

**MANDAN PARKS & RECREATION  
POLICIES**



Approval Date: 01/11/2016  
Effective Date: 01/11/2016  
Date of Last Review: 01/11/2016

**ADMINISTRATIVE**

**BENEFIT LISTING**

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**HEALTH:** ND PERS – Sanford Health – Mandan Park District covers as follows:

0-3 year	100% of single premium, 80% of family premium
3+ years	100% of family premium

**SUPPLEMENTAL INSURANCE:** Upon six months of employment, supplemental insurance through AFLAC including dental, vision, cancer, accident indemnity and disability.

**LIFE INSURANCE:** A \$25,000 life insurance policy paid by the District while employed with the Park District.

**VACATION:** Hours accrue and can be carried over each year as follows:

1-3 years	8 hours per month	12 days per year
4-7 years	10 hours per month	15 days per year
8-12 years	12 hours per month	18 days per year
13-18 years	14 hours per month	21 days per year
19-24 years	16 hours per month	24 days per year
25 years and over	18 hours per month	27 days per year

**SICK LEAVE:** Eight hours (8) per month with unlimited accrual. If an employee retires, terminates or is deceased at age 62-64, payout is one-third of the employee's accumulated sick leave up to 480 hours. If an employee retires, terminates or is deceased at age 65, entitles employee to payout of all accumulated sick leave up to 480 hours.

**SICK FAMILY:** Forty (40) hours per year may be used for illness of a family member as designated by the personnel policy. This privilege is deducted from an employee's sick leave account balance.

**BONUS DAYS:** Sixteen hours (16) annually to be used the Friday after Thanksgiving

and Christmas Eve (day off will vary depending on what day Christmas Eve falls on, set out in the Handbook).

**HOLIDAYS:** Ten (10) paid holidays throughout the year as declared by the Board.

**FUNERAL LEAVE:** Six days (48 hours) per year but not accumulative.

**FAMILY MEDICAL LEAVE ACT:** The park district follows the requirements of the Family Medical Act of 1993 per the Policy Manual and Employee Handbook.

**COMP TIME/PTO:** The Park District allows comp time to accrue pursuant to the guidelines set out in the Policy Manual and Employee Handbook.

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**PENSION:** An eligible employee may enroll immediately upon hire. The minimum amount of contribution is 2% of the employee's gross bi-weekly salary. Mandan Park District's contribution is 8% of the employee's gross bi-weekly salary.

**FLEX MEDICAL SPENDING:** Upon six months of employment, withholdings can begin after a designated amount is declared.

**EMPLOYEE ASSISTANCE PROGRAM:** Eight (8) completely confidential sessions per year for employee, spouse and dependents.

**EDUCATION ASSISTANCE PROGRAM:** Upon 1 year of employment, employee qualifies for the Education Assistance Program.

**PROGRAM/FACILITY USE:** All Full-time employees, their spouses and dependents shall receive free use of the Park District Facilities and programs run by the Park District during the term of the full-time employment with the Park District. Programs and facilities operated by user groups or contracted concessions are not subject to free admission.

### **Conflict of Interest**

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As an employee, you are expected to act at all times in the Park's best interest and to exercise sound judgement not clouded by personal interests. You should avoid the appearance as well as the reality of a conflict of interest, both in performing your duties and in your outside activities. A conflict of interest exists if your situation would lead a reasonable person to question whether your motivations are aligned with the Park's best interests.

### **Invoice and P-Card Handling and Approval Policy**

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The purpose of this policy is to establish a uniform procedure for the handling and approval of all bills/invoices and purchase card receipts that flow thru the Mandan Park District on a monthly basis. The guidelines established in this policy are based on recommendations from the annual audit and regulations and best practice internal control procedures.

#### **Bill/Invoices (Charge on account):**

- Purchases done by employees that are not managers:

All invoices of purchases done by employees must be coded to the appropriate accounting code and initialed by their supervising manager. If the invoice is over \$2,500, the invoice must also be initialed by the Director.

- Purchases done by managers:

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All invoices must be initialed by the purchasing manager and coded to the appropriate accounting code. If the invoice is over \$2,500, the invoice must also be initialed by the Director.

Once all bills/invoices are initialed and coded, items must be turned into the accounting department on a weekly basis.

### **Purchase Card (P-Card):**

- Purchases done by employees that are not managers:

All receipt/invoices of purchases done by employees must be coded to the appropriate accounting code and initialed by their supervising manager. Receipt/invoice must also be initialed by purchasing employee if that employee coded the receipt/invoice. All receipts/invoices over \$2,500 must also be initialed by the Director.

- Purchased done by managers:

All receipts/invoices must be initialed by the purchasing manager and coded to the appropriate accounting code.

Once all bills/invoices are initialed and coded, items must be turned into the accounting department on a weekly basis.

### **Purchasing limits**

- Each department manager must get prior approval by the Director before purchasing, if the dollar limit exceeds the following amounts:
  - Recreation: \$2,500
  - Parks: \$2,500
  - Golf: \$2,500
  - Raging Rivers: \$1,500
  - Accounting: \$2,500

### **No Political Purpose**

Section 16.1-10-02 of the North Dakota Century Code is specifically incorporated into this policy. Said section provides in part that no person may use any property belonging to a political subdivision for any political purpose. "Political purpose" means any activity undertaken in support of or in opposition to the election or nomination of a candidate to public office whether the activity is undertaken by a candidate, political committee, political party, or any other person.