

CLARK COUNTY FORESTRY AND PARKS DEPARTMENT
517 COURT STREET
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FORESTRY AND PARKS DEPARTMENT WORK RULES

These work rules have been prepared to set forth the privileges and responsibilities of Clark County Forestry and Parks Department employees while on duty. These work rules are in addition to and supplement the County Personnel Policy. They are not intended to limit the rights of employees but rather to define those rights so the Department can attain its' objectives in an orderly manner. Each County employee represents this Department. Therefore, the manner in which each employee works, the manner in which they conduct themselves, and their general behavior and appearance reflect upon the Department. These work rules are intended to encourage all employees to perform an hour of work for each hour of pay.

Failure to obey any of the work rules listed shall be sufficient grounds for disciplinary action. In all cases, the Department considers discipline as a corrective action necessary to the overall improvement of forestry and parks operations.

The following work rules shall be implemented effective January 1, 2013:

1. Normal hours of work during the 5 day work week for all workers shall be Monday through Friday 8:00 A.M. to 4:30 P.M. (with ½ hour lunch break). Normal hours of work during a four (4), ten (10) hour day work weeks shall be Monday through Thursday 7:00 A.M. to 5:30 P.M (with ½ hour lunch break). Hours of work may be altered, at any time, by the Forestry and Parks Administrator or designee.

A "flex" schedule may also be implemented at the discretion of the Forestry and Parks Administrator. The "flex" schedule allows for the forty (40) hour work week to be scheduled to best suit the operational needs of the department. Hours of work may be altered, at any time, by the Forestry and Parks Administrator or designee.

2. **Usage of PTO and Banked Vacation Time**

- a. Employees wishing to schedule time off will have an option of using Banked Vacation time or PTO.
- b. Requests may be denied based upon the operational needs of the department.
- c. When a paid holiday is observed during a scheduled (4) four day work week, the work week will consist of (3) three, (10) ten hour days and one (8) eight hour paid holiday, with the employee having the option to use PTO time, banked vacation time, or unpaid time to complete the 40 hour work week.

3. Employees called in to work, outside of their regular shift, will receive time and a half pay, with a guarantee of two hours paid. (*AMENDED 1/17/2013*)
4. Punctuality is expected and required. Each employee shall report each day in sufficient time to be ready to commence work promptly after receiving their work assignment(s) from their supervisor. Employees are required to have their safety equipment, lunch boxes, water jugs, etc. with them prior to the start of the workday. If an employee is tardy or absent without permission, the employer shall exercise its judgment in the evaluation of given excuses and unexcused absences. Habitual tardiness and/or absence without permission are grounds for discharge.
5. No employee assigned to work away from the shop should report back to the shop more than fifteen (15) minutes before the end of the work day unless authorized to do so by your supervisor. Employees shall work up to five (5) minutes prior to the end of the work day. The last five (5) minutes of the work day are for completing time sheets.
6. Employees shall fill out daily time sheets completely using blue or black ink in a neat and accurate manner and deposit them in the time desk prior to the start of the next work day. Time sheets must include the employee's signature, start and end time of each shift, a listing of equipment, with hours used, plus any start and end time of benefitted leave taken. Illegible, inaccurate or incomplete time sheets will be returned to the employee for correction and re-submittal. Continued submittal of illegible, inaccurate or incomplete time slips shall result in disciplinary action. The Parks and Programs Manager, Forestry Manager, or Administrator may review time sheets daily for accuracy and initial time sheet when review is complete.
7. Employees may be required to work overtime, but only as directed. Employees shall receive time and one-half (1½) pay for all time worked in excess of forty (40) hours per week.
8. Seasonal staff, which have a departmental issued work uniform, are allowed to wear their work uniform only when going directly to and from work. If they are to make any personal stops on their way to or from work, they shall cover up their work uniform or take it off completely.



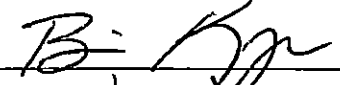
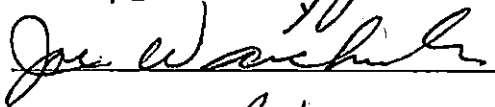
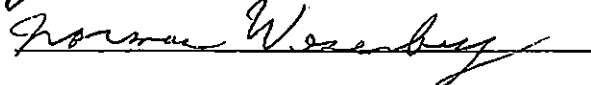
IMPLEMENTATION AND REGULATION

All of the above work and safety rules and regulations become effective immediately January 1, 2013. Application and implementation of these rules shall be uniform throughout the Department.

Approved December 12, 2012

Amended this 17th day of January, 2013

CLARK COUNTY FORESTRY AND PARKS COMMITTEE

 _____	Jeff Kolzow, Chair
 _____	Al Bower
 _____	Brian Kunze
 _____	Joe Waichulis
 _____	Norman Wessenberg

**CLARK COUNTY FORESTRY AND PARKS COMMITTEE (Amended Approved
Work Rules 1/17/2013)**

CLARK COUNTY PERSONNEL COMMITTEE (Approved _____)

EMPLOYEE ACKNOWLEDGEMENT

Forestry and Parks Department Rules and Regulations

RECEIPT FORM

I have received my copy of the Clark County Forestry and Parks Department Work Rules. It is my responsibility, as an employee-at-will, to read and understand the contents of these rules and to keep up-to-date with any subsequent changes. I understand that the county may add to, delete, modify, correct, or update any or all of the material in these work rules in order to respond to changing circumstances and conditions. I understand that it is my responsibility to ask the County Forestry and Parks Department for clarification if I do not understand a particular section of these work rules.

No verbal representations may be deemed to alter or contravene the content or intent of these work rules and regulations. Only the Forestry and Parks Committee may, in writing by resolution format, waive or alter the provisions of these work rules.

By his or her signature, the employee hereby declares that they have read and understand the provisions within the work rules and agree to abide by the work rules.

Signature of Employee

Date

**Clark County Forestry and Parks Department
2023 Seasonal Employee Pay Schedule and Incentive Work Rule**

This shall serve as the current approved process for hiring of seasonal and temporary Forestry and Parks Department employees. Levels may be decided on by using experience together with related wage considerations.

General Laborer Seasonal: This category of seasonal employees includes individuals with little experience who are employed as campground maintenance, summer mowing crew and Bruce Mound operations workers.

Level 1- -----	\$11.50/hour
Level 2 - -----	\$12.00/hour
Level 2 - -----	\$12.50/hour
Level 4 - -----	\$13.00/hour

After Level 4, individuals in this category who have demonstrated a high level of job proficiency may be promoted to Step 2 Skilled and Experienced Seasonal level with an increase in pay up to that level.

Skilled and Experienced Seasonal: This category of seasonal employees includes individuals with unique qualifications or considerable work experience. These positions involve specialized tasks and/or a greater level of responsibility than the General Labor category. Examples of this category include campground specialist, mowing crew lead worker, campground maintenance leads and advanced Bruce Mound operations workers.

Level 5- -----	\$12.50/hour
Level 6 - -----	\$13.00/hour
Level 7 - -----	\$13.50/hour
Level 8 - -----	\$14.00/hour

Wage rates for Skilled and Experienced Seasonal employees that work beyond Level 4 will be reviewed on a case-by-case basis, but may not exceed \$15.00/hour.

Starting pay for newly hired employees may be adjusted depending on skill level and previous relevant work experience.

Specialized and Professional Limited Term Employees and Interns: The Forestry and Parks Department employs Specialized and Professional LTE's on a project basis and for other specialized employment to perform essential functions of the department. These employees possess specialized skills or education essential to the position. Depending on skill level and work experience, specialized and professional employee wage rate would normally be not less than \$13.50/hour and not greater than \$19.50/hour.

Park Manager Positions: This category of seasonal employment includes those employees with responsibility for management of campgrounds and parks. Typical duties of a park manager includes registering campers, greeting the public, record keeping, collect and deposit fees, enforcing park policies and county ordinances, resolve disputes, grounds maintenance, and direct supervision of seasonal park staff.

Starting in 2012 all Park Managers are paid an hourly wage. Pay range for Park Managers shall be not less than \$13.50/hour and not greater than \$18.50/hour depending on the park, experience and housing allowance.

Following is a list of county parks with manager positions. This list reflects from highest to lowest, the ranking of pay for park managers. Generally, this ranking is also a reflection on park size, visitor numbers, and annual revenues.

- 1) Russell Memorial Park
- 2) Rock Dam and Wild Rock Parks
- 3) Snyder Park
- 4) Mead Lake Park
- 5) Sherwood Park

Seasonal Employee Incentive: In order to provide exceptional customer service to our patrons, increase the recruitment of quality employees and improve retention of those employees, Clark County Forestry and Parks Department offers seasonal employment incentive opportunities. To qualify for the following incentives, an employee must demonstrate an ability and willingness to execute their daily tasks in a proper and timely manner while meeting the following requirements.

- A. Employee shall demonstrate an eagerness to learn and develop work skills.
- B. Employee shall maintain a regular and consistent work schedule.
 - i) Campground Staff shall work an average of 25 hours a week through the summer camping season.
 - ii) Bruce Mound Staff shall be available for snow making, during the holiday season and work an average of one shift per week.
- C. Employee shall be in good standing with Clark County Forestry and Parks Management staff.

One of the following incentive opportunities available to those Seasonal Employees who meet the above criteria are:

- A. Campground Manager
 - 1) Free use of the park designated "Manager Site" during the duration of your seasonal employment.
- B. Campground Staff
 - 1) The use of a walk-in only available site free of charge during weekends where that person will be the primary on-site contact.
 - 2) 25% off one (1) camping reservation, 28 nights or longer, within Clark County Forestry and Parks Campgrounds.
 - 3) 25% off of up to three (3) camping reservations, less than 28 nights each, within Clark County Forestry and Parks Campgrounds.
 - i) All camping discounts will be processed after Labor Day.
 - 4) Three week period use of a campsite designated and permitted by Parks and Programs Manager at no charge. The time frame for this incentive is May 1 thru September 30.
 - i) Each three week period will require a permit issued by the dept. and can be renewed through the camping season as long as the employee is working 25 or more hours/week and gives a one week notice that an extension is desired.
 - ii) The permit will expire two days after employment has ended. Any camping extended past the permit date is at the expenses of the employee.

- iii) The time frame for one permit can be extended beyond three weeks if arrangements are made with the Parks and Programs Manager. Meaning, if the employee has plans to work for the summer then the permit can be issued for a longer time frame within the May 1 thru September 30 timeframe.

C. Bruce Mound Staff

- 1) A free season lift ticket.

Seasonal Employee Administration: The Forestry and Parks Department Managerial Staff is charged with the overall administration of departmental programs and functions. The Forestry and Parks Department Managerial Staff is authorized and directed the responsibility of recruiting and hiring seasonal and short-term labor, together with decision making authority for discipline and discharge of such employees.

The Forestry and Parks Department Managerial Staff performs these personnel related functions within the framework of an approved annual work plan and County Board approved budget.

The yearly step progressions and employee incentives are intended to recognize skills acquired over time and improved efficiency through recognition of operating procedures and knowledge of the job. Seasonal employee pay rates will be reviewed in the spring and fall with the appropriate adjustments made. Wage increases are not automatic and will be based on length of service and performance. Partial step increases may be approved. Wage increases will be used to reward and motivate employees while maintaining department morale.

It is expected that Forestry and Parks and Highway Departments will continue and possibly expanding employee sharing. The ability to attract and maintain competent seasonal employees to backfill full-time employees at Bruce Mound is essential to continuing this arrangement.

Approvals: The above recognized 2023 Forestry and Parks Department Seasonal Employee Pay Schedule is hereby approved by the Forestry and Parks Committee on November 08, 2022 and Personnel Committee in November 2022 and does supersede previously established seasonal pay schedules. Implementation of the new rates begin January 3, 2023, the first pay period in 2023.