition happens after business hours, contact the emergency On-Call cell phone (224-217-0618) for further direction. Staff should fill out an Unsafe Conditions Report Form (See Forms Section). The procedure for submitting an Unsafe Conditions Form is the same as that for an Accident/Incident Report Form. If the unsafe condition is such to warrant immediate attention, the employee should do so and then notify the Safety Coordinator.
immediately. If the employee is not able to rectify the unsafe condition, he/she should immediately notify the Safety Coordinator. The Safety Coordinator will follow-up with the appropriate facility staff in an attempt to solve the problem.

EMPLOYEE SAFETY INCENTIVE PROGRAM

The Safety Committee sponsors an Employee Safety Incentive Program. Staff demonstrating awareness of safety or actions or suggestions pertaining to safety above and beyond the call of duty can be nominated by any MNASR staff for a safety award. The Safety Committee will discuss all nominations and present safety awards to staff upon completion of evaluation of the nomination.

8.1 FACILITY MAINTENANCE AND INSPECTIONS

BUILDING UPKEEP AND INSPECTIONS

The following points pertain to both the MNASR office and our Member Districts’ facilities and grounds.

A facility check at the MNASR office and a corresponding Facility Checklist (See Forms Section) should be completed every month. At the beginning of each program season, the Program Leader should complete a Program Checklist (See Forms Section) and a Facility Checklist (See Forms Section). These are to be turned into the Safety Coordinator after the first week. If there are hazardous conditions, fill out an Unsafe Conditions Report Form (See Forms Section).

- There must never be any obstructions in aisles or exists;
- Enough fire extinguishers, of the proper type, must be provided to meet the minimum fire code restrictions. Each employee must be instructed on the proper use of each type. The Safety Committee, as a review, will provide in-service training each year for present employees and as training for new employees;
- Fire extinguishers must be checked annually and levels maintained at all times;
- Fire extinguishers must be placed within easy reach, properly marked and OSHA color-coded as to their type;
- Smoking is prohibited except in designated areas, where sufficient large non-combustible ashtrays should be provided;
- Materials and equipment must be stored in the storage room;
- All refuse must be placed in proper containers and a sufficient amount of receptacles should be placed around the office. Waste receptacles must be emptied periodically and never allowed to be overfilled;
• Slippery substances spilled on floors must be cleaned up immediately;
• Floors, walls, and parking lots must be maintained in as level and even condition as possible;
• Repairs of holes, depressions, broken floor surfaces, etc., must be made immediately;
• Emergency lighting must be installed in all buildings used by MNASR and are to be checked monthly;
• All exits must be clearly lit and marked;
• Broken and burned out lights must be replaced immediately;
• Care must be taken not to overload circuits;
• All electrical cords should be three (3) pronged, double insulated, and of proper wire size. All extension cords should be used on a short-term, temporary basis only;
• Electric cords must be kept in as orderly fashion as possible to prevent any falls. Use of extension cords should be on a short-term, temporary basis and must not be run under carpeting or exposed so as to possibly cause injury;
• The MNASR office must have emergency phone numbers located at a central telephone as well as emergency procedures posted;
• All tables and chairs should be inspected and repaired regularly; and
• There shall be no spray-painting indoors.

POOL INSPECTIONS

Before each use of a Member District’s pool or a school pool, a Daily Pool Inspection Form (See Forms Section) and a Group Aquatic Check List (See Forms Section) should be completed and turned into the Safety Coordinator. If there are hazardous conditions, an Unsafe Conditions Report Form (See Forms Section) should be completed.

For more information on Pool Safety refer to Aquatic Program Risk Management Guidelines Section 17.1.

PLAYGROUND INSPECTIONS

It is the goal of our Member Districts to keep a playground in its original condition. All broken, missing, worn, or vandalized parts should be reported immediately.

Before the playground is to be used by MNASR participants, the playground will be inspected daily and a Daily Playground Inspection Form (See Forms Section) should be completed. Turn all completed forms into the Safety Coordinator. Forms should be given to the Safety Coordinator every week. If there is an item of concern, the
Safety Coordinator should be contacted immediately and the form should be given to the Safety Coordinator by the end of the day.

9.1 VEHICLE SAFETY

VANS
- Only properly licensed and qualified MNASR employees who are at least 21 years of age are permitted to drive or operate MNASR vehicles;
- Only properly licensed MNASR employees specifically trained in passenger/transport vehicles may operate a loaded passenger van;
- All MNASR vans are required to go through state inspections twice a year;
- Accurate records must be kept and up-to-date on all repairs, tune-ups, etc., for each vehicle;
- There must be no more riders in the vehicle than there are seat belts;
- All vehicles must be equipped with the proper fire extinguishers;
- Any new vehicles purchased must comply with Department of Transportation Standards (DOTS);
- Each vehicle will undergo quarterly inspections throughout the year;
- Each driver is responsible for reporting any accidents, incidents, vehicle damage, and malfunctions to the Safety Coordinator;
- Drivers must maintain the posted speed limits at all times and observe all other vehicle operation regulations;
- Employees are expected to be courteous to other drivers and to pedestrians;
- Employees are responsible for the condition and appearance of the vehicle they are assigned to drive;
- All new employees who drive MNASR vehicles are to receive driver training; and
- Monthly Vehicle Inspections are required to be done on all MNASR vans (See Forms Section). This form is to be completed and turned into the Safety Coordinator.

REPORTING VEHICLE ACCIDENTS

Procedures for what to do in case of an accident will be available in each MNASR van and in the MNASR Van Operations Section 19.1.

- Call police (911) immediately for any vehicle accident, no matter how slight. Then notify the office during normal business hours or the On-Call cell phone (224) 217-0618;
- A Vehicle Accident Report (See Forms Section) must be completed following any/all accidents involving MNASR vans, and this form must be turned in to the Safety Coordinator immediately. Employees will follow the
same procedure for submitting the report as that stated in the 
Accident/Incident Reporting Procedures;
• Take pictures of the scene, autos, van, etc. There are disposable cameras or 
cell phones with cameras on each van. Please use these cameras to take 
photographs of the entire scene;
• Staff must make a current and accurate list of each individual involved in the 
accident, participant, staff, and volunteers.

10.1 EMERGENCY RESPONSE PLAN

IMMEDIATE REACTION

1. Is everyone okay?
2. Call 911;
3. Call MNASR office (847) 966-5522/On-Call cell phone (224) 217-0618;
4. Tend to group.

WHAT CONSTITUTES AN EMERGENCY?

For the MNASR office, the Senior Operations Manager, and the Superintendent of 
Recreation are responsible for carrying out the Emergency Plan. They are 
responsible for carrying out all aspects of the Emergency Response Plan, including 
proper notification (via 911) of emergency personnel.

If the situation is a severe accident/incident, the MNASR Emergency Response Plan 
(Forms Section) will go into effect.

SEVERE WEATHER AND TORNADOES

• Notification of Watch (thunderstorm or tornado watch) – Continue normal 
activity but watch for threatening conditions and listen to radio for latest 
Weather Service Warnings;
• Notification of Warning – Take immediate action to direct participants and 
staff to go to a safe place. Follow specific plan for each individual Member 
District facility and the MNASR office.

In the interest of public safety, each employee must be thoroughly familiar with the 
procedures used when tornado precautions are issued in the Member District area.

Additionally, each employee must know and be able to implement any special 
directions that pertain to the program in which he/she is working.
When a weather or tornado watch is declared for the Member District area, a staff member should be assigned by the Safety Coordinator to follow the reports of the current weather and communicate to MNASR Program Leaders. If a tornado warning is declared for the Member District area, programs and the MNASR office will immediately take shelter in designated area of facility.

**NOTE: Know and understand the following procedures!**

**Weather Watch**
- Conditions are right for severe weather;
- Posted on television and radio; and
- Be cautious but continue normal activity – monitor weather for changes and possibly move activity inside.

**Weather Warning**
- Weather conditions are taking place;
- Take shelter immediately.
**Tornado Watch**
- Conditions are right for a tornado to develop;
- Make a Plan of Action (see following for an explanation). Staff should discuss Plan if a tornado develops; and
- Be cautious and monitor weather for changes to move into shelter.

**Tornado Warning**
- A tornado has been sighted;
- Take shelter immediately.

**Extreme Temperatures**
- Hot temperatures (for Outdoor Programs): 94°F actual temperature; Heat index of 98°F or more, constitutes canceling program due to unsafe conditions;
- Cold temperatures (for All Programs): 20°F actual temperature; -30°F or below wind chill, constitutes canceling program due to unsafe conditions.

The MNASR office and every program site must have a Plan of Action so that staff can appropriately deal with an emergency situation.
- At the beginning of programs, designate areas that can be used for shelter;
- Ask the facility for its weather emergency and shelter area plans;
- All shelter areas must be in interior halls or rooms with no glass and not in gym or auditorium areas;
- Check out shelter areas so you know where they are and familiarize yourself with them before an emergency may occur;
- Practice tornado drills with your participants so they know what to do and where the shelter areas are in the facility; and
- Post the plan in a high traffic area.

It is MNASR’s policy that all persons supervising Outdoor Programs are aware that when thunder and/or lightning is observed or heard, Outdoor Programs should be suspended and everyone should seek appropriate shelter. Staff should adhere to the following Plan of Action and guidelines:

**Outdoor activities:**
- Staff should listen to current weather forecasts/current conditions so that everyone can be aware of changing weather conditions;
- Monitor weather conditions as they appear on the horizon;
- Monitor weather radios or news stations when possible. The MNASR office has a weather radio and will communicate watches or warnings to Program Leaders.
- Plan alternative indoor activities for rain and storms; and
• Whenever lightning is observed or thunder is audible, all outdoor activities should be suspended for a minimum of thirty (30) minutes after the last sign of lightning or thunder is heard.
When indoors during a watch or warning:
- Stand clear of windows and doors;
- Do not use telephone unless for emergency use;
- Monitor radio or TV for weather updates;
- If your program is in an indoor pool, evacuate the pool; and
- If tornado sirens are heard, immediately seek the pre-designated areas to take cover. This is usually in a hallway with no windows or in the bathrooms.

When outside for an activity and you cannot reach shelter in the rare case that this should occur:
- Avoid areas that are higher than the surrounding landscape;
- DO NOT use a tree for shelter;
- Keep away from metal objects such as fences, light poles, or power lines;
- Boaters and swimmers should immediately leave the water and find shelter;
- If you feel your skin tingle or your hair stand on end:
  ✓ Squat low to the ground on the balls of your feet;
  ✓ Place your hands on your knees with your head between them;
  ✓ Make yourself as small of a target as possible; and
  ✓ Minimize your contact with the ground; and
- Vehicles may be used for protection. Do not seek shelter in a vehicle if there is a tornado warning.

FIRE – BASIC ACTION

- Know location of all fire exits;
- First, get people to safety;
- Call 911 and/or pull the fire alarm; and
- Be ready to assist Fire Department with information.

BOMB THREAT – BASIC ACTION

- A bomb threat may be received by various means but will usually be via telephone;
- When a bomb threat is received, the facility is to be evacuated immediately. Do not pull fire alarm. Use cell phones or two (2) way radios during the evacuation as a land-line telephone may trigger an explosion;
- The recipient of the call will immediately call 911 to notify the local Police Department;
- Attempt to obtain the following information (exact order unnecessary):
  ✓ Try to write down the exact words of the caller. This will assist in identifying the caller if he/she has made calls previously. Many times callers use the same words or phrases repeatedly;
✓ Where: Knowing the location of the bomb will assist responding. It may also determine the Plan of Action for area where it is located;
✓ When: Knowing when the bomb is set to detonate will assist responding. The majority of bomb threat callers will give a time or approximate time of detonation;
✓ What: Knowing what type of bomb it is will assist responding. A variety of material is available to bombers including: match heads, dynamite, plastic explosives, ammonium nitrate, TNT, Prim cord, and nitroglycerin;
✓ Appearance of the device: Have the caller describe it.
✓ Why: Often the reason is clearly stated at the beginning of each call;
✓ Voice: Tone loud, soft, harsh, normal;
✓ Speech: Rate – fast, slow, normal;
✓ Style: Educated, coarse (slang, profanity);
✓ Characteristics: Impediments, distinct or deliberate, foreign or regional accent;
✓ Was the voice familiar?;
✓ Background noise: This will assist in identifying the location from which the call was made;
✓ Time and date of the call; and
✓ Length of the call.
• Employees should remain in the designated shelter area until an “all clear” has been determined by the ranking officer on duty.

MISSING PARTICIPANT

• MNASR staff conducts a head count to identify participant that is missing;
• MNASR staff is assigned to supervise participants in a safe area. Remaining staff conducts a sweep of program area to locate the missing participant;
• If participant is not located after sweep, immediately call 911 to alert local authorities;
• Notify facility staff to assist in search for missing participant (if applicable); and
• Program Leader should contact MNASR office (847) 966-5522 or On-Call cell phone (224) 217-0168.

UTILITY FAILURE – BASIC ACTION

• MNASR office staff will obtain the emergency equipment, flashlights, and a battery-operated radio, which is located in the First Aid Kit in the Workroom by the Weekly Program Calendar;
• All programs should take steps to calm all participants and proceed with quiet activities;
• Program Leaders should contact the MNASR office or On-Call cell phone (224) 217-0618 and you will be directed on what exactly to do;
• If gas or burning odor is detected, evacuate the buildings immediately.

EMERGENCY EQUIPMENT

Emergency equipment shall be maintained at the MNASR office, and all program sites. If a program is at a Member District facility, find out the building’s procedures and where the Emergency Equipment is kept.

The Safety Coordinator shall be responsible for the complete readiness of the Emergency Equipment. Emergency Equipment will consist of appropriate first aid supplies, a battery-operated radio, several flashlights, and other equipment deemed necessary. The contents are to be checked and the batteries in the flashlights replaced every four (4) months.

11.1 FIRST AID EMERGENCY PROCEDURES

GENERAL PROCEDURES

When an injury occurs, all MNASR personnel must adhere to the following guidelines regarding accident procedures:

• **For Minor Injuries:** Administer first aid and immediately complete an Accident/Incident Report Form #01 or Form #04 (See Forms Section). If infectious materials exist, follow the procedures established in the HIV/S/HBV Guidelines (See Section 13.1).

• **If in doubt as to the extent of the injury:** Call the local EMS (911) for emergency service. Do not attempt to diagnose the extent of the injury. If the injury is serious, contact the MNASR office (847) 966-5522 immediately (during normal business hours) or the On-Call cell phone (224) 217-0618. Next, you should contact the family/parents/guardian immediately and inform them of the situation. After the paramedics give proper medical attention, complete an Accident/Incident Report. If an injury requires hospital services, make sure that a proper follow-up is performed. Keep informed of the participant’s condition. MNASR staff must accompany the participant to the emergency room in the ambulance. Staff must stay with the participant until a parent/guardian arrives.

• **For serious injuries:** Immediately call 911 for EMS. Contact MNASR office or On-Call cell phone (224) 217-0618 followed by family/parents/guardian immediately and inform them of the situation. After the paramedics give proper medical attention, complete an Accident/Incident Report. If an injury
requires hospital services, make sure that a proper follow-up is performed. Keep informed of the participant’s condition. MNASR staff must accompany the participant to the emergency room in the ambulance. Staff must stay with the participant until parent/guardian arrives.

- Only MNASR personnel should fill out the Accident/Incident Report and send it to the Safety Coordinator within twenty-four (24) hours of the incident.

EMERGENCY EVACUATION ROUTE DIAGRAMS

Posted around the MNASR office are the evacuation route diagrams. These diagrams are to be used by participants and staff in the case of an emergency. When holding a program at a Member District facility, ask for a copy of the evacuation route.

All MNASR employees should familiarize themselves with these routes. This information is necessary in the event of an emergency.

12.1 MEDICATION DISTRIBUTION PROCEDURES

A common request of parents/guardians is to assist a participant in taking medication during a program session when he/she does not have the ability to take the medication on his/her own. To minimize the dispensing of medications, parents/guardians should be asked if the participant can be medicated prior to arriving at the program, or, if the participant is older, have him/her self-medicate during the program. Staff medicating participants at a program should only be done when it is absolutely necessary. The exception would be on an overnight or all-day trip, or summer camp.

- Registrar will indicate to Recreation Specialist/Camp Director if a participant needs to take any medication during any program as indicated on the Registration Form;
- Recreation Specialist/Camp Director will receive a list of all participants who will be taking medication for the upcoming season from Registrar;
- Recreation Specialist/Camp Director will call participant to find out during which programs he/she will need to take medication;
- **EXAMPLE OF MEDICATION ENVELOPE:**

  | For: ______________ (Participant’s Name) |
  | Take: ___ (# of Pills) Every: ___ (# of Hours) |
  | (Other Instructions) |

  | ______________________ |
  | ______________________ |

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Doctor: __________________________

- Recreation Specialist/Camp Director will send Medication Letter, Permission to Dispense Form, Medication Dispensing Information, (See Forms Section for all of these Forms) and an appropriate number of medication envelopes to participant/guardian with a “return by” date. If these items are not returned to MNASR by the deadline, the participant will not be able to take medication during the program. The dispensing forms and envelopes must be complete, accurate, and sealed. All sealed medication envelopes will be stored in a plastic bag with participant’s name on the bag. No medications are accepted at the program;
- Recreation Specialist/Camp Director will receive the completed medication envelopes. Forms and envelopes must be double-checked for accuracy. All medication will be stored in the MNASR lock box;
- During the program, the Program Leader/Camp Site Director will give medication envelope to participant. After the participant takes his/her medication, the Program Leader/Camp Site Director will initial, time, and date the medication form as proof of dispensing the correct medication. MNASR will keep the used envelope as a permanent record;
- Copies of completed medication forms should be kept in the program folder. The Safety Coordinator will also receive a copy of these forms.
- Upon completion of the program season, all used envelopes should be returned to the Day Camp Director;
- MNASR staff responsible for dispensing medication will fully complete medication information contained on the Medication Dispensing Log Form (See Forms Section). Medication Dispensing Logs should be completed until medication dispensing has ceased. Completed Medication Logs should be turned into the Safety Coordinator and kept in a permanent file for at least one year after the program’s conclusion;
- Most importantly, make sure legal guardians are completing the medication forms and envelopes.

13.1 HIV/AIDS/HBV INFECTIOUS DISEASE GUIDELINES

STATEMENT OF INTENT

MNASR recognizes that the AIDS epidemic is a genuine health crisis. It is MNASR’s desire to exercise appropriate measures to assist in the prevention of the spread of the disease and to minimize workplace exposure to the disease. The existence of the crisis, however, does not warrant panic, hysteria, or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by MNASR to the public or the dignity of the people we serve.
MNASR further recognizes that employees with life-threatening illnesses or infectious diseases, including but not limited to AIDS and Hepatitis B (HBV), may wish to continue to engage in as many of their normal pursuits as their condition allows, including work. As long as these employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a health threat to others, MNASR believes it should take affirmative steps to reasonably ensure that they are treated consistently with other employees.

The following guidelines are intended to assist MNASR in striking a reasonable balance between societal and individual concerns relating to AIDS, HBV, and other communicable diseases as they pertain to the operations of MNASR. They are not intended to create, and shall not be constituted as creating a contractual or other obligations on the part of MNASR or rights on the part of employees; program participants, which are not already (and independent of the promulgation of these guidelines) imposed by law.

HUMAN IMMUNODEFICIENCY VIRUS (HIV)

All current scientific evidence supports the following conclusions:

- The HIV virus, which can cause AIDS, is fragile outside of the body. Soap and water, rubbing alcohol, and household bleach will kill it;
- HIV is an infectious disease. It is contagious, but it cannot be spread in the same manner as a common cold, measles, or chicken pox. The HIV virus is known to be transmitted through intimate sexual contact, injection or puncture with a contaminated needle, receiving into one’s blood stream infected blood or blood products, and from mother to fetus (now can be prevented through drug therapy in most cases). It also can be transmitted by infected blood or other body fluids coming into contact with non-intact skin, i.e., cuts, open sores, or lesions, skin that is chafed or abraded, and hangnails;
- There is no evidence that HIV or AIDS is spread by casual contact such as shaking hands, hugging, social kissing, crying, coughing, sneezing, spitting, or runny nose.
- There is no evidence that HIV or AIDS has been contracted from swimming pools, hot tubs, toilet seats, bathtubs, showers, eating in restaurants, or using dishes, glasses, straws, utensils, or food handled by a person with the HIV or AIDS virus.
- There is no evidence that HIV or AIDS has been contracted from door knobs, linens, clothing, telephones, office machinery, furniture, or other articles touched by a person with HIV or AIDS;
- Although in an infected person with HIV or AIDS virus may be found in a variety of body fluids and secretions including semen, blood, saliva, and
tears; there is no evidence that saliva or tears have transmitted the HIV or AIDS virus.

- Although current evidence indicates that the HIV or AIDS virus may not be transmitted through casual social contact, certain opportunistic infections such as pneumonia, TB and salmonella, which may be transmitted, are sometimes also found in persons with HIV or AIDS in the latter stages of the disease, and may be so transmitted.

HEPATITUS B VIRUS (HBV)

The Hepatitis B Virus (HBV) causes Hepatitis B, a serious liver disease once known as serum hepatitis. According to the Hepatitis B Foundation, an estimated 40,000 persons in the United States, primarily young adults, are infected with HBV annually. As many as 12,000,000 Americans are infectious carriers of the disease. Symptoms of HBV include: malaise, anorexia, nausea, vomiting, abdominal pain, jaundice, skin rashes, and arthritis. The fatality rate for the disease is less than two (2) percent. HBV can also cause acute and chronic hepatitis, cirrhosis, and liver cancer.

Like HIV, HBV is an infectious and contagious disease. HBV also known to be transmitted through intimate sexual contact, infection, or puncture with a contaminated needle or other sharp object, receiving into one’s bloodstream infected blood or blood products and from mother-to-fetus. Like HIV, HBV also can be transmitted by blood or other body fluids coming into contact with a person’s mouth, nose, other mucous membrane, or non-intact skin, i.e., cuts, open sores, lesions, skin that is chafed or abraded, and even hangnails.

There are two types of HBV vaccines currently licensed and available in the USA. OSHA reports that field trials of these vaccines have found that they are between eighty (80) and ninety-five (95) percent effective in preventing infection. Vaccinations are recommended for persons who may have occupational exposure to blood or blood-contaminated body fluids and for unvaccinated persons who actually have contacted such fluids.

PRE-EXPOSURE

- MNASR shall make available the HBV vaccine series to full-time staff, Program Leaders, and Day Camp Site Directors who must handle blood or are expected to render first aid on a routine and regular basis in the course of his/her employment. This series will be provided at no cost to the employee. If an employee declines to be vaccinated, he/she must sign Hepatitis B
Vaccination Declination Form (See Forms Section) which MNASR will retain as part of the employee’s personnel file; and

- Employees whose primary job assignment(s) do not include handling blood or providing first aid, yet may render first aid as a collateral duty, will be offered the HBV vaccine series as a post-exposure provision within the Exposure Control Plan. Again, this series will be provided at no cost to the employee.

POST EXPOSURE

If an employee comes into contact with blood other potentially infectious materials, MNASR shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure and the circumstances under which the exposure occurred;
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
- Prompt testing of the source material or individual’s blood, (with his/her consent) to determine the existence of the HIV or HBV with the results being communicated in confidence to the exposed employee;
- Collection and testing of the exposed employee’s blood (with his/her consent) for HIV or HBV;
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service;
- Counseling; and
- Evaluation of reported illnesses.

MNASR will provide the health care professional who is responsible for an employee’s HBV vaccination, or for an exposed employee’s post-exposure evaluation, with a copy of the Illinois Department of Labor (IDOL)/Occupational Safety and Health Administration (OSHA) regulations. MNASR will also provide the health care professional who is responsible for an exposed employee’s post-exposure evaluation with:

- A description of the employee’s duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
• Results of the source material or individual’s blood testing, if available; and
• All medical records relevant to the appropriate treatment of the employee, including his/her HBV vaccination status, which are MNASR’s responsibility to maintain.

MNASR will obtain and provide to the employee, within fifteen (15) days of its completion, a copy of the written opinion of the health care professional who performs a post-exposure evaluation.

EDUCATION AND TRAINING

In order to minimize workplace exposure to, and prevent the spread of infectious diseases while avoiding unnecessary panic, discrimination, or inappropriate reaction to MNASR’s implementation of preventative measures, MNASR believes education and training of all personnel is essential. Training sessions and materials shall be made available to all employees annually, to new employees as soon as they are hired, and to current employees as soon as a change in job tasks may result in exposure to blood-borne pathogens, at no cost to the employees. The educational sessions and materials should include current information about what the HIV virus, the HBV virus, and AIDS are, how they are spread, how to avoid contact with these viruses, and what to do when a possible contact occurs. The materials should explain and stress the need for confidentiality.

In particular, MNASR’s training program will include:
  • An accessible copy of the text of IDOL’s regulations relating to blood-borne pathogens, and an explanation of their contents;
  • A general explanation of the spread, prevention, and symptoms of blood-borne diseases;
  • An explanation of the modes of transmission of blood-borne pathogens;
  • An explanation of MNASR’s Exposure Control Plan relating to blood-borne pathogens, and the means by which employees can obtain a copy of the plan;
  • An explanation of the appropriate methods of recognizing the tasks and other activities that may involve employee contact with blood or other potentially infectious materials;
  • An explanation of the use and limitations of methods by MNASR that will prevent or reduce exposure, including work practices and personal protective equipment;
  • Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment;
  • An explanation of the basis for the selection of personal protective equipment;
• Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
• An explanation of the procedure to follow if any employee comes into contact with blood or other potentially infectious materials, including the method of reporting the incident and the medical follow-up that will be made available;
• Information on the post-exposure evaluation and follow-up that MNASR will provide for the employee if he/she comes into contact with blood or other possibly infectious materials; and
• An opportunity for interactive questions and answers with the person conducting the training session.

PRIVACY CONSIDERATIONS

• The infected person’s right to privacy shall be respected including maintaining confidential records. These records are not subject to disclosure under the Freedom of Information Act. The number of persons affiliated with MNASR who know the identity of the infected person will be kept to a minimum. Only the Executive Director, Superintendent of Recreation, Safety Coordinator and the corresponding Recreation Specialist have a need to know of the infected person’s condition and the identity of the person to assure proper care and precaution. Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or MNASR personnel other than personnel specifically designated by the Executive Director or Superintendent of Recreation. The legal ramifications to both the employee involved and MNASR of a breach of confidentiality should be clearly explained to employees.
• Persons shall not be asked whether they are infected with the HIV or HBV viruses or AIDS when registering for a program. In view of current evidence regarding HIV, S or HBV transmission, infected persons should not be routinely excluded from or restricted to any program;
• It is not necessary for MNASR to advise the public or program participants or their parents/guardians of the participation in its programs or the employment by MNASR of a person infected with the HIV or HBV virus or AIDS. However, depending on the circumstances, MNASR may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the HIV or HBV virus, or AIDS. The message should communicate current evidence concerning both the transmission of HIV or HBV and invite questions or comments. Depending on the circumstances, MNASR may determine to hold one or more special meetings.
to address public concerns. The decision to inform the public or program participants or their parents/guardians should be made only after consultation with MNASR legal counsel;

- Apart from a public meeting, all inquiries from the public concerning the participation of a person with HIV, HBV, or AIDS in MNASR programs should be directed to a single MNASR spokesperson, the Executive Director. No other person associated with MNASR should divulge any information concerning the participation in its programs of a person infected with the HIV or HBV virus or AIDS, other than to point out that MNASR believes that confidentiality for the person, family, and staff directly involved is absolutely essential and that MNASR has received expert medical advice.

EMPLOYEES

- Neither prospective nor current employees shall be asked or required to respond to the question whether they are infected with HIV or HBV virus, or AIDS, or with any other specific disability. MNASR may uniformly ask whether a prospective employee is willing and able to perform without qualification all the essential functions of the job for which he/she is applying;
- Testing for HIV, HBV, or AIDS should not be routinely conducted or required;
- An employee infected with the HIV or HBV virus or AIDS, or any other disabling disease shall be dealt with as any other employee with a chronic illness or disability. As long as he/she is able to perform the essential function of his/her job and does not pose a demonstrable risk of communicating a contagious disease to other employees or the public, he/she should be considered otherwise qualified for the job. If the infected person is unable to perform the essential functions of the job or there is a recognizable risk of communicating a contagious disease to others, MNASR should also consider whether any “reasonable accommodation” would enable the person to perform those functions. The determination of what constitutes “reasonable accommodation” in the particular instance shall be made by MNASR in consultation with the Executive Director, Safety Coordinator, and Superintendent of Recreation;
- Recommendations regarding employment or continued employment of an infected person shall, to the extent practicable, be made by the Executive Director, Safety Coordinator, and Superintendent of Recreation. In making such recommendation, the same factors will be considered as set forth above with respect to program participants. MNASR will make the final decision after consideration of the Executive Director, Safety Coordinator, and Superintendent of Recreation recommendations;
• An employee who poses a significant risk of communication of a disease to others will not be considered otherwise qualified to continue in his/her position if reasonable accommodation will not eliminate that risk;
• As in the case of an infected program participant, an infected employee’s right to privacy shall be respected, including maintaining confidential records.
• MNASR shall designate a health officer. Employees should be encouraged to seek information from the health officer if they have any concerns about the possible contagious nature of another employee’s or a program participant’s illness.

All staff and volunteers should be provided a written copy (posting or otherwise) and training with respect to the following precautionary procedures and advised that failure to comply with these procedures may subject an employee/volunteer to disciplinary action, including termination of employment/volunteer services. All staff/volunteers are required to sign the attached compliance statement indicating their understanding of the procedures and agreement to comply with them.

HOUSEKEEPING

MNASR shall ensure that each worksite is maintained in a clean and sanitary condition. All equipment and working surfaces must be cleaned and decontaminated after contact with blood or other potentially infectious materials. An appropriate disinfectant shall be used to decontaminate any work surface immediately or as soon as feasible after any known spill of blood, and at the beginning of the program if the surface may have become contaminated since the last program.
PRECAUTIONS

Because other infections in addition to HIV, HBV, and AIDS can be present in the blood, non-intact or exposed body tissue, excrement or other bodily fluids, the following routine procedures are required when handling blood (e.g., cleansing of and applying first to open wounds, stopping a nose bleed), excrement or urine (changing diapers on children and adults), or other bodily fluids. It is to be emphasized that these procedures are required when dealing with all participants, not just those that may be infected with HIV, HBV, AIDS, or another infectious disease. Precautionary procedures for handling blood and body fluids should be predicated on the assumption that all blood/bodily fluids are infectious. These procedures should be followed and enforced routinely.

GENERAL PROCEDURES

- Hand washing should be done frequently by employees, volunteers, and participants and is required before and after food preparation, after toileting, after contact with any bodily fluids, etc.;
- Non-sterile gloves, which are puncture-resistant and impervious to blood, must be worn. Such gloves should be immediately available for use in areas where the need is most predictable (first aid kits, near changing tables, etc.). Care should be taken to avoid any body contact with blood or other bodily fluids of other persons. In particular, exposure of open skin lesions, weeping dermatitis, mucous membranes to blood or body fluids should be avoided. Even though gloves are used hands must be washed with soap and water immediately and thoroughly after the gloves are removed;
- Soiled surfaces and recreational materials of any kind (including van seats, exercise mats, etc.) should be promptly cleaned with disinfectants such as household bleach (diluted one (1) part bleach to ten (10) parts water). These surfaces should be routinely cleaned and disinfected on a regular basis. Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant;
- Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers;
- When wiping up, emptying regular trash, or washroom waste, employees must wear non-sterile, puncture-resistant gloves;
- Employees should avoid placing their hands on trash or waste containers in order to “pack down” the trash and should otherwise handle trash with care;
- All cuts and open wounds should be covered following basic first aid procedures. All employees, volunteers, and participants should wear
protective covering, adhesive bandages, etc. Employees and volunteers are responsible for providing protective coverings to participants who have open lesions;

- Sharing of personal items, such as: combs, brushes, toothbrushes, lipstick, etc., should be avoided. Whenever possible, disposable items, i.e., cups and utensils should be provided and not shared by others;
- Disinfectant should be stored in a safe area that is inaccessible to participants;
- Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.

PROCEDURES FOR CLEANING UP BLOOD OR OTHER BODILY Fluid SPILLS

- Wear disposable gloves, which should be discarded following cleanup. When disposable gloves are not available, or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact;
- Clean and disinfect soiled area immediately using paper towels, soap, and water;
- Disinfect area with 70%-90% isopropyl alcohol solution, or 1:10 chlorine bleach solution;
- Rinse clothing soaked with bodily fluids and place in a plastic bag to be sent home;
- Place soiled sanitary napkins in plastic bags and dispose;
- Place paper towels and disposable gloves in plastic bags and dispose;
- Wash hands and other skin that may have come in contact with bodily fluids thoroughly with soap and water, other antiseptic hand cleanser, or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body area with blood, bodily fluids, or other potentially infectious materials;
- Contact facility staff to inform them that a bag with bodily fluids has been disposed of in their trash.

PROCEDURES FOR THE CLEANING OF EQUIPMENT

- Wash all toys with soap and water or Clorox wipes and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared;
- Clean all equipment such as mats, van seats, wedges, feeding chairs, etc., with soap and water as needed;
• Use disinfectant solution to clean equipment when contact with blood or other bodily fluids has been made; and
• Clean cooking equipment thoroughly using soap and water.

PROCEDURES FOR THE USE OF CPR MOUTHPIECES

The CPR Mouthpiece is designed to prevent direct physical contact between the rescuer and victim. Mouthpieces shall be provided by MNASR under conditions where employees and/or volunteers may be required to administer CPR.

• Follow instructions for use that are provided with the mouthpiece;
• If using a disposable mouthpiece, discard after use in an appropriate receptacle;
• If using a reusable mouthpiece, clean in disinfectant solution of 70%-90% isopropyl alcohol, then rinse with water; and
• Wash hands immediately or as soon as possible after removal and disposal of mouthpiece.

14.1 INTRODUCTION TO THE INCLUSION PROCESS

Including individuals with special needs into Member District programs is a fun and rewarding experience for all involved. The key to success is working together as a team; Member District Staff, parents, participants, and Inclusion Staff must all work cooperatively for the Inclusion process to succeed.

For many Member District Staff, this could be his/her first time working with an individual who has special needs. Our Inclusion Staff are placed in the programs to assist not only the individual who has special needs, but also to assist the Member District Staff in learning how to work with individuals who have various disabilities. Inclusion Staff are there to answer questions, to be a resource, and to provide hands-on training.

With the passage of the ADA, individuals who have special needs have the right to choose whether they wish to participate in MNASR programs, in their home Member District programs with their peers, or in a combination of both. We, as recreation providers, need to encourage and facilitate the Inclusion process by learning as much as possible about how to best accommodate and meet an individual’s needs.

Much like humans come in all different shapes and sizes, special needs come in all different levels of ability. Many participants may have extensive special education support throughout the school year in a classroom setting, yet parents/families choose to have their loved ones participate in an inclusive recreation setting. As
recreation providers, you may find yourself questioning why a person is participating in an inclusive setting. It is important to remember the reasons a parent/family chooses inclusion may not be obvious to you. Often the goals for the individual who has special needs differ in a recreational setting from the classroom setting. Many times, the challenges presented by an individual who has special needs are not as prevalent in a recreational setting as they might be in other settings.

Many parents choose to involve their child in inclusive activities because the goals for their child are related to the social aspect of recreation. The social connection with others plays a vital role in numerous developmental areas. Positive peer relationships allow a person to share affection, support, companionship, and assistance. Whether a person has a disability or not, the opportunities available through interaction with others provides invaluable lessons. For individuals who have special needs, the opportunity to watch and to observe their peers engaging in appropriate social skills through play and recreation is a learning tool that cannot be replicated anywhere else.

Laws have been established to further increase the practicality of mainstream and inclusive opportunities. Both architecturally and programmatically, agencies have worked to eliminate barriers which are often stumbling blocks to inclusion. As recreation providers, we are responsible for continuing to work to eliminate attitudinal barriers. We can do this through continued education, training, and being sensitive to the needs of all of the individuals with whom we work.

**NOTE: Remember that the individual being included into the program is just as much a part of the program as any other person in the program and should be treated with the same respect.**

The information in this section has been collected from a variety of sources over the years and from a multitude of individuals. The intent is to provide a guideline and resource to help address some of the concerns and questions that may arise as you enhance the lives of others through inclusion. Please remember that each situation is unique, as each person is an individual. True inclusion is most successful with a combination of activities, ideas, and communication with everyone involved.

**INCLUSION CONCEPTS**

- Providing a choice of recreation activities and experiences;
- Full and active participation of individuals who have special needs in the same community activities as individuals who do not have special needs;
• Looking at the recreational needs and interests of individuals instead of the diagnostic labels (i.e., autism, learning disability, physical disability, hearing impairment, etc.);
• Providing individuals with reasonable accommodations that will enhance the recreational experience;
• Including individuals into recreation activities to stimulate the greatest amount of enjoyment and participation;
• Providing positive recreational experiences which contribute to the overall growth and development of every individual;
• Providing social, physical, educational, and cultural development which includes sports, outdoor living, arts, and all of the major leisure interests of people; and
• Developing community support and encouraging attitudinal changes to reflect the right of all people to dignity, self-respect, and community involvement.

INCLUSION MISCONCEPTIONS

• Forcing all individuals who have special needs to participate in community recreation programs;
• Placing individuals who have special needs into community recreation programs without necessary accommodations;
• Eliminating segregated recreational programs; and
• Preparing the individual for the system, but not preparing the system for the individual.

BENEFITS FOR INDIVIDUALS WHO HAVE SPECIAL NEEDS

• Individuals in inclusive environments are more advanced on measures of cognitive and social skills;
• Individuals develop friends in the communities in which they live, fostering a sense of belonging for the individual and family;
• Individual is viewed as a person first;
• Focus shifts from what an individual cannot do to what he/she can do;
• Individual differences are respected and the individual who has special needs is valued;
• Parents of children who have special needs report behavior often improves due to peer influence; and
• Inclusion provides the individual and the family with a variety of choices within their community.
BENEFITS FOR INDIVIDUALS WHO DO NOT HAVE SPECIAL NEEDS

- Individuals learn to respect and value differences;
- Individuals are better prepared to reach a comfort level with people who are different from themselves;
- Individuals learn to handle differences in stride;
- Individuals learn that everyone has strengths;
- Parents report their children learn positive values;
- Individuals learn we are all people first;
- Individuals are more likely to be given accurate information about disabilities as their questions are answered in a natural environment; and
- Inclusive settings can provide ample opportunities for mentor/buddy friendships which enhance self-esteem and worth.

MNASR’S ROLE IN THE INCLUSION PROCESS

Various types and levels of support can be used to provide successful inclusive services. In order to ensure that each individual is allowed to function in the least restrictive environment at the maximum level of independence, MNASR offers a variety of support levels.

SERVICES MAY INCLUDE:

- In-service training to Member District Staff;
- MNASR will gather information about a participant by contacting the Member District in which the individual is registered and/or the participant’s family. When appropriate, MNASR might also gather information about a participant by contacting school professionals, observing in the classroom, or speaking to others in a clinical setting;
- Provision of resource materials to Member District Staff including information on various special needs, therapeutic techniques, suggestions on adapting activities, and other beneficial resources as needed;
- Periodic visits to the program by MNASR staff to provide support, hands-on training, answer questions, and assist with any problem areas that may exist; and
- Provision of an Inclusion Staff at the program to assist with the inclusion of the individual who has special needs while also acting as a part of the overall staff of the program.

Inclusion services are considered on an individual basis. Once parents/guardians or Member District Supervisors notify MNASR of participation by an individual who has special needs, MNASR staff will complete an Observation which will be
followed by a Support Level Recommendation to the Member District. The level of support will be determined by evaluating the participant in the following areas:

**Social Characteristics:**
- Ability to initiate and carry on interactions with peers and the general public;
- Demonstration of an interest in conversing with others; and
- Display behavior which is similar to and/or accepted by the general public.

**Physical Characteristics:**
- Ability to care for own needs (toileting, eating, etc.); and
- Physical strength, endurance, and mobility.

**Cognitive Characteristics:**
- Ability to follow directions; and
- Developmental characteristics in relation to peers.

**Program Characteristics:**
- Staff ratios with number of participants in program; and
- Facility accommodations.

**MNASR/MEMBER DISTRICT INCLUSION PROCEDURES, STAFF ROLES, AND GUIDELINES**

**Member District Staff:**
- The individual who has special needs who registered for the Member District program should be given the same level of instruction as the other participants in the program;
- Maintain constant communication with the MNASR Inclusion Staff;
- Instruct individuals who have special needs in the Member District program with disability support from MNASR;
- Fit the individual who has special needs within the group;
- Familiarize staff with the information given to you regarding the individual who has special needs. Ask questions regarding any adaptations you feel may be needed for the individual;
- Be an advocate. Provide opportunities for social acceptance by peers;
- Be familiar with your Member District’s Behavior Code of Conduct. The individual who has special needs falls under the same Code of Conduct. Contact MNASR if you have any behavioral concerns;
- Accident/Incident and all Documentation Reports need to be forwarded to MNASR immediately; and
- Member District Program Leader will directly supervise Inclusion Staff while in the program.

**MNASR Inclusion Staff:**
- MNASR Inclusion Staff will work under the Member District’s guidelines;
- Refer parent questions regarding the program to the Member District’s Supervisor;
- MNASR’s direct line of communication will be with the Member District;
- Encourage and foster participant’s independence;
- Be an advocate. Provide opportunities for social acceptance by peers;
- Incorporate the child who has special needs into the group and work with the group as a whole; and
- Accident/Incident and all Documentation Reports need to be forwarded to MNASR immediately.
MNCSR Inclusion Manager and MNCSR Full-Time Staff:
- Maintain constant communication with the Member District Staff;
- Share the participant information with the Program Supervisor and Staff;
- Make recommendations on accommodations to the Member District Full-Time Staff;
- Provide suggestions on how to make adaptations within the program; and
- Assist in the process of training Member District Staff on how to work with an individual who has special needs.

MNCSR Inclusion Companion Guidelines:

Staff Attendance and Commitment – All Inclusion Staff are required to report to their designated assignment fifteen (15) minutes prior to the start of the first program to check in with the Member District Site Director. At that point, the Member District Staff will communicate to you what time you will need to be there on a regular basis.

If you cannot work because of illness or an emergency, you are required to call the Inclusion Manager or the Inclusion Specialist at (847) 966-5522. If you cannot reach a full-time Inclusion Staff in the MNCSR office, you need to call the Inclusion Cell Phone at (847) 710-2852. In addition to contacting a full-time Inclusion Staff, you must also contact your Site Director of your assigned location. Leaves of absence will be determined on an individual basis.

NOTE: Refer to Section 3.1 on Work Absences to review reporting of staff absences.

Responsibilities and Essential Functions of an Inclusion Companion:
- Responsible for maintaining one-on-one assistance for included participant as his/her number one priority;
- Staff is required to maintain responsibility for his/her assigned included individual, unless otherwise directed and confirmed by the Inclusion Manager or MNCSR full-time staff;
- Develop a rapport with included participant and attend to his/her physical needs when necessary;
- Provide and plan activities for included individual with special needs, if he/she is unable to accomplish provided activities by Member District;
- Ability and desire to work with individuals with special needs in a Therapeutic Recreation environment;
- Take initiative to interact with and work as a team-player with participant, family, peers, volunteers, and staff in the program;
• Knowledge of the strengths and concerns of people with social, cognitive, emotional, physical, and sensory disabilities as relevant to a recreation setting;
• Act as a liaison with participant’s family and Inclusion Manager;
• Supervision of individuals including physical restraining as an absolute last resort if CPI trained; and
• Attend mandatory orientations

**Communication** – This is a key component in Inclusion. Whether it be with the Member District, MNASR Inclusion Manager, MNASR Inclusion Specialist, or the family, as an Inclusion Staff the expectation is that you will communicate the daily events with all involved parties.

• It is your role as an Inclusion Staff to communicate the daily events with the family of the individual with whom you are working. This may be done in various approaches such as daily logs, weekly communication books, and/or talking to the family a few minutes at the end of each program. Every parent/guardian should be aware of what is occurring with his/her family member.

• It is also your role as an Inclusion Staff to communicate with the Member District Staff with whom you are working. For example, if a parent/guardian communicates information to you regarding his/her child, it is your job to communicate that information to the Site Director of your assigned placement. The individual who is being included is a part of the Member District program, and the Member District Staff should always be aware and informed of what is going on.

• As an Inclusion Staff you must always keep open communication with the MNASR Inclusion Manager or the MNASR Inclusion Specialist. It is imperative that you keep the lines of communication open by replying to and returning voicemails, text messages, or emails. If you have any concerns regarding your placement, need suggestions or tips on dealing with a situation, or need to ask any questions; do not hesitate to speak with the MNASR Inclusion Manager or Inclusion Specialist.

### 15.1 DAY CAMP STAFF INFORMATION

**STAFF ASSIGNMENTS**

Staff will be assigned to camp based on weekly registration. You may be asked to transfer campsites throughout the summer based on registration needs. The Camp Director of Assistant Camp Director will give out weekly assignments.

**STAFF ATTENDANCE AND COMMITMENT**
Your Site Director will give you direction on start and end times. You may be asked to come early or stay late depending on the camp needs. If you cannot work because of illness or an emergency, you are required to call the Camp Director. Leaves of absence will be determined on an individual basis. You are expected to attend every day of camp unless prearranged with the Camp Director prior to the start of camp.

**NOTE: Refer to Section 3.1 on Work Absences to review reporting staff absences.**

**EVALUATION**

Periodic evaluations will be made on each staff. The Site Director will have a short, informal, verbal evaluation session with every employee throughout camp, if necessary, so that changes can be made before the end of camp. Written evaluations will be done during the fifth (5th) week of camp. The written evaluations will be kept in the employee personnel file of each staff member. These will be referenced when completing your annual evaluation.

**CAMP STAFF PRIORITIES**

- Safety for all participants, staff, and facility;
- Enjoyment of experience for all participants;
- Be a contributing member of the team;
- Accomplishment of the team’s daily goals; and
- Communication on all levels.

**DRESS AND APPEARANCE**

- All camp staff will be required to wear a MNASR camp shirt while on duty;
- Each staff will be given camp t-shirts at the beginning of camp;
- Shorts must be beyond the length of your fingertips when standing with your arms straight down to your sides;
- You are not allowed to alter the camp shirt (e.g., tie-dye, remove sleeves, cut shirt in any way);
- No loungewear (pajama pants are not allowed at camp);
- Name tag and first aid kit must be worn at all times;
- You must attend camp with a neat and clean appearance every day (hair must be clean and tidy); and
- Athletic shoes must be worn to camp, even after leaving the pool (these shoes must be close-toed, with covered heels that strap or tie to your feet).
### 16.1 CAMP SPECIFICS

#### FIELD TRIPS

Each camp takes field trips over the course of the summer. The Camp Director will arrange for all field trips. It is the camp staff responsibility to send out any flyers and remind parents of these trips. These field trip flyers need to be approved by the Camp Director prior to handing them out to families. All staff and campers are required to wear their camp shirts for field trips.

#### PROCEDURES FOR FIELD TRIPS

- Site Directors will be told in advance where the trip is going and what time the buses will pick-up and drop-off the group;
- Each camp needs to send home a note reminding parents of the field trip;
- Prepare campers and explain where you are going;
- Prepare staff for the day’s events:
  - Attendance forms;
  - Remember equipment:
    1. First Aid Kits;
    2. Site Director’s Binder;
    3. Camper(s)’ Medication; and
    4. Camper(s)’ Lunches and Trip Specific Supplies (i.e., swimwear, swim diapers, etc.).
  - Responsibilities:
    1. Each Counselor will be responsible for a specific camper or group of campers;
    2. Counselors should have camper cards for the campers in their group; and
    3. Counselors are responsible for the safety, whereabouts, and belongings of the campers in their group.

#### LUNCH TIME RESPONSIBILITIES

The MNASR Day Camp Staff is responsible for supervising the children during lunch time. Please be aware of your assigned campers at all times including lunch; they are still your responsibility.

#### SWIM TIME RESPONSIBILITIES AND ATTIRE

Close supervision of the campers is very important during swim time. Responsibilities and guidelines for swim time are:
• You must apply sunscreen to every camper prior to leaving your campsite to go to the pool. (Campers are not allowed to share sunscreen and must bring his/her own from home.);
• You must be interacting and know where each child is during swim time;
  ✓ Each Counselor will be responsible for working with a specific camper(s); and
  ✓ Each Counselor is required to be in the pool at all times with his/her assigned camper(s).
• MNASR Pool Safety Rules:
  ✓ Site Directors should inform aids of specific camper(s) medical needs (i.e., seizures, etc.);
  ✓ Site Directors and Counselors are responsible for knowing the specific whereabouts of campers during swim time, in the locker rooms, and the deck area;
  ✓ If you need to leave, go to the washroom, handle a problem, etc., it is your responsibility to make a safe transition of your camper(s) to another staff using the swimming specific camper card system;
  ✓ Have a general orientation with campers and aids about pool rules.

SUPPLIES

Supplies such as arts and crafts, sports equipment, and miscellaneous supplies are distributed to each site at the start of camp. If you should need something special, please let your Site Director know. There are more supplies available at the office. The Camp Director will have specific shopping days set at the beginning of the summer. It is your responsibility to create a complete list of needed supplies prior to the scheduled shopping days.

SITE MAINTENANCE

Site maintenance is everyone’s responsibility. MNASR is a guest in the Member District’s facilities and schools we use for camp. Therefore, it is imperative that the campsite be kept clean and organized at all times. We must also be courteous to the facility staff and other Member District Staff. To help us achieve this, at the conclusion of each day, you should make sure that litter is cleaned up, all equipment is put away, tables are washed down, and, if necessary, sweep or vacuum the floors.

MNASR TRANSPORTATION

Each Site Director will receive a copy of the appropriate bus routes. MNASR will contact the families with transportation information. The exact time will be determined each Thursday before the session begins.

PAPERWORK AND REPORTS

• The Site Director is responsible for submitting a MNASR RecTrac attendance sheet to the Summer Day Camp Director weekly;
• All Accident/Incident and Worker’s Compensation Forms must be filled out and submitted within twenty-four (24) hours of an accident/incident. Accidents/incidents of a serious nature must be communicated to the Camp
Director immediately. Forms for serious accidents/incidents must also be
turned in immediately;
- Sign in/Sign Out forms and Pool Checklists are to be turned in weekly. Each
camper must be signed in and out of camp by his/her parent/guardian;
- Staff timesheets are due bi-weekly; and
- Playground Checklists and Unsafe Conditions Forms should be turned in
weekly if used.

COMMUNICATION WITH PARENTS/GUARDIANS

It is important to keep open communication with the parents/guardians and staff.
MNASR maintains this with the use of “Today’s Report” which notes how the child
did that day. There is also a place for written comments. These are filled out by the
Counselor and reviewed by the Site Director. The Site Director and the assigned
Counselor are the employees responsible for interacting with parents/guardians.

SUPERVISION

- Supervision is MNASR’s chief responsibility. Campers are to be supervised
at all times. Under no circumstances should your camper(s) be left alone. If
you need to leave, go to the washroom, handle a problem, etc., it is your
responsibility to make a safe transition of your camper(s) to another staff
using the camper card/water band camper card system;
- Under no circumstances should you be left alone with a camper. Always use
the buddy system with other staff members.

SIGN IN/SIGN OUT

- Each camper must be signed in and out of camp by his/her parent/guardian
every day. The sign in/sign out sheet will be located inside the camp facility
and needs to be initialed by the parent/guardian prior to the camper entering
camp;
- Those campers arriving by bus must be signed in by the MNASR van driver,
or the Site Director for those campers arriving by school bus.

RETURNING BELONGINGS

- All items that come to camp with your camper must be returned to the
camper;
- You are responsible to make sure these items are returned to your camper
each day;
- Extra medication for that week must be returned to the family every Friday.
ACTIVITY PLANNING

Make camp fun and creative. You have been chosen to work the camp program because you have special unique traits that other applicants did not. Use those traits to help you plan camp activities. You are expected to provide fun, creative games, and projects that the campers will enjoy and in which they will want to participate. The more fun the activities you plan for camp, the more fun you will have leading them.

CAMPER CARDS

You will be assigned to a specific camper(s) and given a camper card with your camper’s individual information on it. Please keep this card private as it has personal information on it. These cards are to be turned in on a daily basis to the Site Director and are never to be taken home. When you need to transfer your camper to a new staff, the card must be transferred as well. If you have a camper’s card, you are solely responsible for that camper.

WATER BRACELETS

You will be assigned to specific campers and given a water bracelet with your camper’s name on it, and you need to wear it at the pool. These bracelets are to be turned in on a daily basis to the Site Director and are never to be taken home. When you need to transfer your camper(s) to a new staff, the bracelet must be transferred as well. If you have a camper’s water bracelet, you are solely responsible for your assigned camper.

17.1 AQUATIC PROGRAM RISK MANAGEMENT GUIDELINES

- The Safety Coordinator will verify all persons employed by MNASR as aids are current in their certifications;
- Program Leader will review Emergency Response Plans with all staff and aids prior to the start of the program;
- The aid is the first and last person on deck;
- A Lifeguard will be on watch whenever staff or participants are in the water. Lifeguards and staff should be alerted to the presence of high-risk individuals (i.e., seizures, etc.);
- Lifeguards are required to wear a bathing suit, have a whistle, a pocket mask, as well as a rescue tube. A professional attitude and appearance should be maintained at all times;
- MNASR staff is responsible for completing a Daily Pool Checklist and Group Aquatics Checklist (See Forms Section);
• Staff is encouraged to pursue their Lifeguard Certification and Water Safety Instructor Certification, when possible;
• MNASR will make Lifeguard training available to full-time employees on a regular basis;
• Each Lifeguard must take a five (5) minute break for every sixty (60) minutes worked, not to exceed four (4) hours of continuous work.

SERIOUS AQUATIC ACCIDENT PROCEDURES

• Immediately following a serious aquatic injury or drowning, the Program Leader will be faced with the implementation of MNASR’s Emergency Response Plan (See Forms Section). Advanced preparation is the only way to manage the many activities and requests following an aquatic emergency;
• It is extremely important that MNASR’s Safety Coordinator, Superintendent of Recreation, and PDRMA (Insurance Investigators) are contacted immediately after the initial emergency has been controlled. Professional investigators will assist in gathering important information to determine causes and preserve MNASR’s legal defenses;
• All drowning and injuries or illnesses requiring hospitalization shall be reported to the Illinois Department of Public Health (IDPH) within twenty-four (24) hours. Forms are available from the IDPH and PDRMA;
• The Program Leader should have the following information in the red Program Leader Binder:
  ✓ Emergency phone numbers:
    1. Police
    2. Fire
    3. Poison Control
    4. On-Call cell phone (224) 217-0618
  ✓ Accident/Incident Report Forms;
  ✓ Emergency Response Plan; and
  ✓ Program folder with current program roster.

SPECIAL NOTE: Immediately following a serious injury or related event, fill out appropriate Accident/Incident Forms including gathering the names, addresses, and phone numbers of witnesses that viewed the event. All forms must be turned in immediately to the Safety Coordinator.

MNASR AQUATIC PROGRAMMING RULES

STAFF RATIO/UNIQUE PARTICIPANT NEEDS
All staff assisting in aquatic programs must be dressed for swimming. Aids are not counted in the staff to participant ratio. These ratios are set at minimum levels. The minimum requirement for staff to participant ratio is:

- At least 1:3 ratio in youth swim instruction programs;
- A 1:2 ratio in all aquatic programs for individuals with physical impairments;
- A 1:4 ratio in swim instruction programs for adults with intellectual disabilities;
- A 1:6 ratio in swim team programs for adults with intellectual disabilities;
- 1:1 supervision ratios may be required for those individuals who have seizures or for other individuals who would require a 1:1 companion;
- Participants who have been identified as seizure-prone should be pointed out to the Lifeguards and all program staff as a safety measure;
- Participants may use personal flotation devices (PFDs). The staff member assigned to assist a participant using a PFD must watch him/her closely and realize that the use of a PFD is not to prevent drowning. Certain pools may not allow PFDs to be used;
- Individuals with Down Syndrome must be cleared of any neck or spinal injuries including Atlanto Axial Instability (AAI) before participating in the butterfly stroke or diving;
- All participants and staff should perform the three (3) point contact safely when entering and exiting the pool; and
- Seat belts should be removed from all persons in wheelchairs when near water including pool decks, beaches, docks, and brakes should be on.

RECOGNITION TIPS – HIGH RISK PARTICIPANTS/LOCATIONS

**High Risk Locations:**
- Deep water and wave pools;
- Activity pools, especially exiting slides, and around play structures;
- Diving pools;
- Lakes beyond lifelines, around piers, and docks.

**Participants are at Risk:**
- Most often at mid-day;
- When unaware of entering deep water;
- When exiting a slide;
- When overcome by a wave;
- When they fall off an inner tube or raft; or
- When they are tired, panicked, or are struck by others.

**APPEARANCE OF THE VICTIM: WHAT DO THEY LOOK LIKE?**
• His/her eyes may be opened wide or tightly closed;
• His/her body maybe stiff or tense;
• Conscious victims are usually in a diagonal or vertical position in the water;
• His/her arms may flail up and down, or reach and grab;
• His/her head is generally back and mouth gasping for air;
• He/she is usually disoriented; and
• He/she maybe unconscious (limp or rigid).

HIGH RISK PARTICIPANTS

• Non-swimmers;
• Individuals with multiple impairments;
• Seizure-prone individuals;
• Participants with AAI; and
• Participants in wheelchairs.

SEIZURE-PRONE SWIMMERS’ POLICY

In order to provide a safer swimming environment for participants who experience seizures, MNASR has established the following policy. This policy is intended to supplement the Emergency Response Plan and Lifeguard Protocol.

• The pool manager and aids should be notified of those participants who are “seizure-prone”. It is helpful to notify pool staff of auras, triggers, or signals of symptoms so they can be aware;
• Participants whose seizures are not controlled with medication will have a 1:1 staff ratio;
• Seizure-prone swimmers may use U.S. Coast Guard Approved Personal Flotation Devices (PFD) for buoyancy and personal security. Please be aware that these PFDs will not prevent drowning;
• Staff should start timing seizures as soon as they begin;
• Document any information as to the condition of the participant when he/she was found (when, where, how, and in what condition).

WHEN TO ACTIVATE EMS (911) SYSTEM

• If you are unaware that a participant is seizure-prone and they have a seizure, activate EMS immediately;
• Any time you are uncomfortable with either the situation or the condition of the participant, call EMS. Always err on the side of safety;
• If you already know that the participant is seizure-prone or is being medically treated for seizures, it is usually not necessary to activate EMS unless:
If the seizure occurs on dry land:
1. Prevent the participant from injuring himself/herself. Place something soft under his/her head, loosen tight-fitting clothing, clear the area of hard and sharp objects, and remove eyeglasses if needed;
2. Place the participant in a recovery position (on his/her side) to allow saliva to drain from the mouth;
3. Start timing the seizure as soon as symptoms are recognized;
4. If uncomfortable with the situation, contact EMS immediately;
5. Do not restrain the participant’s movements;
6. Do not place any items in the participant’s mouth and do not attempt to give any liquids;
7. Be sensitive of the environment and the participant’s privacy;
8. If staff is unfamiliar with the participant, unsure if previously diagnosed as seizure-prone or medically treated for seizures, contact EMS immediately;
9. Maintain the participant’s airway;
10. After the seizure subsides, complete an initial assessment to determine the condition of the participant (airway, breathing, circulation, physical condition);
11. If the participant is not breathing, begin artificial respiration. If the participant does not have a pulse, begin CPR. Make sure EMS is contacted;
12. Provide an area for the participant to rest until fully coherent and where a responsible staff can observe him/her. Consider a shaded area or an office;
13. The participant involved in the episode should be restricted from any entry into the water for the remainder of the day; and
14. The occurrence of a seizure should always be reported to the participant’s parents/guardians and documented.

If the seizure occurs in the water with face below the surface:
MNASR’s seizure-prone swimmer is found underwater with potentially hypoxic convulsions. This is due to the lack of oxygen in the brain. The participant may look as if he/she is having a convulsion. The participant’s skin turns blue, especially in
the lips and fingernail beds and the body may appear rigid. There may be violent
jerking of the body and frothing at the mouth.

1. As soon as the participant is found underwater, initiate EMS (911 immediately);
2. The Lifeguard should follow his/her standardized rescue procedures and
retrieve the participant. The participant should be brought to the top of the
water;
3. The Lifeguard should support the participant’s head keeping the face above
water and head tilted back to maintain a clear airway;
4. Move the participant to the shallow end of the pool;
5. The seizing participant should be kept away from the side of the pool,
amenities, sharp objects, and other participants to avoid further injury caused
by the movement of arms, legs, and body parts;
6. Remove the participant from the water in accordance with the Lifeguard
Protocols; and
7. See the Seizure Management and First Aid Procedures. (Section 7.1).

If the seizure occurs in the water with face above surface:
The participant is observed with his/her face above the water when the seizure starts,
then the following procedures should take place:

1. The Lifeguard should support the participant’s head keeping the face above
the water and head tilted back to maintain a clear airway while moving the
participant to the shallow end of the pool;
2. Keep the participant away from the side of the pool, amenities, sharp objects
to avoid injury caused by movement of arms and legs;
3. If uncomfortable with the situation, call EMS (911) immediately;
4. Keep the participant in the water, with his/her head above the water and the
body supported, until the seizure subsides;
5. Remove the participant from the water after the seizure subsides; and
6. See the Seizure Management and First Aid Procedures. (Section 7.1).

MNASR POOL RULES

- You must follow posted pool guidelines/rules and listen to all staff and
  Lifeguards;
- All apparel worn in the water must be appropriate swimwear. For women:
one-piece suit, for men: boxer-style swim trunks;
- Showers are required of all swimmers;
- Playing on the ladders, lane lines, ropes, and pool walls is prohibited;
- No running on deck or in the locker room;
- Rough play or horseplay is not allowed in or out of the water;
- Snug fitting rubber pants must cover swim diapers;
• Be courteous to other swimmers and staff that may be in the pool;
• Participants are allowed in the swimming pool area only when there is a Lifeguard present on duty;
• Flips, back dives, and back jumps are prohibited;
• Diving is permitted with staff approval, in accordance with pool regulations;
• Food, beverages, gum, and tobacco products are not allowed in the pool area.

SPRINGBOARD RULES

• You must follow posted pool guidelines/rules.
LOCKER ROOM RULES

- You must follow posted pool guidelines/rules;
- At least two (2) staff must be present during all clothes-changing and toileting situations.

BODILY FLUID/MATERIAL ACCIDENT (FECAL MATTER, VOMIT, ETC.)

- Immediately following a fecal accident in the swimming or wading pool, the pool operator will take appropriate action;
- Remove all participants from the swimming area; and
- Only return to swimming after the Lifeguard has deemed it safe.

STAFF RESPONSIBILITIES AT AQUATICS PROGRAMS

PROGRAM LEADER/SITE DIRECTOR RESPONSIBILITIES

- The participant’s safety is the Program Leader’s/Site Director’s first responsibility. It does not end until the program is over and all participants have left;
- Know the participant’s name and know his/her abilities. Make sure he/she knows your name as well;
- Explain limitations of his/her swimming area. Explain, when, where, and why various skills are used (i.e., bobbing and floating are for safety, resting strokes, etc.). Use simple, descriptive language to explain skills – also refer to things to which the participant is familiar;
- Work in cooperation with Member District Staff and Lifeguards;
- Supervise part-time staff;
- Maintain all equipment and supplies necessary for a safe and successful program including Program Leader Binder and stocked First Aid Kit;
- Responsible for completing aquatics checklist prior to pool use and all necessary program forms;
- Administer first aid when necessary. Followed by completing appropriate Accident/Incident Forms;
- Enforce all pool rules and regulations and demand strict adherence to rules not only by participants, but also by staff; and
- Check to see that he/she is/(are) at his/her station(s) throughout the program.

PART-TIME STAFF RESPONSIBILITIES

- Maintain a safe and fun swimming environment;
• Assist participants in pool and locker room;
• Keep pool, deck, locker rooms, and surrounding areas clean; and
• Be actively engaged with participants in the pool.

CERTIFIED LIFEGAURD RESPONSIBILITIES

• Enforce safety rules;
• Respond to emergencies;
• Be the first and last to leave the pool deck; and
• Maintain 10/20 response time. (Ten (10) seconds to recognize a victim, Twenty (20) seconds response time).

EMERGENCY PROCEDURES

Hazardous Materials:

• Staff and participants clear the pool. Program Leader/Lifeguard will appoint staff to keep participants away from contaminated area;
• Program Leader assigns the following:
  ✓ Staff to call Fire Department from safe area;
  ✓ Staff evacuates pool and building;
  ✓ Everyone reports to safe area to be accounted for; and
  ✓ Staff reports back to Program Leader.
• Program Leader shall report to Fire Department;
• Call MNASR office at (847) 966-5522 during normal business hours. After hours call the On-Call cell phone (224) 217-0618.

SEVERE WEATHER EMERGENCIES

When at an indoor pool during a Watch or Warning:
• Evacuate the pool when a Warning is issued;
• Stand clear of windows and doors;
• Do not use telephone unless it is an emergency;
• Monitor radio or TV for weather updates; and
• If tornado sirens are heard, immediately seek the pre-designated areas to take cover. This is usually in a hallway with no windows or in the bathrooms.

When at an outdoor pool during a Watch or Warning:
• Evacuate the pool, for at least thirty (30) minutes or until Member District facility deems it safe to return to the pool; and
• Find shelter, if possible. This is often in the locker rooms. Follow all directions given by the Member District facility as to where to go.

SEVERE AQUATIC INCIDENT

In case of any aquatic incident requiring medical assistance:
• See Emergency Response Plan in the Program Leader Binder; and
• Call MNASR office at (847) 966-5522 during normal business hours. After hours call the On-Call cell phone (224) 217-0618.

CHECKLISTS/FORMS

Daily facility safety inspections should be conducted, documented, and areas such as diving boards, water slides, recreational equipment, and locker rooms should be included.
• Daily Indoor/Outdoor Pool Inspection Form (See Forms Section). This form is to be used at MNASR’s seasonal aquatic programs that take place at indoor/outdoor facilities, or any special event at an indoor/outdoor swimming facility;
• Group Aquatic Usage Checklist (See Forms Section). This form is to be used for ongoing programs to assist s and Member District Staff in being more familiar with MNASR participants.

18.1 TRANSPORTATION STATEMENT

MNASR recognizes that the provision of transportation is an integral part of providing leisure opportunities for special populations.

MNASR recognizes that due to the many personal mobility limitations of our participants and the lack of community transportation resources, many individuals with disabilities would be unable to participate in leisure programs without the provision of transportation services.

MNASR deems it necessary to provide transportation for all disability groups in some form (i.e., pick-up and drop-off points, door-to-door).

CUSTOMER SERVICE

The driver’s motto should always be safe, prompt, and friendly service.
MNASR is unlike many other companies; while they may offer many different goods, we only offer service. MNASR is dedicated to providing the highest quality of service possible in both recreation programming and transportation operation.

As a professional driver for MNASR, in the eyes of the public, you are MNASR. For many people, you are the only MNASR employee the public will meet or see, so you are the person that MNASR’s reputation depends on. Your duty is to provide your passengers/participants with safe, efficient, and courteous service. In addition, you must be aware of the other drivers on the road and be considerate of their rights. The lives and safety of many individuals depends on you.
VEHICLE STANDARDS

All MNASR vans are required to complete Illinois State inspections twice a year. Accurate records are kept up-to-date on all repairs, tune-ups, etc., for each vehicle. All vehicles are equipped with the proper fire extinguishers. All new vehicle purchases comply with Department of Transportation (DOT) Standards. Daily pre-trip and post-trip inspections are to be done on all MNASR vans and a monthly Vehicle Inspection Form (See Forms Section) is to be completed and turned into the Safety Coordinator. All vehicles will undergo quarterly inspections according to our preventive maintenance schedule.

SAFETY

A Van Driver must operate his/her vehicle in a safe manner at all times. His/her first priority is to ensure the safety of his/her passengers/participants. This includes driving the speed limit at all times, regardless of the driver’s time schedule. Second, the driver must follow all safety guidelines and protocols. There must be no more passengers/participants in the vehicle than there are seatbelts. Any unsafe conditions should be reported immediately to your immediate Supervisor via cellular phones located in each van.

For recreation activities where employees will be assisting individuals from their pick-up locations off and on MNASR vans, ice cleats must be worn in order to prevent slips, trips, and falls while working outside in the elements. Medical reasons to waive this requirement must be supported by a doctor’s certificate and presented to the Safety Coordinator. A review of the doctor’s documentation and determination of potential alternatives will then be considered.

SERVICE ANIMALS

Service animals are permitted to accompany individuals with special needs or disabilities. The DOT’s ADA regulation defines a service animal as: “Any guide dog, signal dog, or miniature horse which is individually trained to work or perform tasks for an individual with a disability”.

OXYGEN TANK/RESPIRATOR/OTHER MEDICAL EQUIPMENT

Any passenger requiring the use of an oxygen tank, respirator, or any type of medical equipment is allowed to transport the device onto a MNASR vehicle as long as it can be safely secured and has been approved by the Safety Coordinator prior to the first day of the program. Any special type of medical device needs to be safely transported and secured so as not to become a projectile on the van(s).
NOTE: We (staff) are not trained or allowed to change oxygen tanks or medical devices for any participants.

DRIVER EXPECTATIONS

Drivers are expected to provide safe, courteous, and timely service to all our customers. Only properly-licensed and qualified MNASR employees who are at least twenty-one (21) years of age are permitted to drive or operate MNASR vehicles. Each driver is also responsible for the general maintenance of the van each time he/she drives the vehicle. Drivers must acquire a Class D license. Drivers must be trained by MNASR staff, complete a driver’s abstract, pass a road test, and complete a pre-employment physical and drug test prior to driving. MNASR employees that drive for MNASR-related business are expected to maintain a safe driving record. Any moving violations should be reported to the Safety Coordinator. Each driver is responsible for reporting accidents, incidents, vehicle damage, and malfunctions to the Safety Coordinator. Drivers are responsible for the condition and appearance of the vehicle they are assigned. All drivers will attend a MNASR-sponsored Back-up/Tie Down/Pre & Post Trip Inspection training every year. All MNASR employees who drive will have an annual driver’s abstract review conducted through the Illinois State Police. Driving violations will lead to disciplinary action, up to and including dismissal.

DRIVER DUTIES

A MNASR driver recognizes the extensive use of the vehicles and will be considerate of other drivers by completing the following duties:

- Drive carefully and defensively, following the Rules of the Road at all times;
- Never speed at any time. It is better to be late for a program than to get a ticket or have an accident;
- Do not use the cellular phone while operating a MNASR vehicle. Always give the cellular phone to a bus aid whenever possible to take and make phone calls unless used in an emergency situation. Cellular phone use while driving is grounds for dismissal;
- Put away all seat belt/tie-down equipment;
- Remove all garbage/trash, route sheets, parking passes, and rosters from the vehicle;
- Always fill out the van log sheets with mileage information;
- Turn the gasoline credit card receipts into the Business Manager and put your name and van name on the receipt;
- Operate the hydraulic lift when necessary and understand how to use the manual back-up system;
• Understand how to use the tie-downs and secure a wheelchair using a four (4) point tie-down system;
• All passengers/participants must be sitting in seats or wheelchairs with seat belts securely fastened. The driver will not proceed until all seat belts are fastened. Children under the age of eight (8) must use a booster seat when traveling in MNASR’s minivan. All MNASR vehicles other than the minivans weigh over 9,000 pounds meaning the booster seat rules do not apply to them;
• Be aware of and observe special rules for backing up the vans and unloading;
• Recognize that you are transporting individuals with disabilities;
• Keep the gas tank filled above half a tank;
• Always use extreme caution when approaching turns and ramps;
• Always lock all vehicle doors including the lift doors and back emergency doors and close all windows;
• Follow correct procedures for loading and unloading participants;
• Promptly return keys to the office or drop box;
• Cellular phones should not be used for personal use. Use of them in this manner is grounds for dismissal;
• Summer Camp Drivers: Drivers and Bus Aids must complete and sign Daily Summer Camp Transportation Log (See Forms Section).

19.1 VAN OPERATION

PRE-TRIP INSPECTION

Using the following procedures, you should be able to complete the required pre-trip inspection in five (5) minutes or less:

Walk around outside the vehicle and observe:
  1. Inspect tires for proper inflation;
  2. Exterior of van has no body damage or broken windows;
  3. Check that mirrors are secure;
  4. Check that fuel cap is secure;
  5. Make sure there is a valid safety sticker; and
  6. License plates are in front and rear of van.

Enter van and check:
  1. Steps are clean and free of tripping hazards;
  2. Fire extinguisher is sealed and charged;
  3. Emergency equipment is present: Hazard triangles, first aid kit, seat belts; and

Start vehicle:
  1. Turn on headlights and hazard flashers;
2. Check gauges and controls, record mileage readings;
3. Check operation of wipers/washer fluid;
4. Check and adjust all mirrors;
5. Check dash, interior lights; and
6. Sound horn.

Exit from van and walk around outside of vehicle and observe;
   1. Passenger loading door is operating;
   2. Flashers front, marker lights, headlights;
   3. Observe right body, marker lights;
   4. Flashers tail lights rear, marker lights;
   5. Observe right body, marker lights; and
   6. Make sure lift is operational.

Re-enter van and check:
   1. Overhead compartment is secure;
   2. Seats and floor are clean;
   3. Turn on cellular phone; and
   4. Before leaving, fasten all seat belts and make sure to make a test stop to
      check brakes.

Reversal Posture Exercises:
   1. There is a laminated sheet which provides examples of the proper
      stretches/techniques.

MIRROR ADJUSTMENT

With properly adjusted mirrors, the driver can check what is happening in and
around the van with very little movement of his/her head. This enables the driver to
be immediately aware of any situation that requires prompt defensive action.

The driver must be sure the mirrors are adjusted properly before moving the van.
Before adjusting the mirrors, the driver must be sure the seat is in the proper
position.

There are three (3) mirrors that the driver needs to adjust prior to moving the van.
The procedures for adjusting each of these mirrors are explained below.

Left side-view mirror:
   1. Adjust the left side-view mirror so that you can see as much of the left side of
      the van as possible; and
   2. The left side-view mirror does not cover the area directly to the left of the
      driver. For this reason, the driver cannot pull from the curb safely or change
to a left lane unless he/she looks to be sure there is no vehicle in this position.
   3. Right side-view mirror:
1. Adjust the right side-view mirror so that you can see the entire right side of
the van, including an area outside the front door;
2. When adjusting this mirror, the mirror arm must be set straight forward. It
must not be set out at an angle away from the van; and
3. Use the right side-view mirror for judging clearance on the right side of the
van.
Interior rear-view mirror:
1. Adjust the interior rear-view mirror so that you can see the entire aisle and right interior of the van and outside of the van, starting from the second window on the van’s right side; and
2. The right side pivot point is determined using this mirror only.

FOLLOWING MOVING TRAFFIC

When following moving traffic, the driver must be able to stop smoothly and safely if the vehicle ahead should slow down or stop suddenly. The distance you must maintain behind moving traffic depends on existing conditions. Listed below are minimum requirements for following moving traffic:

- On a dry, level street with a light load:

<table>
<thead>
<tr>
<th>At this speed</th>
<th>Minimum following distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 miles per hour</td>
<td>One (1) van length</td>
</tr>
<tr>
<td>20 miles per hour</td>
<td>Two (2) van lengths</td>
</tr>
<tr>
<td>30 miles per hour</td>
<td>Three (3) van lengths</td>
</tr>
</tbody>
</table>

- On a downgrade:

<table>
<thead>
<tr>
<th>At this speed</th>
<th>Minimum following distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 miles per hour</td>
<td>Two (2) van lengths</td>
</tr>
<tr>
<td>20 miles per hour</td>
<td>Four (4) van lengths</td>
</tr>
<tr>
<td>30 miles per hour</td>
<td>Six (6) van lengths</td>
</tr>
</tbody>
</table>

- On slippery streets:

<table>
<thead>
<tr>
<th>At this speed</th>
<th>Minimum following distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 miles per hour</td>
<td>Three (3) van lengths</td>
</tr>
<tr>
<td>20 miles per hour</td>
<td>Six (6) van lengths</td>
</tr>
<tr>
<td>30 miles per hour</td>
<td>Nine (9) van lengths</td>
</tr>
</tbody>
</table>
The more slippery the street, the greater your following distance must be. If a passing vehicle begins to move into your driving lane, place foot over brake pedal or apply brakes if necessary to maintain proper following distances.

Watch traffic conditions and signals ahead to anticipate when vehicles ahead will have to slow down or stop so you will be ready to adjust your following distance accordingly.

DRIVING IN REVERSE (BACKING UP)

If possible DON’T drive the vans in reverse. Try to park so you won’t have to back up later.

Procedure without assistance:
1. Always walk behind the van first for visual inspection! Scan the area where you are going to back up for pedestrians and obstructions, including low overhangs, parked cars, signs, etc.;
2. Open your window and turn down the radio;
3. Back up slowly, constantly checking mirrors, and overhead and side clearances; and
4. If in doubt, STOP, get out and check.

Procedure with assistance:
1. Agree in advance on hand signals, especially the one for STOP;
2. Position your aid where he/she can see behind the vehicle, and where you can see him/her in your mirror; and
3. If you lose sight of your aid, STOP immediately.

How to back up:
1. Prepare to back up:
   a) Check all rear-view mirrors, and look over your shoulder to be certain that vehicles, pedestrians, and fixed objects are clear of van;
   b) Wait for break in traffic; and
   c) If in doubt, get out and check.
2. Driving in reverse:
   a) Listen to make sure backup alarm is engaged when vehicle is in reverse. If backup alarm does not engage, sound horn three times;
   b) Begin turning steering wheel immediately to lock;
   c) Back up at one (1) mile per hour; and
   d) Continue to check mirrors.
3. Straighten out:
   a) Into your driving lane; and
   b) Maintain three (3) to five (5) foot clearance from all obstacles.

Exceptions:
When backing up into a narrow driveway or a side street with limited clearance, the van may have to angle out before backing up.

1. If van is too close to vehicle or object:
   a) Stop;
   b) Pull forward;
   c) Proceed to backup van; or
   d) Don’t back up, find an alternate way to go around.

**NOTE:** Vans should never be backed up onto a major street. The driver should always try to route the van to eliminate situations where backing up the van is necessary.

**PASSENGER STOPS**

A passenger stop is an area designated for boarding and exiting passengers/participants. Designated areas include any place a van may stop for boarding and exiting passengers/participants, such as along the curb, in the driveway, or anywhere the van can be brought to a safe stop.

When the van comes to a stop parallel to the curb, the driver has made a perfect service stop. This makes it convenient for passengers/participants and gives them an easy step directly from the curb to the van and from the van to the curb.

The standards for service stops are based on the amount of space available at the curb. A service stop provides a safe place for passengers/participants to board and exit the van and keeps the driving lane as clear as circumstances permit.

A service stop involves a few steps:

**The service stop:**

1. Shift the vehicle into park. If the wheelchair lift is to be used, engage the appropriate switch on the dashboard, and set the emergency brake;
2. Turn on hazard lights;
3. Open the doors. If necessary, lower the lift;
4. Allow the participants to enter and exit the van while providing assistance at the landing and protecting the driver seat;
5. If necessary, wheel participants onto the lift with the heaviest part of the wheelchair closest to the van making sure that the participant holds onto the railings;
6. Make sure all passengers/participants are seated with seat belts buckled;
7. Make sure all participants in wheelchairs are properly secured with a four (4) point tie-down and brakes are applied; and
8. Close doors. If necessary, return lift into position.
Leaving the service stop:
1. Turn off hazard lights;
2. Activate left turn indicator;
3. Check mirrors and surrounding area making sure all vehicles and pedestrians are clear of van;
4. Release emergency brake;
5. Shift van into drive, while applying brakes;
6. Check for traffic, ensuring that it is safe to proceed;
7. Take foot off brake pedal; and
8. Move forward gradually, continuously checking traffic, especially on the left side of the van, gaining three (3) to five (5) foot clearance from the curb or parked vehicles.

Waiting time:
1. Drivers are instructed to wait five (5) minutes from appointed pick-up/drop-off time before leaving the service stop;
2. After five (5) minutes of waiting the driver/bus aid is to call participant to check whether or not the individual is coming. If participant does not answer, proceed to next stop;
3. When dropping off, if a participant is not picked up within the ten (10) minute waiting time, call participant’s home or emergency number and inform parent/guardian/staff that he/she can be picked up at the end of the route at the MNASR office; and
4. Contact the On-Call cell phone (224) 217-0618 to inform staff that you have the participant and he/she will be dropped off at the MNASR office at the end of the route.

HAZARDOUS DRIVING CONDITIONS

Many accidents resulting from slippery streets occur because the driver waits too long to adjust his/her driving. The moment it begins to rain or snow, each driver must begin to drive as if the streets were already slippery. The first few flakes of snow or drops of rain are your signals to drive in the following manner.

Reduce speed:
1. To have better control of the van; and
2. Safety must come ahead of schedules.

When starting up:
1. Press accelerator pedal lightly;
2. If rear wheels begin the slightest spin or sideslip, release pedal immediately; and
3. Repeat until van moves without spin or sideslip.

When applying brakes:
1. Allow more time for stopping than you would on a dry street;
2. Press brake pedal lightly;  
3. If rear wheels begin the slightest slide or sideslip, release pedal immediately to allow wheels to roll; and  
4. Depress pedal lightly again, releasing immediately if wheels again slide or sideslip.

**Increase clearance:**  
1. Between vehicles, parked cars, and fixed objects to provide a safety factor in case side slipping occurs.

**Increase following distance:**  
1. Allow additional distance that may be required for braking; and  
2. The more slippery the street, the greater the following distance must be.

**NOTE:** Avoid quick or abrupt turning movements to reduce the possibility of skids.

**Protect your passengers/participants:**  
1. Make warning announcements to boarding and exiting passengers/participants;  
2. Avoid any actions to hurry participants, which may cause them to slip and fall; and suggest using three (3)-point contact;  
3. If there are snow banks at service stops, keep sufficient clearance from snow banks.

**DEFENSIVE DRIVING**

The prevention of accidents is the responsibility of each van driver at MNASR. You must learn to drive defensively so that you do not cause accidents, and can also prevent the other drivers from involving you in an accident. Defensive driving is doing everything you reasonably could be expected to do to avoid an accident.

This guide summarizes defensive driving for the MNASR van driver. No attempt is made to include every conceivable situation that could lead to an accident. However, if the van driver applies the basic principles of defensive driving, any accident situation can be dealt with safely. When you habitually and automatically react defensively in all situations, you will be a defensive driver.

This guide outlines four types of accidents or situations that can lead to these accidents, and the defensive actions the driver must take to prevent these situations from developing into accidents.

- Fixed object accidents:

<table>
<thead>
<tr>
<th>Position of fixed object</th>
<th>Defensive action of operator</th>
</tr>
</thead>
</table>

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- **Vehicle accidents:**

<table>
<thead>
<tr>
<th>Position of other vehicle</th>
<th>Possible action of other driver</th>
<th>Defensive action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahead</td>
<td>Slow down or stop</td>
<td>Maintain proper following distance. Watch traffic ahead.</td>
</tr>
<tr>
<td></td>
<td>Back up or roll back</td>
<td>Stop at proper distance from standing vehicles – at least six (6) feet behind vehicle ahead.</td>
</tr>
<tr>
<td>Behind</td>
<td>Follow van too closely</td>
<td>Signal when: slowing down, stopping, pulling over.</td>
</tr>
<tr>
<td>Other vehicle passing van</td>
<td>Turn into path of van</td>
<td>Slow down or stop, allow vehicle to pass safely.</td>
</tr>
<tr>
<td></td>
<td>Pass on right side of van</td>
<td>Maintain proper right-side clearance.</td>
</tr>
<tr>
<td>Approaching from opposite direction</td>
<td>Drift over centerline</td>
<td>Keep to right.</td>
</tr>
<tr>
<td></td>
<td>Turn or cut in front of van</td>
<td>Slow down, stop if necessary. Do not rely completely on signals of other drivers.</td>
</tr>
<tr>
<td>Approaching at an angle</td>
<td>Cut across or turn into path of van</td>
<td>Sound horn or stop. Allow vehicle to pass safely.</td>
</tr>
<tr>
<td>Bus passing another vehicle</td>
<td>Race with van</td>
<td>Slow down or stop. Allow vehicle to pass safely.</td>
</tr>
<tr>
<td></td>
<td>Turn into path of van</td>
<td>Do not pass unless you are sure that vehicle will not have to change lanes. Warn other driver by: signaling or sounding horn. Maintain proper clearance between van and vehicle. Slow down or stop. Allow vehicle to pull out.</td>
</tr>
<tr>
<td></td>
<td>Pull out from curb into path of van</td>
<td>Maintain proper right-side clearance. Slow down or stop. Allow vehicle to pull out.</td>
</tr>
<tr>
<td></td>
<td>Open door into street</td>
<td>Observe parked vehicles for signs of occupancy. Slow down or stop. Allow vehicle to pull out safely.</td>
</tr>
</tbody>
</table>

- **Pedestrian accidents:**

<table>
<thead>
<tr>
<th>Position of pedestrian</th>
<th>Possible action of pedestrian</th>
<th>Defensive action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ahead</td>
<td>Stand or walk in front of</td>
<td>Look in all directions. Slow down or</td>
</tr>
</tbody>
</table>
van stop. Let pedestrian cross. Proceed only when certain that pedestrian will stay clear of van. Activate four (4) ways. Sound horn.

Behind Stand or walk behind van Activate four (4) ways. Sound horn.

Stand or walk behind van when reversing (backing up) Look in all directions. Slow down or stop. Let pedestrian cross. Back up slowly and cautiously only when certain pedestrian is clear of van.

Alongside Stand or walk in door area Check clearance. Warn pedestrian by: signaling or sounding horn. Turn slowly and cautiously. Stop if necessary.

- Passenger accidents:

<table>
<thead>
<tr>
<th>Position of passenger</th>
<th>Possible action of passenger</th>
<th>Defensive action</th>
</tr>
</thead>
</table>
| Boarding or exiting van| Approach or leave van without watching where the van stops | Stop where it is safe to board or exit. Caution passenger to “watch your step”.
|                        | Attempt to board or exit while van is in motion | Open doors only after stopping. Close doors before moving. |
|                        | Not clear of closing doors | Be sure passenger is clear before closing doors. |
| On board               | Stand or walk without holding on | All passengers/participants must be seated. |
| In his/her seat        | Obstruct aisle with packages, etc. | Ask that packages be moved to a safe location. |
| On lift                | Passenger not holding on | Ask passenger to hold onto grab rail. |
|                        | Brake on wheelchair not set | Set brake or ask passenger to set it. |
|                        | Standing on lift | Warn passenger to lower head. |
|                        | Hands outside grab rails | Check passenger to make sure he/she is inside yellow area and that there are no hanging straps or parcels. |
|                        | Passenger stands too close to edge of lift | Ask passenger to stay inside yellow area. |

PASSENGER/PARTICIPANT RELATIONS
MNASC van drivers are professional business people. You are a representative of MNASC. The manner in which the public responds is, in large measure, a result of the treatment and service you give them. You may be the first and only representative of MNASC to come in contact with the passengers/participants. Therefore, the impression the passengers/participants have of you will be the impression that they have of all of MNASC.

Every day new and unique problems will arise. Your responsibility is to be as polite and efficient as possible under any circumstances. The attitude you develop toward your job will determine your effectiveness. It is not enough just to be an efficient and safe driver, you must be a customer service specialist as well.

Be as personable as possible. Your riders are not merely passengers/participants, they are your clients. Our participants have said that the personality of the driver is one of the most important reasons that they continue to enroll in MNASC programs. To accomplish this will often require going out of your way to be pleasant.

Although you want to be pleasant, try to avoid too much conversation with the participants. This is sometimes hard to do, but too much conversation can district you and create a safety risk.

MNASC’s operation involves a complex set of interacting tasks, and there are bound to be some errors. Your job will be to try to correct problems as quickly as possible regardless of whether the error was yours, or a participant’s. Remember, the participant should always be treated with respect, even when you think they might be wrong or know they might be wrong. Your position requires professionalism. If you cultivate professionalism and take pride in your work, you will be surprised how soon your route develops into a smooth, effective operation.

Courteous to other drivers, pedestrians, and participants is a requirement of your job. A kind word, a pleasant smile, and/or a helping hand will make for a better relationship and win a host of friends. Establishing a good rapport with the participants contributes to creating a cooperative atmosphere and pleasant experience for all concerned.

Remember, the ride on your van may be a highlight in the day of our participants. Be pleasant, extend your courtesy, and make the ride with you a real pleasure. Extend a greater measure of patience, care, and consideration for transporting participants. Be conscientious. You will make your job easier and more pleasant for you and your co-workers.

NOTE: Remember we have nothing to sell but service.
ATTITUDE

One of the fundamentals of this business, or any other business, is your attitude; your attitude toward your job, your attitude toward MNASR, and most importantly, your attitude toward the general public: especially your passengers/participants (MNASR participants).

Your attitude, of course, is what you may think or how you may feel about certain things. As a general rule, a person’s attitude governs his/her outward actions. What you say and how you say it, what you do and how you do it, directly reflects MNASR.

Your outward actions – your words, your tone of voice, your facial expressions, and your body language are exactly like a mirror to those with whom you associate. That’s why your attitude is important – to you as well as MNASR.

Your appearance, speech, body language (the way you hold yourself and your gestures), and behavior – all reveal your attitude. You must be constantly aware that each of these must be professional to keep your passengers/participants’ respect.

If you look messy, speak rudely, slump in the driver’s seat, and do not help your passenger with his/her needs, he/she is going to presume that you have a poor attitude toward your job and yourself. However, if you look neat, speak politely, sit upright in the driver’s seat, and offer assistance to the participant, he/she is going to presume that you have a professional attitude. Here are some ways that you can display a professional attitude.

Appearance:
- You are clean and well-groomed; and
- The way you are dressed meets MNASR standards. (No open toe shoes or clogs.)

Speech:
- Use a polite tone of voice;
- Use good grammar: and
- Avoid sarcasm.

Body language:
- Look at your passengers/participants when van is stopped;
- Sit upright in the driver’s seat; and
- Smile at your passengers/participants.

Behavior:
- Offer to help passengers/participants;
- Alert passengers/participants if the van will be moving, when necessary;
• Warn passengers/participants/families of delays or dangers; and
• Assist passengers/participants quickly and courteously.

There are three (3) passenger/participant relations skills that the professional van driver should practice:

• Reliable expert service;
• Courtesy and patience; and
• Avoidance of arguments.

All the things you do to display a professional attitude are part of the three (3) passenger/participant relations skills.

Reliable, expert service equals a professional attitude:
1. Depart on time and try to stay on schedule (waiting time is five (5) minutes);
2. Drive safely;
3. Drive smoothly;
4. If possible, adjust temperature controls for your passengers/participants’ comfort;
5. Supply accurate information about services and schedules;
6. Speak clearly;
7. Ask whether the passenger/participant understands what you are saying. If not, please repeat;
8. Learn the MNASR office phone number and On-Call cell phone number;
9. Handle problems efficiently and completely;
10. Know MNASR’s policies and rules; and
11. Know MNASR’s rules to help you handle problems professionally.

Courtesy and patience equal a professional attitude:
1. Use respectful language;
2. Use a respectful tone of voice;
3. Do not swear or call names;
4. Avoid sarcasm;
5. Never shout at a passenger/participant. This is cause for immediate dismissal;
6. Leave your troubles at home;
7. Keep passengers/participants and families/group homes informed;
8. Give your passengers/participants the benefit of the doubt;
9. Try not to embarrass a passenger/participant;
10. Practice tact and consideration; and
11. Patience is the partner of courtesy.

Avoiding arguments equals a professional attitude:
1. Remain polite;
2. State MNASR’s policy clearly;
3. Avoid becoming involved in a discussion of MNASR’s policy or of your actions; and
4. Follow these suggestions if a passenger/participant insists on arguing:
   a) Re-direct the conversation; and
   b) Call the office during normal business hours (847) 966-5522 or after hours the On-Call cell phone (224) 217-0618 for help.

LIFT USAGE

The lift is used for loading and unloading passenger/participants that use assistive devices such as standard and motorized wheelchairs, amigos, walkers, crutches, and canes. Passengers/participants/participants who are not using assistive devices but cannot climb the van steps may also use the lift.

Guidelines for safe curbing of the van:
1. When using the lift, position the van parallel to the curb and within six (6) to eighteen (18) inches of the curb;
2. If the van must be stopped further from the curb, as when cars are parked alongside the street, allow at least seven (7) feet between the van and curb to permit easy loading and unloading;
3. Be sure the condition of the surface at the point of boarding and exiting is safe;
4. Avoid uneven pavement, dirt or gravel, and grassy areas;
5. Always load and unload passengers/participants/participants on a solid, level surface;
6. Make sure the area below the lift platform is free of obstruction.

Normal (electrical) lift operation:
1. Secure van before operating lift and make sure that:
   a) Engine is running;
   b) Shift selector is in park;
   c) Parking brake is engaged; and
   d) Master switch is in the “on” position (for van Free and Buzz only);
2. Turn on hazard lights;
3. Get off the van and open the exterior lift doors;
4. While standing outside the van and clear of the lift, hold the hand control switch in the “unfold” position until the platform is completely unfolded and level. At this point, you may hear a ratchet sound. This is normal;
5. Press and hold the hand control button marked “Down” until the platform is completely lowered and the barrier plate folds down. Keep feet clear of area under platform, and make sure passenger/participant and bystanders are clear. Release the “Down” button as soon as lift is fully lowered and barrier plate folds down;
6. Position the wheelchair passenger/participant on the lift:
   a) Load the wheelchair with the rear wheels toward the van and center the chair on the platform;
   b) Position the chair with most of the weight toward the rear of the platform. This reduces pressure on the lift assembly, ensures safety, and extends the service life of the lift;
7. Lock the wheelchair brakes;
8. Ask the passenger/participant to hold onto the yellow side handles;
9. Press and hold the hand control button marked “Up”:
   a) When the platform begins to raise, check the barrier plate to make sure it is locked in the vertical position, and not snagged on the passenger’s/participant’s shoes or clothing;
   b) Observe the wheelchair participant at all times during operation of the lift; and
   c) Release the “Up” button as soon as lift is fully raised and level with the van floor.
10. Unlock wheelchair brakes and assist passenger/participant into the vehicle;
11. To store the platform, hold the hand control toggle switch in the “fold” position until the platform is completely folded:
   a) Make sure the hand control cord is clear of the lift assembly when folding the platform, as pinching the cord can cause damage to the lift and possible erratic operation; and
   b) When the platform is completely folded, holding the hand control toggle switch in the “fold” position may cause the lift assembly mechanism to make a ratcheting noise. The toggle switch must be released immediately to avoid damage to the mechanism.
12. Close the lift doors; and
13. Reverse the procedure for unloading.

When boarding a passenger/participant with a walker, crutch, or cane:
1. Follow the procedures outlined above;
2. Direct the passenger/participant to walk forward onto the lift. Be ready to help them if they should require assistance. The passenger should be facing toward the van;
3. Have the passenger/participant stop so that the walker will be clear of the van;
4. Ask the passenger/participant to hold onto the yellow side handles;
5. Tell your passenger/participant that you are about to raise the lift;
6. Raise the lift;
7. When the lift has stopped, direct the passenger/participant to walk forward into the van;
8. Close the lift doors; and
9. Reverse the procedure for unloading.
NOTE: For manual lift operation, consult the operations manual located inside the van on the side of the lift.

TIE-DOWN PROCEDURES

How to secure the wheelchair(s):
1. Installing the retractors in the floor: insert the front of the “figure eight” or “circle” track stud fitting into the track;
2. Push down and forward until you hear a click.

Positioning the wheelchair:
With the QRT Retractable System it is not necessary to begin the securing steps by positioning the wheelchair or mobility aid in the center of the clear floor space. Because the belts tension and lock automatically, the driver can begin the hook-up with the wheelchair in a position which enables him/her to conveniently reach the securing points on the mobility.

Securing the wheelchair(s):
1. Start with either the front or rear retractors;
2. Attach at a point as close to the seat cushion as you can;
3. Select attachment points. Look for a solid frame member (joints that are welded or securely bolted). Do not use removable leg rests, arm rests, wheels, brakes, or any other removable parts;
4. Pull the hook from retractor and place around the frame member selected. “J” hook attaches with a quarter (1/4) turn left or right;
5. Retractors will automatically tension and lock;
6. When all four (4) retractable belts are in place, push wheelchair gently forward and backward to ensure all retractors are tensioned and locked;
7. Lock the brakes on the mobility aid; and
8. Power off power chairs.

How to secure the passenger/participant:
The passenger/participant is secured using a three (3) point lap shoulder belt, either fixed or adjustable/retractable. The lap belt is furnished with a stiffener to allow passing the belts around the passenger/participant without excessive body contact.
1. Select appropriate path for lap belts:
   a) Pass belts through gap between side panels and seat or between seat and backrest;
   b) Never put belts over armrests;
   c) Belts should not pass through wheels; and
   d) When in contact, lap belts should be in contact with lower abdomen and hips.
2. Connecting retractable lap/shoulder combination:
a) Take the free end (female pin connector slot) of the combination belt and hook to male pin connector on rear retractor closest to the wall;
b) Insert the tongue portion of the belt buckle into the buckle end of the lap belt extension;
c) Pull assembled belt over passenger/participant and attach free end of extension to male pin connector on the rear retractor closest to the aisle;
d) Position the buckle near hip point of passenger/participant and remove slack from the extension; and
e) When positioned and adjusted correctly, the lap belt should rest on the lower abdomen and hips and the shoulder belt should lie across the mid-point of the shoulder and travel upward and rearward to the wall.

3. Connecting the regular lap and shoulder belt:
   a) Place male buckle tongue into female buckle;
   b) Pass the two halves of the lap belt in the gap between the side panels and the seat or between the seat and the back;
   c) Connect the slotted female pin connector end on each half of the belt to the male pin connectors on the rear retractors;
   d) Pull the shoulder belt from the Velcro tab and attach the slotted end to the male pin connector on the lap belt; and
   e) When completed, lap belt should lay across lower abdomen and the hips, and shoulder belt should lay across the midpoint of the shoulder and travel upward and rearward to the wall.

PREPARATION AND DRIVING ROUTES

Preparation before day of Program – at least five (5) days prior:
1. Check mailbox for route;
2. Review route for familiarization;
3. Complete a dry run if necessary; and
4. Confirm participants’ time to be picked up.

Preparation day of Program:
1. Check for cancellations, and adjust route times appropriately;
2. Call participants and notify of time changes;
3. Check for van assignment and special notes to drivers;
4. Sign out van keys;
5. At least fifteen (15) minutes prior to departure time begin pre-trip inspection; and
6. Depart at scheduled time or earlier if weather is poor.

Driving:
1. Follow the route directions;
2. Notify the Safety Coordinator of any problems related to the route, i.e., construction, street closed, wrong directions, repairs, etc.; and
3. If lost, call the office during business hours or the On-Call cell phone after hours.

**Take Home Routes:**
1. At the end of a program the route should be driven one of two ways depending upon your location:
   a) West to East or East to West; and
   b) First one on, is last one off.

**Completion of Route:**
1. While en route to office, check gas level, if at half a tank, refill gas;
2. Park and secure van at the northwest parking lot. Be sure to back into the assigned parking spaces;
3. Be sure to record mileage;
4. Turn off all lights;
5. Store away all tie-down belts;
6. Throw away garbage/trash;
7. Lock all doors, windows, and lift doors;
8. Return keys to Workroom or Key Drop Box and sign-in keys. Note any van problems;
9. Put gas receipts in Business Manager’s mailbox or the Key Drop Box; and
10. Notify Safety Coordinator of any problems with van or route.

**After Hours:**
1. Slip van keys and gas receipts in Key Drop Box; and
2. Use caution at night.
DRY RUN

A dry run is a road test of a route. The person completing the dry run actually drives the route and makes note of any corrections as needed on the route sheet. Routes are then corrected or adjusted accordingly.

How to complete a dry run:

1. Typically the driver who would be assigned the route will complete a dry run;
2. The driver checks out the appropriate vehicle for the route and begins to drive the route;
3. Dry runs should be completed at the time of the route to reflect realistic traffic conditions;
4. Driver should take the following notes on the route as he/she completes the dry run:
   a) Are the travel times appropriate between each pick-up? Record time; and
   b) Are the directions correct? Record changes.
      i. Make sure all streets go through;
      ii. Turns are appropriate direction;
      iii. Make sure the van door lines up on the correct side of the street for pick-ups;
      iv. Note passenger loading areas, where to stop for participants; and
      v. Other problems or changes.
5. The routes will then be corrected by the Safety Coordinator and distributed to the following:
   a) Program Leader;
   b) Driver; and
   c) On-Call Book/Route Book.

PARKING THE VANS AFTER PROGRAMS

When returning to the MNASR office at the conclusion of programs, all vans MUST be parked on the northwest side of the parking lot at all times. The northwest side of the parking lot is located across from the tennis courts. If all northwest parking is full, please park on the southwest lot in the front of the building nearest to Dempster Street. If you do not park on the northwest side of the building, disciplinary action may be taken, up to and including dismissal.

Also, please remember to complete the Post-trip Inspection:
• Fill the vans with gas if it is at half full;
• Back up the vans into their assigned parking space (noted on parking sign and windshield);
• Lock all doors;
• Shut all windows; and
• Remove garbage/trash.

EMERGENCY PROCEDURES

An emergency is any sudden or unexpected situation that requires immediate attention. A driver’s primary responsibility in an emergency is: First, to remain calm and second, to provide for the safety of the participants.

What to do:
1. Determine nature of the emergency;
2. Follow emergency plan of action;
3. Contact the office (847) 966-5522 during business hours or call the On-Call cell phone (224) 217-0618 and report the emergency; and
4. Complete all reports immediately.

When it is an emergency:
1. Defective vehicle or equipment breakdown;
2. Blockades, detours, delays, or interruptions in service;
3. Unsafe street conditions;
4. Involvement in traffic accidents;
5. All accidents/incidents in which a person is injured or ill;
6. When a vehicle strikes a pedestrian, even if pedestrian claims no injury;
7. Incidents involving arrests or police action;
8. Fire on a vehicle; and
9. Any circumstance in which you are in doubt as to proper procedure to follow.

Providing information:
The following information must be given to the Safety Coordinator or other Supervisor in the order listed:
1. Your name;
2. Nature of occurrence;
3. Time of occurrence;
4. Length of delay;
5. Van number/name;
6. Condition of vehicle;
7. Number of passengers in vehicle;
8. Number of other people involved in the incident;
9. Injuries; and
10. Number of witnesses.
The Safety Coordinator or another full-time staff will inform you if additional information is needed and what action to take.
FIRE EMERGENCIES

At first sign of a fire on a van, passenger/participant safety must be your first consideration. Make every effort to prevent passengers/participants from becoming panic-stricken or leaving the van while it is moving.

What to do:
1. Stop van at curb, if possible;
2. Open all doors;
3. Apply parking brake;
4. Shut off engine;
5. Discharge passengers;
6. Call 911;
7. Call MNASR office during business hours (847) 966-5522, otherwise call the On-Call cell phone (224) 217-0618;
8. Use fire extinguisher, if appropriate, to extinguish small fires;
9. Do not attempt to restart the van;
10. Wait for Fire Department and Supervisor to arrive; and
11. Immediately fill out appropriate documentation forms.

VAN BREAKDOWN PROCEDURES

In case of breakdown during a Program or on the road (during business hours):
1. Call the MNASR office (847) 966-5522;
2. You will be assigned another vehicle or be instructed to cancel the Program;
3. Contact Program Leader;
4. Call participants if necessary to inform them of your delay;
5. You should be concerned with the participants’ safety;
6. If possible, move the van to a place of safety, i.e., a side street;
7. Set out hazard markers:
   a) Divided Highway ten (10) feet, one-hundred (100) feet, and two-hundred (200) feet behind vehicle;
   b) Other Roadways one-hundred (100) feet in front of approaching traffic and ten (10) feet and one-hundred (100) feet behind the vehicle;
8. Office will contact Illinois Bus (847) 296-3166 or Lin-Mar Towing (847) 965-4202 if the van must be towed;
9. Do not allow passengers to ride in the van while it is being towed; and
10. Full-time staff will instruct you on what to do next.

In case of a breakdown during a Program or on the road (after business hours):
1. Contact the On-Call cell phone (224) 217-0618;
2. You will be assigned another vehicle or be instructed to cancel the Program;
3. Contact Program Leader;
4. Contact participants if necessary to inform them of your delay;
5. You should be concerned with the participants’ safety;
6. If possible move the van to a place of safety, i.e., a side street;
7. Set out hazard markers:
   a) Divided Highway ten (10) feet, one-hundred (100) feet, and two-
      hundred (200) feet behind vehicle;
   b) Other Roadways one-hundred (100) feet in front of approaching
      traffic and ten (10) feet and one-hundred (100) feet behind the
      vehicle;
8. Full-time staff will instruct you on what to do next;
9. If another van is not available, call the parents/family of participants and
   have them come to get the participants at a nearby restaurant, gas station,
   store, etc.;
10. Office staff will contact Illinois Bus (847) 296-3166 if the van must be
    towed. If no answer after hours, call Lin-Mar Towing (847) 965-4202 and
    have the vehicle towed to Illinois Bus at 1216 Rand Road, Des Plaines; and
11. Do not allow passengers/participants to ride in the van while it is being
towed.

Van won’t start:
In the event a van won’t start, contact the MNASR office (847) 966-5522 during
business hours or the On-Call cell phone (224) 217-0618 after business hours.
1. Do not attempt to jump start the van;
2. Full-time staff will instruct you what to do next;
3. You will be assigned another vehicle or be instructed to cancel the Program;
4. Contact Program Leader;
5. Contact participants;
6. Contact Illinois Bus (847) 296-3166 if the van must be towed. If no answer
   after hours, call Lin-Mar Towing (847) 965-4202 and have the vehicle towed
   to Illinois Bus at 1216 Rand Road, Des Plaines; and
7. Do not allow passengers/participants to ride in the van while it is being
towed.

VAN ACCIDENT PROCEDURES

Any driver involved in an accident will be required to take a drug/alcohol screening
immediately after an accident occurs. Disciplinary action will be taken pending the
results.

In case of a moving vehicle accident:
1. Check to be sure everyone is OK;
2. Call 911;
3. Tend to passengers/participants;
4. Do not move vehicle if it might cause further injury. Do not move equipment if its position is helpful to the police, unless it will create a hazard. Wait for police to note position. If possible, put on flashers;
5. If it is necessary to move the van, slowly and carefully drive van to side of road;
6. If safe to do so, have passengers/participants unload to a safe area;
7. Do not leave passengers/participants unattended;
8. Try to place emergency triangles or flares:
   a) Divided Highway ten (10) feet, one-hundred (100) feet, and two-hundred (200) feet behind vehicle;
   b) Other Roadways one-hundred (100) feet in front of approaching traffic and ten (10) feet and one-hundred (100) feet behind the vehicle;
9. Make sure another MNASR staff is there to attend to other passengers/participants. If not, stay with those left behind until someone comes as a backup. The office will send someone to the site and someone to the hospital to assist;
10. Wait for full-time staff to arrive and implement the ERS;
11. Make no statements of admission or comments about the accident except to a police officer or a MNASR full-time staff. Do not argue responsibility for the accident. Be courteous, it helps. If questioned or asked for a statement, please respond: **I am not the best person to answer that question, you may want to talk to MNASR’s official spokesperson**;
12. If an accident involves property damage to another vehicle, a police report MUST be filed immediately. No matter how minor the accident may seem this MUST be done. This will protect the driver and MNASR in later possible litigation;
13. If required to attend the hospital, immediately call all parents/family of hospitalized passengers/participants, then all other parents or family;
14. Wait at hospital until all matters are cared for;
15. Take pictures of the MNASR vehicle, other vehicle or property involved in the accident, and surrounding area, with MNASR van cellular phone;
16. If van is inoperable, contact Illinois Bus at (847) 296-3166 if the van must be towed. If no answer after hours, call Lin-Mar Towing (847) 965-4202 and have the vehicle towed to Illinois Bus at 1216 Rand Road, Des Plaines;
17. Do not allow passengers/participants to ride in the van while it is being towed;
18. Complete all accident report forms immediately after the accident:
   a) Get names and addresses of witnesses. If names are refused, take their license plate numbers; and
   b) Draw a rough diagram of the scene of the accident – position of vehicles, pedestrians, or skid marks. Step off distances.
RESPONSIBILITIES OF PASSENGERS/PARTICIPANTS

The following rules are posted in the MNASR brochure:

1. All passengers/participants must be sitting in seats or wheelchairs with seat belts securely fastened. The driver will not proceed until all seat belts are fastened. Children under the age of eight (8) must use a booster seat when traveling in either of the MNASR minivans. All MNASR vehicles other than the minivans weigh over 9,000 pounds meaning the booster seat rules do not apply to them;

2. All wheelchair passengers/participants must have a seat belt on his/her wheelchair.

3. All wheelchairs must have brakes that are in good working order and can stop the chair from moving. If not, please report to the parents/family and MNASR’s Safety Coordinator;

4. MNASR drivers will assist passengers/participants to and from their homes, but driveways and walks must be shoveled and clear of snow, ice, and debris. Icy walks need to be salted;

5. MNASR drivers are responsible to determine whether or not a passenger/participant can be transported safely. If it is determined that it would be dangerous to transport an individual, the driver may refuse to transport that person;

6. Please be prompt;

7. MNASR drivers are not responsible for lifting or carrying passengers/participants and their wheelchairs;

8. Please remember, riding time in MNASR vans may be up to one hour and thirty minutes. Routes begin farthest from the location of the Program. The driver may reverse the route on return.

9. Passengers/Participants must be picked up from Program on time. Driver will wait five (5) minutes. After five (5) minutes, the driver will continue to complete the route and transport the passengers/participants back to the MNASR office for pick-up.
20.1 JOB DESCRIPTIONS

PART-TIME STAFF PROGRAM LEADER

Immediate Supervisor: Support Staff Manager

**General Responsibilities:** The part-time Program Leader is responsible for the organization, implementation and evaluation of recreation programs for children and adults with disabilities.

The position is part-time, may include morning, afternoon, evening and weekend hours. Programs run seasonally for eight weeks and for four seasons a year. Programs typically run for one to three hours. Program hours will not exceed 39.5 hours per week. The Program Leader is required to supervise, assist in supervising and perform emergency care when needed.

**Qualifications:** Must be 18 years of age or older. Prefer applicant to have or be working toward a degree from an accredited university in Therapeutic Recreation or related field, or equivalent experience in recreation setting, working with individuals with disabilities.

Must be certified in Cardio Pulmonary Resuscitation (CPR), First Aid, and Crisis Prevention Intervention (CPI). Must pass a Criminal Background Check (CBC) by the State of Illinois as well as a yearly Driver Abstract.

Transportation to and from MNASR programs is the responsibility of the part-time staff.

**Essential Functions:**

1. Supervision of individuals with disabilities, including implementing behavior management plans and if certified, CPI techniques as well as physical restraints as an absolute last resort;
2. Maintain open communication with the Support Staff Manager and other staff with information concerning programming, families, group home staff and/or participants;
3. Active and enthusiastic leadership and participation in all activities;
4. Assisting in self-help and daily skills for the participants when necessary;
5. Gathering, loading, transporting, and setting up equipment;
6. Transferring individuals and/or pushing individuals in wheelchairs;
7. Must be able to properly fill out paperwork – program planning, evaluations, attendance forms, accident/incident forms and other safety forms;
8. Attend Program Leader training and other orientations throughout the year;
9. Provide guidance and supervision on Part-time Staff and Volunteers;
10. Must provide First Aid as needed.

**Marginal Functions:**
1. Any other task or responsibility the immediate supervisor may require;
2. To maintain the program facilities in a neat and orderly manner.

**Safety Considerations:**
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

**Psychological Considerations:**
1. Must be able to respond to the needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must demonstrate strong leadership qualities;
4. Must be able to maintain professional attitude with other staff, with participant family members and with individuals in the community.

**Physiological Considerations:**
1. Must be able to lift and transfer participants or equipment safely;
2. Must be able to perform physical restraints if necessary.

**Cognitive Considerations:**
1. Must exhibit good problem-solving ability, safety awareness, and judgment in keeping with the mission of MNASR;
2. Must be able to follow rules, policies and directions.

**Environmental Considerations:**
1. May work with flammable material;
2. May be exposed to hazardous vegetation (i.e. poison ivy, etc.) during activities;
3. May be exposed to extreme weather conditions (i.e. rain, heat, etc.).

**Essential Physical Capabilities:**
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Good speaking capabilities;
4. Lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

**Pre-placement Examination:**
None required.
INCLUSION COMPANION

Immediate Supervisor: Inclusion Manager

General Responsibilities: The Inclusion Companion is responsible for working with individuals of varied ages and disabilities in recreational programs throughout Skokie, Morton Grove, Niles, Park Ridge, Golf-Maine, and Des Plaines as well as The Village of Lincolnwood Recreation Department. The position includes hands-on support of participants, recognizing the need for adaptive equipment, adapting rules, adapting the environment, or identifying adaptive methodologies.

Qualifications: The Inclusion Companion must be at least 16 years of age or older and is required to do an annual Driver Abstract. A basic knowledge and understanding of recreation programming is desired. An individual who is highly motivated and enthusiastic is preferred in order to provide a quality experience for those participating in the program.

Essential Functions:
1. Responsible for maintaining one-on-one assistance for included participant as his/her number one priority;
2. Staff is required to maintain responsibility for his/her assigned included individual unless otherwise directed and confirmed by the Inclusion Manager or MNASR full-time staff (supervise included individual that staff has been assigned);
3. Develop rapport with included individual and attend to his/her physical needs when necessary;
4. Provide and plan activities for included individual with disabilities, if he/she is unable to accomplish provided activities by Member Park District
5. Ability and desire to work with individuals with disabilities in a Therapeutic Recreation environment;
6. Take initiative to interact with and work as a team-player with participant and family, peers, volunteers, and staff in program;
7. Knowledge of the strengths and concerns of people with developmental, mental, physical, and sensory disabilities as relevant to recreation setting;
8. Act as a liaison with participant’s family and Inclusion Manager;
9. Supervision of individuals including physical restraining as an absolute last resort if CPI trained;
10. Attend mandatory orientations.

Marginal Functions:
1. Maintain the program facility in a neat and orderly manner;
2. Complete written lessons plans, feedback forms, documentation daily-weekly Inclusion placements, and other materials as needed;
3. Maintain own schedule and submit timesheet in a timely fashion as guided by
the annual payroll schedule;
4. Any other task or responsibility the immediate Supervisor may require.
**Safety Considerations:**
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

**Psychological Considerations:**
1. Must be able to respond to needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must demonstrate adequate leadership qualities.

**Physiological Considerations:**
None.

**Environmental Considerations:**
1. May be exposed to extreme weather conditions (i.e. during damp seasons, rain, and heat);
2. May be exposed to hazardous vegetation (i.e. poison ivy) during activities;
3. May work with flammable material.

**Cognitive Considerations:**
1. Must be able to demonstrate good problem-solving ability, safety awareness, and judgment in keeping with the mission of MNASR;
2. Must be able to follow rules and directions.

**Essential Physical Capabilities:**
1. Prolonged periods of sitting, standing, bending, stooping, walking, and running;
2. Good vision;
3. Good hearing at conversation levels;
4. Good general health;
5. Good speaking capabilities;
6. Capable of lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

**Pre-placement Examination:**
1. Only required if you are placed in a DCFS Licensed Child Care Facility.
CAMP COUNSELOR

Immediate Supervisor: Program Manager

**General Responsibilities:** The Camp Counselor is responsible for assisting with the organization, implementation, and evaluation of recreation programs for children and adults with disabilities.

The position is part-time and includes morning and afternoon hours. Camp runs during the summer for eight (8) weeks, and times vary depending on the specific camp (either 9am-12pm, 12pm-3pm, 9am-3pm, 12pm-6pm or 12:30pm-5:30pm). Additional hours are required for orientations, and may be required for camp preparation and clean-up. Work schedule may vary weekly in number of hours depending on the needs of the camps. The Camp Counselor will supervise and care for our participants, as well as assist in providing them with the best camp experience possible.

**Qualifications:** Must be 16 years of age or older. Must have a basic knowledge and understanding of recreation programming. Must be highly motivated and enthusiastic in order to provide quality experiences for our participants.

Must pass a CBC by the State of Illinois as well as a Driver Abstract.

Transportation to and from MNASR programs is the responsibility of the part-time staff.

**Essential Functions:**

1. Supervision of individuals with disabilities, including implementing behavior management plans and if certified, CPI techniques as well as physical restraints as an absolute last resort;
2. Attend to specific dietary restrictions and/or allergies of the campers;
3. Maintain open communication with the Program Manager, Site Director, Assistant Site Directors and other Counselors with information concerning camp programming, families and/or participants;
4. Maintain open communication with camper families to discuss campers’ progress toward goals, activities of the day, behaviors, etc.;
5. Active and enthusiastic participation in all activities;
6. Actively assisting campers to achieve their personal goals. Being aware of these goals for camper(s) to whom he/she is assigned;
7. Assisting in self-help and daily skills for the participants when necessary;
8. Gathering, loading, transporting, and setting up equipment;
9. Transferring individuals and/or pushing individuals in wheelchairs;
10. Assist in other areas assigned by the Program Manager, Site Director and/or Assistant Site Directors;
11. Attend mandatory orientation.
Marginal Functions:
1. To complete paperwork as needed including documentation forms, etc.;
2. To maintain the program facility in a neat and orderly manner.

Safety Considerations:
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

Psychological Considerations:
1. Must be able to respond to the needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must be able to maintain professional attitude with other staff, with participant family members and with individuals in the community.

Physiological Considerations:
1. Must be able to lift and transfer participants or equipment safely.

Cognitive Considerations:
1. Must be able to demonstrate good safety awareness and judgment;
2. Must be able to follow rules, policies, and directions.

Environmental Considerations:
1. May work with flammable material;
2. May be exposed to hazardous vegetation (i.e. poison ivy, etc.) during activities;
3. May be exposed to extreme weather conditions (i.e. rain, heat, etc.).

Essential Physical Capabilities:
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Good speaking capabilities;
4. Lifting, pushing, pulling and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

Pre-placement Examination:
None required.
SITE DIRECTOR

Immediate Supervisor: Program Manager

General Responsibilities: The Site Director is responsible for the organization, implementation and evaluation of recreation programs for children and adults with disabilities.

The position is part-time and includes morning and afternoon hours. Camp runs during the summer for eight (8) weeks, and times vary depending on the specific camp (either 9am-3pm, 12pm-6pm or 12:30pm-5:30pm). Additional hours are required for orientations, planning, preparation, shopping, and clean-up. The Site Director will supervise camp counselors assigned to their site, who will work to help with supervision and care of participants. Site Directors are direct leaders of their site and are responsible for all aspects of their camp including supervision and performing emergency care.

Qualifications: Must be 21 years or older and certified in CPR, First Aid and CPI. Prefer applicant to have or be working toward a degree from an accredited university in Therapeutic Recreation or related field, or equivalent experience in recreation setting, working with individuals with disabilities.

Must pass a CBC by the State of Illinois as well as a Driver Abstract. Must have a clear and free driving record, and pass a Pre-Employment Physical including a drug and alcohol screening.

Transportation to and from MNASR programs is the responsibility of the part-time staff.

Duties and Responsibilities:
1. Provide a safe and structured environment for camp. Follow all MNASR safety policies, including camp-specific requirements: camper cards, water bands;
2. Provide guidance and supervision for camp counselors and volunteers;
3. Paperwork – lesson planning, evaluations and attendance forms, accident/incident reports and applicable safety forms, and completing these items in a timely manner;
4. Driving a MNASR van or other vehicle to camp or away trips;
5. To supervise and evaluate job performance of the camp counselors;
6. Dispense camper medications. Keep an updated, organized schedule of medication distribution;
7. Attend mandatory orientations, meetings, and trainings prior to and during the camp season;
8. To complete all other tasks necessary to ensure a successful summer camp.

**Essential Functions:**
1. Maintain open communication with the Program Manager, Assistant Site Directors and camp counselors with information concerning camp programming, staff, families and/or participants;
2. Supervision of individuals with disabilities, including behavior management and CPI techniques as well as physical restraints as an absolute last resort;
3. Complete weekly lesson plans which include structured, unique recreation activities that will enable our campers to achieve their goals;
4. Leading recreational activities and participating in those which are being led by others;
5. Gathering, loading, transporting, and setting up equipment;
6. Transferring individuals and/or pushing individuals in wheelchairs;
7. Multitasking, prioritizing, and delegating.

**Marginal Functions:**
1. Picking up general materials (i.e. printed brochures, special supplies);
2. To maintain the program facility in a neat and orderly manner.

**Safety Considerations:**
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

**Psychological Considerations:**
1. Must be able to respond to the needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must be able to maintain professional boundaries with other staff, families, participants, and individuals in the community;
4. Must be able to maintain professional attitude with other staff, with participant family members and with individuals in the community.

**Physiological Considerations:**
1. Must be able to lift and transfer participants or equipment safely;
2. Must be able to perform physical restraints if necessary.

**Cognitive Considerations:**
1. Must be able to demonstrate good problem-solving, safety awareness, and judgment in keeping with the mission of MNASR;
2. Must be able to receive and inform others of rules, policies, and directions.

**Environmental Considerations:**
1. May work with flammable material;
2. May be exposed to hazardous vegetation (i.e. poison ivy, etc.) during activities;
3. Worker may be exposed to extreme weather conditions (i.e. rain, heat, etc.).

**Essential Physical Capabilities:**
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Good hearing at conversation levels;
4. Capable of clear speech;
5. Operating a 15-passenger accessible van;
6. Lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

**Pre-placement Examination:**
1. Complete medical history and physical examination;
2. Complete vision exam;
3. Audiogram;
4. Drug screen;
5. Lifting test up to 20-50 lbs.
ASSISTANT SITE DIRECTOR

Immediate Supervisor: Program Manager

General Responsibilities: The Assistant Site Director is responsible for assisting with the organization, implementation, and evaluation of recreation programs for children and adults with disabilities.

The position is part-time and includes morning and afternoon hours. Camp runs during the summer for 8 weeks, and times vary depending on the specific camp (either 9am-3pm, 12pm-6pm or 12:30pm-5:30pm). Additional hours are required for orientations, planning, preparation, shopping and clean-up. The Assistant Site Director will assist with supervising camp counselors assigned to their site, who will work to help with supervision and care of participants.

Qualification: Must be 18 years of age or older. Must be certified in CPR, First Aid, and CPI (Crisis Prevention Intervention). Prefer applicant to have or be working toward a degree from an accredited university in Therapeutic Recreation or related field, or equivalent experience in recreation setting, working with individuals with disabilities.

Must pass a CBC by the State of Illinois as well as a Driver Abstract.

Transportation to and from MNASR programs is the responsibility of the part-time staff.

Duties and Responsibilities:
1. Fulfill all Site Director duties and responsibilities in the absence of the Site Director;
2. Provide a safe and structured environment for camp. Follow all MNASR safety policies, including camp-specific requirements: camper cards, water bands;
3. Provide guidance and supervision for camp counselors and volunteers;
4. Assist with paperwork – lesson planning, evaluations, and attendance forms, Accident/Incident Reports, and applicable safety forms and completing these items in a timely manner.
5. To assist with supervising and evaluating job performance of the camp counselors;
6. Assist with keeping an updated, organized schedule of medication distribution;
7. Attend mandatory orientations, meetings, and trainings prior to and during the camp season;
8. To complete all other tasks necessary to ensure a successful summer camp.
**Essential Functions:**
1. Maintain open communication with the Program Manager, Site Director, and camp counselors with information concerning camp programming, staff, families, and/or participants;
2. Supervision of individuals with disabilities, including behavior management and CPI techniques as well as physical restraints as an absolute last resort;
3. Assist with completing weekly lesson plans which include structured, unique recreation activities that will enable our campers to achieve their goals;
4. Leading recreational activities and participating in those which are being led by others;
5. Gathering, loading, transporting, and setting up equipment;
6. Transferring individuals and/or pushing individuals in wheelchairs;
7. Multitasking, prioritizing, and delegating.

**Marginal Functions:**
1. Picking up general materials (i.e. printed brochures, special supplies);
2. To maintain the program facility in a neat and orderly manner.

**Safety Considerations:**
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

**Psychological Considerations:**
1. Must be able to respond to the needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must be able to maintain professional boundaries with other staff, families, participants, and individuals in the community;
4. Must be able to maintain professional attitude with other staff, with participant family members and with individuals in the community.

**Physiological Considerations:**
1. Must be able to lift and transfer participants or equipment safely;
2. Must be able to perform physical restraints if necessary.

**Cognitive Considerations:**
1. Must be able to demonstrate good problem-solving, safety awareness and judgment;
2. Must be able to receive and inform others of rules, policies and directions.

**Environmental Considerations:**
1. May work with flammable material;
2. May be exposed to hazardous vegetation (i.e. poison ivy, etc.) during activities;
3. May be exposed to extreme weather conditions (i.e. rain, heat, etc.).

**Essential Physical Considerations:**
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Capable of clear speech;
4. Lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

**Pre-placement Examination:**
None required.
**VAN DRIVER**

Immediate Supervisor: Senior Operations Manager (summer season)/Support Staff Manager (winter, spring and fall seasons)

**General Responsibilities:** The Van Driver is responsible for the transportation of individuals with disabilities between their homes and program sites. He/she is also responsible for maintenance of the vans.

The Van Driver’s work schedule may vary weekly from 2 – 39.5 hours a week in any given program season depending on available schedule. During non-program weeks, the hourly requirement will vary. Work hours may range from very early in the morning until midnight, depending on the needs of the program. The Van Driver works together with a Bus Aid to provide safe transportation to and from MNASR programs.

**Qualifications:** Must be 21 years of age or older. Must pass a CBC by the State of Illinois as well as a yearly Driver Abstract. Must have a clear and free driving record and pass a Pre-Employment Physical including a drug and alcohol screening.

**Essential Functions:**
1. Driving;
2. Minor van maintenance;
3. Must be able to lift, transfer, and push individuals in wheelchairs;
4. Occasional transports of luggage for special trips;
5. General paperwork;
6. Assisting with group programs (i.e. taking off/on coats, dressing, and bathroom needs);
7. Return van in appropriate manner to be ready for future programs – clean;
8. Provide good customer service;
9. Must attend driver safety orientations throughout the year.

**Marginal Functions:**
1. Any other task or responsibility the immediate Supervisor may require;
2. Deliver brochures and program advertisements for activities;
3. Supervision during program activities.

**Safety Considerations:**
1. Staff will comply with all MNASR Safety Policies and Procedures, and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

**Psychological Considerations:**
1. Must be sensitive to the needs of individuals with disabilities;
2. Must be able to work under loud and stressful conditions;
3. Must be able to maintain professional attitude with other staff, participant, family members, and individuals in the community.

**Physiological Considerations:**
1. Must be able to lift and transfer participants and equipment safely.

**Environmental Considerations:**
1. May work with flammable material;
2. Will be exposed to gasoline and engine fluids;
3. Will be exposed to cleaning agents for vans;
4. May be exposed to extreme weather conditions (i.e. rain, heat, etc.);
5. Will be required to drive the van in all weather conditions.

**Cognitive Considerations:**
1. Must exhibit good problem solving ability and good judgment in keeping with the mission of MNASR;
2. Must be able to follow and give rules and directions.

**Essential Physical Capabilities:**
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Good hearing at conversational levels;
4. Good speaking capabilities;
5. Good general health;
6. Operating a 15 - passenger accessible van;
7. Capable of lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

**Pre-placement Examination:**
1. Complete medical history and physical examination;
2. Complete vision exam;
3. Audiogram;
4. Drug screen;
5. Lifting test up to 20-50 lbs.
BUS AID

Immediate Supervisor: Senior Operations Manager (summer season)/Support Staff Manager (winter, spring, fall seasons).

General Responsibilities: The Bus Aid is responsible for assisting individuals with disabilities onto and off of the van safely between home and program sites. The Bus Aid will supervise the participants on the vehicle during the route as well as assisting the Van Driver while driving as needed.

The Bus Aid’s work schedule may vary from two (2) to thirty-nine and a half (39.5) hours a week in any given program season depending on the available schedule. During non-program weeks, the hourly requirement will vary. Work hours may range from very early in the morning up until midnight, depending on the needs of the programs. The Bus Aid works together with the Van Driver to provide safe transportation to and from MNASR programs.

Qualifications:
Must be 16 years of age or older.

Must pass a CBC by the State of Illinois as well as a yearly Driver Abstract.

Transportation to and from MNASR programs is the responsibility of the part-time staff.

Essential Functions:
1. Assisting participants from MNASR vehicles to/from their front door;
2. Promote safety by making sure that all participants are seated and have their seat belts secured;
3. Help the Driver with navigation of the vehicle;
4. Communicate incidents or occurrences with participants’ family members or guardians;
5. General paperwork;
6. Assisting with group programs (i.e. taking off/on coats, dressing, bathroom needs);
7. Return van in appropriate manner to be ready for future programs – clean;
8. Provide good customer service.

Marginal Functions:
1. Any other task or responsibility the immediate Supervisor may require;
2. Supervision during program activities.

Safety Considerations:
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

Psychological Considerations:
1. Must be able to respond to the needs of individuals with disabilities;
2. Must be able to work under loud and stressful conditions;
3. Must be able to maintain professional attitude with other staff, participant, family members, and individuals in the community.

Cognitive Considerations:
1. Must be able to demonstrate good safety awareness and judgment;
2. Must be able to follow rules, policies, and directions.

Environmental Considerations:
1. May work with flammable material;
2. May be exposed to hazardous vegetation (i.e. poison ivy, etc.) during activities;
3. May be exposed to extreme weather conditions (i.e. rain, heat, etc.);
4. Will be required to ride the van in all weather conditions.

Essential Physical Capabilities:
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Good hearing at conversation levels;
4. Good speaking capabilities;
5. Lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

Pre-placement Examination:
None required.
MARTIAL ARTS INSTRUCTOR

Immediate Supervisor: Support Staff Manager

The Martial Arts Instructor is responsible for implementing, a safe, non-violent martial arts program for individuals with disabilities from child to adult ages.

Qualifications: The Martial Arts Instructor must be at least 18 years of age and have a basic knowledge and understanding of martial arts along with two (2) years’ experience working with individuals with disabilities. Must successfully complete a Driver Abstract and CBC. Strong interpersonal skills and the ability to effectively communicate with fellow staff, park district personnel, parent/guardians as well, as members of the general public.

Essential Functions: Have a strong working knowledge of martial arts and be able to teach a variety of hits, kicks, blocks, and moves to participants of various ages and abilities.

1. Demonstrate the appropriate time to use martial arts skills outside of lessons;
2. Gathering, loading, transporting, and setting up equipment;
3. Active participation in recreation programs;
4. Transferring individuals;
5. Pushing participants in wheelchairs;
6. To assist in self-help and daily skills for the participants when necessary;
7. To communicate with other staff during the transition between activities;
8. To know the whereabouts of participants at all times;
9. To attend mandatory orientation.

Marginal Functions:
1. Any other task or responsibility deemed necessary by the immediate Supervisor;
2. Maintain the program facility in an orderly manner.

Safety Considerations:
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

Psychological Considerations:
1. Must be able to respond to needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must demonstrate adequate leadership qualities;
4. Must be willing to work as part of a team.
**Physiological Considerations:**
1. Must be able to lift and transfer participants or equipment safely;
2. Must be able to perform physical restraints if necessary.

**Environmental Considerations:**
1. May be exposed to extreme weather conditions (i.e., during damp seasons, rain, and heat);
2. May be exposed to elements when driving to meetings/programs.

**Cognitive Considerations:**
1. Must exhibit good problem-solving ability and good judgment in keeping with the mission of MNASR;
2. Must be able to demonstrate good safety awareness and judgment;
3. Must be able to follow rules and directions.

**Essential Physical Capabilities:**
1. Prolonged periods of sitting, standing, bending, stooping, and walking;
2. Good vision;
3. Good hearing at conversation levels;
4. Good general health;
5. Good speaking capabilities;
6. Capable of lifting, pushing, pulling, and carrying items weighing 5-20 pounds with mechanical assistance or team lift.

**Pre-placement Examination:**
None required.
ZUMBA INSTRUCTOR

Immediate Supervisor: Support Staff Manager

General Responsibilities: The Zumba Instructor is responsible for implementing a safe, fun, aerobic exercise program for individuals with disabilities from child to adult ages.

Qualifications: The Zumba Instructor must be at least 18 years of age and have a basic knowledge and understanding of Zumba along with two (2) years’ experience working with individuals with disabilities. Must successfully complete a Driver Abstract and CBC. Strong interpersonal skills and the ability to effectively communicate with fellow staff, Member District Staff, parents/guardians, as well as members of the general public.

Essential Functions:
1. Have a strong working knowledge of fitness and be able to teach Zumba and its moves to participants of various ages and abilities;
2. Demonstrate the appropriate time to use martial art skills outside of lessons;
3. Gathering, loading, transporting, and setting up equipment;
4. Active participation in recreation programs;
5. Transferring individuals;
6. Pushing participants in wheelchairs;
7. To assist in self-help and daily skills for the participants when necessary;
8. To communicate with other staff during the transition between activities;
9. To know the whereabouts of participants at all time;
10. To attend mandatory orientation.

Marginal Functions:
1. Any other task or responsibility deemed necessary by the immediate Supervisor;
2. Maintain the program facility in an orderly manner

Safety Considerations:
1. Staff will comply with all M-NASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety inservices will be required.

Psychological Considerations:
1. Must be able to respond to needs of individuals with disabilities;
2. Must be able to work under stressful conditions;
3. Must demonstrate adequate leadership qualities;
4. Must be willing to work as part of a team.

Physiological Considerations:
1. Must be able to lift and transfer participants or equipment safely;
2. Must be able to perform physical restraints if necessary.
Environmental Considerations:
1. May be exposed to extreme weather conditions (i.e. during damp seasons, rain and heat);
2. May be exposed to elements when driving to meetings/programs or when assisting.

Cognitive Considerations:
1. Must exhibit good problem solving ability and good judgment in keeping with the mission of M-NASR;
2. Must be able to demonstrate good safety awareness and judgment;
3. Must be able to follow rules and direction.

Essential Physical Capabilities:
1. Prolonged periods of sitting, standing, bending, stooping, and walking;
2. Good Vision;
3. Good hearing at conversation levels;
4. Good general health.
5. Good speaking capabilities;
6. Capable of lifting, pushing, pulling, and carrying items weighing 5-20 pounds with mechanical assistance or team lift.

Pre-placement Examination:
None required
INTERPRETER

Immediate Supervisor: Support Staff Manager

**General Responsibilities:** The Interpreter is responsible for providing sign language interpretation for MNASR’s youth and adult participants who are deaf in order to enable equal access to all communication at programs. The Interpreter also assists with organization, implementation and evaluation of recreation programs for children and adults with disabilities.

The position is part-time, may include morning, afternoon, evening and weekend hours. Programs run seasonally for eight (8) weeks and for four seasons a year. Programs typically run for one (1) to three (3) hours. Program hours will not exceed 39.5 hours per week.

**Qualifications:** Must be 16 years of age or older. Must have strong sign language interpreting skills and a general knowledge of Deaf culture. Prefer applicant to have or be working toward American Sign Language Interpreter Certification(s). Must have a basic knowledge and understanding of recreation programming. Must be highly motivated and enthusiastic in order to provide quality experiences for our participants.

Must pass a CBC by the State of Illinois as well as a yearly Driver Abstract.

Transportation to and from MNASR programs is the responsibility of the Interpreter.

**Essential Functions:**

1. Provide access to all communication at recreation programs for participants who are deaf, including communication between other participants, staff, and community members. Communication may include but is not limited to interpreting verbal safety information, instructions for activities and casual socialization as well as translation of written information;

2. Act as an advocate for participants who are deaf by educating other staff, participants and community members about cultural differences and enabling an individuals’ full participation in activities;

3. Supervision of individuals with disabilities, including implementing behavior management plans and if certified, CPI techniques as well as physical restraints as an absolute last resort;

4. Maintain open communication with the Support Staff Manager, Program Leaders and other staff with information concerning programming, families, group home staff, and/or participants;

5. Active and enthusiastic participation in all activities;

6. Assisting in self-help and daily skills for the participants when necessary;
7. Gathering, loading, transporting, and setting up equipment;
8. Transferring individuals and/or pushing individuals in wheelchairs;
9. Attend mandatory orientations.

Marginal Functions:
1. Any other task or responsibility the immediate supervisor may require;
2. To complete paperwork as needed including documentation forms, etc.;
3. To maintain the program facilities in a neat and orderly manner.

Safety Considerations:
1. Staff will comply with all MNASR Safety Policies and Procedures and carry out all tasks in a safe manner;
2. Attendance at various safety in-services will be required.

Psychological Considerations:
1. Must be able to respond to the needs of individuals who are deaf and those with disabilities;
2. Must be able to work under stressful conditions;
3. Must be able to maintain professional attitude with other staff, participants, family members, and individuals in the community.

Physiological Considerations:
1. Must be able to lift and transfer participants or equipment safely.

Cognitive Considerations:
2. Must be able to demonstrate good safety awareness and judgment;
3. Must be able to follow rules, policies and directions.

Environmental Considerations:
1. May work with flammable material;
2. May be exposed to hazardous vegetation (i.e. poison ivy, etc.) during activities;
3. May be exposed to extreme weather conditions (i.e. rain, heat, etc.)

Essential Physical Capabilities:
1. Prolonged periods of sitting, standing, bending, stooping, walking, running;
2. Good vision;
3. Good speaking capabilities;
4. Lifting, pushing, pulling, and carrying items weighing 20-50 pounds with mechanical assistance or team lift.

Pre-placement Examination:
None required.