



# **CITY OF KINSTON PART-TIME AND TEMPORARY EMPLOYEE HANDBOOK**

**The City of Kinston is a Drug-Free workplace**

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## Welcome to the City of Kinston

We're excited to have you as part of the team. As an Equal Employment Opportunity employer, we're committed to creating a workplace that values inclusion and diversity.

The City of Kinston has about 300 full-time employees, spread across a variety of departments, including Public Services, Police, Fire, Finance, Planning, Human Resources, MIS, and Parks and Recreation. There's a lot happening, and we're happy to have you contributing to the work we do.

This handbook is here to help you understand the policies and expectations for your role as a part-time or temporary employee. It covers important topics such as cellphone use, logging your hours, and payroll procedures. You'll also find guidelines on disciplinary actions, maintaining a respectful workplace, and how to handle workplace injuries or report any unlawful actions.

And if you have any questions along the way, your supervisor is always available to help.

## Cell Phones



Cell phones are allowed during your lunch or break times. However, for employees working in recreation, cell phones should not be used on the pool decks or near any water attractions where they might distract you from your job.

Please let your family and friends know when you're working so they don't contact you during work hours. If necessary, you can give them the facility phone number or your supervisor's number so they can reach you in case of an emergency.

## Timesheet and Clock-In/Out

It is the responsibility of each employee to clock in and clock out themselves. Do not clock in or out for another employee, and do not ask someone else to do it for you. Additionally, do not sign another employee's timesheet, and do not ask anyone to sign yours.



Failure to follow these guidelines will result in automatic termination of employment. If you witness any of these actions happening, please report it immediately to your supervisor or contact the Human Resources Department.

## Timesheet Submission Policy

All timesheets must be signed and submitted to your department's administrative personnel by Monday of the pay week. If you are off on that Monday, make sure to sign your timesheet and submit it on your last working day of the week. Late timesheet submissions will be processed in the following payroll cycle. If you have any questions regarding payroll, please contact the **Human Resources Department** at (252) 939-3118.



legal guardian of the injury.

**4. Documentation:** All injury reports must be completed, signed by the employee and the Department Head, and forwarded to Human Resources for processing.

## Visitor/Citizen Injury Reporting Procedure

**Immediate Action:** In the event of an injury to a visitor or citizen, immediately contact your supervisor for guidance.

**Emergency Medical Assistance:** If the injury is severe or requires urgent attention, call 911 to request emergency medical assistance.

## Disciplinary Action Policy

Disciplinary action will be taken against any employee who creates an unsafe or hostile work environment, is disrespectful to authority, or fails to follow department rules and policies. All employees are expected to report to work on time, work their full shift, and maintain a safe and respectful environment.

Failure to report to work, creating an unsafe environment for coworkers or visitors, being disrespectful to employees, visitors, or supervisors, or not following the policies in this handbook may result in disciplinary action, up to and including termination.

## Summer at the City of Kinston

Summer is busy time for all our Parks and Recreation facilities and it is our responsibility to ensure the safety of all who visit the City of Kinston. Every one of our employees play a crucial part in the success of our summer events and we do value our staff.



The Recreation Department will provide the needed equipment for staff to do their job and in return we expect our staff to do the best job they possible can for the City and it's many visitors. Together, we will make this summer a memorable and safe experience for all.



## Summer Employment Guidelines

### Welcome to Summer at the City of Kinston!

Each summer, the City of Kinston hires many seasonal employees, especially in our Parks and Recreation department, which oversees our pools. As a City employee, your goal is to work safely, complete your assigned tasks, and treat your coworkers with respect.

Your schedule will be sent out via email, and it is your responsibility to show up for your scheduled shifts. If, for any reason, you are unable to work your shift and cannot find a replacement, contact your supervisor by phone as soon as possible. Also, if you have any requested days off or need to discuss your final day of employment, please notify your supervisor at least two weeks in advance.

**Weekends and Holidays** during the summer are especially important, and the Recreation Department relies on having enough staff during these busy times. Please be aware that you will be scheduled to work on weekends and holidays.

As a team member, you play a crucial role in ensuring the safety and enjoyment of our visitors. Your efforts will help create a positive experience for our guests, encouraging them to return and enjoy our facilities time and time again.

We're excited to have you on board and hope you have a fun and rewarding experience here. We look forward to seeing you again for another summer season!

### Important Notice for Temporary Seasonal Employees:

Please note that temporary seasonal employees are not permitted to work more than 1,000 hours during the calendar year (January to December). To verify the number of hours worked, kindly reach out to Human Resources at **(252) 939-3118**.

If you have any questions or need assistance, please contact the **Human Resources Department** at **(252) 939-3118**.

**City of Kinston**  
**Employee Handbook Acceptance Form**

DETACH HERE

I \_\_\_\_\_ have read and understand the information in the Part-Time and Temporary Employee Handbook.

I will abide by the rules set forth and will ask questions of my supervisor and/or Human Resources Department if I do not understand a policy or rule.

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature

Date