

## MPS RECREATION PART-TIME EMPLOYEE MANUAL UPDATES

Category	Topic	Manual Location	Summary of Update	Updated
Department Phone Numbers	Staff	Booklet: Page 11	Update staff information	4.5.18
Department Phone Numbers	Staff	Booklet: Page 11	Update staff information	2.7.18
Part-Time Employee Manual	Omission	Manual Full Page – 12 page document	Omit Manual Full Page document – short version of Booklet	9.6.17
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	8.31.17
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	6.7.17
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	5.26.17
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	5.3.17
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	10.14.16
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	8.26.16
Mandatory Acknowledgement & Disclaimer form	Correction	Acknowledgement & Disclaimer form	Correction: Changed the word Handbook to Manual in 1 <sup>st</sup> paragraph	8.26.16
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	5.9.16
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	2.8.16
Welcome	Welcome letter to Part-time staff	Booklet: Page 4 Manual Full Page: Page 4	Update welcome letter from Department Senior Director	9.15.15
Cover	Logo	Booklet & Manual Full Page Cover	Update new MPS District logo to covers	9.15.15
Attendance	No Call/No Show Unexcused Absences	Booklet: Page 6 Manual Full Page: Page 6	<b><i>Disciplinary Action for No Call/No Show – Unexcused Absences</i></b> <i>Not calling to report an absence is considered a “no show”. Two “no call/no shows” during one’s</i>	9.15.15

Note: All Manual Updates can be found at [www.MilwaukeeRecreation.net/employee/](http://www.MilwaukeeRecreation.net/employee/)

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			<i>assignment period will result in termination. 1<sup>st</sup> occurrence – verbal and written warning 2<sup>nd</sup> occurrence – termination *Two days of no call/no show is considered voluntary resignation.</i>	
Department Phone Numbers	Staff	Appendix C	Delete the Department phone numbers/reporting procedures page – Redundant	9.15.15
General Employment Guidelines	Administrative Policies	Booklet: Page 6 Manual Full Page: Page 6	Added Corporal Punishment Policy (8.29)	9.15.15
Dress Code	Hats	Booklet: Page 8 Manual Full Page: Page 7	No hats are permitted.	9.15.15
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	9.15.15
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	6.23.15
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	5.12.15
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	5.6.15
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	4.8.15
Acknowledgement & Disclaimer	Signature form	N:\! PART-time Employee Information – Q's see Marta\NEW HIRE PAPERWORK	Redirect links to New MPS website and handbook	10/21/14
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	10/6/14
Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Update staff information	7/17/14
Acknowledgement & Disclaimer	Signature form	N:\! PART-time Employee Information – Q's see Marta\NEW HIRE PAPERWORK	Addition of Administrative Policy 8.29	5/8/14
Administrative Policy 8.29	Corporal Punishment	Admin Policies: Appendix A, Page 16 Booklet: Appendix A, Page 27	Addition	4/2/14
Child Abuse Reporting	Procedures	Appendix B	General procedure updates	4/2/14

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Department Phone Numbers	Staff	Booklet: Page 11 Manual Full Page: Page 11	Staff contact information	4/2/14
Payroll	Direct Deposit	Booklet: Page 9 Manual Full Page: Page 9	Direct deposit now mandatory	4/2/14

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