

RYE TOWN PARK – OAKLAND BEACH

OPERATIONS MANUAL



Rye Town Park Commission

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A PARK DESCRIPTION AND HISTORY

A-1 General Park Description and History

Rye Town Park began operations as a public facility in June 1909. The park was chartered by the State of New York and created by the Town of Rye through the purchase of 62 acres of beachfront property from the Halstead family - 28 acres are above the high tide line and 34 are below high tide. The property had previously been rented out in small lots to tenants who built their own bungalows or tents for seasonal use.

At the time, there were a variety of privately owned beach and waterfront amusement facilities located just north of Rye Town Park. The Park was meant to provide a site for wholesome family recreation and outdoor activities for Town residents. That was its mission then and it still is today.

As the existing structures were being removed, architects and landscape architects were hired to develop the plans for the park and bathing facilities. The main building was a two-towered "baths" structure, which included offices, a temporary jail, and a large laundry/bathing wear/towel rental facility. Behind the building were men's/ women's bathrooms and cabanas for changing.

A stone wall was established to clearly separate the park from the beach. The swimmers' entrance to the beach was through tunnels running from the changing/bathroom/shower areas. Stone walls were also constructed along Rye Beach, Forest and Dearborn Avenues, with pedestrian entrances on each side. An entrance for cars and horse-drawn vehicles was located on Dearborn Avenue.

Included in the original design were a restaurant and two pavilions for public use. Rye Town Park was modeled after a variety of similar beachfront parks located along the northeast coast of the United States as well as England and Europe. The Towers building was designed to evoke a Mediterranean coastal castle or palace.

Later additional bathrooms and offices were added. When the changing cabanas were removed the area was used for parking cars and additional maintenance buildings.

The grounds were developed as parkland for relaxing strolls on carriage-width paths, and sitting on benches. Decorative globe lights were provided along the paths. A large pond was constructed on the central-western side of the park. The pond was fed by direct rainwater and stormwater runoff from Forest Avenue. The overflow water from the pond then went under a rustic stone bridge and into Long Island Sound.

Sometime after World War II the Park staff began to use the lawn area on the southwest, west and north sides of the park for overflow parking. This reached its peak in the early 2000's, but in 2010 the RTPC limited the overflow areas to those immediately around the pond.

A-2 Rye Town Park Commission

As chartered by the State of New York, Rye Town Park is owned by the Rye Town Park Commission. In the beginning, the Town of Rye Supervisor was the chair of the

Commission and the other members were appointed by the Town of Rye Council. This changed in 1942, when the City of Rye separated from the Town. Under an amendment to the charter:

1. Commission Membership

The Commission is comprised of six members:

- The Supervisor of the Town of Rye, is chair
- Mayor of the City of Rye
- Mayor of the Village of Port Chester
- Mayor of the Village of Rye Brook
- One commissioner appointed by the Town of Rye
- One commissioner appointed by the City of Rye

2. Finances

Prior to 1942 the Town of Rye was responsible for any annual operating loss and the cost of capital improvements.

Since 1942 the Town of Rye and the City of Rye share the cost of:

- Operating losses. The formula is calculated as the ratio of Total Assessed Value of the Town of Rye and the City of Rye applied to the annual audited financial statement, with each community contributing their related share.
- Capital Improvements. The formula is fixed so that the Town pays 60.722% and the City pays 39.278%

A-3 Management Overview

The Town of Rye – on behalf of the Rye Town Park Commission – manages Rye Town Park.

All staff are supervised by the Park Director – an employee of Rye Town Park hired by the Town of Rye.

The parks operations are divided into four operating departments each with a supervisor:

1. Maintenance - buildings, grounds and the beach
2. Lifeguards
3. Cashiers – sells seasonal permits, parking and beach daily access passes,
4. Security and Parking

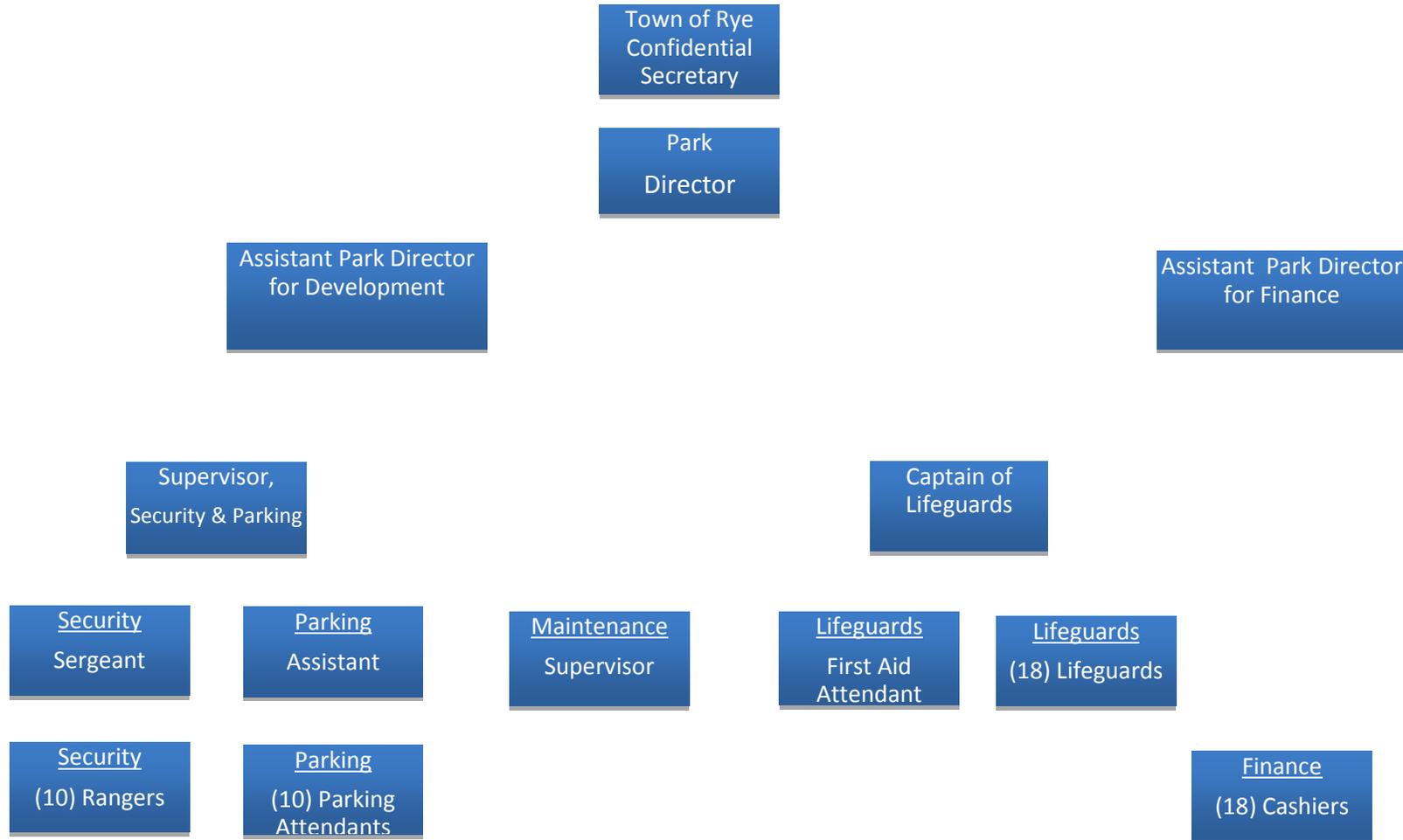
and one administrative department - Park Development – consisting of the Assistant Park Director.

Some of the Park's administrative functions are carried out staff housed at the offices of the Town of Rye.

- Legal
- Insurance
- Accounting and Financial Reporting
- Pavilion and barbeque permitting
- Purchasing
- Website maintenance

Organization Chart

RYE TOWN PARK COMMISSION (6)
(Chair: Supervisor, Town of Rye
Mayor of City of Rye; Mayor Village of Port Chester; Mayor Village of Rye Brook
One commissioner appointed by Town of Rye; One commissioner appointed by the City of Rye)



The number of positions shown is estimated; actual number varies based on operational needs.

A-4 Community Participation

The Friends of Rye Town Park

The "Friends of Rye Town Park" was formed in 1991 as a 501(c) 3, not-for-profit corporation with a volunteer staff.

The Friends work cooperatively with but independently from the Rye Town Park Commission.

The mission of The Friends is to restore the park's landscape and work to preserve its beauty and historic significance for the enjoyment and passive recreation of the community -- a renaissance that began in 1991 after decades of neglect and deferred maintenance.

The Friends rely primarily on membership fees and private donations to fund their projects. Since its formation 20 years ago, Friends has raised hundreds of thousands of dollars to fund the first stage of its master plan, bringing welcome improvements to many areas of the park and reintroducing some of the splendor that existed in the early 1900s when the park was established.

In the past it has funded projects including:

- Rewiring the original lamp posts that line the park's walkways
- Replacing old chain link fencing bordering the beach with decorative iron fencing
- Planting over 100,000 perennial bulbs
- Restoring and expanding the duck pond
- Creating colorful flowering beds in and around the park
- Installing teak benches at scenic spots throughout the park
- On-going pruning, preservation and replacement of the park's trees
- Creating butterfly and sundial gardens

City of Rye - Rye Town Park Advisory Committee

In 2010 the City of Rye has established a Rye Town Park Advisory Committee. The members of the Committee are residents of the City of Rye and are appointed by the Mayor of the City of Rye.

The Committee recommends to the Mayor ways to improve fiscal management and to make the Park more attractive to Rye residents.

B PARK DEVELOPMENT

The goal of Park Development is to increase the use of the park by residents of the Town and City of Rye and to keep fees low by **charging higher rates for non-residents.**

The Assistant Director for Park Development (ADPD) is responsible for Park Development.

The ADPD works with the Park Director to prepare:

- Special programs for the public at the Park
- Promotional materials for the upcoming season. These include letters regarding season permits to residents and renewal letters to those having purchased permits in any of the three previous years.
- Press releases regarding the beach season, permits, and facility rentals;
- Posters for the park bulletin boards;
- Revised job descriptions
- Personnel evaluation forms;
- Updated orientation manual for all park employees.

B-1 Park Development: Pre-Season

A special pre-season orientation meeting is held for all employees – returning and new. The meeting reviews the mission of the park and each of its operating departments. All employees receive written job descriptions and general Park operating procedures.

The ADPD works with those sponsoring programs at the Park to schedule their events and, when required, obtain Commission approval. Examples of such programs are:

- Rye City elementary school children participate in beach ecology activities led by staff of the Rye Nature Center in May. Arrangements are coordinated with the security and cashier departments to allow access to the beach at 9a.m. to facilitate these classes within their school day schedule.
- "Boot Camp By The Beach" uses park facilities for recreation activities. The sponsor is charged a fee by the Park and then charges fees to the participants.
- Local bands presenting free concerts
- Local theater groups stage productions during the summer months.
- Garden clubs, scouts, the Friends of Rye Town Park

B-2 Park Development: Season

Events planned in the "Pre-season" are held in the "Season."

- The Westchester Children's Museum "Explor-athon" is held the first Sunday in June. It involves setting up activity stations around the northeast section of the park. The north beach access area is used for bathrooms and water. Over 300 children participate.
- Twilight Tuesday concerts are held at the south pavilion, with partial funding provided by the Friends of Rye Town Park.
- The Lawn Chair Productions team presents plays at the small pavilion.
- A local sports organization holds a summer volleyball league program on Mondays at 6 p.m. More than 300 participants are registered and user/parking fees are paid to the park.

The ADPD assists the park director in monitoring the work of the supervisors and employees, to insure that high quality services are being provided. This involves the ADPD carrying out regular monitoring of the employees in all departments and providing feedback to the director. During the beach season about ½ of the ADPD's part-time work is devoted to this task.

Customer relations issues are brought up at senior staff meetings throughout the beach season. The ADPD works with staff to respond quickly, seriously and constructively to any public criticisms of park operations. We also work with media to provide positive information about the park and its operations. This is done through articles and letters to the editor of local papers.

B-3 Park Development: Post-Season

The Westchester Triathlon events are held the last two weekends of September. Preliminary meetings are held to go over all the details. The Triathlon holds training sessions the weekend before the events. Setup for the events begins on the Thursday of the weekend and continues through Friday. Park security staff is on duty Friday and Saturday nights. Cashiers monitor the park entrance on Saturday and Sunday mornings.

Sculpture exhibits are planned for the "post season" period. A major purpose of all events is to generate more support for the park as a community year-round asset.

B-4 Park Development: Off-Season

The Assistant Director for Park Development works very limited hours during the off-season. The main activities have to do with developing, coordinating and promoting additional uses of the park – such as sculpture exhibits, family photo sessions, and events such as the New Year's Day swim. The park continues to be actively used in winter, by sledders, skiers, dog walkers, "Boot-campers" and people enjoying a stroll along the paths.

The ADPD also works with private and non-profit organizations to promote their use of the park's administration building.

The ADPD works with the Friends of Rye Town Park and the City of Rye's Rye Town Park Advisory Committee on projects for the new year.

B-5 Long-Range Park Development

Long-range development is important to consider the future of public beach and park operations as they relate to capital projects and the general economic situation.

Without major support from the community, the park and beach operations will never be able to keep up with the structural and operational expenses.

C OVERVIEW OF OPERATIONS

Rye Town Park operations provide for the varying needs of the park throughout four "seasons":

- "Pre-season" runs from early April to Memorial Day weekend.
- "Season" runs from Memorial Day weekend through Labor Day Weekend.
- "Post-season" runs from the Tuesday after Labor Day until the end of September.
- "Off-season" runs from October 1st to March 31st.

C-1 Supervision

Each supervisor is responsible for managing the work of all employees in his/her department. This includes providing training as needed, monitoring their performance on a regular basis to insure compliance with policies and job descriptions, and to make sure that they are working at a satisfactory level of competence.

Most departments have one or more assistant supervisors who start either in the pre-season or season. These assistants cover for the supervisors on their days off.

The park director and supervisory staff produce monthly reports regarding the operations of the Park.

Supervisory staff stays in contact with each other through the use of two-way radios. The security staff has a two-way radio with which to be in contact with the Rye City Police. Golf carts are used by security, maintenance and cashier staff.

C-2 Hiring Staff

The hiring of the seasonal positions begins in the pre-season.

Some staff begin work in April or May; most staff start just before Memorial Day weekend.

Some staff end work by mid-August but most end after Labor Day weekend.

A few staff work through September.

Each year the park director and supervisory staff develop staffing descriptions and levels based on the budget and policy decisions made by the Rye Town Park Commission.

Employees are hired on the basis of their qualifications

Hiring is carried out by the supervisors, with final review and approval made by the park director. The park director keeps an "active duty" roster of the names of all current employees.

C-3 Schedules

All hourly employees at Rye Town Park are seasonal. This includes the cashiers, parking attendants, maintenance workers, security staff, and lifeguards. They work on weekly and daily schedule established by the Park's supervisory staff.

While every effort is made to provide regular schedules, weather-related factors may require schedules to be changed on short notice. In case of bad weather at the beginning of the work shift, employees may be called and informed that their services will not be needed that day. If the employee has any question about the day's work schedule, the employee should call his/her supervisor.

In case of bad weather that develops while the work shift is in progress, employees may be dismissed from work at the end of the closest hour. In either case, hourly employees will be paid only for hours that they have worked. In the case of extremely good weather, employees may be asked to work additional hours above the regular schedule. These arrangements are made by the Park's supervisory staff.

C-4 Dress Code

There are dress codes for all employees. In general these involve wearing of Rye Town Park shirts, hats or other identifying gear. All employees must wear photo ID badges unless carrying out an operation that precludes it.

C-5 Evaluations

Evaluation forms are used to provide evaluations at the middle and end of the season. The park director is responsible for staff firings or other disciplinary actions.

C-6 Incident Reports

The park has a system of incident reports for all departments. The two primary departments utilizing incident reports are security and lifeguards. Incidents include such things as fights, disorderly conduct, treatment for injury, dogs off the leash, and the like. Incidents regarding staff are also documented. The security department has developed a warning form, to be given to first-time violator of a park rule or regulation.

Incident report forms have been developed so that any significant incident can be documented as to what happened, who was involved, and what was the outcome. All incident reports are signed by the department supervisor and copies given to the park director.

C-7 Pre-Season

In the pre-season the senior staff meets to review all the existing regulations, policies and procedures. The goal is to learn from the lessons of previous years and make sure everyone understands how these policies are enforced. Supervision issues are also reviewed, to make sure that all employees are carrying out the park's procedures and policies on a daily basis.

In the pre-season, permit cashiers, maintenance staff and security personnel are hired.

Parking attendants are brought in only if weather conditions or facility rentals warrant it.

Lifeguards start working the last week of the pre-season.

C-8 Off-Season

During the off-season there is no staff at the Park. All park operations during this time are the handled by the Office of the Rye Town Supervisor.

D MAINTENANCE OF PARK

D-1 Maintenance: Pre-Season

In early spring the park foreman and maintenance workers begin preparations for the season. This includes:

- Turning the water back on, making sure all the infrastructure is in good condition
- Purchasing whatever maintenance-related supplies are needed
- Lawn mowing and weed cutting
- Signs are prepared and installed, with updated prices and other regulations as needed.
- Parking management posts and ropes are repaired and installed.
- The foreman also purchases staff shirts and other clothing items for all departments.
- An outside contractor is hired to re-grade the sand on the beach is re-graded to repair damage caused by storms. Additional sand is brought in and distributed by an outside contractor to insure that the beach is smooth for walking barefoot.
- Contractors are brought in to make any repairs to the electrical, plumbing or other infrastructure systems that cannot be accomplished by the park staff.
- Any new capital improvement needs are brought to the attention of the RTP Commission.
- A licensed arborist is brought in to survey the park's nearly 200 trees and shrubs, to identify any special pruning or removal needs. An outside contractor then carries out this work, with partial funding by the Friends of Rye Town Park.
- A licensed pond management contractor is hired and a DEC permit obtained to carry out treatments to keep the growth of algae under control during the summer months.

As the grass and shrubs begin to grow, park employees or contract workers, along with personnel provided by the Friends of Rye Town Park, carry out regular mowing and pruning. New grass is planted where needed. Annual flowers are planted in the beds around the administration building and pavilions areas.

Some work is also done by the lifeguard captain and maintenance staff during this period, to make sure the two lifeguard buildings, chairs, ropes, kayaks, and other lifeguard equipment are in good condition.

D-2 Maintenance: Season

The maintenance staff operates two shifts:

- 6:30am until 2pm
- 2pm to 8 pm

They are responsible for:

- Litter pickup
- Collecting garbage and recycling materials
- Raking and grooming the beach
- Watering the annual flowerbeds in the area around the administration building.
- Cleaning and repairing the bathroom and shower areas. A major activity is cleaning the sand out of the drains, so that the water does not get backed up.
- Monitoring all the park facilities for vandalism, storm damage, electrical, plumbing or structural problems

- Treating the pond with herbicides to keep it from becoming overgrown by algae.
- Interior or exterior painting, masonry repair, and some carpentry projects.
- Sprinkler systems have been set up to provide water at the northwest and northeast garden areas.

One employee is assigned to work with the groups when they rent the pavilions or barbecue facilities.

In most cases, repairs are carried out by contractors. In expensive, non-emergency situations, jobs are put out to bid, to get at least three bids. The park foreman handles the bidding process.

The park foreman works with the Friends of Rye Town Park and outside contractors to:

- Carry out preventive work on trees – pruning, deep root fertilization, and watering
- Maintain the quality of the water in the pond.
- Install and maintain plantings around the pond and in the perennial and shrub beds.

D-3 Maintenance: Post-Season

The park foreman is responsible for the following:

- Regular buildings and ground maintenance
- Painting and other improvement activities
- Closing up all the beach operations facilities
- Assistance is provided to those who rent the pavilions
- Working with contractors on projects such as lawn care and utility repairs.

D-4 Maintenance: Off-Season

The park foreman is responsible for the following:

- Main bathrooms are open on good weather days during the fall.
- Beach access is limited to groups such as the "Boot Camp by the Beach", who pay a fee for the use of the facilities.
- Lawn mowing
- Leaf removal
- Snow removal
- All buildings are "winterized" and secured during the winter months.

E CASHIER COLLECTION OF PARK FEES

E-1 Cashiers: Pre-Season

The supervisor will:

- Purchases office supplies related to the parking and beach cashiers and permit sales operations
- Interview job applicants and hire cashiers for the season
- Work with the park's computer consulting firm to set up the computers for the parking booth, three beach entrances, and the permit office
- Schedule cashiers to sell seasonal permits and take photos of the permit holders. The cashiers work out of the permit office in the park's administration building. The cashiers also process new permit forms and renewal forms that have been mailed to the park in response to mailings made in early April
- Arrange for cashiers to collect daily parking fees when the weather is good
- Prepare reports on permit and parking sales for the park director and Town Supervisor's office
- Take over the scheduling of pavilion and beach barbeque rentals. Rye Town staff handled these duties during the off-season.

E-2 Cashiers: Season

Cashiers are assigned to:

- The permit office.
Sell permits from 9am to 3pm seven days a week until mid-June. Beginning in mid-June the office is open from 9am to 3pm five days a week (from Wednesday to Sunday).
Two cashiers handle recording the information and taking the photos that go with the permits. They also continue to process the mail-in new or renewed permits coming in response to the pre-season mailings.
- The parking booth
Verify parking permits and collect fees for parking
Two cashiers are assigned to handle parking, and starting on the Friday of Memorial Day weekend.
- Each of the three beach access booths.
One cashier handles the transaction and the other puts on the wristband. The purpose of the wristband is to enable staff to monitor who has paid should they leave the beach and seek re-entry on the same day. Different colors and designs are used each day. Wristbands are not used for non-paying children.

The employees work in the south and north gates usually 6 or 7-hours day, unless volume requires keeping the gates open longer.

At times when the south and/or north gates are closed, beach goers are required to walk to the middle gate. Only the south gate can be accessed without large staircases or steep ramps.

Depending on the weather and volume of visitors, the north and south gates may not be opened at all. If they are not, the entrances are locked. The middle gate,

by Seaside Johnnies restaurant, is kept open the longest. The supervisor or assistant determines when to "pull" the staff from the middle gate – usually somewhere between 3 and 4 p.m. The gate remains open to bathers, but no fee is charged. The rationale is that the income generated by charging fees would not cover the costs of collecting the fees.

In order to accommodate beach goers at the north or south end when the gates are closed, the security staff is sent to the south or north gates every half hour until 5 p.m. to allow people with bulky beach gear to get out without having to squeeze through the turnstile. Announcements are made regarding this by way of the PA system.

The cashier supervisor and her assistant monitor the performance of all cashiers as well as their appearance and communication with patrons.

E-3 Cashiers: Post-Season

On weekdays, no cashiers are assigned work. The beach gates are open, but no fees for beach access are collected.

On weekends, the supervisor will arrange for:

- Cashiers to collect parking fees only on days when the weather is good and a sizeable number of cars and beach-goers are expected.
- Cashiers to collect beach access fees when the beach is open.

The supervisor and assistant supervisor:

- Prepare the final reports regarding beach and parking usage and income.
- Pack up all the computers and related office equipment
- Arrange for them to be brought to Rye Town Hall for winter storage.

Facility rentals are handled by the Town Supervisors office.

E-4 Cashiers: Off-Season

No cashier duties are carried out during this time.

The facility rental duties are handled by the Town Supervisor's office.

F SECURITY AND PARKING

This department is responsible for insuring the safety and security of the park and its visitors.

Rye Town Park is governed by the laws of the City of Rye, the County of Westchester and the State of New York.

Some of the major safety regulations include:

- Driving no more than 5 mph in the park
- Keeping cars in the areas marked for parking
- Keeping dogs on leashes at all times in the areas set aside for dog walking
- No glass bottles/containers or alcoholic beverages on the beach.

Parking attendants:

- Guide vehicles as they are driven into the regular and overflow parking areas.
- Assist with observing and reporting any other violations of park rules in their areas of operation.
- Monitor and enforce the use of the designated "restaurant parking" area.

Park rangers:

- Work closely with the lifeguard staff to handle any health, safety or security issue.
- Patrol the beach and park to look for any rule violations or situations that might lead to problems, during busy weekend days

The Security Captain supervises the parking attendants and the park rangers.

F-1 Security and Parking: Pre-Season

Park Rangers are:

- Hired at this time
- Called to duty only as needed by the volume of visitors.
- Work two shifts:
 - 9 a.m. to 4:30 p.m.
 - 4:30 to midnight.

There is rarely a need for parking attendants at this time, as the 300 spaces in the regular parking areas are more than sufficient to meet the demand for parking. However, some warm, sunny days in early April - when more than 500 cars and over 1,000 visitors come to the park - parking attendants will be called to duty

F-2 Security and Parking: Season

A ranger is posted at the:

- Front parking gate before opening to handle any issues that arise from patrons waiting to enter the park;
- Parking gate as long as the parking fee collection process is operating.
- Each beach entry gate while they are in operation. The rangers provide security for the cashiers and check for glass bottles or other illegal materials. When no cashier is available they check for wristbands.

- On a golf cart patrolling the park to provide help for park visitors as needed and to enforce the rules – especially those relating to the keeping of dogs on leashes. The roving ranger monitors the work of the parking attendants.

Rangers understand that part of their job is to handle visitor complaints and problems. These might include a broken shower, an overflowing toilet, wanting a refund when it starts to rain, or a lost set of car keys/cell phone/wallet. Wherever possible the rangers politely handle the issues on the spot. The “lost and found” is located in the park director’s office.

If they cannot solve the problem, they refer the visitor to the park director or person covering the park in his absence. They can also give out the number of the Town of Rye for people wanting to contact the Rye Town Park Commission.

Rangers are actively involved with security issues, both in the park and on the beach. They respond to calls for assistance from the lifeguard staff. If necessary they remove rule violators (for example disorderly conduct) from the beach and park, with help from the Rye City Police as needed.

They participate in the “Code Adam” process for locating missing children on the beach. Rangers close down the park to make sure that the child and anyone with the child do not get out of the park. They notify the Rye City Police.

Rangers transport money from the cashier booths as needed throughout the day and evening.

In the evenings – particularly when Playland is having fireworks or there are concerts at the south pavilion -- rangers make sure people get safely to and from their cars. They use their carts and flashlights to help people leave the unlighted overflow parking areas at the end of the events. They also monitor the entire park for problems or inappropriate behavior. This includes the behavior of visitors at the pavilions and beach barbecue areas.

The night staff works until either midnight or 1 a.m. depending on weather and other circumstances. They have an entire checklist of duties to perform on a regular basis throughout their shift. This includes getting out and doing “rounds.” The goal is to make sure there is no vandalism or theft. When the night staff goes off duty it is up to the City of Rye police to patrol the park and beach.

On busy days rangers provide handling of traffic and parking issues on Dearborn Avenue to make sure there is no blockage of the Water’s Edge emergency entrance or other problems.

When all parking lots and overflow parking areas are full, the rangers block off the cars at the corner of Dearborn and Forest Avenues. They work in cooperation with the parking attendants.

When the line for cars getting into the park becomes too backed up, the rangers open the other (exit) side of the parking booth to facilitate faster line movement. The backup exit gate is then opened for cars exiting the park.

Special preparations are made for Memorial Day and July 4th parking and security. Planning meetings with Rye City Police and Playland officials are held to make sure everyone is aware of the traffic and safety issues involved, and so that all the relevant staff people know who their coordinating officials are. Special lighting is rented to improve safety in the overflow parking areas and pathway by the north and middle beach areas.

Parking Attendants

Parking Attendants usually report for duty about 11 a.m. If they are not needed for parking, they help with general cleanup duties. They also help setting up for facility rental events when possible. On busy days there are two shifts, so that parking safety procedures can be provided without any gaps until all cars are out of the overflow areas. Breaks are staggered for the same reason.

The procedure for parking in the designated lots is as follows. The first parking guard is stationed about 500 ft from the parking booth, directing traffic to the second parking guard, near the entrance to the overflow area. He directs traffic to the 3rd parking guard, who fills in the paved and unpaved parking spaces.

When the regular parking lots are full, the barrier is open and the parking staff moves to the overflow area. Parking attendants are situated to direct traffic over the bridge and around the pond to the parking spaces at the southwest side of the overflow area. As the cars continue, parking moves further to the north in rows, filling in all the overflow areas up to the rope barricade at the top of the hill before the rock and bench.

Cars leaving the overflow area are directed to continue south and go out of the overflow exit gate, into the regular parking lot, and then out the exit gate by the parking booth. As mentioned above, when the entrance line is long, cars will be directed to exit by the backup gate west of the parking booth gate.

When the parking staff notices that cars are leaving the regular parking areas, they then begin "backfilling" cars into those spaces, rather than sending them into the overflow area.

The parking staff notifies the supervisor when there are about 100 spaces left in the overflow parking area, so that the "parking lots closed" procedure can be readied – if need be. This procedure involves the park rangers closing off the entrance to the park at the corner of Dearborn and Forest Avenues, and directing traffic to Playland (unless their lots are full as well). The Rye City Police are notified and they help direct traffic as their workload allows.

As soon as at least 50 spaces become available in the regular and overflow areas, the "parking lots closed" procedure is cancelled.

F-3 Security and Parking: Post-Season

Barring any exceptionally hot and sunny weather, no parking attendants are employed after Labor Day weekend. The rangers cover any parking issues that might arise. The security staff is limited to two day-shift rangers and one evening-shift ranger – two in the evening on the weekends if the weather is good.

F-4 Security and Parking: Off-Season

In 2011, during October 1 park security is carried out by one ranger on the day shift and one ranger on the evening shift. They report to the Confidential Secretary. Their main focus is on security against vandalism and safety through enforcement of the leash law. This continues until the end of the month. After Halloween, there will be no park security staff on duty. The main parking lot is generally left open at night, unless there is a problem with vandalism.

G LIFEGUARDS

The lifeguard captain and assistants have created a schedule of beach operations that complies with the laws of New York State and Westchester County and the procedures established specifically for the beach at Rye Town Park.

These procedures are detailed in a seven page "beach safety report" which is on file at Rye Town Park and at the Rye Town Office. Topics included in the report include:

- Management and organization standards and procedures;
- Procedures for safety and injury prevention;
- Procedures for rescue and other emergencies – including weather, pollution, and jellyfish hazards;
- Beach rules and regulations;
- Life saving and first aid equipment. Equipment includes oxygen tanks; backboards, a stretcher, resuscitation masks, bag valve masks and an automated external defibrillator (AED).

For lifeguarding and supervision purposes, the beach is divided into sections with a tower for each section.

G-1 Lifeguards: Pre-Season

The lifeguard captain and lieutenant:

- Begin the process of hiring lifeguards; the Park Director hires all staff
- Training of potential guards
- Work with the maintenance staff to make sure that all the facilities and equipment of the lifeguard operations are in good condition – including the buildings, the roping, flags, kayaks, etc.

Approximately 22 lifeguards are on the roster either as full-time or part-time seasonal employees. All lifeguards must be certified.

While many of the lifeguards are hired in the pre-season, the hiring and training process for new lifeguards continue as needed throughout the beach season.

G-2 Lifeguards: Season

Once the spring setup procedures are completed and the beach is open for swimming, the daily and weekly operations are begun.

The lifeguards

- Carry out daily beach opening and closing procedures which vary depending on the weather and the anticipated number of beach goers.
- Watching beach goers from the towers
- Monitoring swimmers from the boat, kayaks and rescue boards.
- Ensure that swimmers stay in the designated areas as determined by the ropes and flags.
- Look out for any prohibited behavior or items
- Provide first-aid services
- Handle safety and security issues, at times working with the park rangers and Rye City Police

Lifeguards are on duty each area as long as there are potential swimmers there.

G-3 Lifeguards: Post-Season

If the weather permits, a minimal lifeguard crew is on duty, and swimming is limited to one tower section of the beach. Regardless of whether the beach is open for swimming, a small crew of the lifeguard staff carries out the “beach closing” operations during this time period.

G-4 Lifeguards: Off-Season

Lifeguard operations are shut down completely by the end of September or the early part of October.

H Rye Town Park Beach Safety Procedures

H-1 Beach Management and Organization

A. Chain Of Command

1. Rye Town Park Commission
2. Rye Town Supervisor/Confidential Secretary and Purchasing Agent
3. Rye Town Park Director
4. Park Department Supervisors
 - a. Maintenance – Park Foreman
 - b. Chief of Security and Parking
 - c. Assistant Director for Finances
 - d. Assistant Director for Park Development
 - e. Lifeguard Captain/Waterfront Supervisor

B. Duties and Description of Personnel

1. Lifeguard Captain/Waterfront Supervisor
 - a. Be at least 21 years of age and have three full seasons of waterfront experience
 - b. Be of mature and sound judgment
 - c. Possess American Red Cross (ARC) lifeguard training and first aid, ARC Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) for the professional rescuer and waterfront lifeguard training module
 - d. Possess advanced training in public relations and staff management
 - e. Perform daily inspection of waterfront, beach and lifeguard personnel
 - f. Oversee lifeguard squad, first aid and operation of beach
2. Lifeguard Training Lieutenant
 - a. Be at least 18 years of age and have two full seasons of waterfront experience
 - b. Be mature and of sound judgment
 - c. Possess ARC lifeguard training and first aid, ARC CPR and AED for the professional rescue and waterfront life guarding module
 - d. Possess lifeguard certification and
 - e. Assist in training of lifeguard personnel including administration of lifeguard certification, whether pertaining to new hires or returning lifeguards
 - f. Carry out advanced training of all lifeguard personnel on the various aspects of beachfront safety procedures
 - g. Assist in performing daily inspection of waterfront, beach and lifeguard personnel
3. First Aid Attendant
 - a. Be at least 18 years of age and have two full seasons of first air or ambulance experience
 - b. Be of mature and reliable character
 - c. Possess Certification of oxygen administration, ARC CPR-AED for the professional rescuer, and ARC responding to emergencies (RTE) or New York State Emergency Medical Technician (EMT)
4. Lifeguard
 - a. Be at least 16 years of age and be mature and reliable character
 - b. Possess ARC lifeguard training and first aid, ARC CPR-AED for the professional rescuer, and ARC waterfront lifeguard module.
 - c. Participate in "in service" training on a weekly basis

H-2 Facility Safety and Injury Prevention

A. Daily and Weekly Checks

1. A daily check and inspection of waterfront, beach and lifeguard equipment shall be performed by lifeguard captain, lieutenant, EMT and lifeguard personnel
2. The lifeguard captain or training lieutenant will conduct weekly training sessions and lifeguard drills every Saturday morning. This may include, but will not be limited to, mock emergencies to test the proficiency and skills of the guards. Moreover, guards are required to follow a daily exercise program to maintain mental alertness and physical conditioning.

B. Beach Rules and Regulations

1. Glassware and bottles are not permitted on the beach
2. Dogs and pets are not permitted on the beach and are restricted to the north and west end of the park during the regular bathing season
3. Loud radios are not permitted – any radio that may be heard from more than 50 ft. radius may constitute a loud radio
4. Spear or line fishing is not permitted on the beach
5. The jetty and rocks are closed to the general public
6. Ball and Frisbee playing are permitted only in designated areas marked by green flags against the rear walls.
7. No large coolers with alcoholic beverages are permitted on the beach, and picnicking and barbeques are allowed by permit only
8. No small craft is permitted within the swim areas and must remain a distance of 100 ft. from all safety lines; jet skis must remain a distance of 500 ft from safety lines
9. Children under 16 years of age must be at all times accompanied by an adult responsible for their behavior while at the facility.
10. Children under the age of 12 must be accompanied by an adult down to the water's edge
11. Children with floatation devices must remain in shallow water, and those under the age of 12 must be supervised by an adult at all time
12. Nude bathing is not permitted at this facility, nor is any patron to act lewdly or in a lascivious manner or wear a bathing suit that may offend public decency.
13. Patrons may not fly a kite on the beach, low tide, or over the water during the regular bathing season.
14. No diving is permitted at this facility.

C. Bathing Capacity

1. The bathing capacity of Rye-Oakland beach shall not exceed 3,000 persons or one bather per 25 square feet of surface water.
2. In areas of water depth greater than four feet at least 75 sq feet per bather shall be provided (5' x 15' swim lane)

D. Posting and Supervision of Guards

1. In accordance with NY State regulations, at least one certified lifeguard shall be provided for each 50 yards of beach front.
2. Four or more certified adults (two of which are to be 18 years or older) must be present when the facility is in use, with at least one adult available for each beach front.

3. Swimming is permitted only in designated bathing areas when a lifeguard is on duty
4. Any area of the waterfront unsupervised by a certified lifeguard will be closed to bathers and be marked by the posting of a red flag

E. The Designation of Swim Areas and Safety Lines

1. All swim areas shall be designated with $\frac{3}{4}$ inch poly pro line and 5" x 9" locking line floats placed every 6 linear feet; the approximate length of each bathing beach being 1,200 linear feet and closed off by the afore mentioned
2. Swim only marker buoys are to be placed approximately every 150 Linear feet and connected at anchor points with $\frac{3}{8}$ and $\frac{1}{2}$ inch galvanized shackles
3. "No Boats" marker buoys are to be place approximately 100 ft from all swim marker lines
4. Elevated lifeguard chairs shall be located to provide a clear, unobstructed view of the bathing area; and positioned approximately every 150 linear feet along the bathing areas; elevated lifeguard chairs shall be located to provide a clear, unobstructed view of the bathing area
5. Lifesaving patrol boats or rescue kayaks or both are provided where swimming is permitted in deep water from the shoreline; in addition, the facility owns one rescue board which may be launched by a single rescuer

F. Lifesaving Equipment

The following lifesaving equipment shall be readily accessible and included at this facility

1. Two 14 foot lifesaving patrol boats
2. Two ocean rescue kayaks;
3. A rescue board
4. One 12 foot maintenance boat
5. Seven wrap around rescue tubes, five rescue patrol cans, four ring buoys with 30 foot throw lines, and one rescue bag with throw line;
6. One portable first aid kit with a minimum supply of band-aids, gauze, compresses, a pocket-face mask, hydrogen peroxide solution, and one portable first aid bag with a resuscitator;
7. One folding stretcher and one spine board with body straps;
8. Seven moveable lifeguard chairs equipped with umbrella stand and rescue tubes;

G. First Aid and Lifesaving Station

1. A first aid building is centrally located between the rye and Oakland beaches and is accessible to the public for emergency care. It is designed to accommodate basic first aid and waterfront emergencies.
2. The building includes the following equipment or features
 - a. An advanced first aid cabinet
 - b. A portable bed (cot) with a collapsible metal frame mattress and wool blankets
 - c. An AED and resuscitator with six spare oxygen cylinders
 - d. A sink and hose with potable water
 - e. A telephone with answering machine and power surge protector
 - f. A log book for public records and emergency telephone numbers;
 - g. A portable megaphone, emergency radio, and public address system
 - h. Four lightning rods with cables grounding the first aid building in the event of an electrical storm;

- i. A small refrigerator stocked with ice and water;
 - j. One elevated lifeguard chair mounted on roof equipped with umbrella stand, binoculars and rescue can;
 - k. Four portable two-way radios
3. A nearby lifesaving station (approximately 16' x 20' provides changing lockers, a sitting area for off-duty lifeguards, and storage for lifesaving equipment.

H. There is no chemical storage at this facility

H-3 Rescue Procedures and Emergency Plan

A. Chain of Command with emergency numbers

- 1. First aid station – lifeguard captain, lieutenant, first aid attendant
- 2. Park Security..... 967-0965
- 3. Port Chester-Rye Ambulance (EMS).... 911
- 4. Rye City Police..... 967-1234
- 5. Rye Boat Basis..... 967-2011
- 6. Park Foreman..... 708-7350
- 7. Office of Rye Town Supervisor..... 939-3075

B. Emergency Action Plan

- 1. The lifeguard on duty is trained to recognize and respond to all emergencies on land or in water; 2-way radios are assigned to the lifeguard captain, first aid station, and each beach;
- 2. Also, by giving a prearranged signal and whistle blasts, the lifeguard will alert other guards and staff in the following manner:
 - a. For assistance with a missing child, 3 whistle blasts, with right hand extended upward in circular motion
 - b. For assistance with a public disturbance – 3 whistle blasts, arm extended in up and down motion
 - c. For a medical emergency – 3 whistle blasts, both arms extended upward;
 - d. For a lost child near the water's edge, 3 whistle blasts, arms extended in the sign of a "t"; waterfront is cleared, and then all lifeguards link arms, form a human chain and sweep the shallow water at the command of the captain.
 - e. Deep water line search is pursued if child is not found immediately (within 5 minutes).
- 3. In the event of any emergency the lifeguard captain or lieutenant is notified;
- 4. With medical emergencies park security is notified, 911 called and EMS activated.
 - a. Medical emergencies include sudden illnesses, such as allergic reaction or poisoning, diabetic emergency, stroke or seizure;
 - b. In the event of an epileptic seizure, guards are instructed to call 911, follow basic precautions for preventing disease transmission, clear patrons from the scene in order to address life-threatening conditions, monitor airway, breathing and circulation, keep victim comfortable but not restrained, without food or drink, and, cushion victim's head with soft clothing or towel and remove any sharp, nearby objects.
- 5. Emergency access to the Oakland Beach first aid station is Forest Avenue to Dearborn Avenue; security with direct EMS to beach access road, and subsequently first aid station.

6. Witnesses are to be interviewed by lifeguard captain or lieutenant;
7. Report in first aid log is to be completed by first aid attendant or EMT
8. Equipment must be reset and lifeguard positions resumed;
9. Any corrective action will be taken – if necessary, by lifeguard captain.

C. Weather-related Emergencies

1. Lighting and thunderstorms
 - a. At the sound of thunder, patrons in deep water are moved to shore;
 - b. At the sight of lightning, lifeguards on duty blow two whistle blasts and point to sky; swimmers are then cleared entirely from waterfront;
 - c. Lifeguard captain or lieutenant makes a follow-up announcement of the public address system advising patrons to remain out of the water and wet sand and seek shelter;
 - d. All patrons must remain off the beach for a period of 30 minutes after the cessation of thunder and lightning.
2. High Winds or Water Turbulence – boat guards move swimmers from deep water to shallow water at the direction of lifeguard captain or lieutenant
3. Fog – If fog limits visibility, deep water or waterfront or both are closed by lifeguard captain and patrolled by roving guards;
4. Hurricane or northeaster – The beach and waterfront are closed by lifeguard captain and chief of security

D. Pollution and Water-Related Conditions

1. Polluted waterfront or sewage spill
 - a. In the event of incoming sewage or any other unidentified floating substance, bathers are removed from the waterfront; lifeguard captain, chief of security and Rye town Park supervisor are notified;
 - b. Water sample shall be taken and County Board of Health notified;
2. Jelly Fish and Other Marine Life
 - a. Those jellyfish with tentacles may be removed from bathing area with a net by roving lifeguard;
 - b. Bathers should be warned by lifeguards if any income schools of bluefish are sighted;

E. Boating Procedures and Regulations

1. No small craft or jet skis are permitted near or within the swim area; boat guards are to alert all boaters to remain at least 100 ft from “swim only” markers
2. Only in the event of a medical emergency are boaters permitted to enter the bathing area.

Rental Agreement – Rye Town Park – Town of Rye



Event Scheduling Form

Phone: 914-967-1750 Fax: 914-925-0605

Print

Event Date: _____

Start Time: _____ To _____

Number Guests: _____

Description: _____

Name/Org: _____

Email: _____

Address: _____

City: _____

Tel#: _____ Cell#: _____

Office Use Only	
Deposit Check #:	_____
Deposit Check Amount:	\$150.00
Rec'd Date:	_____
Payment Check #:	_____
Payment Check Amount:	\$0.00
Payment Rec'd Date:	_____
Date Entered:	_____
Sent to Facility:	_____

Seaside Pavilion: Beach Grills

Streetside Pavilion:

Private

Non-Profit

Security Dep due w/contract	\$150.00	Parking Tickets	0 @ \$0.00	\$0.00
Full payment due 30 Days prior	_____	Beach Bands:	0 @ \$0.00	\$0.00
Full Payment due	\$0.00			

Special Request: _____

PLEASE READ - RYE TOWN PARK LICENSING AGREEMENT - TERMS AND CONDITIONS

- Rental Fees:**
 - Monday through Friday, each Pavilion is: \$400.00 for (4) four hours, (\$100.00 for each addtl. hour) includes Tables/Chairs set up and removal. Fee for Beach grills is \$75.00 each.
 - Saturdays, Sundays and Holidays each Pavilion is: \$500.00 for (4) four hours, (\$125.00 for each addtl. hour) includes Tables/Chairs set up and removal. Fee for Beach grills is \$75.00 each.
- Parking Fees:** May 27, 2012 to September 3, 2012 - 50% discount on all Pavilion rentals (discount applied to prevailing rates at time of event)
 - Mon-Fri daily parking fees (Residents: \$8.00) (Non-Residents: \$10.00)
 - Sat & Sun and Holidays (Res: \$9.00) (Non-Res: \$15.00) are not included in the above prices.
 - Mon-Thurs \$5.00 Parking after 3:00 PM
 - Friday and Wednesdays (fireworks nights) Free parking for Permit holders
- No Event may run beyond 10:00 PM as restricted by law.
- Deposit of \$150.00 along with signed Rental Agreement must be received by the Town of Rye to confirm any rental dates. Total Rental Fee is payable 30 days prior to event.
- Deposit Refund: the deposit will be refundable in full after a favorable review of premises. Renters will be held responsible for any damages to the premises. Renters are forbidden to affix any items to the premises including the use of tape, nails or any other material. Renters are to leave the premises in the same condition in which they found it. If necessary, the Town of Rye will deduct the cost of damages from the Security Deposit, after its inspection. Renters are responsible for the after-occasion cleanup. If necessary, the Town of Rye will clean the premises at the rate of \$50.00 per man-hour, which will be deducted from the Security Deposit.
- Party Equipment Brought to Premises: Any and all equipment (i.e.: tents, dishes, decorations, sporting equipment, etc.) brought to the premises must be removed by the end of the contracted rental period. The Town of Rye assumes no liability for any loss of damage equipment brought to the Park at any time by the Renter and/or their caterers. Additional Courtesy preparation time may be made available only upon written permission by the Town of Rye, but under no circumstances will this courtesy time invoke any liability.
- Cancellations: Any Cancellation made by the renter within the TWO-WEEK period prior to the event will cause the LOSS of the Security Deposit.
- Confirmation: Within TWO WEEKS prior to the event, the renter shall confirm the function with the Town of Rye. (914) 939-3075.

Please Make Checks Payable To: The Town of Rye - Supervisor's Office - 10 Pearl Street - Port Chester, NY 10573

_____, Renter, agree to the conditions and terms set forth above regarding the rental of Pavilions, Grills and other facilities at RYE TOWN PARK.

**RENTAL FORM: RYE TOWN PARK FACILITY USE AGREEMENT
(Not for Pavilion or Beach Barbecue Rentals)**

Applicant (Organization or Individual) _____

Contact Name _____

Contact Address _____

Contact Phone & Email) _____

Park Facilities/Areas To Be Used _____

Use _____

Date(s) & Time(s) of:

Set-up: Date; Start & End Times _____

Use: Date; Start & End Times _____

Clean-up/Take-Down: Date; Start & End Times _____

Other Terms: (Insurance, Liability Waiver, etc) _____

Facility Use Fee

Amount \$ _____ Check # _____ Date _____

Name _____

Applicant Signature _____ Date _____

Rye Town Park Action:

Approval Signature _____ Date _____

(not "approved" if not signed by a Rye Town Park official)

J HUMAN RESOURCES

J-1 Job Descriptions

Confidential Secretary & Purchasing Agent

Park Director

Assistant Director for Park Development

Assistant Director for Park Finances

1. Cashier

Lifeguards:

1. Lifeguard Captain/Supervisor
2. Lifeguard
3. Lifeguard First-Aid Attendant

Maintenance:

1. Maintenance Supervisor
2. Maintenance Attendant

Parking & Security

1. Supervisor – Security and Parking
2. Assistant Supervisor - Security & Parking
3. Security Sergeant
4. Security Ranger
5. Parking Attendant

Division/Department	Rye Town Park Commission
Job Title	Confidential Secretary and Purchasing Agent
Reports to	Town Supervisor

Level/Grade	Hr. Salary rate: \$ _____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Manages the overall operations of Rye Town Park, throughout the year.

During the period from April through September:

1. Oversees and works with the park director to manage park operations.
2. Directly responsible for purchase of capital equipment/projects.
3. Directs the preparation and submission of reports regarding finances, security/parking, maintenance, park development and beach operations.

WORK EXPERIENCE REQUIREMENTS

Extensive management of program and physical plant operations; experience required;

Experience in park and recreational operations a plus.

Experience in operations and capital development project planning.

EDUCATION AND SKILL REQUIREMENTS

College degree with training in relevant administrative management courses.

Degree in park administration a plus.

Must be able to utilize computer and other technological programs and resources to assist in carrying out management responsibilities.

Knowledgeable in all aspects of park operations, including programs, maintenance, security, finances and park development.

Must have good interpersonal relations skills.

Reviewed By	Title
Approved By	Title

Division/Department	Park Administration
Job Title	Park Director
Reports to	Confidential Sec; Purchasing Agent

Level/Grade	Hr. Salary rate: \$_____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours_____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Directs the day-to-day operations of Rye Town Park: including supervision of assistant directors, department supervisors, and any other park or contracted workers.

Directs the hiring, termination and supervision of all staff, the determination of schedules, the purchasing of equipment and supplies and the establishing of all policies and procedures.

Submits recommendations to the Rye Town Park Commission regarding parking, beach, facility use and other fees.

Prioritizes and schedules maintenance projects.

WORK EXPERIENCE REQUIREMENTS

Prior management experience with large business operation with \$1 million budget and 20+ employees required – in the field of park administration recommended.

Experience with budgeting, financial and performance reporting.

EDUCATION AND SKILL REQUIREMENTS

College degree with relevant training required;

Specialized park administration training recommended.

Must have strong leadership and interpersonal communication skills.

Knowledge of budgeting and fiscal management procedures.

Reviewed By	Title
Approved By	Title

Division/Department	Park Administration
Job Title	Assistant Director For Park Development
Reports to	Park Director

Level/Grade	Hr. Salary rate: \$_____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours_____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

Assists Park Director in establishing and managing systems for high quality operations at Rye Town Park.

Monitors park personnel performance, fiscal management, parking, park natural resources management, and operating systems.

Works with Friends of Rye Town Park and other citizen groups to promote park improvements, manage the concert series, and generate new programs and income sources.

Works with government, business and foundation sources to identify potential funding and "in kind" support opportunities.

Works with media to improve park image and promote public awareness regarding the park and its attributes.

Helps with public complaints and concerns regarding parking, dogs, litter, vandalism and other matters.

Works with Town personnel to develop and manage Rye Town Park web site.

WORK EXPERIENCE REQUIREMENTS

Prior experience in park management, including financial matters, personnel, public relations and programs required. Experience working with volunteers and coordinating activities with other community groups and agencies. Experience working with media.

EDUCATION AND SKILL REQUIREMENTS

College degree and advanced courses recommended. Good communication skills required.

Reviewed By	Title
Approved By	Title

Division/Department	Park Finances
Job Title	Assistant Director For Park Finance
Reports to	Park Director

Level/Grade	Hr. Salary rate: \$_____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours_____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

From April through September:
 Manages all aspects of park income – permit sales, parking fees, beach admission, and facility use fees.
 Supervises the work of the assistant supervisor for cashiers, as well as all the cashiers.
 Hires all seasonal cashier employees, in consultation with the park director.
 Assists the park director in the overall management of seasonal park operations.
 Oversees all deposits, daily and monthly records, and preparation of reports.
 Manages timekeeping operations for all departments.
 Manages maintenance department purchase order processing.

WORK EXPERIENCE REQUIREMENTS

At least two years of supervisory experience regarding handling and record-keeping of cashiers.
 At least five years of prior fiscal management experience in .

EDUCATION AND SKILL REQUIREMENTS

High School degree with relevant bookkeeping and fiscal management training.
 College degree a plus. Must have good supervisory skills, and

Reviewed By	Title
Approved By	Title

Division/Department	Park Finances
Job Title	Assistant Director For Park Finance
Reports to	Park Director

Division/Department	Park Finances
Job Title	Cashier
Reports to	Assistant Director for Park Finance

Level/Grade	Hr. Salary Rate: \$ _____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours____/ week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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General Description

Operate computer & cash box system at parking lot entrance or one of the three beach access dates;

Check permits/passes to be sure that correct admission fees are charged and collected;

Monitor booth area and report any problems to the park director and/or designated security supervisor;

Count and voucher cash throughout the day and arrange for pickup by security staff as needed;

Handle processing of season permits and resident discount cards. Hours/shifts are varied.

Work Experience And Skill Requirements

- Prior experience working as cashier; computer skills
- Experience dealing with many customers in "check-out" or admission payment setting;
- Strong "people skills;" reliability and punctuality very important

Education Requirements

- High school diploma or GED preferred.

Reviewed By	Title
Approved By	Title

Division/Department	Park Finances
Job Title	Assistant Director For Park Finance
Reports to	Park Director

Division/Department	Lifeguards
Job Title	Lifeguard Captain/Supervisor
Reports to	Park Director

Level/Grade	Hr. Salary rate: \$ _____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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General Description

Under the supervision of the Park Director, is responsible for the safety and protection of all persons on Oakland Beach.

Assigns, supervises and evaluates the work of all lifeguard staff. Assists in hiring and termination of lifeguard staff. Keeps time sheets and other reports as required.

Works with Director and other park supervisors to budget for and purchase equipment and supplies.

Works with any assistants, performs daily inspection of waterfront, beach and lifeguard staff. Oversees work of lifeguard training lieutenant and first aid attendant.

Prepares reports of incidents. Submits other reports as required by park and government regulations.

Coordinates beach cleanup procedures with park maintenance supervisor.

Works with Park Director to prepare and update beach regulations and signage.

Works with security supervisor to enforce all regulations.

Works with Park Director to train all park employees regarding various emergency code procedures.

Carry out lifeguard and other duties as required.

Division/Department	Park Finances
Job Title	Assistant Director For Park Finance
Reports to	Park Director
Work Experience and Skill Requirements	
– Must have at least three full seasons of waterfront experience. Must have prior waterfront supervisory experience.	
Education Requirements	
Reviewed By	Title
Approved By	Title

Division/Department		Lifeguards	
Job Title		Lifeguard	
Reports to		Lifeguard Captain	
Level/Grade	Hr. Salary rate: \$_____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours_____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description			
Under supervision of lifeguard captain, provide safety and security for all beach-goers. Must be suited-up and ready to work at assigned time. Carry out various duties as assigned, Including:			
<ol style="list-style-type: none"> 1. Opening and closing procedures; 2. Work hours guarding (towers and boats/rescuer board) procedures; 3. Hours off procedures; 4. Closing procedures. 			
At all times a guard must be present on each beach area as long as there are potential swimmers there.			

Division/Department	Lifeguards
Job Title	Lifeguard
Reports to	Lifeguard Captain
Work Experience Requirements	
– Prior lifeguard experience recommended; prior paid work experience required.	
Education Requirements	
– Possess certification in lifeguard training and first aid, ARC CPR for the professional rescuer, and ARC waterfront lifeguard module.	
– Good people skills.	
– Be at least 16 years of age; be of mature and reliable character.	

Reviewed By	Title
Approved By	Title

Division/Department	Lifeguards		
Job Title	Lifeguard – First Aid Attendant		
Reports to	Lifeguard Captain/Supervisor		
Level/Grade	Hr. Salary rate: \$ _____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Division/Department	Lifeguards
Job Title	Lifeguard – First Aid Attendant
Reports to	Lifeguard Captain/Supervisor
<p>Under supervision of lifeguard captain, provide safety and security for all beach-goers. Must be suited-up and ready to work at assigned time.</p> <p>Carry out various duties as assigned, including:</p> <ol style="list-style-type: none"> 1. Opening and closing procedures; 2. Work hours guarding (towers and boats/rescuer board) procedures; 3. Hours off procedures; 4. Closing procedures. <p>At all times a guard must be present on each beach area as long as there are potential swimmers there.</p> <p>Oversee all first aid equipment, supplies, procedures and record-keeping.</p>	
WORK EXPERIENCE REQUIREMENTS	
<p>Have two full seasons of paid first aid or ambulance experience and lifeguard experience;</p>	
EDUCATION AND SKILL REQUIREMENTS	
<p>Possess certification in lifeguard training and first aid, ARC CPR-AED for the professional rescuer, and ARC waterfront lifeguard module.</p> <p>Good people skills. Be at least 18 years of age and be of mature and reliable character.</p>	

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>

Division/Department Maintenance

Job Title Maintenance Supervisor

Reports to Park Director

Level/Grade	Hr. Salary rate: \$ _____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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General Description

Under supervision of park director, responsible for the maintenance.

Assists in hiring and termination of maintenance staff. Keeps time sheets, and other reports as required. Assigns, supervises and evaluates the work of all park maintenance employees.

Budgets for and purchases maintenance equipment, vehicles and supplies. Under delegation of park director, arranges to obtain bids for projects to be carried out by outside contractors. Monitors work of such contractors to insure quality control.

Sees that maintenance and repair work is carried out in a timely and effective manner, setting priorities in consultation with the park director. Park maintenance and repair areas and items include lawns, trees, flower beds, pond, paths, roads, parking lots, sidewalks, beach, bathrooms, pavilions, administration building, offices, cashier booths, lifeguard buildings, signs, bulletin boards, garbage and recycling bins

Work Experience And Skill Requirements

- Extensive experience in carrying out park maintenance work. Ability to perform routine carpentry, electrical and plumbing maintenance repair. Ability and licensed to operate motorized and automotive equipment
- Prior supervisory experience
- Possession of a valid New York State motor vehicle operator's license.
- Ability to keep records, use computer applications such as spreadsheets, word processing, calendar, email and database software.
- Ability to speak, read, write and communicate in English to perform essential functions. Must be resourceful, reliable, and in physical condition to perform the tasks of the position.

Educational Requirements

- High school or equivalency diploma.

Reviewed By _____ **Title** _____

Approved By _____ **Title** _____

Division/Department	Maintenance		
Job Title	Maintenance Attendant		
Reports to	Maintenance Foreman		
Level/Grade	Hr. Salary rate: \$ <u>8.00</u>	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Job Description			
<p>Carries out some or all of the following maintenance tasks:</p> <ol style="list-style-type: none"> 1. lawn maintenance; 2. painting and related tasks; garbage collection; 3. restroom cleaning; beach and park cleanup; 4. arboriculture; operate surf rake tractor. <p>Flexible schedule and shifts to cover the times and tasks of park operation. Salary rate varies according to level of skill and responsibility involved.</p>			
Work Experience & Skill Requirements			
<ul style="list-style-type: none"> - Reliability and dependability; ability to use tools and operate machinery as needed. - Experience working in grounds maintenance; Experience working in a public park setting a plus; - Must have people skills. 			
Education & Training Requirements			
<ul style="list-style-type: none"> - High School degree or GED a plus; 			
Reviewed By	Title		
Approved By	Title		

Division/Department		Security and Parking	
Job Title		Supervisor – Security & Parking	
Reports to		Park Director	
Level/Grade	Hr. Salary rate: \$_____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours_____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description			
<p>Provides safe, welcoming environment for park patrons and employees, as well as security of cash transactions, buildings and entire physical plant.</p> <p>Supervises all aspects of security and parking. This includes hiring, training, scheduling, deploying and monitoring of sergeants, parking assistants, rangers and parking attendants.</p> <p>Uses CCTV to assist finance staff in preventing employee theft.</p> <p>Tabulates department payroll.</p> <p>Coordinates operations with Rye City and County Police, and Ambulance Corps.</p> <p>Prepare and maintain incident and management reports.</p>			
Work Experience Requirements			
<ul style="list-style-type: none"> - Prior supervisory experience in the field of public safety and security required. Minimum of 5 years employment as a law enforcement or security officer. 			
Education and Skill Requirements			
<ul style="list-style-type: none"> - High School degree required. - Bachelor's degree in law enforcement preferred. - Must possess the skills and abilities required to carry out all aspects of the position. 			
Reviewed By		Title	
Approved By		Title	

Division/Department		Security and Parking	
Job Title		Assistant Supervisor - Parking	
Reports to		Supervisor – Security & Parking	
Level/Grade	Hr. Salary rate: \$ _____	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description			
<p>General goal is to provide safe, efficient and friendly management of all vehicles coming in and out of the park, to protect the safety of all park visitors and staff.</p> <p>Assists the Supervisor – Security& Parking in managing the work of the parking attendants;</p> <p>Directs traffic, placement of signage, utilizes two-way radios to communicate with other parking attendants, supervisors and park director.</p> <p>Carries out the duties of the parking attendants</p> <p>Carries out other duties as needed.</p>			
Work Experience Requirements			
<ul style="list-style-type: none"> – Experience in the handling of park-style vehicle parking direction – Previous supervisory experience a plus; 			
Education and Skill Requirements			
<ul style="list-style-type: none"> – Be at least a rising high school senior; high school graduate a plus; – Strong interpersonal skills – Good public relations skills in dealing with people operating vehicles as well as pedestrians in parking areas 			
Reviewed By		Title	
Approved By		Title	

Division/Department		Security & Parking	
Job Title		Parking Attendant	
Reports to		Supervisor: Security & Parking	
Level/Grade	Hr. Salary rate: \$ <u>8.00</u>	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Job Description			
<p>Handle parking and traffic flow in the main parking lots and overflow parking areas within the park;</p> <p>Work as a team to park cars efficiently and safely, to minimize intrusion onto the lawn area;</p> <p>Work politely and professionally with drivers to promote safety and good public relations.</p> <p>Make sure that cars leaving the overflow parking areas follow designated routes and obey speed restrictions.</p> <p>Coordinate work with park security rangers.</p> <p>Assist with other tasks as needed.</p>			
Work Experience & Skill Requirements			
<ul style="list-style-type: none"> - Ability to follow the detailed procedures designed for handling the parking and traffic flow. - People and communication skills are important; ability to work with other parking attendants as a team. - Physical fitness required to handle management of parking and traffic. 			
Education Requirements			
<ul style="list-style-type: none"> - High school degree a plus 			
Reviewed By		Title	
Approved By		Title	

Job Title		Security Ranger	
Reports to		Supervisor: Security & Parking	
Level/Grade	Hr. Salary rate: \$ <u>11.80</u>	Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours _____ / week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
General Description			
<p>The mission of the Park Security Rangers is to provide a safe, welcoming and helpful environment for park visitors.</p> <p>In particular, a Security Ranger:</p> <ol style="list-style-type: none"> 1. Patrols beach and/or park area to enforce park regulations (e.g. check for alcohol & glass; dogs off leash) and promote safe park conditions; 2. Provides security and safety assistance to park visitors as needed; 3. Provides security support for parking attendants and cashiers as needed; 4. Uses visibility and presence to diffuse misbehavior or vandalism; 5. Works with Rye & County police as needed; 6. Assists with internal security; 7. Carries out related duties as needed. Hours/shifts are varied (e.g. 10-6 or 6-midnight). 			
Work Experience & Skill Requirements			
<ul style="list-style-type: none"> - Prior security or public safety work a plus; knowledge and ability to carry out first aid; operate cart, two-way radio and other equipment as needed; - Physical Fitness and agility to carry out security duties –including good eyesight; - People skills; experience working flexible hours/shifts. 			
Education Requirements			
<ul style="list-style-type: none"> - High school diploma or GED; Law enforcement training a plus; - CPR certification a plus. 			
Reviewed By		Title	
Approved By		Title	

J-2 Orientation Meeting

Introduction To RTP Commissioners

Introduction of Park Supervisory Staff

Park Director

Assistant Director, Cashiers, Permits and Bookkeeping

Assistant Director, Park Development

Supervisors:

Lifeguards and Beach Safety

Maintenance

Security, Park Safety and Parking

Overall Goals

- We want this to be the best season ever.
- Besides the beach, RTP offers concerts, outdoor movies, tango dancing, and "Shakespeare in the Park."
- Customer Satisfaction – every employee is in the "customer relations" department; make people feel welcome.
- Safe, enjoyable park and beach visitor experience; be professional.
- Efficient, cost-effective operation – keep within budget.
- Positive team effort by all employees – work together.

Introduction To Park Departments

Cashiers/Permit Sales

- Operate computer & cash box system at parking lot entrance or one of the three beach access dates;
- Check permits/passes to be sure that correct admission fees are charged and collected;
- Monitor booth area and report any problems to the park director and/or designated security supervisor;
- Count and voucher cash throughout the day and arrange for pickup by security staff as needed;
- Handle processing of season permits and resident discount cards. Provide receipts to all customers.

Lifeguards

- Under supervision of lifeguard captain, provide safety and security for all beach-goers.
- Must be suited-up and ready to work at assigned time.
- Carry out various duties as assigned, including:
 - Opening and closing procedures;
 - Work hours guarding (towers and boats/rescuer board) procedures;
 - Hours off procedures;
 - Closing procedures. At all times a guard must be present on each beach area as long as there are potential swimmers there.

Maintenance

- Carry out some or all of the following maintenance tasks:
 - Emergency lawn maintenance or care of grounds/pond areas not covered by landscape service, pond management service, tree service or Friends of Rye Town Park service;
 - Painting and related tasks;

- Light carpentry and masonry;
- Garbage collection;
- Restroom cleaning;
- Beach and park cleanup;
- Set-up and take-down of tables and chairs for events at pavilions and other locations;
- Operate surf rake tractor.

Parking

- Handle parking and traffic flow in the main parking lots and overflow parking areas within the park;
- Work as a team to park cars efficiently and safely, to minimize intrusion onto the lawn area;
- Work politely and professionally with drivers to promote safety and good public relations.
- Make sure that cars leaving the overflow parking areas follow designated routes and obey speed restrictions.
- Coordinate work with park security rangers.
- Assist with other tasks as needed – such as overflow parking area cleanup.

Rangers

- Provide a safe, welcoming and helpful environment for park visitors.
- Patrol beach and/or park area to enforce park regulations (e.g. check for alcohol & glass; dogs off leash) and promote safe park conditions;
- Provide security and safety assistance to park visitors as needed;
- Provide security support for parking attendants and cashiers as needed;
- Use visibility and presence to diffuse misbehavior or vandalism;
- Work with Rye & County police as needed;
- Assist with internal security;
- Carry out related duties as needed.

Supervisory System

- Review all aspects of each employee's job description
- Monitor employee performance regularly
- Carry out mid-summer and season end written evaluations

General Staff Attire and Behavior

- Take the initiative to help keep the park operating smoothly. For example, if you notice that you are getting low on some supply, tell your supervisor. If you notice something broken or vandalized, report it.
- Communication is important. Use the 2 way radios to respond quickly and professionally to any situation that may arise.
- All employees having regular contact with visitors must wear RTP shirts and ID's. Hats are available if needed. Other clothing elements must be neat and presentable. If you are not presentable you will not be permitted to work.
- Be punctual
- Be polite. Even when you are off-duty, as an employee you are required to behave politely and responsibly while at the park.
- Employees, while on duty, may not: smoke; listen to loud music; wear headphones; talk, text or play games on cell phone or other device.

All Employees Should Know

- Park Rules and Regulations – See lists below
- Location of all park facilities – bathrooms, beach entrances, restaurant, snack bars, water fountains, beach supply shop, lost and found, pond, pavilions, barbecue areas, etc.
- Names and office locations of all senior staff
- What to do in emergencies
- Where to get information about park events and how to rent a pavilion/barbeque area
- Answers to Frequently Asked Questions including:
 - How much is a season permit?
 - What are the daily rates for parking and beach access?
 - Can I get my money back if it starts to rain?
 - What time does the beach open? Close?
 - Is the beach handicapped accessible?
 - Where's the bathroom?
 - Can I bring my dog to the park?
- Contact Information
 - a. Main Park Phone Number – 914 967-0965
 - b. Number for Pavilion/Beach Barbecue rentals - 914-967-0965
 - c. Rye Town Hall Phone Number – 914 939-3075 ext 100
 - d. Website: www.ryetownpark.org

Rye Town Park Rules for Visitors: April 1 - October 1

The following rules are intended to enable all visitors to have a safe and enjoyable experience:

- Barbecuing is allowed by permit, only on the north beach.
- Smoking is permitted in designated areas only.
- Swimming is permitted only when lifeguards are on duty.
- Dogs must be leashed and owner controlled at all times; no dogs on the beach or in the restaurant/pavilion area.
- No organized ball playing without a permit;
- No alcohol and glassware (containers, bottles, etc)
- No loud radios.
- No bicycle riding in the restaurant/pavilion area
- No climbing on the beach rocks and breakwater.

Visitors can contact a member of the park staff or visit the Security Office located in the building with the restrooms, across from the restaurant for information about Park rules.

Failure to follow the rules or direction of park staff will result in being visitors being escorted out of the park.

J-3 EMPLOYEE AND SUPERVISOR FORMS & PROCEDURES

All staff are expected to be familiar with all of the following employee procedures and forms as well as the specific forms are prepared for each employee by department, along with general performance standards for all employees.

All forms are reviewed and updated each year.

1. Procedures for Hiring Seasonal
2. Supervisor Weekly Schedule
3. Employee Weekly Schedule
4. Personnel Evaluation Process
5. Employee Evaluation Form
6. Employee Termination Procedures

J-3.1 PROCEDURES FOR HIRING SEASONAL STAFF

1. Recruitment

- A. Summer employment positions are advertised in the Journal News and Westmore News;
- B. Park supervisors contact selected employees from previous summers and encouraged them to apply for positions;
- C. Applications are submitted to the Town office in Port Chester.

2. Interview and Background Checks

- A. The Confidential Secretary/Purchasing Agent collects and tabulates completed applications and forwards them to the Park Director;
- B. The Park Director reviews the applications with the relevant park supervisors; background checks and reference checks are carried out
- C. The Park Director hires some prior employees on a provisional basis to work during the pre-season set-up period of mid-April to the official opening on Memorial day weekend.
- D. The Park Director submits list of recommended employees to Confidential Secretary/Purchasing Agent for review by Town Supervisor and Park Commission.

3. Final hiring decisions and salary rates are set by the Supervisor of the Town of Rye.

Supervisors Weekly Schedule								
Department: _____			Week of: _____					
		Day of the Week						
Name		<u>Sat</u>	<u>Sun</u>	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>
	Park Director							
	Park Finance							
	Security/Parking							
	Lifeguards							
	Maintenance							
	Park Dev							
On - list work hours for each day; O = off								
Schedule should be prepared by Friday of the week before								

J-3.4 PERSONNEL EVALUATION PROCESS

Personnel evaluations will be carried out by the employees' immediate supervisor.

All seasonal personnel will be evaluated in written form at least twice during the season. Informal evaluations should be given on a more frequent basis. All evaluations must be done privately.

Positive performance should be recognized to encourage continuation.

If serious performance issues arise, steps should be taken to initiate termination procedures (see employee termination procedures form).

The evaluator will show the park director a draft of the performance evaluation prior to the giving the evaluation to the employee in order to ensure basic agreement as to the ratings.

The park director is responsible for consistency and accuracy of the evaluation process in all departments.

Before carrying out the evaluation form process, the employees should be given a copy of the blank form so they understand how they are being evaluated.

Complete appropriate evaluation form. Only one rating should be checked for each performance factor and for the overall evaluation.

Determine the most appropriate rating and address variations in performance in the comments section.

The performance factors are not necessarily equal in weight. If a certain factor(s) is more important for the position in question, the evaluator may weigh the evaluation for that factor(s) more heavily. This in turn may affect the overall performance evaluation rating since the overall evaluation is not necessarily determined by counting up the numbers of each rating.

If one or more performance factors are rated "Needs Improvement" or "Unsatisfactory", the overall performance evaluation rating should probably not be "Satisfactory" or above. There may be no incentive for the employee to improve.

Meet privately with employee to discuss his/her performance evaluation and goals for the next evaluation cycle.

When employees receive Unsatisfactory or Needs Improvement ratings, supervisors must establish follow-up evaluations to monitor improvement or lack thereof.

J-3.6 EMPLOYEE TERMINATION PROCEDURES

1. Introduction

New York State is an “at will” employment state - meaning that an employer may terminate any employee at any time, for any reason, or for no reason at all. All employees must be told this when hired.

2. Under certain circumstances it is Illegal to Fire an Employee

- A. Discrimination – Federal anti-discrimination law prevents employers from firing employees based on age, race, gender, religion or disability.
- B. Whistleblowers – You can’t fire employees for complaining about any illegal activity, health and safety violations, or discrimination or harassment in the workplace.
- C. Exercising Legal Rights – employees can’t be fired for taking family or medical leave, military leave, time off to vote or serve on a jury.

Supervisory staff must be sure to document performance Issues

Despite the “at-will” policy, supervisory staff must document instances of poor performance and tardiness. Document that the employee has been clearly apprised of the components of his/her job description. Maintain good records of employee performance reviews and any previous disciplinary interventions. This will provide legitimacy to supervisory actions and prevent any complaints, lawsuits or accusations that termination was discriminatory. Protect yourself by retaining these records, even after the employee has left, and have a cheat sheet of documented performance lapses on hand to refer to during the termination meeting.

4. Understand Employee Rights –

Park administrative staff will provide a list of what benefits (if any) terminated employees are legally entitled to if they are fired or terminated.

2. The Final Paycheck

Unless required by NY State Law, terminated employees will receive their final paycheck in the normal pay period schedule.

6. Severance Pay

There is no requirement in the Fair Labor Standards Act that provide severance pay. This is a matter of agreement between an employer and an employee. Read more from SBA.gov on how to handle severance pay.

APPENDIX I – RESIDENT PERMIT LETTER

**TO: RESIDENTS OF PORT CHESTER, RYE BROOK, RYE CITY AND RYE NECK
WHO DO NOT HAVE A RYE TOWN PARK PERMIT...**

Permits will enable you to enjoy the Park from Memorial Day weekend through Labor Day weekend at costs well below those of daily rates...with FREE beach access.

Permits also give you big savings on parking before Memorial Day weekend, after Labor Day weekend and on fireworks nights.

RESIDENT PERMITS (for residents in zip codes 10573, 10580 AND 10543)

Senior (individuals 62 and over)	\$20 for free beach access and free parking
Individual	\$110 for free beach access and \$4 for parking from 9 am to closing
Family (2 adults + all children under 18)	\$150 for free beach access and \$4 for parking from 9 am to closing
Family Platinum	\$300 for free beach access and parking

HOW TO GET YOUR PERMIT...

STEP 1: Complete the form below and mail it with your check or credit card information to: Rye Town Park Commission, Rye Town Hall, 10 Pearl Street, Port Chester, N.Y. 10573.

STEP 2: YOU MUST COME to the Rye Town Park permit office (95 Dearborn Avenue, Rye) from 9am - 3pm, Wednesdays to Sundays, beginning May 8th to have your picture taken and to receive your permit

For more information: Call 914-939-3075 extension 100 before May 8
Call 914-967-0965 starting May 8

----- CUT HERE -----

RESIDENT PERMIT APPLICATION.....RYE TOWN PARK 2013.....Please Print Clearly

Permit Requested (circle one) Senior (\$20) Individual (\$110) Family (\$150) Platinum (\$300)

Name(s) of adults _____

Name/age(s) of children under 18 (if applicable) _____

Street/Apt _____ Phone # _____

Municipality, State _____ Zip Code _____

Payment Type (check one)

_____ Check, made payable to: "Rye Town Park Commission"

_____ Credit Card (circle one): MasterCard Visa Discover

Name on Card _____

Card Number _____

Exp Date: Mo/Yr _____ 3 digit code (on back of card) _____

APPENDIX II – PERMIT HOLDER LETTER

TO: RYE TOWN PARK PERMIT HOLDERS...

RESIDENT PERMITS (for residents in zip codes 10573, 10580, and 10543(Rye Neck only))

Senior (individuals 62 and older)	\$20 for free beach access and parking*
*NOTE: Seniors with permits dated 2010 or earlier DO NOT have to renew their permits	
Individual	\$110 for free beach access; \$4 parking from 9 am to closing
Family (Up to 2 adults + all children under 18)	\$150 for free beach access; \$4 parking from 9 am to closing
Family Platinum	\$300 for free beach access and parking

NON-RESIDENT PERMITS

Senior (individuals 62 and up):	\$50 for free beach access and \$4 parking from 9 am to closing
Individual	\$230 for same benefits as above
Family	\$330 for same benefits as above

HOW TO RENEW YOUR PERMIT

Complete the form below and mail it with your check or credit card information to Rye Town Park Commission, Rye Town Hall, 10 Pearl Street, Port Chester, N.Y. 10573.

Your current card will automatically be updated upon receipt of your payment.

IF YOU'VE LOST YOUR CARD, you must get a new one at the Rye Town Park offices, 95 Dearborn Avenue, Rye from 9am - 3pm, Wednesdays to Sundays, beginning May 8)

For more information: Call 914-939-3075 ext.100 before May 8;
Call 967-0965 starting May 8

----- CUT HERE -----

RYE TOWN PARK 2013 PERMIT RENEWAL APPLICATION...Please Print Clearly

Permit Type Requested (circle one)

Resident: Senior (\$20) Individual (\$110) Family (\$150) Platinum (\$300)
Non Resident: Senior (\$50) Individual (\$230) Family (\$330)

Name(s) of adults _____

Name/age(s) of children under 18 (if applicable) _____

Street/Apt _____ Phone # _____

Municipality, State _____ Zip Code _____

Payment (check one)

_____ Check...make payable to "Rye Town Park Commission"

_____ Credit Card (circle one) MasterCard Visa Discover

Name on Card _____

Card Number _____

Exp Date: Mo/Yr _____ 3 digit code (on back of card) _____

Name on Card, print _____

APPENDIX III - BUDGET, FINANCIAL AND OPERATIONAL REPORTS

APPENDIX IV - BEACH SAFETY PLAN