

Unacceptable Activities

Generally speaking, we expect each person (volunteer or employee) to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Mt. Olive Recreation Department. If you have any questions concerning any policy or safety rule, or any of the unacceptable activities listed, please see the Recreation Supervisor for an explanation.

If a staff member violates any rules established by Mt. Olive Recreation Department, including the following rules, that person may be subject to discipline up to, and including immediate discharge.

- Willful violation of any agency rule; any deliberate action that is extreme in nature and is obviously detrimental to the Mt. Olive Recreation Department.
- Willful violation of security or safety rules or failure to observe safety rules or Mt. Olive Recreation Department safety practices.
- Negligence or any careless action which endangers the life or safety of another person.
- Possession or consumption of alcoholic beverages is prohibited in any Mt. Olive Recreation event designed for the participation of minors.
- No Smoking on any Municipal or Board of Education Facility, Field, Park, etc.
- Possession or use of all illegal drugs or other illegal substances is prohibited.
- Excessive tardiness or absenteeism or program cancellations/postponements.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on agency property or while on duty.
- Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on agency premises or when representing Mt. Olive Recreation; fighting, or horseplay or provoking a fight on Department provide/arranged property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by the Recreation department.
- Threatening, intimidating or coercing fellow employees or participants on or off the premises — at any time, for any purpose.
- Theft of program or facility property or the property of fellow staff or participants; unauthorized possession or removal of any program/facility property, including documents, from the premises without prior permission from management; unauthorized use of agency equipment or property for personal reasons; using agency equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application or other records; alteration of agency records or other agency documents.
- Breach of confidentiality of personnel information.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another volunteer on the job; willfully restricting volunteer output or encouraging others to do the same.
- Immoral conduct or indecency on township property or Recreation Dept. arrange facility or while representing Mt. Olive Recreation.

Termination Policy - Termination of a volunteer

Mt. Olive Recreation has the right to terminate a program or temporary staff or program providers. In general, failure to adhere to policies of the Mt. Olive Recreation Department is cause for immediate release.

Mt. Olive Recreation has the right to ask a staff member to leave the facility immediately.

Grounds for immediate dismissal may include, but are not limited to:

- Gross misconduct or insubordination.
- Reporting for a work under the influence of alcohol or drugs.
- Theft of property or misuse of program funds, equipment or materials.
- Falsifying statements on the application or during interview process.
- Falsifying documents, statements, reports to or about the program or the Recreation Department
- Illegal, violent or unsafe acts.
- Abuse or mistreatment of participants or staff.
- Releasing confidential information.
- Unwillingness to support and further the mission of the Recreation Department and/or its programs/activities.