

Minneapolis
Park & Recreation Board

Volunteer Handbook

Join us!





**Minneapolis
Park & Recreation Board**

Welcome!

Thank you for your interest in volunteering for the Minneapolis Park & Recreation Board. Active participation by citizens is the key to the success of our magnificent park system. Volunteers bring a wealth of skills, knowledge and experience that allow the Minneapolis Park & Recreation Board to provide services and programs that would not otherwise be possible. From coaching and gardening to course marshaling the Minneapolis Bike Tour, volunteers are our biggest champions and one of our greatest assets. By volunteering, you also aid us in furthering the mission and visions set forth in our Comprehensive Plan.

You have joined thousands of talented individuals and groups who donate their time to the Minneapolis Park & Recreation Board and it is our desire to provide you with a rewarding experience. The following handbook offers guidelines and support as you begin your volunteer journey.

Thank you for dedicating your time and talent to our world-renowned park system. Welcome aboard!

Sincerely,

Sherry Brooks

MPRB Volunteers-Environmental Stewardship
Minneapolis Park and Recreation Board

Nicole Zappa

MPRB Volunteers-Recreation
Minneapolis Park and Recreation Board

This handbook is yours to keep

It is designed to answer questions, provide required information, and give guidance and direction to MPRB staff and volunteers. This handbook contains policies, procedures and work rules that are applicable to all volunteer programs. It is meant to supplement any training or orientation that you will receive from the staff supervisor related to your specific volunteer position. Additional work rules may be made available to you as part of your training and orientation to a particular location or volunteer duty.

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Important Contact Information

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MPRB Mission

The Minneapolis Park and Recreation Board shall permanently preserve, protect, maintain, improve and enhance its natural resources, parkland and recreational opportunities for current and future generations.

The Minneapolis Park and Recreation Board exists to provide places and recreation opportunities for all people to gather, celebrate, contemplate and engage in activities that promote health, well-being, community and the environment.

Our Story

In 1883, the Minneapolis Park and Recreation Board was created by an act of the Minnesota Legislature to serve as an independently elected, semi-autonomous body responsible for maintaining and developing the Minneapolis Park system to meet the needs of the community.

The MPRB provides administration, planning, programs, development, maintenance and police protection for the city's recreational facilities. Recreational, environmental and other park programs and services are provided for all ages and abilities, from toddlers to senior citizens.

The Minneapolis Park System consists of more than 180 park properties including playgrounds, golf courses, gardens, picnic areas, biking and walking paths, nature sanctuaries and a 55-mile parkway system. Together, these properties total nearly 6,400 acres of land and water. The backbone of the park system is its 49 full-service neighborhood recreation centers.

The goals of the MPRB's Volunteer Programs are:

- To create community awareness and support by engaging and educating volunteers on the MPRB's history, mission, accomplishments and current challenges.
- To create and nurture mutually beneficial partnerships with area businesses, nonprofits, community groups and governmental organizations.
- To conserve resources by utilizing volunteers to support and strengthen the work of MPRB staff.
- To provide volunteers with opportunities that offer meaningful, productive work.
- To assist staff in meeting goals set forth in their individual and department work plans, as well as those of the MPRB Comprehensive Plan.
- To recognize volunteers and to convey appreciation for their contributions of time and talent.



Volunteer Rights and Responsibilities

As a volunteer, you have the right to be offered meaningful assignments that provide a good fit for your interests and abilities. You have the right to be treated fairly, receive proper orientation and effective supervision. You have the right to work in a safe environment and to communicate any concerns should they arise.

As a volunteer, you have the right to demonstrated appreciation and recognition by the MPRB and its staff. In return, we ask that you perform your volunteer duties to the best of your abilities and represent the MPRB in a positive light. We ask that you treat park patrons fairly and work within your volunteer assignment to make the MPRB and its programs successful and accessible for all community members.

How to Get Started:

First, determine your level of involvement. Do you want to volunteer for a few hours or do you wish to be involved in a program over an extended period of time? The MPRB has one-time, ongoing and special event opportunities.

Below are highlights of our most common volunteer opportunities. Our programs are ever-evolving, so please visit our website (www.minneapolisparcs.org) or contact our Volunteer Coordinators for a full list of volunteer opportunities.

Recreation Opportunities

Youth Sports Coaches – With four seasons and 13 sports, we can find a team that suits your interests. MPRB coaches make a positive long-term impact on youth.

Program Instructors– Share your skills and interests by leading a one-time or ongoing program for youth and/or adults. Programs range from instructing in our computer labs, assisting with a pre-school program and more.

Tutoring – Enjoy working with children? Become a tutor in your neighborhood park.



Environmental Opportunities

Environmental and Gardening – Assist with gardening opportunities at the Lyndale Formal Gardens, Longfellow Gardens, or Eloise Butler Wildflower Gardens, just to name a few. Opportunities range from one-time events to ongoing opportunities. If you are looking to make a bigger impact, consider becoming a tour guide at the award-winning Lyndale Formal Gardens.

Park Stewardship Program – Is your group looking to make a difference in the community? This program allows groups to commit for a year to care for a garden or green space within one of our parks.

Special Event Opportunities

If you are looking for a short-term or one-time opportunity, check out one of our many special events held each year throughout the city, such as the Minneapolis Bike Tour, a 5k fun run, a neighborhood festival or holiday party, and more. Special event volunteer opportunities are available for both individuals and groups.



Volunteer Application Process

1. Complete the Volunteer Application Packet. Most volunteer positions require the completion of a background check form (Background checks require renewal on an annual basis).
2. Upon receipt of your volunteer application, we will contact you to discuss available opportunities and your interests.
3. The selection and screening process may include an interview and reference check.
4. Final volunteer placement is dependent upon passing the background check. Please allow up to two weeks for the selection process to be completed.

**Volunteer Coordinators will work diligently
to find you a volunteer opportunity that both
meets your level of interest and
fulfills our existing needs.**

Volunteer Recognition

The MPRB seeks to recognize and celebrate the energy and commitment of its volunteers. The annual system-wide *Volunteers of the Year Program* celebrates the service these honorees (and all MPRB volunteers) give for the betterment of the parks and the community.

Throughout the year, the MPRB also seeks to thank volunteers for their dedication of time and talent. From handwritten notes to volunteer t-shirts, MPRB staff seek to acknowledge volunteers for their tremendous positive impact on the system.



2011 Youth Volunteer Rising Star Award Recipients



2012 Award for Remarkable Volunteer Service recipients

Volunteer-related Policies

On the following pages are volunteer-related policies, procedures and work rules based on legal requirements and best practice standards.

The MPRB takes very seriously the safety, security and well-being of all volunteers, staff and park users. The following policies relate to all volunteers. Complete versions of the policies can be found in the appendix of this handbook:

- Interaction with Youth Code of Conduct
- Discrimination/Harassment Policy
- Firearms Policy
- Violence in the Workplace
- Code of Ethics



Volunteer Procedures and Work Rules

Orientation and Training

Since each volunteer position is different, training will be provided by your staff supervisor. Training will be appropriate to the complexity of the volunteer position.

Supervision

All volunteers will have a clearly identified supervisor. This supervisor may be a staff person or, in some cases, a volunteer. The supervisor is responsible for guidance and support of the volunteer and should be available for questions. An adult must supervise volunteers under the age of 18.

Age Minimum

The MPRB welcomes volunteers of all ages and ability levels. Volunteer opportunities will specify any age restrictions in the posting. The minimum age for volunteers is 16 unless accompanied by an adult or staff supervisor. Exceptions may be made on a case-by-case basis. All minor volunteers will require parent/guardian approval prior to beginning volunteer work.

Duty Restrictions

Certain safety and organizational precautions must be taken in assigning volunteers to duties and defining their responsibilities:

1. A volunteer cannot be used to replace or eliminate any authorized staff position. Rather, volunteers assist park employees in the completion of their duties.
2. A volunteer may not be placed in a hazardous situation or exposed to hazardous chemicals as part of their work.
3. Volunteers are prohibited from using power tools of any kind.

Speaking to the Media

Before speaking to the media on behalf of the MPRB, volunteers must obtain permission from Dawn Sommers, Director of Communications and Marketing, at 612-230-6400.

Confidentiality

Volunteers are entrusted to keep private the personal information of program participants, staff members and other volunteers. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the MPRB, or other corrective action.

Drug and Alcohol Use

Volunteers are subject to immediate dismissal if they are under the influence of drugs or alcohol while performing their volunteer duties. Volunteers may not bring drugs or alcohol into MPRB facilities under any circumstances.

Dress Code

As a representative of the MPRB, volunteers are responsible for presenting a positive image to the public. Volunteers are expected to dress appropriately while on duty and are not permitted to wear clothing that promotes illegal activity, inappropriate language or contains images or words of a sexual nature. Depending on your volunteer position, additional clothing and/or equipment requirements may exist and will be communicated to you by your staff supervisor.

Solicitation

Volunteers may not perform non-MPRB solicitation or distribute non-MPRB literature during volunteer work hours.

Volunteer Liability

As a volunteer for the MPRB, you are protected under MN Statute 466.07. This statute covers damages that may result from your actions but does not cover injuries you may sustain while volunteering. The MPRB is not required to defend you or pay your damages if you are personally sued as a result of your actions, although it may elect to do so. All volunteers must read and sign a waiver of liability prior to commencing a volunteer position.

Transportation/Driving

Volunteers are not permitted to use MPRB vehicles.

MPRB volunteers are not required to use personal vehicles while volunteering for the MPRB. Volunteers who choose to use their personal vehicles while conducting volunteer activities assume liability under their own insurance.

The safety and welfare of volunteers and park users is our top priority. Volunteers are expected to use equipment in an appropriate and responsible manner. Your supervisor will explain all volunteer tasks, be available to answer any questions you have regarding your tasks and will inform you of any equipment requirements in order to perform your task in the safest way possible.



Injury, Incident and Accident Reports

For all serious emergencies, call 911. Any accident or injury which involves an on-duty volunteer must also be reported to your supervisor immediately, regardless of the nature of the injury. The incident, accident or injury may require the completion of paperwork by you and/or your staff supervisor. Please report unsafe conditions or defective equipment to your supervisor immediately.

All staffed MPRB sites are equipped with a first aid kit. A staff supervisor will inform volunteers of the first aid kit location.

Injury Prevention Tips

- Avoid overexertion; take breaks when needed and stay hydrated.
- Wear appropriate clothing including gloves, long pants, closed-toe shoes, appropriate eye protection and sunscreen.
- Do not pick up anything that may be hazardous or cause injury.
Report the location of any hazardous items to your supervisor immediately.
- Use only MPRB approved tools and equipment.

Inclusion Services and Adaptive Programming

The MPRB welcomes people of all ages with disabilities to participate in programs and services to make friends, have fun, learn new skills, increase self-worth and self-esteem and enjoy the feeling of accomplishment. The MPRB provides appropriate and reasonable accommodations, support, and special staff preparation and training to make your volunteer experience inviting, pleasant and successful. Please contact our Volunteer Coordinators should you have any questions or would like to arrange accommodations for your volunteer activity.

Separation of Volunteer Service

As volunteers willingly and freely offer services with no expectation of payment or compensation, the MPRB recognizes the right of volunteers to discontinue their service at any time and for any reason.

The MPRB reserves the right to limit the use of volunteers based on staff determination of needs and MPRB policies. Volunteers will be dismissed if their behavior or language is harmful or threatening to park users, staff or other volunteers. Grounds for terminating volunteer service may include, but are not limited to: failing to meet background check criteria; misconduct; use of alcohol or drugs while on duty; property theft; misuse of MPRB equipment or materials; mistreatment of staff, volunteers or members of the public; imposing religious or political views on others; failure to adhere to the policies outlined in this handbook; and/or failure to perform assigned volunteer duties.

Feedback

Volunteer feedback helps us to set goals, measure progress, gather input and identify ways to improve the volunteer experience as well as assess the volunteer's interest in future opportunities with the MPRB.

Volunteers are welcome to give feedback to their supervisor or the Volunteer Coordinator at any time. Volunteers may be asked for regular feedback by their supervisor. Feedback may include a one-on-one meeting with a coach at the end of a sports season, an emailed survey following a special event, annual renewal meetings with Park Stewardship groups and more.

A volunteer who has a position-related concern is welcomed and encouraged to discuss the issue with his/her staff supervisor or the Volunteer Coordinator. Every attempt will be made to resolve a problem through the discussion process. If a matter remains unresolved, it will be referred to the appropriate Departmental Director, whose decision will be final.

Join us!



We look forward to meeting you!



Approval Date: 02/10/2010
Effective Date: 02/10/2010
Date of Last Review: 3/26/2015
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Interaction With Youth Code Of Conduct

Human Resources Director
Frequency of Review: Annually

Interaction With Youth Code Of Conduct

POLICY

The purpose of the Interaction with Youth Code of Conduct is to promote the safety of juvenile participants (age 17 or younger) in their interactions with employees/volunteers.

The Minneapolis Parks and Recreation Board (MPRB) takes seriously its responsibility to ensure that youth participating in MPRB programs have a safe, healthy, and positive environment in which to have fun.

Appropriate, positive interactions between employees/volunteers and youth are essential in supporting positive youth development, making youth feel valued, and providing the caring connections that serve as protective factors for youth. Conversely, inappropriate or harmful interactions put youth at risk for adverse physical and emotional outcomes.

Employees/volunteers are expected to conduct themselves professionally at all times during their interactions with all participants. Social relationships with juvenile participants outside the workplace, or outside the context and scope of MPRB services are inappropriate and prohibited.

It is the MPRB's expectation that everyone involved in MPRB programs will contribute in a positive manner, creating a healthy environment where participants feel safe and welcome and where they find their participation rewarding. Employees/volunteers interacting with young people should do so with integrity and respect for the child. **It is the employee/volunteer's responsibility to set and respect boundaries. When a child attempts to involve an employee/volunteer in inappropriate behavior, the adult is responsible for redirecting the behavior.**

SUPERINTENDENT APPROVAL: _____

A handwritten signature in black ink, appearing to read "Joanne Spiller", is written over a horizontal line.

Date: 3/26/2015



Approval Date: 02/10/2010
Effective Date: 02/10/2010
Date of Last Review: 3/26/2015
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Interaction With Youth Code Of Conduct

Human Resources Director
Frequency of Review: Annually

DEFINITIONS

Employee/volunteer – for the purpose of this policy employee/volunteer includes all employees, volunteers and contractors.

Examples of appropriate, positive interactions include:

- ☐ Praise
- ☐ Positive reinforcement
- ☐ Pats on the back or shoulder
- ☐ High fives
- ☐ Brief, youth-initiated hugs

Examples of inappropriate and/or harmful interactions include:

- ☐ Sexually provocative or degrading comments or jokes
- ☐ Patting the buttocks
- ☐ Corporal punishment
- ☐ Behavior or language that is threatening or demeaning
- ☐ Intrusive questions, comments or observations, verbally or through notes
- ☐ Excessive staring or watching

1.0 Under NO circumstances should employees/volunteers engage in the following activities with juvenile participants:

- ☐ Affectionate contact including, but not limited to: any type of sexual contact, kissing, dating, holding hands, or allowing children to sit on an employee/volunteer's lap;
- ☐ Providing any mood altering substances to any participant, including but not limited to: alcoholic beverages, illegal drugs, and/or prescription drugs;
- ☐ Allowing a juvenile participant to visit the employee/volunteer's residence at any time;
- ☐ Initiating or responding to social or personal contact with a juvenile participant by phone, e-mail, text messaging ,visit at home or school, etc. for any purpose unrelated to MPRB business;
- ☐ Providing a juvenile participant with the employee/volunteer's personal contact information, including but not limited to: the employee/volunteer's phone number; social networking contact information; personal e-mail address; and/or home address.
- ☐ Giving, offering, providing, or promising juvenile participant money, food, gifts or anything of value, unless related to MPRB programs or services or in an emergency.

Employees/volunteers who engage in any of the behaviors outlined in this policy will be subject to immediate discipline, up to and including discharge, and may also be subject to criminal penalties.

It is understood that occasionally an employee/volunteer's relationship with a program participant pre-dates the employee/volunteer's hire. Circumstances such as these should be communicated to a supervisor immediately and will be managed on a case-by-case basis.



Approval Date: 02/10/2010
Effective Date: 02/10/2010
Date of Last Review: 3/26/2015
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Interaction With Youth Code Of Conduct

Human Resources Director
Frequency of Review: Annually

2.0 Two-Adult Rule

To reduce the risk of accusations of inappropriate conduct with youth, employees/volunteers should ensure that there is more than one adult present during activities with youth. If this is not possible, any one-on-one interaction with youth (e.g. providing first aid, correcting conduct, etc.) must take place within sight or hearing of others. Employees and volunteers should not allow touching to occur out of sight of others, even in the event of tending to an injured youth. If privacy is needed, have another staff or youth present. Any touching that is resisted or refused by a child or youth must be respected.

All doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

3.0 Reporting an Incident

Each employee/volunteer is expected to do their part in promoting safe interactions and monitoring and preventing inappropriate interactions between employee/volunteer and youth. If there is concern about any interaction between an employee/volunteer and program participants, take action immediately. If an employee/volunteer sees or learns of anyone exhibiting behavior that is inappropriate or potentially harmful, they should report it immediately to a supervisor and/or emergency services.

The employee/volunteer or their supervisor must document the event using the Incident Report form. The supervisor must then submit the completed form to their manager within twenty-four (24) hours of the incident.

If discipline is warranted, the manager is required to forward the original Incident Report to Human Resources along with any additional discipline documentation.

Employees/volunteers who are aware that another employee/volunteer is engaging in prohibited behavior are required to report the behavior to their immediate supervisor without delay. Failure to do so will result in discipline for all employees/volunteers aware of the situation, up to and including discharge.

4.0 Possible consequences for breaches of the Interaction with Youth Code of Conduct include:

- Direction to stop the inappropriate behavior
- Training
- Verbal or written warning
- Suspension with or without pay
- Termination
- Prosecution by authorities (if criminal act)

**MINNEAPOLIS PARK &
RECREATION BOARD**



HUMAN RESOURCES POLICY

Approval Date: 02/10/2010
Effective Date: 02/10/2010
Date of Last Review: 3/26/2015
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Interaction With Youth Code Of Conduct

Human Resources Director
Frequency of Review: Annually

The MPRB reserves the right to take appropriate action when conduct is not specifically prohibited but is deemed unacceptable.

FORMS – All forms are available from Human Resources and at <http://PBIntra>.

1. Incident Report Form

ADDITIONAL INFORMATION

1. [Hennepin County Child Protective Services](#)



Approval Date: 3/1/2008
Effective Date: 3/1/2008
Date of Last Review: 3/26/2015
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Discrimination/Harassment

Human Resources Director
Frequency of Review: Annually

Discrimination/Harassment

POLICY

The Minneapolis Park & Recreation Board (MPRB) seeks to maintain non-discriminatory employment practices and a work environment free from all forms of protected-class discrimination and/or harassment.

The MPRB will not tolerate protected-class discrimination or harassment toward its employees, nor will it tolerate reprisals against any employee who makes a complaint of discrimination or harassment, or cooperates in an inquiry or investigation of a complaint.

Supervisors' performance evaluations will include consideration of their compliance with and support for this Policy.

This Policy applies to commissioners, applicants, employees, contractors, interns, apprentices, volunteers and patrons of the MPRB.

SANCTIONS AND/OR CORRECTIVE ACTION

Appropriate disciplinary action will be taken against individuals who engage in conduct based on a person's protected class. Appropriate disciplinary action will also be taken against supervisors who fail to take timely and appropriate action in accordance with this Policy when conduct that may violate this Policy is brought to their attention. Some forms of discrimination or harassment are also criminal acts that may be referred to local law enforcement. Additionally, other corrective action will also be taken when the MPRB determines that it is necessary to build and/or restore a respectful workplace environment.

In addition to prohibiting protected-class discrimination and harassment, this Policy is intended to support and promote a professional work environment. This Policy is not designed or intended to limit the MPRB's authority to discipline employees, or take remedial action toward individuals for workplace conduct which the MPRB deems unacceptable, regardless of whether that conduct satisfies the definition of protected-class discrimination or harassment contained in this Policy.

SUPERINTENDENT APPROVAL: _____

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Date: 3/26/15



Approval Date: 3/1/2008
Effective Date: 3/1/2008
Date of Last Review: 3/26/2015
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Discrimination/Harassment

Human Resources Director
Frequency of Review: Annually

DEFINITIONS

Discrimination – To treat another person or group of persons differently because of their membership in a protected class.

Protected Class – An individual's race, color, creed, religion, ancestry, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age.

Hostile Work Environment – Harassment of an employee based on protected class which permeates the workplace environment with discriminatory intimidation, ridicule, and insult that is sufficiently pervasive to alter the conditions of the victim's employment and create an abusive working environment.

Sexual Harassment – Conduct by any person, whether male or female, which consists of (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of an employee's continued employment, or (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or (c) creating an intimidating, hostile or offensive working environment by imposing unwelcome verbal or physical conduct or visual materials of a sexual nature.

Supervisor – Any employee to whom other employees report.

PROHIBITED CONDUCT

The following conduct is prohibited whether or not it rises to the level of illegal discrimination or harassment:

- Unwelcome or derogatory statements, including, but not limited to threats of physical harm, sexual or racial slurs, vulgar comments, language of a sexual nature, inquiries about or comments regarding one's sexual activities, remarks about a person's physical anatomy or characteristics, "dirty" jokes, sexual innuendo and name-calling or other verbal conduct that belittles or discriminates against any individual(s) based on protected class.
- Unwelcome physical contact, including, but not limited to, touching oneself or another person in a sexually suggestive way, physical contact or positioning so as to invade personal privacy, intentional touching of anatomy that is private, intentional movements/actions made in an attempt to look at another's private areas, movements/actions that allow another to view one's own private areas, and sexually suggestive gestures.
- The display or placement of nude/semi-nude pictures or magazines, sexually oriented magazines or posters; cartoons and other words or pictures of a sexual nature or which belittle or discriminate against any individual based on protected class.



Approval Date: 3/1/2008
Effective Date: 3/1/2008
Date of Last Review: 3/26/2015
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Discrimination/Harassment

Human Resources Director
Frequency of Review: Annually

PROCEDURES FOR REPORTING

A. Employee/Complainant Responsibilities

1. Any person covered by this Policy who believes that he/she is being discriminated against or harassed shall immediately report the conduct to any MPRB supervisor or to the Human Resources Manager. Employees who believe that others are being discriminated against or harassed shall also immediately report the conduct to any MPRB supervisor or to the Human Resources Manager.
2. Employees may, but are not required to, submit the Complaint Reporting Form attached to this Policy to the supervisor or the Human Resources Manager.
3. Before, or in addition to, reporting the conduct to a MPRB supervisor or the Human Resources Manager, any person covered by this Policy who believes that s/he is being discriminated against or harassed may, but is not required to, tell the person whom s/he has an issue with to stop the behavior believed to be discriminatory or harassing. If a person chooses to take this action, be specific about the exact behavior you want stopped. If practical, have a witness such as a co-worker or supervisor present to hear your complaint and the individual's response. Write a note or memo to yourself outlining what you said and what the response was. Date the memo and keep it, or provide it to the supervisor or Human Resources Manager.

B. Supervisor Responsibilities

1. Monitor their own behavior to assure that they behave professionally toward other employees, volunteers, contractors and patrons.
2. Implement this Policy and ensure that all employees have knowledge and understanding of this Policy.
3. Upon observing words or action that may violate this Policy, or upon receipt of verbal or written complaint of discrimination or harassment, or upon becoming aware of a situation that is a potential violation of this Policy (whether or not a complaint has been made), immediately notify the Manager of Human Resources and forward all documentation to him/her. No investigation or discussion with the involved individuals should be initiated by supervisors without direction from Human Resources.

PROCEDURES FOR HANDLING COMPLAINTS

Complaints will be handled in a timely manner. No person is permitted to discuss the complaint, the identity of the complainant, or any other facts, except where necessary for investigating the complaint or deciding a dispute. All supervisors and employees are subject to disciplinary action if they unnecessarily disclose information about the complaint, the investigation, allegations, or facts concerning the complaint and



Approval Date: 3/1/2008
Effective Date: 3/1/2008
Date of Last Review: 3/26/2015
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Discrimination/Harassment

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Frequency of Review: Annually

investigation. All questions about the investigation or inquiry shall be referred to the Human Resources Manager.

A. Supervisor Responsibilities

1. When initiating the complaint, and during the investigation process, the complainant and witnesses should be assured that MPRB Policy and the law prohibit any reprisal for making a good-faith complaint and participating in the investigation, even if it is later determined that a violation of the Policy did not occur.

B. Employee/Complainant Responsibilities

1. Explain the facts that led to the complaint.
2. Review the complaint and determine who will conduct a fact-finding inquiry or investigation into the complaint.
2. Advise complainant of the fact-finding or investigative procedure.
3. Answer questions relating to the investigation or inquiry.
4. Upon the decision of whether the Policy has been violated, inform the complainant and the respondent informed of the outcome *in accordance with the provisions of Minn. ch. 13, the Minnesota Government Data Practices Act.*

D. Investigator Responsibilities

1. Inform respondent of the complaint and the fact-finding or investigative procedure, and given an opportunity to tell his or her side of the story. (This may occur at any time during the investigative process as determined by the investigator.)
2. Additional evidence or facts may be obtained by reviewing relevant documents and interviewing any other witnesses as determined by the investigator.

The investigation will be conducted in accordance with Minn. ch. 13, the Minnesota Government Data Practices Act. All witnesses will be given a Tennessee Warning before being interviewed.

3. Present the findings of the completed inquiry or investigation to the Human Resources Manager and the Superintendent or his/her designee, and any other persons who are on a need to know basis for the complaint, and a final determination will be made as to whether the Policy has been violated.



Approval Date: 3/1/2008
Effective Date: 3/1/2008
Date of Last Review: 3/26/2015
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Discrimination/Harassment

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E. Respondent Responsibilities

1. Once advised of the complaint and the fact-finding or investigative procedure, the respondent will be given an opportunity to tell his or her side of the story. This may occur at any time during the investigative process as determined by the investigator.

DISCRIMINATION BY PATRONS, CONTRACTORS AND OTHER PERSONS WHO ARE NOT EMPLOYEES OF THE MPRB.

1. If an employee feels offended or harassed by a non-employee, the employee shall report the conduct by taking the same steps outlined in the preceding section of this Policy.
2. If the MPRB determines that a violation of this Policy or other inappropriate action occurred, the MPRB will take steps to stop the conduct. However, the MPRB may delegate this duty when another agency or entity will be more effective.
3. Possible remedial action will promptly be taken and can include, but is not limited to, a written warning to the subject of the complaint or his/her employer, prohibiting the individual from returning to the MPRB's premises, or refusal to continue doing business with the individual or his/her employer.



Approval Date: 11/20/2009
Effective Date: 11/20/2009
Date of Last Review: 3/26/2015
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Firearms & Dangerous Weapons

Human Resources Director
Frequency of Review: Annually

Firearms & Dangerous Weapons

POLICY

The Minneapolis Park and Recreation Board (MPRB) prohibits employees, volunteers, and independent contractors from carrying or possessing a firearm or dangerous weapon while on MPRB property. **This policy does not apply to law enforcement officials acting within the scope of their sworn duties.** Possession of a valid concealed weapons permit authorized by the State of Minnesota is **not** an exemption under this policy.

Employees and volunteers are prohibited from carrying or possessing a firearm or dangerous weapon while acting within the course and scope of employment or volunteerism for the MPRB. The possession or carrying of a firearm is prohibited while employees or volunteers are working on MPRB property or while working in any location on behalf of the MPRB. This includes, but is not limited to:

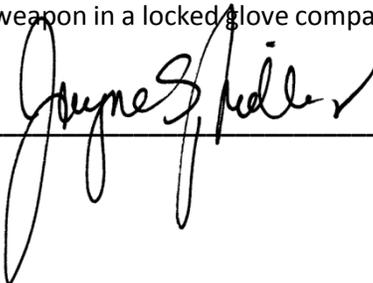
- ☐ Working in MPRB-owned or MPRB-leased buildings;
- ☐ Working on MPRB premises;
- ☐ Performing work for the MPRB at any location;
- ☐ Driving on MPRB business;
- ☐ Riding as a passenger in a vehicle or any type of transit on MPRB business;
- ☐ Working off-site on behalf of the MPRB;
- ☐ Performing emergency or on-call work after normal business hours or on weekends;
- ☐ Working at private residences and businesses on behalf of the MPRB;
- ☐ Attending training or conferences on behalf of the MPRB.

An employee or volunteer who violates this policy may be removed from MPRB property, reported to police authorities, and be subject to disciplinary action up to and including discharge.

EXCEPTION

MPRB employees and volunteers may possess a firearm or dangerous weapon in the locked trunk of their personal vehicle in MPRB-owned parking areas if they have obtained the appropriate permit to carry and possess that firearm or dangerous weapon.

If an employee or volunteer uses his/her personal vehicle in the course and scope of employment, the employee or volunteer may keep the permitted firearm or dangerous weapon in the locked trunk of the vehicle. If the vehicle does not have a locked trunk, the employee or volunteer may keep the permitted firearm or dangerous weapon in a locked glove compartment or locked lock box.

SUPERINTENDENT APPROVAL: _____  _____ Date: ____ 3/26/15 ____



Approval Date: 11/20/2009
Effective Date: 11/20/2009
Date of Last Review: 3/26/2015
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Firearms & Dangerous Weapons

Human Resources Director
Frequency of Review: Annually

DEFINITIONS

Dangerous weapon – Any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any firearm that is used to produce death or great bodily harm.

PROCEDURES

A. Employee Responsibilities

1. An employee who believes that another employee may be in violation of this policy should report the alleged violation to a supervisor, manager, and/or Human Resources.
2. No employee may retaliate against another employee who has reported a possible violation of this policy. Retaliation includes, but is not limited to, demotion, termination, an undesirable change in work assignment, or other adverse action, which is taken against an employee because the employee reported a potential violation of this policy.

B. Supervisor Responsibilities

1. Ensure staff members understand and comply with the policy prohibiting firearms and dangerous weapons in the workplace.
2. Investigate suspected violations of the policy and where appropriate take disciplinary action in accordance with applicable collective bargaining agreements and/or [Civil Service Rule 11](#).

ADDITIONAL INFORMATION

1. [Civil Service Rule 11](#): Discipline and Removal



Approval Date: 02/19/2010
Effective Date: 02/19/2010
Date of Last Review: 03/26/2015
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Violence In The Workplace

Human Resources Director
Frequency of Review: Annually

Violence In The Workplace

POLICY

The Minneapolis Park & Recreation Board (MPRB) has zero tolerance for violence in the workplace and will not accept any form of violence including intimidation, threats of violence (physical or verbal), or violent acts in the workplace. The MPRB will promote, establish, and maintain a work environment that is free of violence. All violence will be investigated and corrective action administered when warranted.

Employees must immediately report incidents of workplace violence to their supervisor. Supervisors and managers will ensure allegations of workplace violence are investigated. Employees found to have engaged in workplace violence may receive disciplinary action up to and including discharge from employment.

SUPERINTENDENT APPROVAL: _____

A handwritten signature in black ink, appearing to read "Joanne Spiller", is written over a horizontal line.

Date: 3/26/15



Approval Date: 02/19/2010
Effective Date: 02/19/2010
Date of Last Review: 03/26/2015
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Violence In The Workplace

Human Resources Director
Frequency of Review: Annually

DEFINITIONS

Workplace violence – a threat or action, occurring in a work area under the control of the MPRB, in which someone (employee, client, contractor, volunteer, or visitor) seeks to intimidate, threatens to harm, or does harm to another person.

PROCEDURES

A. Employee Responsibilities

1. Employees observing or experiencing workplace violence are responsible, if safely possible, to improve the situation and to report workplace violence to a supervisor, manager.
2. Human Resources must be immediately notified of all alleged workplace violence.

B. Supervisor/Manager Responsibilities

1. Supervisors and managers will ensure the workplace is violence free by observing and intervening in inappropriate employee behavior and by being available to discuss and act upon employee concerns.
2. Ensure incidents of workplace violence are investigated, and when appropriate, determine discipline.

C. Human Resources Responsibilities

1. Immediately review reports of violence or potential violence. Work with supervisors to determine the level of response required which may include, but is not limited to, intervention in the situation, separating employees, removing employees from the workplace, involving Employee Assistance, or law enforcement.

ADDITIONAL INFORMATION

1. [Freedom From Violence Act, Minn. Stat. §1.50 et al.](#)



Approval Date: 03/09/2010
Effective Date: 03/09/2010
Date of Last Review: 03/26/2015
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Code Ethics

Human Resources Director
Frequency of Review: Annually

Code Ethics

POLICY

This code of ethics provides an ethical guide and specific rules that reflect the ethical values of the Minneapolis Park and Recreation Board (MPRB). The code of ethics is designed to promote high ethical standards and conduct, and to foster a healthy ethical culture throughout the MPRB.

To ensure the proper operation of democratic government and maintain the trust of the community we serve officials, employees, and volunteers must be independent, impartial, and responsible to the people. The Code requires officials, employees, and volunteers to maintain the highest possible standards of ethical conduct in their work. Government decisions must be made through the proper channels of the government structure. Further, public office must not be used for personal gain. The public must have confidence in the integrity of this organization.

Appointment of officials

The secretary will prepare and file the form prescribed by the state ethical practices board designating the appointment of officials and update the information as required by state statute.

Representation for a fee

Officials and employees cannot represent a client for a fee before the board, any board committee, or department of the board.

Statement of economic interest

All officials and candidates for any elective office must file a statement of economic interests with the secretary within sixty (60) days of accepting employment as an official, or within fourteen (14) days after filing an affidavit of candidacy or petition to appear on the ballot as a candidate for office.* Thereafter, all officials will file a statement of economic interest on or before April fifteenth of each year that the individual remains in office. Within thirty (30) days after leaving office officials will file a statement of economic interest for the period between the date of the most recent statement and the last day of service as an official. If an official becomes aware of any inaccuracy in a previously filed statement a supplementary statement must be filed within ten (10) days. Each individual required to file a statement of economic interest will do so in compliance with Minnesota Law (Minn. Stat. §10A.09). All statements filed with the secretary will be public data.

False statements and reports

Knowingly submitting statements or reports which contain false information or omit required information is prohibited. Likewise, failure to submit required statements or reports altogether is impermissible.

Gifts

Officials, employees, and volunteers including their family members and associated businesses must not

*Statements of economic interest must be submitted in the form prescribed by the state ethical practices board.



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solicit or receive anything of significant value from other parties. This may include gifts, favors, services, or promises of future employment. The cumulative value of all such items received in a calendar year from any one party must not exceed one hundred dollars (\$100.00) and may only be accepted with the mutual understanding that such items will not have an influence on the discharge of duties.

Confidential / Proprietary information

Officials, employees, and volunteers must not use or disclose confidential information gained due to their official position or activities. Confidential or proprietary information may include but is not limited to any data:

- That is classified as private, confidential, nonpublic or protected nonpublic pursuant to the Minnesota Government Data Practices Act (Minn. Stat. §13), or
- That could result in financial gain for the official, employee, or volunteer including family members and associated businesses.

DEFINITIONS

Administrative action – an action of a nonministerial nature by any official, employee, board, committee, task force or agency of the MPRB.

Legislative action – introduction, sponsorship, debate, voting and any other official action on any ordinance, resolution amendment, nomination, appointment, report or other matter pending or proposed before the board or any committee of the board.

Candidate – any individual who files an affidavit of candidacy or petition to appear on the ballot for an elective public office.

Election – a general, special, primary or special primary election.

Employee – a person who holds a classified or unclassified title or position in the city service not including elected and contract employees.

Official – The commissioners of the board, who are elected officials; and the superintendent and secretary of the board, who are appointed officials.

ADDITIONAL INFORMATION

1. [Park and Recreation Board Code of Ordinances. PB-1-6: Ethics in Government](#)
2. Conflicts of Interest policy
3. Ownership & Disclosure policy

SUPERINTENDENT APPROVAL: _____

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Date: 3/26/15