

NOVA Parks Board Meeting Agenda
Thursday July 16, 2026
Temple Hall Farm Regional Park
15855 Limestone School Road
Leesburg, VA 20176



6:15 PM: Tour (Optional)

6:45 PM: Dinner

7:00 PM: Closed Session to discuss real estate acquisition

7:30 PM: Board Meeting

Board Lead: Kumar

- Call to Order
- Introductions
- Amendments to the Agenda
- Approve May 21, 2026 Minutes

7:35 PM: Treasurer's Report/Status of Funds

Board Lead: Bonfils

7:40 PM: Admin Items

Staff Lead: Nolan/Phan

- Construction of Algonkian Waterpark Interactive Equipment
- Donation Policy

7:45 PM: Part-Time/Seasonal Workforce Presentation

Staff Lead: Russian

8:00 PM: Capital Endowment Policy

Staff Lead: Weaver/Wilson

8:15 PM: Employment Policy Manual

Staff Lead: Endler

Adjourn

City of Alexandria

Sean Kumar
Scott Price

Arlington County

Paul Ferguson
Michael A. Nardolilli

Fairfax County

Patricia Harrison
Stella Koch

City of Fairfax

Mark Chandler
Douglas Stewart

City of Falls Church

Paul Baldino
David Gustafson

Loudoun County

James Bonfils
Eric Woodall

NOVA Parks Board Meeting
Thursday, March 19, 2026
NOVA Parks HQ
5400 Ox Rd
Fairfax Station, VA 22039
6:45 p.m.
DRAFT



ATTENDANCE

Board Members:

In Attendance:

Sean Kumar, Chairman
Paul Baldino, Vice Chairman
James Bonfils
Mark Chandler
Michael Nardolilli
Scott Price
Douglas Stewart
Eric Woodall
Dave Gustafson
Patricia Harrison arrived at 6:49
Stella Koch arrived at 6:54

Absent:

Paul Ferguson

Staff:

Justin Wilson, Executive Director
Blythe Russian, Director of Operations
Lauren Weaver, Director of Finance
Kelly Gilfillen, Director of Marketing and Communications
Kevin Casalenuovo, Park Operations Superintendent
Dustin Betthausen, Park Operations Superintendent
Danielle Endler, HR Administrator
Mike DePue, Planning Administrator
John Bell, Senior Planner
Patrick Wells, Budget Administrator
Anh Phan, Community Engagement Manager
Leslie Preble, Planning and Development Administrative Assistant
Adam Melton, IT Administrator

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OPEN SESSION

CALL TO ORDER

The Chairman called the meeting to order at 6:46

Introductions

No introductions

Amendments to the Agenda

No amendments to the agenda

Approval of Minutes

Mr. Nardolilli made a motion to approve the March 19, 2026, Board meeting minutes

Mr. Bonfils seconded the motion

10 voted to approve; Mr. Gustafson abstained from the vote as he did not attend the March 19 meeting

Mr. Bonfils made a motion that the Nova Parks Board convene in closed session pursuant to 2.2-3711 (A)1, 3&6 of the Code of Virginia to discuss the acquisition of real property for a public purpose, the investment of public funds and the performance of the Executive Director.

Mr. Nardolilli seconded the motion

UNANIMOUSLY APPROVED

Moved into closed session at 6:48

CLOSED SESSION (as allowed by § 2.2-3711)

Real estate matter, in accordance with Code of Virginia, Section 2.2-3711-(A)(3)

Financial investment matter, in accordance with Code of Virginia, Section 2.2-3711 (A)(6)

Personnel matters, in accordance with Code of Virginia, Section 2.2-3711 (A)(1)

Mr. Nardolilli made a motion to move out of closed session: Mr. Bonfils seconded the motion.

UNANIMOUSLY APPROVED

The Chairman read the following certification:

I certify that, to the best of my knowledge, only public business matters lawfully exempted from the open meeting requirements prescribed by the Virginia Freedom of Information Act and only such matters identified in the motion to convene closed session were heard, discussed or considered by this Board during closed session

This certification was **unanimously approved** by roll call vote

OPEN SESSION

Open session reconvened at 8:02

ACTIONS FROM CLOSED SESSION

Mr. Bonfils made a motion that the Executive Director be authorized to sign the new fund agreement on behalf of NOVA Parks, as determined by the Board during Closed Session. Mr. Stewart seconded the motion

UNANIMOUSLY APPROVED

The Student Bus Protest that Challenged Jim Crow

The Board watched The Student Bus Protest that Challenged Jim Crow, a short documentary produced by NOVA Parks' Director of Marketing & Communications based on the research of NOVA Parks Historian Paul McCray and Howard University Historian Sonja Woods.

Treasurer's Report/Status of Funds

James Bonfils

Mr. Bonfils reviewed the status of funds and stated that everything is in order

Memorial Day Weekend

Mr. Wells discussed the weather forecast for Memorial Day weekend, which marks the opening weekend for the pools and waterparks. He addressed concerns about potential revenue loss, explaining that even in good weather, the May numbers aren't always strong due to the number of pool operating days in the month. This year there is one additional weekend, which will help if the weather is favorable.

Admin Items

- Bull Run Paving Award
- FY27 Executive Director Goals
- Employment Policy Manual

Mr. Bonfils made a motion to approve the admin items

Mr. Nardolilli seconded the motion

UNANIMOUSLY APPROVED

Adoption of Fiscal Year 2027 Budget & Restricted License Fee Fund

Patrick Wells

Mr. Wells reviewed the FY 2027 operating budget he presented in March and noted that there have been no changes since that time.

Additionally, he reviewed the FY 2027 budgets for the Carlyle House Friends Fun and Restricted License fee Fund.

Mr. Nardolilli made a motion to adopt the FY2027 Operating Budget in the amount of \$43,304,887, with an Enterprise Fund of \$37,193,454 and General Fund of \$6,109,433

Mr. Chandler seconded the motion

UNANIMOUSLY APPROVED

Mr. Nardolilli moved that the Board adopt the FY2027 Restricted License Fee Fund in the amount of \$1,488,141 and the Carlyle House Friends Budget in the amount of \$21,500

Mr. Chandler seconded the motion

UNANIMOUSLY APPROVED

W&OD Trail Hours of Operation

Kevin Casalenuovo

Mr. Casalenuovo stated that W&OD Trail hours vary by location and should be made consistent. There was a brief discussion by the Board regarding enforcement and Mr. Chandler expressed concerns about liability.

Mr. Nardolilli made a motion to approve hours of operation expansion for the W&OD Trail (the Trail) to 5 AM to 9 PM effective June 1, 2026

Mr. Baldino seconded the motion

10 voted in favor, Mr. Chandler voted against out of concern for liability

Ms. Koch made a motion to adjourn the meeting: Mr. Bonfils seconded the motion

UNANIMOUSLY APPROVED

ADJOURNMENT

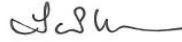
The meeting adjourned at 8:55

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

July 8, 2026

To: James Bonfils, Treasurer

From: Lauren Weaver, Director of Finance



Subject: Status of Funds

Note: Fund balances as of 6/30/26

NORTHERN VIRGINIA REGIONAL PARK AUTHORITY

NVRPA Checking (Truist Bank)	1,414,866.44
Credit Card Receivable Account (Truist Bank)	2,068,458.28
Carlyle House Garden Guild Savings (Burke and Herbert)	1,786.13
Carlyle House Docents Savings (Burke & Herbert)	639.12
FSA - SunTrust - Flexible Spending Account (Truist Bank)	10,881.64
Imprest Fund - Special Event Center at Bull Run (Truist Bank)	3,759.98
Imprest Fund - Meadowlark Light Show (Truist Bank)	1,569.82
Local Government Investment Pool - NVRPA - Capital Fund	17,847,104.18
Charles Schwab- Capital Fund	2,498,902.98
Local Government Investment Pool - Deirdre J. Turnage Endowment Fund	141,343.73
Local Government Investment Pool - Daman Account	245,034.12
Local Government Investment Pool - Designated Set Aside - General Fund	572,920.65
Local Government Investment Pool - Designated Set Aside & Strategic Opportunity - Enterprise Fund	9,996,969.75
Designated Set Aside Sub-Total (RESERVES)	10,569,890.40
LGIP Month of June Effective Yield 3.834%	

TOTAL NVRPA CASH	34,804,236.82
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LOAN PROCEEDS

VRA Resources from Construction Loan for Upton Hill -Par	-
VRA Resources from Construction Loan for Upton Hill -Net Premium	268,708.61
VRA Resources from Construction Loan for Occoquan -Par	-
VRA Resources from Construction Loan for Occoquan -Net Premium	823,199.33
	1,091,907.94

RESERVE

Local Government Investment Pool - Stribling Debt Service Reserve Fund	152,560.03
	152,560.03

RESTRICTED LICENSE FUND

Local Government Investment Pool - Restricted License Account	156,883.62
Charles Schwab- Restricted License Fund	2,057,891.15
(W&OD Friends portion of this balance = \$78,016.29)	
(Wetlands Mitigation Fund portion of this balance = \$77,123.36)	
TOTAL RESTRICTED FUND CASH	2,214,774.77

CARLYLE HOUSE FRIENDS

Local Government Investment Pool - Carlyle House Friends	419,898.38
TOTAL CARLYLE FRIENDS CASH	419,898.38

Since the last Status of Funds report submitted to you on May 13, 2026 the following major deposits were collected:

Checks			
6/4/26	Upper Occoquan Service Authority	Construction deposit	325,000.00
6/4/26	Upper Occoquan Service Authority	License fee	20,000.00
6/4/26	Summit Infrastructure	Annual license fee	55,193.00
6/10/26	Community Foundation	Temple Hall Grant	96,806.00
6/10/26	Community Foundation	Winkler Grant	120,000.00
6/24/26	City of Fairfax	Gateway- Grant	500,000.00
6/25/26	Leadership Institute	Catering	70,831.60
6/29/26	Community Foundation	Grant	10,000.00
6/29/26	Community Foundation	Grant- Meadowlark	10,000.00
6/29/26	Community Foundation	Grant- Pohick Golf	5,147.35
6/30/26	District of Columbia Schools	Field trip	7,280.00
7/1/26	City of Alexandria	1st Qtr FY27 Appropriations	221,626.25
ACH's Received			
6/8/26	Big Bounce America	Event at BR SEC	20,000.00
6/9/26	Fisher Investment	Atrium event	5,165.80
 TOTAL			\$ 1,467,050.00

MEMO



To: NOVA Parks Board of Directors

Through: Justin M. Wilson, Executive Director

From: Brian Nolan, Director of Planning and Development

Date: July 8, 2026

Re: Algonkian Regional Park Volcano Island Waterpark
Interactive Equipment Construction

Recommendation: That staff be authorized to award a contract in the amount of \$432,454.00 to Millennium Pool Renovations LLC for the Volcano Island Waterpark Construction project, and the Executive Director be authorized to execute the contract and approve contractor payments.

To support the funding of this award, the FY 2027 Capital Budget be amended to add an additional \$360,000 to the “Algonkian Volcano Island Waterpark” project, funded by a reallocation of \$335,000 from “Future Strategic Initiatives Projects and Major Park Improvements” and \$25,000 from “Meadowlark Atrium.”

Strategic Plan Alignment: Goal 4.4 – Create new cutting-edge, innovative park facilities.

Financial Impact: \$432,454.00

The FY 2026 Capital Budget includes \$800,000 within the “Algonkian Volcano Island Waterpark” project to complete planning, permitting and construction of new waterpark play equipment.

Given the remaining funds assigned to this project, staff propose amending the approved FY 2027 Capital Budget to reallocate \$335,000 from the “Future Strategic Initiatives Projects and Major Park Improvements” project and \$25,000 from the “Meadowlark Atrium” project to fund the award of this contract.

The budget needs for all related projects will be re-evaluated in the upcoming Capital Budget cycle and presented to the Board in September for consideration and adjustment.

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Discussion:

Staff recently solicited bids to install a new aquatic play feature at Volcano Island Waterpark. The Board previously approved the award of contract for design and fabrication of the feature by Wizard Works in January 2025. The scope of installation of the feature will include demolition of the existing 25+ year old feature, shallowing of the existing pool for the new feature with zero depth entry, assembly and installation of the new structure, and associated utilities and equipment.

The following bids were received:

Bidder	Total Bid
Millennium Pool Renovations LLC	\$432,454.00
The Disaster Network	\$1,221,337.38

Staff determined Millennium Pool Renovations LLC to be the lowest responsive and responsible bidder.

The contractor has successfully completed similar projects for NOVA Parks in the past and has adequate project experience and favorable references.





MEMO



To: NOVA Parks Board of Directors
Through: Justin M. Wilson, Executive Director
From: Anh Phan, Community Engagement Manager
Date: July 8, 2026
Re: Donation Policy

Recommendation: Approve the NOVA Parks Donation Policy

Strategic Plan Alignment: Objective 5.2.2: Promote the unique brand identity of NOVA Parks by 2025

Financial Impact: TBD

Discussion:

NOVA Parks is frequently approached by members of the community, our member governments, non-profit organizations and elected officials with requests to donate admissions, passes, and other items of value from our regional parks.

Consideration of these requests requires balancing precedent, our relations with our stakeholders and financial impacts. In order to guide those decisions, we have developed the attached policy that we will use to approach these requests.

This policy will be administered by our Community Engagement Manager.

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NOVA Parks Donation Policy

Philosophy on Donations:

While many services and activities within the NOVA Parks system are provided for the community to enjoy without payment, we do assess fees across our system to offset our costs. These revenues contribute to the unique NOVA Parks financial model, allowing our investment, maintenance and conservation in expanded natural resources. We strive to administer this fee structure in a fair and equitable way for all park visitors.

From time to time, NOVA Parks staff are asked to donate tickets or passes for these fee-based activities by organizations or individuals. The requesting parties may ask for these items of monetary value as a gift, incentive or to support fundraising for their organization.

NOVA Parks seeks to approve such requests that support our mission, promote our parks and support our initiatives to improve access to natural resources.

NOVA Parks reserves the right to refuse any such request after an individual review.

Criteria for Donations

NOVA Parks will apply the following criteria to consider donations:

- Was the request received on business letterhead or other acceptable means that clearly define the recipient's affiliation and jurisdiction, and role?
- Is the requester a nonprofit or public or private organization? NOVA Parks only makes donations to nonprofit and public agencies.
- Is the organization within our member jurisdictions? NOVA Parks only makes donations to organizations who serve our member jurisdictions.
- Is the requestor an elected or appointed official? Elected and many appointed officials are limited in regard to gifts or donations. Gifts to elected officials must be approved by the Community Engagement Manager and will be subject to specific ethics rules.
- Does the requesting organization or individual have a previously established relationship with NOVA Parks? We will prioritize existing and long-standing relationships with a demonstrated, mutually beneficial partnership.
- Does the donation align with the goals of our Strategic Plan?
- Does the donation provide the opportunity for positive publicity on behalf of NOVA Parks?

Monetary Thresholds/Approvals

Fee-based amenities from NOVA Parks vary greatly in value, from mini golf passes or garden admission to golf passes and light show passes.

In general, our park staff maintain the authority to distribute passes for lower-valued services, in alignment with our policy aims. Items that are of higher value will require more discernment and review.

Donations of passes or tickets worth less than \$100 are to be reviewed and approved by NOVA Parks Managers or the Community Engagement Manager.

Donations of passes or tickets, goods or services worth greater than \$100 are to be reviewed and approved by the Director of Operations or Community Engagement Manager.

Any requests received for donation should be directed to the Community Engagement Manager.

Recordkeeping

All donation requests and distribution should be documented and reported. The reporting mechanism will collect the name or organization, point of contact, contact information, the event or recipient of the donation, the donation requested and its monetary value, the timeframe of the request, the request disposition, and acknowledgment of the donation.

MEMO



To: NOVA Parks Board of Directors
From: Justin M. Wilson, Executive Director
Date: July 8, 2026
Re: Capital Endowment Policy

Recommendation: To approve the proposed Capital Endowment Policy and request annual reporting on the status of the endowment.

Strategic Plan Alignment: Objective 4.3.5: Fund endowment for Capital with non-recurring revenue sources starting in 2023.

Objective 5.3.3: Fund an endowment to support capital projects from non-recurring revenues like telecom and natural resource banking starting in 2023

Financial Impact: The capital endowment holds in excess of \$24.2 million currently.

Discussion:

Today, our capital budget is funded by a mix of revenues, including planned capital appropriations from our jurisdictions, prior-year unspent capital funds that are carried over, a portion of the operating surplus, license fees, donations, and grant revenues. This policy proposes recurring withdrawals from our capital endowment that will be programmed in the Capital Budget, providing a new revenue stream to support capital investments benefiting NOVA Parks and our visitors.

At the March 17, 2022, Board meeting, the Board unanimously approved the creation and funding of a Capital Endowment with the Community Foundation for Northern Virginia (CFNOVA). The goal of staff's recommendation was to both create an endowment and identify capital revenues that would fund the endowment, as contemplated in our Strategic Plan.

The motion approved by the Board stated:

"We move to create a NOVA Parks Capital Endowment with the Community Foundation for Northern Virginia, to dedicate non-recurring payments from Natural Resource Banking, and non-recurring licensing fees to this Endowment.

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Further, other non-recurring payments will be brought to the Board for the decision whether to invest them in the Endowment or not.”

When the Board voted to create the Endowment in 2022, the goal was to ultimately amass a balance of \$25 million. Today, the Capital Endowment includes over \$24 million held by CFNOVA on behalf of NOVA Parks. CFNOVA has contracted with Goldman Sachs to manage these funds. Goldman Sachs imposes an annual fee of 0.35% for management of the funds and CFNOVA imposes an additional annual fee of 0.30% for their expenses (committed through 2036 as the result of recent renegotiation).

In January, the Board approved a transfer of \$5.5M of non-recurring revenues (Metro Duct) to the Capital Endowment (while maintaining the remaining \$2.05M from that payment within our reserves). At that time, the Board provided direction that staff should return at or before the July Board meeting with a recommendation for a Board policy for transfers, withdrawals and the funding level of that endowment.

The development of such a policy requires consideration of the Board’s intent in the creation of the endowment, the legal framework for management of similar endowments and the policies and procedures of potential partners.

The NOVA Parks Capital Endowment is today comprised of a sole endowed designated fund within the Community Foundation of Northern Virginia (CFNOVA). Per the fund agreement, this fund is invested by CFNOVA in a “diversified mix of investment instruments...”¹ with the intent of “generating income and asset appreciation.” By agreement, the specific investment decisions are made by CFNOVA, but they are designed to meet the long-term goals of NOVA Parks.

Since the creation of the endowment, revenues deposited have included:

- Non-recurring license fees for underground utilities and other impacts to the W&OD Trail and other park facilities
- Revenues from Natural Resource Banking
- License fees for telecom and other sources that would generate significant capital revenues

While this approach has provided a general framework for determining the appropriate disposition of various revenues, it does still leave ambiguity given the diverse nature of NOVA Parks revenues. While various license agreements will span multiple decades or in perpetuity, the payments may occur over a recurring schedule. For example, a recent fiber-optic agreement provided for a perpetual license, but payment was made over a short duration of recurring payments.

Additionally, as the Board addressed with the recent Metro Duct installment, larger payments can provide the Board with an opportunity to exercise discretion over the placement of the revenues at the time of receipt, weighing the greater return on investment offered by adding to the endowment versus the flexibility of maintaining those resources within our accounts.

The original intent of the creation of the endowment was to develop a vehicle for a recurring, perpetual revenue stream to support our capital needs. Given that we have accomplished that intent, we can now

¹ NOVA Parks Capital Endowment Fund Agreement. June 9, 2022.

suspend any new contributions to the endowment, and direct non-recurring revenues into the capital budget.

There is no specific guidance in law and regulation to govern annual withdrawal limits for endowments similar to the NOVA Parks Capital Endowment. The Uniform Prudent Management of Institutional Funds Act (UPMIFA) has been assumed into Virginia Code (64.2-1100 et seq). The UPMIFA provides the following 7 criteria² to be considered when determining how much can be withdrawn from an endowment such as ours:

- 1. The duration and preservation of the endowment fund;*
- 2. The purposes of the institution and the endowment fund;*
- 3. General economic conditions;*
- 4. The possible effect of inflation or deflation;*
- 5. The expected total return from income and the appreciation of investments;*
- 6. Other resources of the institution; and*
- 7. The investment policy of the institution.*

The uniform version of UPMIFA includes an optional component (notably not included in Virginia Code) that suggests a 7% annual cap on withdrawals, including a presumption of imprudence in excess of that limit³. Various revisions of the uniform act suggest applying that 7% cap to the average value of the fund applied over the previous 12 quarters (using quarterly values to account for market fluctuations).

In consideration of the 7 required criteria and mindful of the growth of the endowment over recent years, as well as our capacity to scale our capital program, we would suggest a modest approach to initial withdrawals, capping annual withdrawals at 4.5%.

Applying this withdrawal percentage to the previous 12 quarters would today provide for an annual capital endowment withdrawal of \$447,680. Applying the percentage to the previous 8 quarters would provide for an annual withdrawal of \$608,292. Given the disparity due to the recent increase in the value of the endowment, we would propose a transitional period: Using the average of the previous 8 quarters for FY27 and 12 quarters in FY28 and beyond.

The policy of CFNOVA's Board of Directors typically limits annual withdrawals from endowments to 5% annually. In November of 2022, the CFNOVA Board approved a resolution authorizing a higher annual 10% withdrawal limit to apply to the NOVA Parks Capital Endowment⁴. This new revenue source will be included in the capital budget proposed in September, but the actual withdrawal of the funds from the endowment will occur subject to the discretion of our Director of Finance, based on the timing of specific capital expenditures, market conditions and to ensure compliance with the annual 10% maximum.

² <https://law.lis.virginia.gov/vacode/title64.2/chapter11/section64.2-1102/>

³ <https://www.uniformlaws.org/committees/community-home?communitykey=043b9067-bc2c-46b7-8436-07c9054064a3>

⁴ CFNOVA Board Resolution Concerning Spending from the NOVA Parks Capital Endowment. November 10, 2022.

In the future, when one-time revenues that exceed \$250,000 are provided to NOVA Parks, we will return to the Board with a recommendation as to the disposition. The relationship with CFNOVA has been a lucrative one for both organizations. We have a competitive fee structure and good governance to rely upon. We have explored the fee structure of peer community foundations in the region and found them comparable. We will conduct a similar analysis at the time of receipt to provide specific recommendations in the future, including consideration of the administrative costs to NOVA Parks of maintaining endowments with multiple partners.

Endowment Fee Comparison (Funds ≥ \$5 Million)

Community Foundation	Fee (%)
ACT for Alexandria	0.25%
Community Foundation of Northern Virginia	0.30%
Greater Washington Community Foundation	0.35%
Community Foundation for Loudoun	0.50%
Arlington Community Foundation	0.725% ⁵

⁵ Blended fee structure. This is the effective fee for a \$5M fund.

NOVA Parks Capital Endowment Policy

- 1) Philosophy: The NOVA Parks Capital Endowment seeks to invest non-recurring revenues to maintain a perpetual recurring revenue source to support capital investment in the creation, maintenance and enhancement of NOVA Parks land and facilities.
- 2) Structure: The NOVA Parks Capital Endowment is today comprised of a sole endowed designated fund within the Community Foundation for Northern Virginia (CFNOVA).
- 3) Endowment Funding: Non-recurring revenues at or more than \$250,000 will be considered by the Board for investment in the Capital Endowment. Upon receipt of these revenues, the staff recommendation will consider the funding of planned capital expenditures and the costs of available endowment investment alternatives.

Non-recurring revenues less than \$250,000 will be deposited to and budgeted in the Capital Fund at NOVA Parks, to be used for Capital expenses.

- 4) Endowment Withdrawals: The annual capital budget submission will include a withdrawal of 4.5% of the average of the previous 8 quarters in FY 27 and the average of the previous 12 quarters in FY 28 and beyond.

MEMO



To: NOVA Parks Board of Directors
Through: Justin M. Wilson, Executive Director
From: Danielle Endler, Human Resources Administrator
Date: July 8, 2026
Re: Employment Policy Manual

Recommendation: Approve the NOVA Parks Employment Policy Manual

Strategic Plan Alignment: N/A

Financial Impact: N/A

Discussion:

For the past several months, the Board's Personnel Committee (Vice Chair Baldino and Board Member Harrison) have been working closely with our staff and outside counsel to refine and update our employee policies.

We have provided a comprehensive employment policy manual to be considered in one board action. Going forward, updates to the employment policy manual will be made through an annual process where any necessary updates will be made in a package.

This effort has been a significant undertaking to ensure that policies reflect current business practices, align with applicable laws and regulations, and provide predictability for employees and leaders in our organization.

In June, the board was provided with the proposed manual. Since June, we have made several changes to the manual, including minor edits and some more substantive changes. The attached version highlights changes from what was provided to the Board in June. The substantive changes are:

- Page numbers added
- Formatting Consistency
- Consistency applied across job titles and offices
 - HR Administrator = Human Resources Administrator

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- Human Resources Officer = Human Resources Administrator
- Human Resources office = Human Resources Office
- department director = Department Director
- IT Department/Team = IT Office
- Grammatical Corrections made
 - Added missing periods, semi colons, commas, etc.
 - Users = users
 - Employee Performance Evaluation = employee performance evaluation (unless header of policy or section)
- Italicized Policy titles when referenced within another policy
- Updated policy names referenced within the policies to match the correct policy title.
- Drug & Alcohol Policy
 - Removed NVRPA in Section I
 - Removed motorcycle from dangerous equipment definition
 - Updated Safety Sensitive Position list to explicitly include Waterpark Manager, Waterpark Aquatics Manager, Aquatics Manager, and Sporting Clays Facilitator.
 - Updated Test Standards to reflect that employee required to obtain/maintain a Federal Firearms License will be tested for marijuana on all tests.
 - Updated Testing Conditions to replace pre-employment with safety sensitive position testing to include when an employee transfers from non-safety to safety sensitive..
- Bereavement Leave
 - Removed accumulation language as there is no accrual or carryover of bereavement leave.
 - Added language indicating that bereavement leave must be used within 12 months of the date of passing.
- Inclement Weather Policy
 - Added language regarding cancellations and closures of weddings, light shows, or other contracted events.
- Uniform Policy
 - Updated Business Casual Dress Guidelines to casual dress shoes only. Athletic shoes or low hikers are only allowed for field work.
- Vehicle Use Guidelines
 - Update to remove reference to “above named employee” and replaced with NOVA Parks employees or The employee.
- Take Home Vehicles
 - Corrected document titles referenced in V to match actual names of documents.
- Teleworking Agreement

The enclosed manual includes the following policies for consideration:

Chapter 1: Ethical Standards & Workplace Conduct

How employees are expected to behave

- 1.1 Code of Ethics
- 1.2 Sexual and Other Unlawful Harassment, Discrimination and Retaliation
- 1.3 Whistleblower Policy
- 1.4 Procedures for Identifying and Controlling Substance Abuse
- 1.5 Alcohol and Controlled Substances Testing for Holders of Commercial Driver's Licenses
- 1.6 Smoking in the Workplace
- 1.7 Acceptable Use Policy

Chapter 2: Employment Lifecycle & Administration

From hiring through separation

- 2.1 Employment Selection
- 2.2 Background Check
- 2.3 Conditions of Employment
- 2.4 Probationary Period
- 2.5 Employee Performance Evaluation
- 2.6 Disciplinary Actions
- 2.7 Grievance Procedure
- 2.8 Employee Termination
- 2.9 Disability Accommodations
- 2.10 Personnel Files and Records

Chapter 3: Compensation, Time, and Benefits

Pay, time, and employee-related costs

- 3.1 Compensation
- 3.2 Payroll
- 3.3 Attendance And Leave
- 3.4 Flextime/Compressed Work Schedule
- 3.5 Expense Reimbursements
- 3.6 Worker's Compensation

Chapter 4: Work Arrangements, Safety & Organizational Resources

How work is performed and assets are used

- 4.1 Telework
- 4.2 Uniform And Appearance
- 4.3 Travel And Training
- 4.4 Vehicle & Ride on Equipment Use
- 4.5 Take Home Vehicles



Employment Policy Manual

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CHAPTER 1

Ethical Standards & Workplace Conduct

How employees are expected to behave

1.1 CODE OF ETHICS

As an employee of the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, you are to be worthy of public trust. You should understand and observe these principles of ethical conduct:

1. Respect and uphold the Constitution of the United States of America, the laws of the Commonwealth of Virginia, and the policies of NOVA Parks.
2. Observe a standard of integrity, honesty, and loyalty to public service which is above reproach. Be truthful, honest, and forthright with each other and the public.
3. Perform all duties earnestly and efficiently. Take responsibility for actions and seek clarification when in doubt. Follow applicable laws, regulations, and policies and report violations.
4. Never discriminate by dispensing special favors or privileges to anyone and never accept favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of official duties.
5. Serve the public courteously, fairly, and impartially. Make decisions and take action that enrich and protect quality of life and that are in the best interests of the public. Demonstrate commitment to protect entrusted resources.
6. Never act on any matter in which a conflict of interest exists and be diligent in avoiding the appearance of conflict by disclosing any potential conflicts prior to any action. Make no private promises binding upon NOVA Parks.
7. Never use for private gain, or disclose to unauthorized persons, any information received confidentially in the performance of official duties. Maintain accurate records and exercise financial stewardship.
8. Treat others with respect and dignity. Affirm the value of diversity in the workplace and the public. Ensure professionalism in the workplace so that all individuals can perform to the best of their ability.
9. Timely and accurately fulfill commitments. Perform duties in a manner that engenders confidence with the public.
10. Uphold these principles, being conscious that public service is a public trust.

1.2 SEXUAL AND OTHER UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

NOVA Parks is committed to providing a work environment that is free of harassment and discrimination. As a result, NOVA Parks maintains a strict policy prohibiting sexual harassment, other harassment, and discrimination against applicants, employees, volunteers and members of the public based on any legally-protected status, including, but not limited to: race (including because of or on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex, pregnancy, childbirth, lactation, and related medical conditions, sexual orientation, gender identity, age, national origin, physical or mental disability, genetic information, marital status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or applicable local law.

All employees, regardless of their positions, and volunteers are covered by and are expected to comply with this policy. Appropriate corrective action will be taken against any employee or volunteer who violates this policy. Based on the seriousness of the offense, corrective action may include verbal or written reprimand, suspension, demotion, or termination of employment. If offenses by non-employees are not resolved through communications, NOVA Parks may ban the offending individual from one or more facilities for a specified period of time. For the purpose of this policy, Board Members are considered volunteers.

This policy is also designed to protect employees and volunteers from prohibited harassment and discrimination by third parties, such as customers, vendors, clients, or visitors. If such harassment is committed in the workplace by someone not employed by NOVA Parks, the procedures in this policy should nevertheless be followed. The workplace includes: actual worksites, NOVA Parks sponsored events, and NOVA Parks owned/controlled property.

Managers and supervisors who knowingly allow or tolerate discrimination, harassment, or retaliation, including the failure to promptly report such misconduct to the Human Resources Administrator, are in violation of this policy and may be subjected to corrective action.

I. Definition of Sexual Harassment

Sexual harassment includes unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or

- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment includes various forms of offensive behavior based on sex. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, e-mails, or text messages;
- Verbal conduct: making or using sexually derogatory comments, innuendos, epithets, slurs, sexually explicit jokes, or suggestive comments about an individual's body or dress, whistling or making suggestive or insulting sounds;
- Verbal and/or written abuse of a sexual nature, graphic verbal and/or written sexually degrading commentary about an individual's body or dress, sexually suggestive or obscene letters, notes, invitations, emails, text messages, tweets, or other social media postings;
- Physical conduct: unwanted touching, assault, or impeding or blocking of normal movements;
- Retaliation for making reports or threatening to report sexual harassment.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without a discriminatory employment effect. It refers to behavior that is not welcome, or can be perceived by a third party as such, and that is personally intimidating, hostile, or offensive.

II. Other Types of Harassment

Harassment on the basis of any legally protected status is prohibited, including harassment based on: race, color, religion, sex, pregnancy (including lactation, childbirth or related medical conditions), sexual orientation, gender identity, age, national origin, physical or mental disability, genetic information (including testing and characteristics), marital status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or applicable local law.

Prohibited harassment may include behavior similar to the illustrations above pertaining to sexual harassment. It also includes, but is not limited to:

- Verbal conduct including taunting, jokes, threats, epithets, derogatory comments, or slurs based on an individual's protected status;
- Visual and/or written conduct including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages, or gestures based on an individual's protected status; and
- Physical conduct including assault, unwanted touching, or blocking normal movement because of an individual's protected status.

III. Protection Against Retaliation

Retaliation is prohibited against any person by another employee, volunteer, or by NOVA Parks for using this complaint procedure, reporting proscribed harassment, objecting to such conduct, or filing, testifying, assisting, or participating in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, adverse evaluation, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

Lodging a good faith complaint will not be used against the employee or have an adverse impact on the individual's employment status. Filing intentionally false or malicious complaints is an abuse of this policy and may lead to corrective action up to and including termination of employment. Registering a complaint does not by itself excuse the employee from the obligation to carry out his or her duties.

Individuals who believe they have been subjected to retaliation or believe that another individual has been subjected to retaliation should report this concern to their supervisor or manager, to the Human Resources Administrator, or to our Ethics Hotline. Any report of retaliatory conduct will be investigated in a thorough and objective manner. If a report of retaliation prohibited by this policy is substantiated, appropriate corrective action, up to and including termination of employment, will be taken. If a complaint cannot be substantiated, NOVA Parks may nevertheless take appropriate action to reinforce its commitment to providing a work environment free from retaliation.

IV. Responding to Conduct in Violation of this Policy

Employees are encouraged, but not required, to communicate to the offending person that his/her conduct is offensive/unwelcome and needs to stop. If the inappropriate conduct does not cease, or if the employee is unable to or uncomfortable with addressing

the actor directly, the employee should report the incident to the employee's own supervisor/manager, to the Human Resources Administrator, or the Ethics Hotline.

It is important to report all concerns of discrimination, harassment, sexual or other, or inappropriate conduct to the supervisor/manager, Human Resources Administrator, or Ethics Hotline as soon as possible. Management must be made aware of the situation so that it can conduct an impartial investigation and take appropriate and timely action to remediate or prevent prohibited conduct from continuing.

Any supervisor or manager who receives a complaint of discrimination, harassment, or retaliation must report the allegation to the Human Resources Administrator in a timely manner.

V. Complaint Procedure

NOVA Parks encourages reporting of all incidents of sexual or other harassment, regardless of the identity of the offender. Any applicant, employee, or volunteer who believes that they have been subjected to prohibited discrimination, harassment, or retaliation by a co-worker, supervisor, manager, client, visitor, vendor, or customer of NOVA Parks, or who believes another individual has been subject to such conduct, should report it promptly.

NOVA Parks has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. Investigations will be conducted as confidentially as possible and related information will only be shared on a need-to-know basis.

- A. Complaints should be submitted as soon as possible after an incident has occurred and may be made verbally or in writing. Complaints may be made to a supervisor, manager, the Human Resources Administrator, or our Ethics Hotline. Complaints made to the hotline can be made anonymously.

Employees are not required to report any prohibited conduct to a supervisor or manager who they believe may be hostile, who has engaged in such conduct, who is a close associate of the person who has engaged in such conduct, or with whom the employee is uncomfortable discussing such matters.

- B. Upon receiving a complaint or being advised by a supervisor, manager, or the Ethics Hotline that violation of this policy may be occurring, the ~~HR Administrator~~Human Resources Administrator will notify the Executive Director and may review the complaint with NOVA Parks' legal counsel. Absent extenuating circumstances, the Executive Director will be notified the same day as a complaint is received by the ~~HR Administrator~~Human Resources Administrator; provided,

however, that if a complaint is received after normal business hours or on the weekend, the Executive Director will be informed on the next business day.

- C. The ~~HR Administrator~~Human Resources Administrator will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.
- D. The complainant and the respondent may be separated during the course of the investigation, either through internal transfer or administrative leave.
- E. During the investigation, the ~~HR Administrator~~Human Resources Administrator will call on assistance from outside investigators, legal counsel, or other senior management as needed to interview the complainant, the respondent, and any witnesses to determine whether the alleged conduct occurred and whether the conduct violated the policy.
- F. Upon conclusion of an investigation, the ~~HR Administrator~~Human Resources Administrator or other person conducting the investigation will confer with the Executive Director. If it is determined that a violation of this policy has occurred, the ~~HR Administrator~~Human Resources Administrator will recommend appropriate corrective action. The appropriate action will depend on the following factors:
 - 1. The severity, frequency, and pervasiveness of the conduct;
 - 2. prior complaints made against the respondent;
 - 3. the quality of the evidence (e.g., firsthand knowledge, credible corroboration);
 - 4. other relevant information.
- G. After the investigation, the Executive Director in consultation with the ~~HR Administrator~~Human Resources Administrator and legal counsel, if applicable, will decide what action, if any, will be taken.
- H. Once a final decision is made by the Executive Director, the ~~HR Administrator~~Human Resources Administrator will meet with the complainant and the respondent separately and notify them of the findings of the investigation. If corrective action is to be taken, the respondent will be informed of the nature of the discipline and how it will be executed.

If the ~~HR Administrator~~Human Resources Administrator or Executive Director is the complainant or the accused, the party not involved in the accusation will work with an outside investigator and legal counsel to investigate the complaint. If the Executive

Director is found to be responsible of harassment under this policy, the findings will be presented to the NOVA Parks Board by legal counsel.

1.3 WHISTLEBLOWER POLICY

NOVA Parks requires employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of NOVA Parks, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

I. Definition of Whistleblower

A whistleblower as defined by this policy is an employee or volunteer of NOVA Parks who reports, to one or more parties specified in this policy, an activity that he/she considers to be unlawful, unethical, fraudulent, dishonest, or a violation of NOVA Parks' policies. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities. For the purpose of this policy, Board Members are considered a subset of volunteers.

Examples of protected activity under this policy include, but are not limited to, the following:

- Reporting in good faith a violation of any federal or state law or regulation to a supervisor or to any governmental body or law enforcement official;
- Providing information or testimony to any governmental body or law enforcement official conducting an investigation, hearing, or inquiry into any alleged violation of the law by the employer, or being requested to provide such information; or
- Refusing to engage in either a criminal act that would subject the employee to criminal liability or an illegal act and informing the employer of the reason for the refusal.

II. Reporting Responsibility

This policy is intended to encourage and enable employees, volunteers, and others to raise serious concerns so that NOVA Parks can address and correct inappropriate conduct and actions. It is the responsibility of all employees and volunteers to report concerns about violations of NOVA Parks' policies, unethical activities, misconduct, or suspected violations of law or regulations that govern NOVA Parks' operations.

III. Reporting Procedure

NOVA Parks has an open door policy and suggests that employees share their concerns, suggestions, or complaints with their direct supervisor. If you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with:

- Their supervisor or manager,
- Any NOVA Parks director,
- Executive Director,
- Human Resources Administrator,
- Risk Manager (for safety concerns only), or
- NOVA Parks' anonymous and confidential Ethics Hotline.

Complaints regarding violations of policies or applicable laws and regulations, unethical activities, or misconduct should be made as soon as possible after the incident has occurred. Complaints impacting the safety of employees, volunteers, or customers should be immediately reported to the manager on duty. If the manager on duty is engaged in the unsafe conduct, please contact the Risk Manager.

Any manager, supervisor, or director who receives a complaint should notify the Human Resources Administrator in a timely manner.

When raising concerns, we ask that employees and volunteers provide as much detailed information as possible, including the background and history of the concern, names, dates, and places where possible, and the reasons why the situation is a cause for concern. This is especially important for concerns raised anonymously, so that we may conduct an appropriate review and, if necessary, begin an investigation.

The employee or volunteer must act in good faith, that is, with reasonable cause to believe that the allegation is true and that the conduct that is the subject of the allegation is unlawful, unethical, or a violation of NOVA Parks' policies. An employee who makes an intentionally false claim or who in bad faith makes an allegation of wrongdoing will be subject to discipline up to and including termination.

IV. Confidentiality

When an employee raises a concern, NOVA Parks will maintain confidentiality to the fullest extent possible, consistent with applicable legal requirements and the need to conduct an adequate investigation or review. Please note that employees can submit concerns anonymously and confidentially through our Ethics Hotline.

V. Responding to Reports

NOVA Parks is committed to reviewing all reported concerns, conducting proper, fair, and thorough investigations tailored to the circumstances, and taking appropriate remedial and concluding steps as warranted. All action taken by NOVA Parks in response to a concern will necessarily depend on the nature and severity of the concern. This may include initial inquiries and fact-gathering to decide whether investigation is appropriate and, if so, the form and scope of the investigation. Note that an investigation into

concerns raised is not an indication they have either been confirmed or rejected. NOVA Parks complies with the law in conducting investigations and expects employees to cooperate with an investigation. NOVA Parks also expects that employees will provide truthful information when participating in an investigation.

VI. Protection Against Retaliation

NOVA Parks will not tolerate retaliation against an employee because the employee engages in whistleblowing pursuant to this policy or because the employee participates or cooperates with an investigation of a whistleblower's concerns.

Retaliation is conduct that would reasonably dissuade an employee from raising, reporting, or communicating about good faith concerns through our internal reporting channels or with any governmental authority, or from participating in or cooperating with an investigation of or legal proceeding pertaining to such concerns.

Retaliation may occur through conduct or written communication and may take many forms, including actual or implied threats, verbal or nonverbal behaviors, changes in the terms or conditions of employment, coercion, bullying, intimidation, or deliberate exclusionary behaviors.

The following are examples of potential retaliation NOVA Parks prohibits:

- Adverse employment action affecting the employee's salary or compensation;
- Demotion, suspension, or termination of employment;
- Taking away opportunities for advancement;
- Threatening an employee for making a report;
- Creating or allowing the creation of a work atmosphere that is hostile toward an employee who has reported a concern.

It is NOVA Parks' policy to adhere to all applicable laws protecting our employees against unlawful retaliation or discrimination as a result of their raising good faith questions or concerns. If you are ever aware of an instance or threat of retaliation, please report it immediately.

Nothing in this policy prevents NOVA Parks from taking appropriate corrective or other legitimate employment action consistent with its usual corrective practices and the law. Additionally, this policy prohibits and does not protect employees who knowingly and intentionally raise false concerns or who register unfounded complaints in bad faith.

VII. Adherence to This Policy

Employees who believe that they have been subjected to any conduct that violates this policy may register a complaint using the procedures outlined above. Any employee who

unlawfully discriminates or retaliates against another employee as a result of his or her protected actions as described in this policy may be subject to corrective action, up to and including termination.

1.4 PROCEDURES FOR IDENTIFYING AND CONTROLLING SUBSTANCE ABUSE

NOVA Parks is dedicated to protecting the safety, health, and wellbeing of its employees and all people who use park facilities and/or come into contact with its facilities, property, offices, and employees. Recognizing that drug and alcohol abuse pose a direct threat to this goal and to the effort necessary to ensure a productive, safe, and efficient work force, NOVA Parks is committed to maintaining an environment that is free of any form of substance abuse.

I. EXCEPTION FOR POSITIONS REQUIRING COMMERCIAL DRIVER'S LICENSE

Employees in positions that require a Commercial Driver's License (CDL) are covered by the ~~NVRPA~~ *Alcohol and Controlled Substances Testing for Holders of Commercial Drivers' Licenses*. CDL employees are also covered by the ~~Policies and Procedures for Identifying and Controlling Substance Abuse~~, to the extent its provisions are not in conflict with the CDL document. The CDL document reflects CDL regulations of the U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA).

II. RESPONSIBILITY FOR ADMINISTRATION AND COMPLIANCE

The Executive Director, Department Directors, Human Resources Administrator, and the Risk Manager share the responsibility for administration of and compliance with this policy and ensuring that all employees are familiar with the ~~Policies and Procedures for Identifying and Controlling Substance Abuse~~. It is the responsibility of every employee to understand these policies and procedures and to comply with all requirements.

III. POLICY

A. Restrictions

1. Employees are strictly prohibited from reporting to work when under the influence of alcohol and/or any illegal drug, including prescription medication that is not prescribed to the employee and prescription medication used in a manner that is inconsistent with the prescribed directions.
2. Alcohol consumption and/or illegal drug use during the workday (including prescription taking medication that is not prescribed to the employee and using prescription medication used in a manner that is inconsistent with the prescribed directions), including lunch and work breaks, is not permitted.

3. The possession, manufacture, distribution, purchase, sale, or use of alcohol and/or illegal drugs on the job is strictly prohibited.
4. Employees are prohibited from having alcohol and illegal drugs on all NOVA Parks property, including parking lots.

B. Exceptions to Restrictions

1. Employees are permitted to purchase alcohol and transport alcohol in a NOVA Parks vehicle when doing so in an official capacity to supply a NOVA Parks sponsored event that has been approved by the Executive Director for the serving of alcohol in accordance with NOVA Parks' *Service, Consumption, or Possession of Alcoholic Beverages Policy*.
2. Trained employees are permitted to distribute, serve, and/or sell alcohol at official NOVA Parks designated point-of-sale operations.

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IV. OTHER RELATED NOVA PARKS POLICIES

The following documents further address NOVA Parks policy related to employee or public alcohol and substance abuse. Each document is available at NOVA Parks park offices and at Headquarters in the Human Resources Office:

- A. NOVA Parks *Alcohol and Controlled Substances Testing for Holders of Commercial Driver's Licenses* (Refer to Section I)
- B. NOVA Parks *Disciplinary Actions Policy*

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The Disciplinary Actions policy identifies the following as a reason for disciplinary action, such as demotion, suspension, and dismissal:

"Consumption of alcoholic beverages or use of illegal drugs or being under the influence of either on the job, or possession of same in NOVA Parks vehicles or on NOVA Parks property."

- C. NOVA Parks *Service, Consumption, or Possession of Alcoholic Beverages Policy*

This document defines the rules, restrictions, and conditions that apply to alcoholic beverage service in the parks at NOVA Parks sponsored events and at private functions leasing NOVA Parks facilities.

- D. NOVA Parks *Operating Procedures for Sale of Beer and Wine at Golf Courses* These procedures include the following :

“NOVA Parks employees and golf course volunteers, off duty, shall be allowed to purchase beer/wine or consume beer/wine at any NOVA Parks golf course.”

V. REPORTING OF ARRESTS AND CONVICTIONS

Safety sensitive employees as defined in Section X who are arrested for violation of criminal drug statutes or driving under the influence of drugs or alcohol must notify the Human Resources ~~Office-Administrator~~ immediately after the arrest. If convicted, an employee must notify the Human Resources Administrator within five (5) days after the conviction.

VI. CONFIDENTIALITY

Confidentiality, which must be consistent with legal, safety, and security considerations, is fundamental to this policy:

- A. Reports and discussions about an employee’s potential alcohol or substance abuse must be treated by management as extremely confidential and generally should be restricted to the Human Resources Administrator and those in a direct line of authority over the employee.
- B. The records pertaining to the alcohol and illegal substances testing program shall be maintained by the Human Resources Office. Access to these records shall be limited to designated staff in the Human Resources Office and other “need-to-know” staff.
- C. Documentation (Refer to Section XVI) and test results related to alcohol and illegal substances testing shall be stored in a separate confidential file and retained in accordance with legally required retention schedules. A memorandum by management describing the employee’s behavior while on the job, without reference to a test request, may be included in the personnel file. The term “confirmed”, as used in this document, means evaluated and rendered valid by a licensed physician on behalf of the testing facility.

VII. TRAINING

Training is provided to all covered employees regarding the requirements set forth in the *Policies and Procedures for Identifying and Controlling Substance Abuse*. All supervisors of employees covered by this policy shall be trained to recognize the physical, behavioral, speech, and performance indicators generally associated with alcohol misuse and other substance abuse.

VIII. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP is a professional counseling and referral service designed to help employees with problems on and off the job. NOVA Parks contracts with an independent qualified firm to provide this service. Employees do not pay a fee for the services of EAP counselors when referred to the EAP by NOVA Parks through a manager referral or in accordance with this policy. EAP records are the property of the EAP contractor.

An employee's use of the EAP service may be voluntary or as a referral by NOVA Parks. In both cases, use of the EAP is strictly confidential within the limits of the law. Personal, confidential information will not be supplied to NOVA Parks by the EAP, unless authorized by the employee. An employee's counselor may be required by law to report a threat of serious harm to the employee or another person. When an employee is referred to the EAP by NOVA Parks for counseling, monitoring is necessary to ensure the employee is attending prescribed treatment and/or programs. Employees will be asked to sign a release form for the EAP to exchange information with NOVA Parks pertaining to compliance with the EAP's recommendations. An employee's refusal to sign the release form may result in disciplinary action.

IX. VOLUNTARY ADMISSION OF ALCOHOL AND/OR OTHER SUBSTANCE ABUSE PROBLEMS

If an employee voluntarily admits to having an alcohol and/or substance abuse problem, the employee will be encouraged to seek professional counseling or referral through the Employee Assistance Program (Refer to Section VIII). The admission of such problems to a supervisor shall be treated as confidential and the employee's job security and/or promotional opportunities will not be jeopardized solely because of the employee's voluntary request for treatment. However, it may be necessary to modify the employee's job responsibilities for some period of time. In order for an admission of an alcohol and/or substance abuse problem to be considered voluntary, the employee must declare the problem to a supervisor prior to the following:

- A. A supervisor's notification to the employee to submit to a random or reasonable suspicion test which subsequently is confirmed "Positive", or
- B. The employee's refusal to submit to testing.

X. SAFETY SENSITIVE POSITIONS

The ~~Policies and Procedures for Identifying and Controlling Substance Abuse~~ includes testing conditions, which vary between safety sensitive positions and other positions of employment. Safety sensitive positions are defined for the purposes herein as positions that have specified in the job description a requirement involving operation and/or maintenance of NOVA Parks vehicles, dangerous and/or heavy equipment, aquatic safety, and firearms safety.

- A. Dangerous equipment includes but is not limited to riding tractors, utility vehicles, ~~motorcycles~~, chainsaws, shop saws, chippers, outboard motors, power trimmers, augers, lifts, tillers, tampers, jackhammers, lawn mowers, and other comparable power equipment, welding equipment or pneumatic tools with external moving parts, and firearms.
- B. Heavy equipment includes but is not limited to cranes, rollback or tow trucks, large equipment trailers, cherry pickers, and all excavation machinery, such as dump trucks, graders, bulldozers, backhoes, and front-end loaders.
- C. Aquatic safety positions include but are not limited to Waterpark Manager, Waterpark Aquatics Manager, Aquatics Manager, Aquatic Safety Officer, Pool Managers, Water Safety Officers, Water Safety Instructors, and Lifeguards.
- D. Firearms safety positions include but are not limited to Shooting Instructors, Shooting Center Supervisors, Sporting Clays Facilitators, and Trap Attendants.

XI. TEST STANDARDS

Test standards and clinical procedures shall be in accordance with established guidelines of the U.S. Department of Transportation (DOT), the Federal Highway Administration (FHWA), and the Substance Abuse and Mental Health Services Administration (SAMHSA), a part of the U.S. Department of Health and Human Services (HHS).

- A. Care and custody procedures for protection of the test specimens are established by the U.S. Department of Transportation and SAMHSA.
- B. The minimum reportable level, or cutoff level, that will be reported as a "Positive" test result, for breath alcohol concentration (BAC) is 0.02%. Substance cutoff levels and the types of substances that will be screened are as follows:

<u>Substance Type</u>	<u>Minimum Reportable Test Level (NG/ml)</u>
Marijuana metabolites	50*
Cocaine metabolites	300
Opiate metabolites	300**
Phencyclidine (PCP)	25
Amphetamines	1,000

*Marijuana metabolites will not be tested for ~~pre-employment~~safety-sensitive and random testing (Section XII.A. and XII.C.) unless the testing is for an individual required to obtain/maintain a Federal Firearms License (FFL).

** -25 NG/ml if immunoassay specific for free morphine.

These cutoff levels and substance types are subject to change by the U.S. Department of Health and Human Services as advances in technology or other considerations warrant identification of such substances as impairing at other concentrations.

XII. TESTING CONDITIONS

This policy identifies five (5) conditions for testing employees for alcohol or substance abuse. Testing must be conducted at licensed testing sites. All employees are subject to at least one of the following testing conditions:

A. ~~Pre-employment~~ Safety-Sensitive Position Testing

Candidates for safety sensitive positions, as well as employees seeking to transfer from a non-safety sensitive role into a safety-sensitive role, must submit to substance abuse testing and achieve a “Negative” result as a condition of employment.

B. Post Accident Testing

As soon as possible following an accident, employees involved in the accident must be tested for alcohol and illegal substances.

1. A breath alcohol test under this section should be administered within two (2) hours following the accident, but in no case more than eight (8) hours after the accident.
2. A substances test under this section must be administered within thirty-two (32) hours following the accident.

C. Random Testing

Random testing applies to all employees serving in safety sensitive positions.

1. Testing Schedule:
 - a. A designated number of safety sensitive positions will be subject to random alcohol and substance testing during specified calendar periods.
 - b. Random tests will be conducted on an unannounced basis throughout the specified period.
 - c. Random tests may be conducted immediately before, during, or immediately after the employee’s scheduled work shift.

- d. Upon notification of selection for random testing, the employee must report immediately to the testing site accompanied by a designated full-time employee.

2. Selection of Employees to Be Tested:

The selection of employees to be tested will be conducted randomly

3. Pre-test procedures:

- a. The supervisor or other designated full-time employee shall notify the selected employee they have been randomly selected for testing and remain with the employee until departure for the testing site.
- b. The employee may not ingest liquids or solids once notified of selection for random testing.
- c. The supervisor shall complete the Employer's Authorization of Treatment and Services Form and shall ask the employee to sign the Drug and/or Alcohol Testing Consent Form. At the testing site, the employee shall complete an authorization allowing the release of testing records to NOVA Parks. The employee has the right to refuse substance testing but, as a result may be subject to disciplinary action, up to and including termination of employment.
- d. The supervisor or another full-time employee designated by the supervisor shall be responsible for escorting and transporting the employee to the site where the testing will take place, waiting for the employee until the testing is over, and transporting the employee back to work.

D. Reasonable Suspicion Testing

All employees are subject to reasonable suspicion substance abuse testing. A supervisor who reasonably suspects the misuse of illegal drugs or alcohol may require that the employee be tested. Reasonable suspicion shall be based on a supervisor's observation of unexplained changes in an employee's behavior or appearance. Indicator characteristics include the following (*Supervisors Reasonable Suspicion Determination Report*, refer to 13.C.):

- Speech (incoherent, confused, slurred, whispering, silent)
- Balance (swaying, staggering)

- Walking/Turning (stumbling, swaying, arms raised for balance, falling, reaching for support)
- Awareness (confused, paranoid, sleepy, stupor, lack of coordination)
- Odor (alcohol, marijuana)
- Disposition (aggressive, moody)
- Appearance (disheveled clothing, unkempt grooming)
- General Behavior and Attitude
- Other Observed Unusual Actions

E. Follow-up Testing

1. Follow-up testing applies to employees who tested positive for alcohol or illegal substances during random, reasonable suspicion and/or post accident testing. NOVA Parks will utilize the same testing panel as when the positive result was received.
 - The EAP substance abuse professionals will prescribe a follow-up testing plan.
 - NOVA Parks will ensure that the plan is carried out.
 - A minimum of six (6) tests will be conducted in the first twelve months after a positive test result.

XIII. PROCEDURES FOR REASONABLE SUSPICION TESTING

A. Observing Behavior and Appearance

If a supervisor reasonably suspects an employee of substance abuse, the supervisor must first observe the employee, noting unusual behavior or appearance (Refer to Section XII.D.). It is important for the supervisor not to form conclusions hastily, because certain illnesses or medical treatments may cause symptoms similar to those related to substance abuse. The observing supervisor must inform his or her immediate supervisor (Park Manager, Superintendent, Department Director, or Executive Director), the Risk Manager, or the Human Resources Administrator of any reasonable suspicions before confronting the employee.

B. Documenting Behavior and Appearance

The supervisor should not attempt to diagnose the employee. When observing the employee, the supervisor must simply note abnormal behavior, changed appearance, and any other factors listed on the Supervisor's Reasonable

Suspicion Determination Report (Refer to Section XII.D. and Section XIII.C.). Whenever possible, another supervisor should be called in as a witness to confirm findings before the employee is confronted.

C. Supervisor's Reasonable Suspicion Determination Report

The *Supervisor's Reasonable Suspicion Determination Report* is an official NOVA Parks form that must be used to document a supervisor's observations when considering changes in an employee's on-duty behavior and appearance as may be caused by drug or alcohol abuse. The form includes such information as date, time, and location of the observation, and a list of indicator characteristics of abnormal behavior or appearance (Refer to Section XII.D.). Names of witnesses or other supervisors witnessing the behavior should be included in the written summary on the Report. The form must be completed within twenty-four (24) hours of the observation and submitted to the NOVA Parks Human Resources ~~Officer~~Administrator.

D. Confronting the Employee

After observing the employee and documenting all abnormal behavior or appearance, the supervisor, or other management person designated by the Department Director, Risk Manager, or Human Resources Administrator, shall confront the employee. The supervisor shall not accuse the employee of using illegal drugs or misusing alcohol. Instead, the supervisor must inform the employee of what has been observed and then seek an explanation from the employee for the unusual behavior or appearance. If the employee does not provide an explanation satisfactory to the supervisor, then the supervisor may require the employee to submit to a reasonable suspicion substance abuse test.

E. Pre-test Procedures

In addition to the *Supervisor's Reasonable Suspicion Determination Report* (Refer to Section XIII.C.), the supervisor shall complete the *Employer's Authorization of Treatment and Services* Form and shall request the employee to sign the *Drug and/or Alcohol Testing Consent Form*. The completed forms must be submitted to the NOVA Parks Human Resources Office. At the testing site, the employee shall complete an authorization allowing the release of the testing records to NOVA Parks. The employee does have the right to refuse substance testing, but as a result, may be subject to disciplinary action, up to and including termination of employment.

F. Transporting an Employee for Testing

Testing must be conducted at licensed testing sites. The supervisor or another full-time employee designated by the supervisor shall be responsible for transporting the employee to the site where the substance abuse testing will take place, waiting for the employee until the testing is over, and transporting the employee to his or her place of residence.

G. Application of Leave

1. Time spent during transportation to the test site and during collection of the specimen shall be compensated as regular work hours.
2. Immediately after the employee provides all required test specimens, the employee will be placed on administrative leave. For full-time employees, this is defined as authorized absence without charge to leave or loss of pay. For part-time and seasonal employees, this is defined as authorized leave without pay.
3. The employee shall not return to work until the confirmed test results are reported to the Human Resources Administrator by the testing facility.

XIV. RETESTING PROCEDURES

In the event an employee tests "Positive" on the initial substance abuse test, a second test may be performed. Upon notification of "Positive" results from the initial test, the employee may request within seventy-two (72) hours the retesting of the original sample. Such retesting shall be conducted at the employee's sole expense by the same approved laboratory that tested the original sample. In the event the second test results in a "Negative" result, NOVA Parks will be responsible for the testing expense. The Human Resources Administrator will coordinate the retesting process.

In the event an employee tests "Positive" on the initial Breath Alcohol Test, an industry standard mandatory confirmation test shall be done within twenty (20) minutes, but not less than fifteen (15) minutes, after the employee's initial test. Breath Alcohol Re-Tests shall be conducted at NOVA Parks' expense.

XV. ADDITIONAL TESTING REQUIREMENTS

The Executive Director shall have the discretion to impose alternative or more stringent testing requirements upon designated classifications of employees.

XVI. REQUIRED FORMS AND DOCUMENTATION

The following are the official forms of NOVA Parks for documenting necessary authorizations, observations, procedures, and results related to the Policies and

Procedures for Identifying and Controlling Substance Abuse. The forms may be amended or other forms added at the discretion of the Human Resources Administrator:

- *Drug and/or Alcohol Testing Consent Form*
- *Employer's Authorization of Treatment and Services Form*
- *Supervisor's Reasonable Suspicion Determination Report*

XVII. PENALTIES AND DISCIPLINARY ACTION

- A. The misuse of alcohol or the possession, manufacture, distribution, purchase, sale, or use of illegal drugs while on the job, or other violation of Section III.A., are grounds for disciplinary action, which may include an immediate termination of employment.
- B. Criminal conviction of an employee of a drug or alcohol related offense occurring on NOVA Parks property shall result in immediate termination of employment.
- C. Employees found to be in violation of the above Restrictions (Refer to Section III) may be subject to investigation by the appropriate law enforcement authority, to criminal prosecution, and to disciplinary action in accordance with the applicable NOVA Parks personnel policies.
- D. An employee's refusal to consent to a post-accident, random, reasonable suspicion, or follow-up test or an employee's inability to achieve a "Negative" test result is cause for disciplinary action up to and including termination of employment. If an employee refuses to be tested, the supervisor, upon approval of the Executive Director or appropriate Department Director, shall prohibit the employee from returning to work and shall deem the employee as absent without leave, in accordance with the applicable NOVA Parks personnel policies.
- E. Following testing, disciplinary action shall not be taken until the Human Resources Administrator receives the test results from the testing facility. The Human Resources Administrator will notify the appropriate Department Director if a test result is positive. The Human Resources Administrator and Department Director will determine the appropriate course of action or discipline, if any is needed, and discuss with the Executive Director.
- F. If the alcohol or substance abuse test is confirmed "Positive", the following disciplinary actions will apply:
 1. Positive Result for Marijuana Metabolites
 - a. If an employee tests positive for marijuana metabolites, the employee will be provided the opportunity to explain the positive

result to the Human Resources Administrator. This information will be considered in accordance with applicable law when making a determination as to any disciplinary actions that may need to be taken.

2. First offense for full time employee
 - a. To encourage the employee to take responsibility for resolving a drug or alcohol problem, the first violation may result in a formal referral to the Employee Assistance Program. If the employee accepts the referral and satisfactorily completes the course of action prescribed by the EAP, NOVA Parks may elect to refrain from taking further disciplinary action. NOVA Parks reserves the right to determine when and under what conditions the employee returns to work, if at all. If an employee refuses the referral or fails to satisfactorily complete the program, the appropriate Department Director, after discussion with the Human Resources Administrator, may take disciplinary action up to and including termination of employment. Notwithstanding the ability to refer an employee to the EAP, NOVA Parks reserves the right to take disciplinary action up to and including termination at all times, including upon a "first offense," in circumstances where NOVA Parks feels such action is appropriate.
3. First offense for seasonal/part time employee may result in immediate termination of employment.
4. Subsequent Offenses
 - a. The appropriate Department Director and Human Resources Administrator will evaluate the circumstances, length of time since the employee's first offense, severity of the incident, and other appropriate factors, when making a decision on the disciplinary action that will be taken against the employee. Disciplinary action(s) will be in accordance with the applicable NOVA Parks personnel policies.

For information on how to request a reasonable accommodation, please refer to our Disability Accommodations Policy.

1.5 ALCOHOL AND CONTROLLED SUBSTANCES TESTING FOR HOLDERS OF COMMERCIAL DRIVER'S LICENSES

The purpose of this policy is to provide procedures for alcohol and controlled substances testing of all NOVA Parks employees and applicants for positions where possession of a Commercial Driver's License (CDL) is required or where the employee is performing a safety sensitive function, as described in Appendix A. Testing requirements herein comply with the regulation of the Federal Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA).

I. POLICY

NOVA Parks has established an alcohol and controlled substances testing program for all employees whose duties require the possession of a CDL. The overall goals of this testing program are to ensure a safe and drug-free transportation environment, to reduce the potential for vehicle accidents and casualties and to participate with DOT and the transportation industry in efforts to eliminate illegal use or abuse of alcohol and controlled substances.

- A. All NOVA Parks employees who are required to possess a CDL are required to be drug and alcohol tested as stipulated in the federal regulations.
- B. The federal laws that provide for a drug free workplace and alcohol and controlled substances testing standards are: (1) Drug Free Workplace Act of 1988 and (2) Omnibus Transportation Employee Testing Act of 1991.
- C. A NOVA Parks employee who performs a safety sensitive function as defined in Appendix A shall not:
 - Use illegal drugs, including marijuana, cocaine, phencyclidine (PCP), opioids, and amphetamines.
 - Report for duty or remain on duty to perform a safety sensitive function while having an alcohol concentration of 0.04 or greater;
 - Drive a NOVA Parks owned vehicle or perform a safety-sensitive function within four (4) hours after consuming alcohol;
 - Use alcohol for eight (8) hours following an accident or until the driver has undergone a post-accident alcohol/controlled substances test, which ever is first;
 - Operate or continue to operate a vehicle for a twenty-four (24) hour period if he or she is found to have an alcohol concentration of 0.02 or greater,

but less than 0.04;

- Refuse to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements;
- Report for duty or remain on duty requiring the performance of a safety sensitive function when the driver uses any controlled substances, except when the use is pursuant to the instruction of a physician who has advised the driver that the substance does not adversely affect the driver's ability to operate the vehicle safely. Drivers of commercial motor vehicles taking over-the-counter or prescribed medications shall not drive or perform other duties under the influence of prescription or over the counter drugs that could impair their ability to perform their duties safely. They shall be responsible for not working when under prescribed or over-the-counter medication that might impair their ability to perform their duties safely;
- Report for duty, remain on duty or drive a NOVA Parks vehicle if the driver tests positive for controlled substances.

D. The only exception to the foregoing pertains to the consumption of alcohol with respect to employees who are not on an official on-call roster and who are contacted and requested to come to work outside their normal duty hours to perform emergency or unscheduled work. If such employee is on-call and called to work, the employee must acknowledge the use of alcohol or illegal drug at the time the employee reports for duty. If the employee reports that he/she has consumed any substance that may affect the employee's ability to perform his or her job duties, the supervisor shall direct the employee to refrain from reporting to work and shall not allow such employee to perform work.

However, in the event an employee continues not to be available when called for duty after hours due to alcohol consumption or illegal drug use, and his or her supervisor has formally advised the employee that extra duty hours will be required from time to time, disciplinary action may be taken up to and including termination for the employee's inability to perform assigned job duties.

II. DEFINITIONS FOR PURPOSES OF THIS REGULATION

Terms and requirements provided for herein are intended to comply with 49 CFR Part 655, as amended, 49 CFR Part 382, as amended, and 49 CFR Part 40, as amended. Employees with questions about this policy may consult with the Risk Manager.

III. TESTS REQUIRED

Employees who as part of their normal duties are required to possess a CDL shall be subject to pre-employment, post accident, random, reasonable suspicion, return-to-duty and follow-up testing for alcohol and drugs. All test results must be in compliance with Section VI of this procedure. Testing will be conducted under the following circumstances:

A. Pre-employment Testing

1. The top applicant(s) for jobs where possession of a CDL is required must undergo testing for alcohol and drugs and the results must be evaluated prior to hire or prior to assumption of a position where a CDL is required.
2. If the applicant is a current employee seeking promotion, demotion or transfer to a position or assignment requiring a CDL, testing must occur before the employee assumes the new position or assignment.
3. If a pre-employment test is cancelled, the individual will be required to undergo and successfully pass with a verified negative drug test result and an alcohol result of less than 0.02 before performing safety-sensitive functions.
4. Applicants offered positions requiring a CDL must give written consent to permit NOVA Parks to contact all previous employers over the past two years to:
 - a. Determine if the applicant has participated in alcohol and/or drug testing programs that meet DOT guidelines;
 - b. Obtain the date last tested;
 - c. Verify that the employee has not refused to submit to an alcohol or drug test;
 - d. Obtain the results of any alcohol or drug tests administered in the previous six months; and
 - e. Obtain the record of any violations of the previous employers' alcohol or drug rules.

Departments will obtain the applicant's signature on the release form and send the form to Human Resources for processing.

5. Offers of employment for positions requiring possession of CDL's are contingent upon the applicant:

- a. Demonstrating an alcohol test with an indication of less than 0.02 and verified negative drug test; and
- b. Consenting to release of reports from previous employers (Section III.A(3) Tests Required) that indicate compliance with testing programs and DOT regulations.

Applicants who have met the requirement of 4 a above, may perform safety sensitive functions for a period of 14 days prior to receipt of reports from previous employers. After 14 days, the employee must be removed from safety sensitive duties until the information is received.

- 6. If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.
- 7. A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

B. Post Accident Testing – Refer to Appendix A for more information

- 1. Applicants offered positions, as well as current employees, must provide advance written consent for post-accident testing and release of test results to NOVA Parks.
- 2. If a CDL employee is injured in an accident and is unable to provide a breath sample or urine specimen, NOVA Parks will obtain hospital reports, if available, that may indicate alcohol or drug use.
- 3. As soon as possible following an accident, as defined in Appendix A, involving a commercial vehicle, the driver(s) involved in the accident, as well as any other employee whose performance could have contributed to the accident, must be tested for alcohol and drugs.
- 4. An alcohol test under this section should be administered within two (2) hours following the accident, but in no case more than eight (8) hours after the accident.
- 5. A c drug test under this section must be administered within thirty-two (32) hours following the accident.
- 6. A covered driver, and any other employee whose performance could have

contributed to the accident, shall remain readily available for such testing. If the driver or other employee whose performance could have contributed to the accident is not available for any reason, except temporarily leaving the accident scene to obtain assistance in responding to the accident or obtaining necessary emergency medical care, he or she will be deemed to have refused to submit to testing. Without supervisor approval, an employee may not ingest food or drink during the period prior to testing.

7. Supervisors are responsible for providing written documentation of the amount of time between the accident and testing, and the reason for the delay if alcohol testing was not performed within two hours, and drug testing was not performed within 32 hours, after the accident. Supervisors are also responsible for forwarding the information to Human Resources as soon as possible before test results are released.

C. Random Testing

A designated percentage of CDL holders will be subject to random alcohol and drug testing each year in accordance with the percentage set by the Department of Transportation. Currently, the minimum annual percentage is 10% of the average number of CDL holder positions for alcohol testing and 50% of the average number of CDL holders for drug testing. Selection of CDL holders to be tested shall be done by a scientific validated random method which ensures that each CDL holder has an equal chance of being selected each time that selections are made.

1. Random tests will be conducted periodically on an unannounced basis throughout the calendar year.
2. Upon notification of random selection for testing, a CDL holder will be required to report immediately to the collection site to provide the required urine and/or breath sample. The employee is expected to return to the work site immediately after leaving the collection site unless instructed otherwise. Actual time involved in transportation to and from the test site as well as the time for the actual test is considered time worked. If the Medical Review Officer (MRO) or Breath Alcohol Technician (BAT) advises NOVA Parks that an employee's test is positive, the employee will immediately be placed on administrative leave. For non-exempt employees, this administrative leave will be unpaid. Exempt employees will be required to utilize vacation leave during the administrative leave.

3. Random alcohol tests shall be conducted immediately before, during, or immediately after the employee's performance of a safety sensitive position. Random drug tests may be conducted at any time while on duty.
4. CDL holders who refuse to provide a urine or breath sample, fail to proceed immediately to the collection site or attempt to tamper with or provide an adulterated sample will be removed immediately from all safety sensitive duties and shall be subject to disciplinary action, to include but not limited to transfer or demotion into a non-safety sensitive position or termination.
5. Any employee who, after being notified to report for random testing, voluntarily acknowledges a chemical dependency, should be transported to the collection site by a supervisor to be tested.

The employee must be removed from safety sensitive functions until the employee is evaluated by the Employee Assistance Program (EAP) and the employee complies with the guidelines for return to duty listed in Section VII (Positive Test Results). In order to preserve employment, the employee must comply with recommendations of the EAP regarding treatment and referral and will not be permitted to perform any safety-sensitive function until completion of such recommendations. In the case of employees returning to work after successful completion of a treatment program, NOVA Parks reserves the right to test for alcohol and/or drugs, on a random or periodic basis in accordance with the procedures for return to duty in Section VII of this policy

D. Reasonable Suspicion Testing

1. CDL holders shall be required to submit immediately to an alcohol and/or a drug test when a supervisor observes behavior or appearance that is characteristic of alcohol and/or drug use. Reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Whenever possible, NOVA Parks recommends that a witness (another supervisor) should be found before confronting the impaired employee. The witness should make independent notes on the employee's condition and the effect of the impairment on job performance.

2. If a supervisor determines that reasonable suspicion exists, the employee shall be directed to submit to testing and be transported to the test site by the supervisor where the tests will be conducted. Reasonable suspicion drug testing may occur any time while the employee is on duty.

Reasonable suspicion alcohol testing may occur while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing safety-sensitive functions.

3. An employee directed to submit to an alcohol or drug test shall be informed of the reason(s) for the test and the fact that refusal to provide the specimen constitutes failure to obey a direct order and shall be subject to disciplinary action to include but not limited to transfer or demotion into a non-safety sensitive position or termination.
4. The supervisor shall endeavor to document the information communicated to the employee and the evidence which constituted reasonable suspicion within 24 hours of the observed behavior or report of the incident or before the results of the test are released, whichever is earlier.
5. All testing will be administered by an official from a designated medical facility, in accordance with established medical standards.
6. The employee should be placed on paid administrative leave while undergoing a test for drugs or alcohol and should not be allowed to resume safety sensitive functions until the MRO or BAT has verified a negative result. The department may temporarily assign the employee to a non-safety sensitive function or leave the employee on paid administrative leave until tests results are received. In the event the test is positive, if the employee is non-exempt, the leave time will be charged as leave without pay. Exempt employees will be required to utilize vacation leave during the administrative leave.
7. The employee who refuses to be tested will be subject to disciplinary action for failure to comply with supervisory instructions and this policy.
8. In the event that an employee is using, manufacturing, purchasing, distributing, selling, or possessing illegal drugs on the job, the appropriate law enforcement authority must be called to the scene. The above action, as well as the consumption of alcohol while on duty, may be grounds for termination.
9. Any employee who voluntarily acknowledges a chemical dependency may not preserve employment and avoid discipline for violation of this regulation by participating in a treatment program unless he or she does the following:

- a. Volunteers for such treatment prior to being confronted by a manager or supervisor with the violation of this policy.
 - b. Reports to the EAP (after being referred by the supervisor) for assessment, treatment, and referral, and adheres to requirements of and completes the prescribed treatment program.
 - c. Refrains from engaging in conduct violating this regulation regarding use of alcohol, illegal drugs, and unauthorized prescription drugs. The employee must (1) cooperate fully with the EAP and receive recommended treatment and (2) comply with the procedures listed under Section VII (Positive Test Results).
10. In the case of employees returning to work after successful completion of a treatment program, NOVA Parks reserves the right to test for alcohol and/or drugs, on a random or periodic basis in accordance with the procedures for return to duty in Section VII of this policy.

E. Return to Duty Testing and Follow-up Testing

Before a CDL holder returns to duty in a safety sensitive position after testing positive or reporting a problem with alcohol or drugs, the CDL holder must comply with Section VIII of the procedures. After return to duty, the employee is subject to follow-up testing as stated in Section VII.

IV. REFUSAL TO TAKE ALCOHOL AND/OR DRUG TEST

- A. An applicant who refuses to be tested will be disqualified for the position for which he/she applied.
- B. An employee's refusal to be tested constitutes grounds for termination.

An employee who refuses testing will be removed immediately from all safety sensitive duties and will be placed on leave without pay until a decision has been made regarding disciplinary action including, but not limited to transfer or demotion into a non-safety sensitive position or termination.

A covered individual may be deemed to have refused to test if they:

- 1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by NOVA Parks.
- 2. Fail to remain at the testing site until the testing process is complete.
- 3. Fail to provide a specimen for a drug or alcohol test.
- 4. In the case of a directly-observed or monitored urine drug collection, fail

to permit monitoring or observation of your provision of a specimen.

5. Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
6. Fail or decline to take a second drug test as directed by the collector or NOVA Parks.
7. Fail to undergo a medical evaluation as required by the MRO or NOVA Parks' Designated Employer Representative (DER).
8. Fail to cooperate with any part of the testing process.
9. Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
10. Possess or wear a prosthetic or other device used to tamper with the collection process.
11. Admit to the adulteration or substitution of a specimen to the collector or MRO.
12. Refuse to sign the certification permitting testing.
13. Fail to remain readily available following an accident.

V. TESTING PROCEDURES

- A. All alcohol and drug testing shall be performed by a laboratory certified by HHS under the National Laboratory Certification Program (NLCP).
- B. Tests shall be conducted as specified in DOT regulations, Title 49 CFR Part 40.
- C. Under these regulations, testing will be conducted for alcohol and five specific drugs:
 - Marijuana metabolites
 - Cocaine
 - Opiates
 - Amphetamines
 - Phencyclidine (PCP)
- D. All testing will be conducted from urine specimens or breath tests administered by qualified contractor personnel. Urine specimen collection procedures require:
 - A designated collection site.
 - Security of the collection site.
 - Chain-of-custody documentation.

- Privacy during collection.
 - Integrity and identity of the specimen.
 - Transportation of the specimen to a designated laboratory.
- E. Alcohol Breath Testing requires elements listed in D above as well as the use of an appropriately certified Evidential Breath Testing (EBT) device operated by a certified Breath Alcohol Technician (BAT).
- F. Contractor personnel and laboratories used for the analysis of the specimens must meet the federal requirements set forth by NIDA and follow the guidelines established by the U.S. Department of Health and Human Services (DHHS).
- G. Upon entering the testing location, the covered individual will be asked to provide positive identification with photograph to the BAT. The individual and the BAT will complete the Breath Testing Form distributed at the test site and follow required testing procedures. Providing incomplete information, engaging in conduct that obstructs the testing process or failing to sign the required certifications may be regarded as a refusal to take the test. At the completion of the screening test, the results will be shown to the individual. If the result of the screening test shows evidence of detectable alcohol concentration, a confirmation test will be performed within specified time limits. If detectable amounts of alcohol of 0.02 BAC or higher are verified in the confirmation test, the individual will be in violation of this policy.

Prior to return to duty, the CDL holder who tests positive must comply with the guidelines in Section VII for return to duty.

At the conclusion of testing, copies of the BAT form will be retained by the testing location, provided to the covered individual, and transmitted in a confidential manner to Human Resources.

If a screening or confirmation test cannot be completed, or an event occurs that would invalidate the test, the BAT will conduct a new screening or confirmation test as applicable.

For drug testing, the covered individual reports to a specified test location where a urine sample is collected and subject to the split sample testing procedure. If the individual is unable to provide the specified quantity of urine, the individual will be instructed to drink not more than 24 ounces of fluid and wait up to two (2) hours to provide another sample. If a complete sample still cannot be provided, the individual may be permitted to return to the work site but will not be allowed to perform safety sensitive functions until NOVA Parks has consulted with the Medical Review Officer (MRO). The information about the incomplete test will be

sent to the MRO. The MRO will refer the individual for a medical evaluation to determine if the inability to provide a specimen is genuine or constitutes refusal to test; then the MRO will report the findings in writing to Human Resources.

- H. Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation.

VI. TEST RESULTS

A. Alcohol Test Results

1. If the results of the first test are negative, the BAT will inform the employee of the NEGATIVE report and no further testing of the specimen will be conducted. The BAT shall forward the results of all alcohol tests to Human Resources.
2. If the results of the screening test are an alcohol concentration of 0.02 or greater, the BAT shall perform a confirmatory test within 20 minutes, but not less than 15 minutes, after the completion of the screening test.
3. If the result of a BAC test, is equal to or exceeds 0.02, but less than 0.04, the employee and his/her supervisor will be notified. The CDL holder shall not be permitted to perform safety sensitive functions for 24 hours following the administration of the tests or until the start of the driver's next regularly scheduled workday, whichever is later. The employee may perform non-safety sensitive duties, if available, or placed on administrative leave. For non-exempt employees, this administrative leave will be unpaid. Exempt employees will be required to utilize vacation leave during the administrative leave. Every effort must be made to discourage the employee from driving any personal vehicles. If the supervisor is unable to drive the employee home after the exam, he/she should try to contact a family member, friend, or co-worker to drive the employee home.
4. If the result of a BAC test is 0.04 or greater, the employee and his/her supervisor will be notified and the employee will be removed from safety sensitive functions. The employee shall be immediately suspended from all duties until the employee is evaluated by the EAP and the employee complies with the guidelines for return to duty listed in Section VII. For non-exempt employees, this administrative leave will be unpaid. Exempt employees will be required to utilize vacation leave during the administrative leave. Every effort must be made to discourage the

employee from driving any personal vehicles. If the supervisor is unable to drive the employee home after the exam, he/she should try to contact a family member, friend, or co-worker to drive the employee home. Travel expenses incurred on the part of the co-workers are reimbursable by NOVA Parks. The employee is subject to the following consequences:

- The employee shall be evaluated by a Substance Abuse Professional (SAP) who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse. The employee must satisfactorily complete the course of action prescribed by the SAP.
- Before a CDL holder can return to duty requiring performance of a safety-sensitive function, he/she shall undergo a directly observed return-to-duty alcohol test with results indicating a breath alcohol level of less than 0.02.
- The employee shall be subject to unannounced follow-up alcohol testing for a period of one to five years. The number and frequency of such follow-up testing shall be as directed by the SAP and consist of at least six tests in the first 12 months.

5. MRO evaluation is not required for BAC tests.

B. Drug Test Results

The driver will urinate into a collection cup or a specimen bottle providing at least a 45 (ml) urine specimen. The collector will subdivide the urine specimen into two bottles in front of the driver. The two bottles of the driver's urine will be sealed and labeled by the collector and initialed by the employee before the collector packages the two bottles for shipment to the laboratory. An immunoassay test will be conducted to screen for use of any of the following five drugs. The cut-off levels for the drugs will be in accordance with 49 CFR Part 40. These cutoff levels and substance types are subject to change by the Federal Department of Health and Human Services as advances in technology or other considerations warrant identification of such substances as impairing at other concentrations.

1. If the results of the first test are NEGATIVE, the testing laboratory will forward the results to the MRO and no further testing of the specimen will be conducted. The MRO will "administratively review" the records and report the results to Human Resources.

2. If the result of the first test is POSITIVE, a second, confirmatory test may be performed. Upon notification of the POSITIVE results from the initial test, the employee may request within seventy-two (72) hours the retesting of the original sample. Such retesting shall be conducted at the employee's sole expense by a National Institute of Drug Abuse approved laboratory selected by the employee. The Human Resources Administrator will coordinate the retesting process. The laboratory will forward the results to the MRO for review.
3. The MRO reviews and interprets confirmed POSITIVE test results. The MRO shall examine alternate medical explanations for any POSITIVE test results. This may include, but is not limited to, conducting a medical interview and review of the employee's medical history, or review of any other relevant biomedical factors. If adulteration of the first sample is suspected, the MRO may recommend that NOVA Parks obtain and analyze another sample from the employee. The term "confirmed", as used in this document, means evaluated and rendered valid by a licensed physician on behalf of the testing facility.
4. The MRO shall afford the employee the opportunity to discuss a POSITIVE test result before reporting the result to Human Resources.

The MRO shall inform the CDL holder of his or her right to request that the specimen be tested in a different NIDA approved laboratory for the presence of the drug(s) for which a positive result was obtained. The MRO shall honor the driver's request if it is made within 72 hours of the driver having been informed of a verified positive test result.

5. After contacting the driver, but in no case more than three business days after completing the review, the MRO shall provide Human Resources with the following information:
 - a. The drug test being reported was conducted in accordance with DOT/FHA Regulations 49 CFR Part 40 Alcohol/Drug Procedures;
 - b. The name of the driver for whom the test results are being reported;
 - c. The reason for the test (e.g., pre-employment, random, post-accident, etc.);
 - d. The date and location of the test collection;
 - e. The identities of the persons or entities performing the collection,

analysis of specimens and serving as the MRO for the specific test;
and

- f. The verified results of a drug test, either positive or negative, and, if positive, the identity of the drug(s) for which the test was verified positive.
6. If the MRO is not able to contact the CDL holder, the MRO shall report to Human Resources that he or she has made and documented all reasonable efforts to contact the driver. Human Resources shall, as soon as practicable, ask the appropriate ~~department director~~ Department Director or his/her designee to direct the employee to contact the MRO before again driving a NOVA Parks Commercial Motor Vehicle (CMV), or within 24 hours, whichever is earlier.
7. Without communicating with the CDL holder, the MRO may verify a test as positive to Human Resources if:
 - a. The employee declines the opportunity to discuss the results of the test with the MRO; or
 - b. More than five (5) days have passed since the driver was instructed to contact the MRO; or
 - c. Other circumstances specified in the DOT regulations permit.

The Human Resources Administrator will notify the appropriate ~~department director~~ Department Director of a positive test result.

8. If the MRO determines that there is a legitimate medical explanation for a positive test result, the MRO shall report the results as NEGATIVE, in accordance with applicable law.

VII. POSITIVE TEST RESULTS

- A. In the event of a positive alcohol or drug test result, the employee may be assigned to a non-safety sensitive position or may be placed on personal leave or leave without pay until a determination is made regarding discipline and/or treatment. The supervisor must discuss individual cases with their ~~department Director~~ Department Director and the Human Resources Administrator.
- B. An employee who is relieved of his or her duties should be discouraged from operating a personal motor vehicle. Every attempt should be made to locate a family member or friend to transport the employee home. If this is unsuccessful, a co-worker may drive the employee or a taxi may be called.

C. A thorough review of the circumstances will be conducted prior to taking disciplinary action. The disciplinary action taken will depend upon the severity of the offense and the employee's work history.

D. Prior to returning to safety sensitive duties, the CDL holder must:

1. Undergo a return-to-duty alcohol and/or drug test, as applicable. An alcohol test must indicate an alcohol concentration of less than 0.02 and a drug test must indicate a verified negative result.
2. Be evaluated by NOVA Parks' EAP and participate in any treatment program prescribed.
3. Be re-evaluated by the EAP after completion of the treatment program. The EAP will provide verification of professional evaluation and the employee's participation, if required, in any recommended rehabilitation program.

E. Follow-up Testing

1. Following an employee's return to duty after a positive alcohol or drug test result or a determination that a CDL holder is in need of assistance in resolving problems associated with alcohol abuse and/or use of drug, the CDL holder shall be subject to unannounced follow-up alcohol and/or drug testing for a period of one to five years. A minimum of six (6) drug and/or alcohol tests will be conducted during the first twelve (12) months following the employee's return to duty or until authorized by a Substance Abuse Professional (SAP), whichever is the longer period of time. Both tests for alcohol and drugs may be required if recommended as a part of the prescribed follow-up by the SAP.
2. Alcohol follow-up testing shall be performed immediately before, during or immediately after the driver's performance of safety-sensitive functions. Drug follow-up testing may occur at any time while the employee is on duty.

VIII. TEST RECORDS

A. The records pertaining to the alcohol and drug testing program shall be maintained by Human Resources. Access to these records shall be limited to designated staff in Human Resources and other "need-to-know" staff.

Both positive and negative drug test information shall be maintained by Human Resources. POSITIVE drug test results must be maintained for five years in the

employee's personnel record. NEGATIVE test results shall be maintained separate from employee personnel records by Human Resources for a minimum of 12 months.

- B. Records and report data shall be maintained as specified in DOT regulation, Title 49 CFR Part 382.
- C. Except as required by law or expressly authorized or required by DOT regulations, Title 49 CFR Part 382, test information maintained under the alcohol and drug testing program will be released only to the CDL holder, upon written request, or to an identified person as directed by the specific written consent of the driver authorizing the release of the information.

IX. DRIVER INFORMATION AND TRAINING

- A. Each employee covered by this policy shall receive a copy of this Policy which complies with Title 49 CFR Part 382 and shall be required to sign a receipt that he or she has received these materials.

Every CDL employee is expected to be aware of the policy and its requirements and to abide by the requirements. Department Directors with assistance from the Personnel and Safety Office have the responsibility to ensure that all employees are made aware of this regulation. In addition, Department Directors will schedule annual meetings with their respective staff to review the provisions and requirements of this policy.

- B. All supervisors of employees covered by this policy shall receive training on alcohol misuse and drug use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of drugs.

X. FMCSA CLEARINGHOUSE

The Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) is a database containing information regarding drivers who are subject to FMCSA drug and alcohol testing regulations. The following personal information will be reported to the Clearinghouse for covered drivers:

- A. A verified positive, adulterated, or substituted drug test result;
- B. An alcohol confirmation test with a concentration of 0.04 or higher;
- C. A refusal to submit to DOT test;
- D. NOVA Parks' report of actual knowledge that a driver has:
 - 1. used alcohol while performing safety-sensitive functions;

- 2. used alcohol within four hours of performing a safety-sensitive function;
 - 3. used alcohol for eight hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test; or
 - 4. used a controlled substance;
- E. A substance abuse professional (SAP) report of the successful completion of the return-to-duty process;
- F. A negative return-to-duty test; and
- G. NOVA Parks' report of completion of follow-up testing.

APPENDIX A

I. COVERED EMPLOYEES

Under FMCSA (Part 382), employees are covered employees if they perform any of the following safety-sensitive functions:

- Driving a commercial motor vehicle which requires the driver to have a CDL
- Waiting to be dispatched to operate a commercial motor vehicle
- Inspecting, servicing, or conditioning any commercial motor vehicle
- Performing all other functions in or upon a commercial motor vehicle (except resting in a sleeper berth)
- Loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloading, remaining in readiness to operate the vehicle, or giving or receiving receipts for shipments being loaded or unloaded
- Repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle

Under FTA (Part 655), employees are covered employees if they perform any of the following safety-sensitive functions:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

II. POST-ACCIDENT TESTING (FTA)

Covered employees shall be subject to FTA post-accident drug and alcohol testing under the following circumstances:

A. Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by NOVA Parks using the best information available at the time of the decision, will be tested.

B. Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

1. The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
2. One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by NOVA Parks using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

III. POST-ACCIDENT TESTING (FMCSA)

Covered employees shall be subject to FMCSA post-accident drug and alcohol testing under the following circumstances:

A. Fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee who was performing safety-sensitive functions with respect to the vehicle.

B. Non-fatal Accidents

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, an alcohol test will be conducted on each driver who receives a citation within eight (8) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, and not involving the loss of a human life, a drug test will be conducted on each driver who receives a citation within thirty-two (32) hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if:

1. The accident results in injuries requiring immediate medical treatment away from the scene; or
2. One or more motor vehicles incur disabling damage and must be transported away from the scene by a tow truck or other motor vehicle.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

1.6 SMOKING IN THE WORKPLACE

In order to promote the health, safety and general welfare of employees, and the general public, the following policies are established and shall be administered, interpreted, and enforced by NOVA Parks Management.

It is the policy of NOVA Parks to prohibit smoking and vaping in all NOVA Parks buildings, whether accessible to the public or not, all NOVA Parks facilities, and all NOVA Parks vehicles and ride-on equipment. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

This policy applies to:

- All areas of buildings occupied by NOVA Parks employees.
- Outdoor facilities including, but not limited to all waterparks, mini golf courses, batting cages, climbing structures, playgrounds, cafes, gardens, fenced in parks, rowing facilities, patios, and decks.
- All NOVA Parks-sponsored offsite conferences and meetings.
- All vehicles and ride-on equipment owned or leased by NOVA Parks.
- All NOVA Parks employees.
- All visitors (customers and vendors) to NOVA Parks premises.
- All contractors and consultants and/or their employees working on NOVA Parks premises.
- All temporary employees.
- All student interns.
- All volunteers.

Signs indicating "No Smoking" must be posted prominently in all buildings.

Smoking in areas where flammable materials exist, and other safety-sensitive areas as designated by the Park Manager is strictly forbidden.

Smoking and vaping is permitted only in outdoor areas designated by the Park Manager. While smoking and vaping may be allowed in some outdoor areas, smoking will not be permitted in view of customers or vendors.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

1.7 ACCEPTABLE USE POLICY

This policy is intended to communicate NOVA Parks requirements of users (employees or third parties granted access) regarding acceptable use of NOVA Parks information assets in order to ensure that they are in compliance with the goals and objectives of the NOVA Parks Information Security Program. NOVA Parks recognizes the business need for some, if not all of its employees and partners to have access to organizational information assets in order to perform their job functions. As such, NOVA Parks management has made the business decision to make certain information assets available to users for business purposes.

I. DEFINITIONS

Except as specifically modified the terms used in this policy have the same meanings as set forth in information security standards and best practice guidance. In particular,

- **Information Assets:** are any valuable information whether written, drawn, spoken, visual, electromagnetic, digital, hard copy or image.
- **Information Security:** is the preservation of confidentiality, integrity, and availability of information, in addition to other properties such as authenticity, accountability, non-repudiation and reliability.
- **Confidentiality:** the property that information is not made available or disclosed to unauthorized individuals, entities, or processes.
- **Integrity:** the property of safeguarding the accuracy and completeness of information assets.
- **Availability:** the property of being accessible and usable upon demand by an authorized entity.
- **Security Breach:** an act that bypasses or contravenes security policies, practices, or procedures and results in the reasonable probability that a) information classified as Confidential has been lost, stolen or otherwise subject to unauthorized access AND the misuse of this information has occurred or is reasonably possible; b) the accuracy and completeness of information assets has been compromised; or c) the availability of information assets or systems to users is impaired.
- **Employee Self Service:** actions an employee takes to update their personal information, such as address/contact information, direct deposit, tax forms, marital status, etc. with the HR department, view their work schedule, request/accept shift swaps and/or coverage requests, request time off, etc.
- **Electronic:** relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities;

- **Encrypted:** the transformation of data into a form in which meaning cannot be assigned without the use of a confidential process or key;
- **Users:** all full-time, part-time, and seasonal employees of NOVA Parks, as well as volunteers, contractors, and third parties that are granted access to NOVA Parks information assets.
- **Records:** any material upon which written, drawn, spoken, visual, or electromagnetic information or images are recorded or preserved, regardless of physical form or characteristics.

II. RESPONSIBILITIES

All Users of information assets are responsible for ensuring that their use of any assets, which they have been assigned or to which they have been granted access, is consistent with NOVA Parks standards of business conduct and occurs only as part of the normal execution of the User's job responsibilities. In addition, all Owners of information assets are accountable for monitoring information assets for which they are responsible to ensure that all usage of those assets is also consistent with the requirements of this policy.

The Information Technology Administrator is accountable for ensuring that the necessary training on the requirements listed in 4.0Section III below is available and delivered to all Users.

Asset owners and all Users are responsible for adhering to the requirements defined in section III below. In addition, all Users of information assets, including laptops and smart phones, have further specific responsibilities as identified in their user agreements.

Any violation of this policy may lead to disciplinary action up to and including termination of employment. Illegal activities may also be reported to the appropriate authorities.

III. ACCEPTABLE USE

User IDs and e-mail accounts assigned by NOVA Parks may only be used for official business communications.

The use of Internet/intranet/e-mail/Teams/instant messaging resources may be monitored for security reasons and/or network management and usage may be limited.

Any abuse of NOVA Parks computer resources by a user will be dealt with in accordance with laws and regulations that are applicable at the User's location.

Limited personal use of NOVA Parks information assets is acceptable, provided that such use does not otherwise violate any NOVA Parks policies, is not detrimental to NOVA Parks' best interests, and does not interfere with the User's regular work duties. Such personal

use is subject to monitoring by NOVA Parks and to the discretion of the ~~U~~user's manager. Excessive personal usage of NOVA Parks resources such as telephone, printer, and computer systems including but not limited to all electronic and digital communication tools such as E-Mail, Teams or any other instant messaging platforms, may result in revocation of such privileges and possible additional disciplinary action.

A. Confidential Information

1. Storage of all confidential documents should be done on an encrypted network drive with controlled access provided by ~~the~~ NOVA Parks IT ~~Department~~Office. Such records cannot be copied to commercial cloud-based storage solutions (e.g., Dropbox, Google Drive).
2. Protect against any activity that would compromise the network's confidentiality, integrity or availability or violates applicable laws.
3. Do not share another ~~U~~user's confidential information or files without express permission.
4. All records containing confidential information stored on mobile devices, including laptops, must be encrypted.
5. Confidential information should be copied to removable media only if necessary for a business function. Any such records containing confidential information should be encrypted. To the extent possible, never store confidential information on the removable data storage card attached to the mobile device.

B. General Computer Acceptable Use

1. Do not download, save, or install programs on your assigned workstation/desktop or laptop without permission from the NOVA Parks IT ~~Office~~ Support Team.
2. Store all business documents on the designated network share drive or approved secured cloud storage server, to be sure they are properly backed up.
3. Call ~~the~~ NOVA Parks IT ~~Service Department~~Support to arrange service for hardware relocation, maintenance or repair and software installation.
4. Do not attempt to interfere with NOVA Parks anti-virus, security update, or monitoring applications.

5. Do not share or utilize another ~~U~~ser's username, password or other authentication credentials and never access another ~~U~~ser's information or files without express permission.
6. Never use any hacking or "sniffing" tools or other means unsanctioned by NOVA Parks to monitor, intercept, or gain unauthorized access to any data or information system.

C. Internet Acceptable Use

1. Implement appropriate handling procedures for transmitting information over the Internet.
 - Ensure confidential information is encrypted before transmitting over the internet.
 - Use the NOVA Parks VPN solution when accessing the internet with a device provided by NOVA Parks over a public internet connection.
 - Do not upload NOVA Parks confidential or internal information to any cloud-based storage location or other software-as-a-service platform without permission from the Information Technology Administrator.
 - Non-NOVA Parks communications methods (e.g., personal e-mail accounts, social medial accounts, SMS texting) shall not be utilized to conduct NOVA Parks business.
2. Do not use NOVA Parks information assets to access, upload, download or distribute pornographic, obscene, or sexually explicit material or electronically harass, insult, threaten or attack others.
3. All communications through the Internet may be scrutinized by NOVA Parks and NOVA Parks reserves the right to determine the suitability of the information and respond accordingly.
4. Do not attempt to bypass NOVA Parks security control technology and do not download software from the Internet or execute any software from the Internet unless it is in accordance with NOVA Parks policies and procedures.
5. Do not transmit licensed software or any copyrighted materials belonging to the company or any third parties without permission from the NOVA Parks IT ~~Department~~Office.
6. Utilization of Software-as-a-Service offerings of any sort for any purposes is prohibited without permission from the NOVA Parks IT ~~Department~~Office.

D. Electronic and Digital Communication Acceptable Use

1. Follow the proper information handling policies appropriate to the information being included in or attached to any electronic and digital communication such as email, Teams, or any other instant messaging platforms. (Confidential information must be encrypted)
2. Only use your business assigned email/Teams account for business communications. Do not use personal email, Teams, or any other instant messaging accounts.
3. Do not open email from unknown parties and never open executable files from unknown sources for any reason.
4. Understand that no level of privacy is guaranteed through the use of digital and electronic services and that email, Teams, text, or phone messages may be disclosed to the public under the requirements of the Virginia Freedom of Information Act (FOIA).
5. Do not distribute advertising, junk mail, chain letters or sexually oriented messages or images and discourage the receipt of same.
6. Do not solicit e-mails that are unrelated to NOVA Parks business, or which are for personal gain.

E. Multi-Factor Authentication (MFA)

With new technological advances it is easy for individuals to inadvertently fall victim to highly sophisticated phishing attacks. This could give a hacker unauthorized access to our network and information system. The NOVA Parks IT ~~Department-Office~~ has taken several steps to protect and monitor our network and E-Mail systems. As part of its efforts, the IT ~~Department-Office~~ has established Multi-Factor Authentication, which provides a common method of protection for agencies like ours, that utilize and, store sensitive personal, and financial information.

To access NOVA Parks resources and the network, all individuals will be required to engage in one additional step beyond the normal logon process. Individuals will be required to register a second device. The MFA system will send a message to the device using an authentication app such as Microsoft Authenticator, Google Authenticator, or the Apple Passwords App which the individual must use to authenticate. Upon successful completion of this 2-step authentication process, the individual will be able to access the system.

F. Wireless Network Acceptable Use

1. NOVA Parks business wireless networks are password protected and provided for the use by NOVA Parks devices. Only NOVA Parks devices are permitted to connect to a NOVA Parks business wireless network.
2. NOVA Parks Guest wireless networks are provided for the use of all non-NOVA Parks devices. A NOVA Parks Guest wireless network is required to be identifiable at all NOVA Parks facilities where Wi-Fi is available.
3. Staff are required to call or email the NOVA Parks IT Help Desk for assistance in connecting to any NOVA Parks private wireless network.
4. Personal devices (phones, tablets, laptops, etc.) can only be connected to the designated guest network.

G. Removable Storage Media Acceptable Use

1. Only copy information to removable media when absolutely required for legitimate business reasons and then remove it as soon as possible. Use of removable storage media should only be used if OneDrive is not accessible.
2. Protect and safeguard removable media from improper use, loss, or destruction.
3. Do not copy information to flash drives or other removable media that was obtained from a suspicious or unknown source. Copying NOVA Parks information to complementary flash drives obtained at trade shows or from vendors, suppliers, or other third parties is specifically prohibited.
4. Flash drives or other removable media found unattended in, around or near the workplace should be given to a staff member in the IT Department Office for appropriate handling. Do not plug in or otherwise attempt to access the device without appropriate authorization.

H. Mobile Device Acceptable Use

1. Only copy information to NOVA Parks mobile devices, including laptops, when required for legitimate business reasons and then remove it as soon as practical.
2. Protect and safeguard NOVA Parks mobile devices, including laptops, from improper use, loss, or destruction.
3. When using a NOVA Parks issued mobile device the device must have at

minimum a power-on PIN of at least four (4) characters, lock after no more than five (5) minutes of inactivity and allow a remote device data wipe in the case of loss, theft, or employee separation from the company.

4. Notify the NOVA Parks IT ~~Department Office~~ immediately upon realization of the loss or theft of any mobile device or laptop that is owned by NOVA Parks or that contains NOVA Parks data.

I. Accessing NOVA Parks Data and Systems from Non-NOVA Parks-Owned Devices

Accessing NOVA Parks data and/or systems from shared public internet kiosks or other non-NOVA Parks devices is expressly prohibited except in cases where Multi Factor Authentication (MFA), or employee self-service is required.

Accessing NOVA Parks data and/or systems from personally owned devices, including mobile phones, tablets, laptops, PCs, or other similar devices, is expressly prohibited, except where employee self-service actions are needed.

Peripheral devices such as monitors, keyboards/mice, headphones, printers, or any other accessory device to connect or communicate with the user's workstation must be approved by IT.

IV. HELPFUL TIPS

A. Secure Password Recommendations:

Remember to select strong passwords without using personal information, e.g., family member names, pet names, birthdays, or addresses. Consider using a passphrase instead of a word, such as a favorite song lyric, quote from a movie or television show. At minimum the password/passphrase should be at least 8 characters in length, and include uppercase, lowercase characters and at least one number and/or special character.

B. Safe Email Use:

- Avoid opening attachments and clicking on links when uncertain about the content.
- Be suspicious of "clickbait" titles.
- Look for red flags such as grammar mistakes, capitalization errors, and multiple exclamation marks.
- If unsure whether an email is safe, contact the NOVA Parks IT Help Desk before opening.

V. PENALTIES FOR NON-COMPLIANCE WITH THIS POLICY

When an instance of non-compliance with this policy is discovered or suspected, NOVA Parks may proceed with investigations that may result in disciplinary action up to and including termination of employment. Suspension of service to users may occur when deemed necessary to maintain the operation and integrity of NOVA Parks information systems. User access, accounts, passwords, software, and hardware may be withdrawn without notice if a user is suspected of violating the Acceptable Use Policy.

CHAPTER 2

Employment Lifecycle & Administration

From hiring through separation

2.1 EMPLOYMENT SELECTION

I. APPLICATION FORM

Applications will be submitted online using the form prepared by the Human Resources Office, to be revised as deemed necessary. Individuals not able to complete an online application, will be given the option to complete a paper application form or work with the onsite hiring manager or Human Resources Office to complete the online application.

II. TYPES OF EMPLOYMENT

A. Fair Labor Standards Act (FLSA) Job Classifications

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. This determination is not based solely on the salary (grade) or hourly rate of pay of a position. The duties and responsibilities of the position must also fulfill certain requirements, and the classification may vary based on the location of the establishment, the seasonal nature of the role, and other factors.

- Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are not exempt from the law's requirements concerning minimum wage and overtime/compensatory time off (comp time). This includes most of our part-time and seasonal employees as well as some of our full time employees.
- Exempt employees are generally executives, managers, professional, or administrative staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

B. NOVA Parks Job Classifications

- Full Time employees are regularly scheduled to work a full-time schedule of 40 hours per week. They are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefit program.
- Part Time employees are regularly scheduled to work between 30 and 40 hours per work week. They are eligible for the part-time benefit package which includes medical, dental, and vision insurance as well as voluntary benefits offered by NOVA Parks, subject to the terms, conditions, and limitations of each benefit program.
- Seasonal employees are employed on a temporary basis to support NOVA

Parks' operations during certain times of the year. The work hours are dependent on variables such as weather, public use of facilities, and the work needs of NOVA Parks. They are not eligible for any benefits.

- SeasonalNL (Seasonal No Lunch) employees work in safety sensitive positions at our water parks. This includes lifeguards, water safety officers, and pool managers. These employees are not limited in the number of hours they work per week and are not subject to the automatic meal time deduction since they must remain rescue ready at all times. They are not eligible for any benefits. Typically, this category is classified as exempt and employees are not eligible for overtime because of the seasonal nature of the facility.

III. OPEN RECRUITMENT

Positions will be filled by recruitment open to the public, by transfer, or promotion. Examinations may include written, oral, physical or performance tests, or any combination of these. Factors such as education, experience, skills, aptitude, character, physical fitness, knowledge, reference checks, verification of credentials, or any other qualification which in the judgment of NOVA Parks enters into the determination of the relative fitness of applicants will be considered. Candidates may be subject to a background check and/or pre-employment drug test consistent with applicable law.

All new hires will be required to provide documentation verifying their identity and proving they are presently eligible to work in the United States. Failure to provide appropriate documentation within three business days of the start of employment will result in immediate termination of employment in accordance with the terms of the Immigration Reform and Control Act.

IV. PROMOTION

A promotion is considered to be a position assigned to a grade higher than the present position. If the position is the same grade, placement in that position will be considered a lateral transfer.

When it is in the best interest of NOVA Parks, vacancies may be filled by promotion of a present employee who meets the requirements established for the position and who is deemed the best qualified candidate by NOVA Parks.

Promoted employees serve a twelve-month probationary period in the new position. The probationary period will start with the date of appointment in the new position.

V. TRANSFERS

When it is in the best interest of NOVA Parks, a vacancy may be filled by a current employee who meets the position's requirements, who is currently in the same grade as the vacant position, and who is deemed the best qualified candidate by NOVA Parks. The transfer would not affect the employee's grade/step. The employee would, however, serve a twelve-month probationary period in the new position. The probationary period will start with the date of appointment in the new position.

VI. INTERVIEWS

Interviews of candidates may be held by a panel consisting of the immediate supervisor, Human Resources Administrator, and/or other individuals familiar with the requirements of the position.

For some positions, the supervisor (with the ~~department director~~Department Director's approval) will conduct the interview with advice from the Human Resources Administrator and/or ~~department director~~Department Director and then will recommend the selection to the appropriate ~~department director~~Department Director.

VII. APPOINTMENT

Upon completion of a recruitment, whether open, transfer, or promotional, a recommendation for the final selection will be made by the appropriate supervisor and/or ~~department director~~Department Director. The Executive Director, or the Executive Director's designee, will have final approval for any appointment made for a regular full-time position.

VIII. DEMOTIONS

A. Voluntary

An employee may request to be demoted to a vacant position in a lower grade, subject to the approval of the ~~department director~~Department Director. The Human Resources Administrator, ~~department director~~Department Director, and/or the supervisor will determine whether the employee is qualified to perform the duties and responsibilities of the lower classification. The Human Resources Administrator or ~~department director~~Department Director will inform the employee of the proposed pay rate for the lower position so that the employee can make a decision whether to move forward with the request for demotion.

B. In Lieu of Layoff

If a regular full-time employee is scheduled to be laid off, that individual may be offered a demotion to a lower classification if a vacancy exists and if the employee qualifies for the position.

IX. INVOLUNTARY

Demotions may also be made in accordance with NOVA Parks' *Disciplinary Actions* Policy.

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2.2 BACKGROUND CHECK

At NOVA Parks, background and/or criminal checks may be conducted on job applicants (after a conditional offer of employment has been extended) and employees working in sensitive positions, as well as on volunteers who volunteer or seek to volunteer in a role deemed sensitive by NOVA Parks, or as required by applicable laws and regulations. These positions may include, but are not limited to: directors; positions with financial responsibilities; human resources; information technology; and those in regular personal contact with children, the elderly, and the disabled. Human Resources will make periodic reviews of all positions to determine whether to add or delete positions requiring compliance with this policy. The type of information that can be collected by NOVA Parks includes, but is not limited to, information pertaining to an individual's past employment, education, character, finances, credit history, and reputation. This process is also conducted to verify the accuracy of the information provided to NOVA Parks by applicants, employees, and/or volunteers. Criminal record checks may include, but are not limited to: personal interviews; social security verification; criminal and civil history; MVR records; and any other public records available.

NOVA Parks will use a third-party agency to conduct the above types of investigations. The third-party company will supply NOVA Parks with a detailed consumer report. Human Resources will retain confidential custody of all reports. In addition, NOVA Parks may conduct its own review of suitability for the role.

I. NOVA PARKS' COMPLIANCE

NOVA Parks will ensure that all background/criminal checks are conducted in compliance with all applicable laws, such as the Fair Credit Reporting Act (FCRA). As part of Title VII of the Civil Rights Act of 1964, this information cannot be used as a basis for denying employment, unless it is determined to be relevant to job-related issues or business necessity.

When applicable, the FCRA requires organizations to undertake the following:

- Certify to the consumer-reporting agency that the employer is in compliance with the FCRA and will not misuse the information it receives.
- Disclose to the individual its plans to obtain a consumer report and the purposes for which the report will be used, such as employment.
- Obtain the individual's written authorization before obtaining a consumer report.

- Inform the individual of the individual's right to request additional information on the nature of the report and the means through which such information may be obtained.
- Inform the individual that the report may include information about the individual's character, general reputation, and personal characteristics.
- Ensure the individual receives a summary of his or her rights under the FCRA.

II. INDIVIDUAL COMPLIANCE

Any applicant (after a conditional offer of employment has been extended) or employee whose position is classified as "sensitive" pursuant to this policy, will be required to sign the *Fair Credit Reporting Act Authorization*~~*Consent to Procure Consumer Credit Report authorization*~~ form as a condition of employment or continued employment. Failure to do so may result in disciplinary action. Similarly, anyone seeking to volunteer or volunteering in a "sensitive" role will be required to sign the *Fair Credit Reporting Act Authorization*~~*Consent to Procure Consumer Credit Report*~~ in order to be able to volunteer in that sensitive role.

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III. DEROGATORY RESULTS

NOVA Parks will review the results of the consumer report by taking into account, at a minimum, the following: (i) the nature and gravity of the offense or conduct; (ii) the time that has passed since the offense, conduct and/or completion of the sentence; and (iii) the nature of the job or volunteer role held or sought. If the results of the consumer report are derogatory, NOVA Parks will inform the individual if it plans on taking adverse action, such as denying promotion or not hiring or not permitting the individual to volunteer. Prior to taking any action, NOVA Parks will: provide the individual with a "Summary of Rights Under the Fair Credit Reporting Act" from the FTC; provide the individual the opportunity to review a copy of his/her report(s); and advise the individual of his/her rights to dispute reported information. Individuals will be granted reasonable time, (five (5) business days) to contest the reported information.

NOVA Parks will then make a final decision on whether to take any adverse action after the five (5) business day deadline, taking into account any information that the individual provided in response to the pre-adverse action letter. If NOVA Parks' final decision is to take an adverse action, NOVA Parks will notify the individual of that fact, will inform the individual about their rights to see information being reported about them and to correct inaccurate information. This notice will include: (i) the name, address, and phone number of the consumer reporting agency that supplied the report; (ii) a statement that the consumer reporting agency that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for NOVA Parks' actions; and (iii) a notice

of the individual's right to dispute the accuracy or completeness of any information the consumer reporting agency furnished and to get an additional free report from the consumer reporting agency if the individual requests one within 60 days.

IV. RECORDKEEPING

All information obtained from the consumer report (background, reference, criminal, and/or credit history) will be kept strictly confidential. Reports and discussions concerning the results of an applicant/employee consumer report will be treated by management as extremely confidential and will be restricted to the Human Resources Administrator and those in direct line of authority over the applicant/employee. Subsequent access to these records will be restricted to the same. Reports and discussions concerning the results of a consumer report conducted on a volunteer will also be kept confidential, with access restricted to the Human Resources Administrator and others on a need-to-know basis.

V. REQUIRED FORMS AND DOCUMENTATION

- Summary of Your Rights Under the Fair Credit Reporting Act
- *Fair Credit Reporting Act Authorization Form*
- ~~Disclosure of Consumer Report~~*Fair Credit Reporting Act Disclosure*

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VI. RIGHT TO APPEAL DISCIPLINARY ACTIONS

Eligible employees may present grievances or appeal decisions of management, in accordance with the Grievance Procedures detailed in the Personnel Policies.

2.3 CONDITIONS OF EMPLOYMENT

I. EQUAL OPPORTUNITY EMPLOYMENT

NOVA Parks is an Equal Opportunity Employer. Equal Employment Opportunity extends to all employment decisions, including, but not limited to, hiring, transfers, promotion, training, working conditions, compensation, benefits, and all other terms and conditions of employment. NOVA Parks does not discriminate against employees or applicants based on race (including because of or on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, age, sex, pregnancy, childbirth, lactation, or related medical conditions, sexual orientation, gender identity, genetic information, national origin, disability, marital status, veteran status, military status, religious or political affiliation, or any other basis protected by applicable law.

II. EMPLOYMENT RESTRICTIONS

A. Employment of Relatives

To promote a productive environment, free from conflicts of interest as well as favoritism and unfair advantage, NOVA Parks limits the employment of relatives.

An employee may not supervise a relative, nor may an employee occupy a position that has influence over a relative's employment, transfer, promotion, compensation, or other terms and conditions of employment.

The term "relative" as used here means any of the following: parent, spouse, domestic partner, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, first cousin, or "in law", "step", or "half" relations in these degrees of kinship, as well as a person living in the employee's household and any other person with such a close bond as the foregoing (such as a fiancé).

All hiring of relatives or requested exception (with appropriate mitigation) to this section must be reviewed by Human Resources, and approved by the Executive Director, to ensure compliance with this policy and applicable law.

B. Secondary Jobs

A secondary job must not in any way interfere with the fulfillment of an employee's duties with NOVA Parks, nor should such employment present a conflict of interest which would be detrimental to the goals and objectives of NOVA Parks. Before accepting outside employment, the employee must receive the approval of their supervisor.

An employee whose work performance is adversely affected by a secondary job may be subject to disciplinary action.

III. REEMPLOYMENT OF NOVA PARKS RETIREES

In certain circumstances, the reemployment of a NOVA Parks retiree is permitted when it has been determined to be in the best interest of NOVA Parks. Post-retirement consultant/contractor work by a NOVA Parks retiree is also covered by this regulation.

Individuals who have retired from NOVA Parks may be reemployed to engage in the following non-exhaustive list of assignments:

- Provide institutional knowledge critical to ongoing operations;
 - Address a skill shortage or vacancy;
 - Meet temporary staffing needs; and/or
 - Support the transition of newly hired employees.
- A. The extension of an offer of reemployment to a NOVA Parks retiree must be approved by the Executive Director before extending the offer to the retiree.
 - B. Any verbal or written agreements about post-retirement employment while the individual is still an active NOVA Parks employee are strictly prohibited.
 - C. The NOVA Parks retiree must have a break in service of at least 30 calendar days between the retirement date and the reemployment date.
 - D. A retiree may be reemployed as a seasonal employee for up to 1,500 hours per calendar year.
 - E. A reemployed retiree must be paid at a rate appropriate to the duties of the new position or assignment, not at a rate based on pre-retirement pay.
 - F. A reemployed retiree is eligible for 1 share in the Performance Incentive Program. Reemployed retirees are required to meet the same eligibility criteria as seasonal employees.
 - G. A reemployed retiree will continue to receive their full retirement annuity directly from the annuity administrator. If enrolled in health insurance, the retiree will continue to be covered as a retiree and receive a contribution towards the premiums as required by the retirement plan document. A reemployed retiree is not eligible to receive paid time off or enroll in benefits offered by NOVA Parks.

2.4 PROBATIONARY PERIOD

The probationary period serves as an extension of the selection process and provides job orientation and training and forms a basis for a decision to retain or terminate the employee.

I. DURATION

All employees hired for regular full-time positions will serve a probationary period of twelve months from the date of original appointment. Full-time employees that are transferred to a position of the same grade or promoted to a position of a higher grade will serve a probationary period of six months from the date of transfer or promotion.

On the recommendation of the employee's manager, the Park Operations Superintendent, Department Director, or Human Resources Administrator may extend the probationary period. At this time, the manager should notify the employee of the extension. Extension of the probationary period will not exceed three additional months.

II. DISMISSAL

Probationary employees may be dismissed from their positions at any time during or at the end of the probationary period as a result of unsatisfactory performance, misconduct, or other lawful reasons. The ~~department director~~Department Director and Human Resources Administrator will be notified when termination is recommended. A reason for termination, in writing, should be included in the employee's personnel file.

If an employee has committed an offense which is considered cause for immediate dismissal ~~as~~ provided in NOVA Parks' *Disciplinary Actions* Policy, the supervisor may dismiss the probationary employee without prior notice. An employee who is found to have been appointed through fraud or error on the employee's part may be removed, after consultation with the Human Resources Administrator.

The discharge or demotion of a probationary employee will generally not be subject to grievance except where required by applicable law.

III. COMPLETION OF PROBATION PERIOD

The Human Resources Administrator will notify the supervisor prior to an employee's completion of the probationary period. This advance notice will be afforded the supervisors to ensure a reasonable period of time to complete the probationary period evaluation.

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IV. PROBATIONARY PERIOD EVALUATION

A written evaluation of the probationary employee's work will be completed by the supervisor and reviewed with the employee before the expiration of the probationary period.

2.5 EMPLOYEE PERFORMANCE EVALUATION

I. OBJECTIVE

The Human Resources Administrator will prepare a system for evaluating the work performance of all employees. The evaluation will include an employee self-appraisal and manager appraisal. The purpose of the eEmployee Pperformance Eevaluation will be to inform employees how well they are performing and how they can improve work performance. The evaluation will consist of two sections: core competencies and performance goals. The performance goals will align with organizational goals which, in turn will align with the organizational strategic plan. These goals will be set annually prior to the start of the evaluation period.

II. EVALUATION TIMING

Each employee in a regular full-time position, will generally receive a Pperformance Eevaluation each Fall. The Eevaluation will be for any work performed in the prior fiscal year. An employee hired prior to the Pperformance Eevaluation deadline, but after the end of the fiscal year will not receive an Eevaluation until the following Fall.

III. STEP INCREASE

Step increases are not guaranteed. If a step increase is proposed, the supervisor will make the evaluation/recommendation which will be reviewed by the appropriate next level manager(s). A copy of the evaluation will be made available to the employee in the online performance management system.

IV. EMPLOYEE REVIEW

The evaluator will discuss the performance evaluation with the employee being evaluated. If an employee disagrees with the evaluation, a written statement by the employee may be submitted within two weeks following the meeting with the supervisor. The rebuttal will be forwarded to the Human Resources Ooffice for inclusion in the employee's file. The rebuttal will also be uploaded to the online performance management system.

2.6 DISCIPLINARY ACTIONS

All disciplinary actions set forth in this policy are subject to the *Grievance Procedure* Policy, with the exception of disciplinary actions taken against an excluded employee as defined in the *Grievance Procedure* policy.

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I. REASONS FOR DISCIPLINARY ACTIONS

The following list covers, but is not limited to, offenses which may be causes for disciplinary action:

- A. Conviction of a crime which could jeopardize the safety of park visitors, other employees, or the property of NOVA Parks, park visitors, or other employees.
- B. Habitual tardiness, unauthorized or excessive absence, or abuse of leave.
- C. Insubordination.
- D. Inefficiency or inability to perform duties of position.
- E. Abuse or removal of NOVA Parks property.
- F. Violation of NOVA Parks policies, operational rules, or safety rules.
- G. Consumption of alcoholic beverages or use of illegal drugs or being under the influence of either on the job, or possession of same in NOVA Parks vehicles or on NOVA Parks property.
- H. Giving false statements to supervisors, to the public, or on personnel documents.
- I. Any conduct which reflects unfavorably on NOVA Parks as an employer.
- J. Acceptance of any money, loan, gift, service, or any other item of value in exchange for performing a job-related act or in a manner that could reasonably influence performance of the employee's job duties.

II. DISCIPLINARY PROCEDURES

An employee may be subject to disciplinary action whenever the employee's work habits, attitude, or conduct is below acceptable standards. All disciplinary action will be determined by the supervisor and higher levels of supervision, after consultation with the employee and the Human Resources Administrator.

A series of actions should generally precede any disciplinary action; however, NOVA Parks reserves the right to bypass any level of discipline depending on the circumstances:

- A. An oral reprimand and an attempt to correct the situation. (A record of the reprimand should be made and submitted to Human Resources to retain in the employee file.)
- B. A written reprimand, if the situation continues, with a copy to the employee and a copy (with employee's signature acknowledging receipt or a dated notation if the employee refuses to sign) to the employee's personnel file. The written reprimand may also result in the employee being placed back in a probationary period, rendering the employee ineligible for a performance incentive bonus until they have successfully completed their probationary period.

The written reprimand may, with the approval of the Executive Director, be removed from the file if no further need for disciplinary action occurs in a period of two years.

III. DISCIPLINARY ACTION

When determining what action will be taken, the following will be considered:

- The circumstances and seriousness of the actual or possible consequences of the offense;
- The employee's record.

The supervisor and higher levels of supervision may recommend disciplinary action for demotions, suspensions, and dismissals. Approval from the department head or Executive Director, after consultation with the Human Resources Administrator, is required for a demotion, suspension, or dismissal. It will be the responsibility of the disciplining supervisor to clearly inform the employee of the right to appeal such action through the Appeal Policy, if applicable. NOVA Parks, in its discretion, may notify an employee that it is contemplating disciplinary action and place the employee on paid administrative leave for a period of up to two weeks before implementing the disciplinary action so that it can evaluate the situation and/or obtain appropriate approvals.

A. Demotions

A demotion will be a reduction in base pay within the present grade, a reduction in the grade, or both. The employee will be notified in writing at least fourteen days prior to the effective date of the disciplinary action. A copy of the notification will be placed in the employee's personnel file. A demoted employee will be placed on probation and will be ineligible for a performance incentive bonus until they have successfully completed their probationary period.

B. Suspensions

An employee may be suspended with or without pay. The length of a suspension will depend on the severity of the employee's offense, but will not exceed fifteen calendar days in any twelve-month period. A statement of the offense will be furnished to the employee and placed in the employee's personnel file.

C. Dismissals

Grounds for dismissal, which results in the termination of employment, include the offenses covered under Section 1 of this rule and any other act or omission, which, in the discretion of the Executive Director, after consultation with the Human Resources Administrator, warrants dismissal.

Immediate dismissal and termination of employment may be made for such things as:

1. A false statement or material omission on any employment document.
2. Endangering or threatening to endanger life and/or property of park visitors or other employees.
3. Conviction of a crime which would jeopardize the safety of park visitors or other employees or their property.
4. Absence without authorized leave for three days.
5. Stealing or attempting to steal NOVA Parks' property or property of a patron.
6. Fighting on NOVA Parks' property.
7. Defacing NOVA Parks' property.
8. Removing NOVA Parks' property without authorization.

If practicable, dismissal should follow a less severe form of discipline.

2.7 GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to establish a procedure for rapid and equitable redress of an employee's grievances. Every effort will be made to resolve any disputes at the lowest management level.

I. COVERAGE OF PERSONNEL

All permanent full-time employees of NOVA Parks who have satisfactorily completed their initial probationary period are eligible to file grievances under this procedure. Part-time employees as defined in the *Employment Selection Policy* who have completed 1 year of continuous service are eligible to file grievances under this procedure.

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Excluded from the grievance procedure are the following:

- A. Employees serving their initial probationary periods unless their complaint includes allegations of violation of NOVA Parks' non-discrimination statement contained in the *Employment Criteria/Conditions of Employment Section I – Equal Opportunity Employment Policy*.
- B. Temporary or Seasonal employees.
- C. The Executive Director.

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II. DEFINITION OF A GRIEVANCE

A grievance is a complaint or dispute by a NOVA Parks employee relating to employment, including but not necessarily limited to:

- A. Disciplinary actions including dismissals, disciplinary demotions, and suspensions;
- B. The application of personnel policies, procedures, rules, and regulations;
- C. Acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, or has reported an incidence of fraud, abuse, or gross mismanagement;
- D. Discrimination against an employee, including a probationary employee, on the basis of race (including because of or on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex, pregnancy, childbirth, lactation, and related medical conditions, sexual orientation, gender identity, age, national origin or ancestry, physical or mental disability, genetic information, marital status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or

applicable local law.

For the purposes of ~~subsection II.C.~~, there shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation.

III. NONGRIEVABLE COMPLAINTS

Complaints that are not grievable under this procedure include:

- A. Establishment and revision of wages or salaries, position classifications, or general benefits;
- B. Work activity accepted by the employee, as a condition of employment or work activity which may reasonably be expected to be a part of the job content;
- C. The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations;
- D. Failure to promote, except where the employee contends that established policies or procedures were not followed or applied fairly;
- E. The hiring, promotion, transfer, assignment, and retention of employees within the NOVA Parks personnel system;
- F. Oral reprimands;
- G. The methods, means, and personnel by which work activities are to be carried on;
- H. Termination, lay-off, demotion, transfer, or suspension from duties due to a lack of work, reduction in work force, or job abolition, except where such actions affect an employee who has been reinstated within the previous six months by NOVA Parks as the result of the final determination of a grievance. In such cases, the department must show that there was a valid business reason for the action and that the employee was notified of such reason in writing prior to the effective date of the action.

IV. STEPS OF THE PROCEDURE

At any step in the grievance process, an employee has the right to be heard in person, to produce witnesses and be represented by legal counsel (legal counsel will not be at the expense of NOVA Parks). Likewise, NOVA Parks has the option of being represented by legal counsel. The grievance procedure will be followed in the order outlined below, unless the decision being appealed was made by a more senior level of management. In such an instance, step 1 will start with the next individual in the hierarchy/reporting order.

A. Step 1. Immediate Supervisor

An employee who has a complaint shall discuss the complaint with the immediate supervisor within twenty (20) calendar days of the date the employee should have reasonably gained knowledge of the event giving rise to the complaint.

To initiate this grievance process, the employee must request a written response to their complaint from the immediate supervisor. The reply by the immediate supervisor shall be provided to the complainant within seven calendar days following the meeting.

The immediate supervisor shall notify the Human Resources Administrator as soon as they have been notified of the complaint. The immediate supervisor shall provide a copy of the written reply to the Human Resources Administrator for review prior to providing to the employee.

B. Step 2. Second-Level Supervisor

If the grievance is not settled at Step 1, the employee may file a written appeal of the Step 1 answer to the second-level supervisor. The written appeal should include copies of all other correspondence or relevant information.

The employee shall specify the relief sought through the use of this procedure. The written appeal shall be submitted to the employee's second-level supervisor within seven (7) calendar days of the first step meeting or the immediate supervisor's reply, if given at a later date. The second-level supervisor shall meet with the employee within seven calendar days of receipt of the written appeal.

A written reply by the second-level supervisor shall be made to the appeal within seven calendar days following the meeting.

The second-level supervisor shall notify the Human Resources Administrator as soon as they have received the appeal. Copies of all documents submitted with the appeal along with a copy of the written reply shall be submitted to the Human Resources Administrator.

C. Step 3. Third-Level Supervisor

If the grievance is not settled at Step 2, the employee may file a written appeal of the Step 2 answer to the third-level supervisor. The written appeal should include copies of all other correspondence or relevant information.

The written appeal shall be submitted to the employee's third-level supervisor within seven (7) calendar days of the second-level supervisor's reply. The third-level

supervisor shall meet with the employee within seven calendar days of receipt of the written appeal.

A written reply by the third-level supervisor shall be made to the appeal within seven calendar days following the meeting.

The third-level supervisor shall notify the Human Resources Administrator as soon as they have received the appeal. Copies of all documents submitted with the appeal along with a copy of the written reply shall be submitted to the Human Resources Administrator.

D. Step 4. Panel Hearing

1. Request for a Panel Hearing

If, after exhausting the foregoing steps, the grievance has not been resolved, the employee may request a hearing before an impartial panel. To qualify for a panel hearing, the employee must file a written appeal to the Human Resources Administrator or designee within seven (7) calendar days of receiving the written decision of the third-level supervisor.

The written appeal must include the facts upon which the employee's grievance is based, the specific remedy they seek, and include copies of all other correspondence or relevant information. The name, address, and telephone number, and email address of the person whom the employee appoints to sit on the panel must be included.

2. Convening the Panel

a. Panel Selection

All panel members must be a covered employee as defined in Section 2 of this policy.

The panel shall be made up of three (3) employees: one (1) to be picked by the employee, one (1) to be picked by management, and one (1) to be selected by the other two members.

The Human Resources Administrator will notify the two (2) members of their selection to serve on the panel. The two (2) panel members shall then select a third member within five (5) calendar days following the receipt of the notification of their selection as panel members.

In the event agreement cannot be reached between the two appointed panel members as to the third panel member, the Executive Director or designee shall select the third panel member. The third panel member, whether selected by agreement of the two appointed panel members or by the Executive Director, shall serve as the chairperson of the panel.

b. Panel Impartiality

To ensure impartiality, the Panel is not composed of any persons having direct involvement with the grievance being heard by the Panel or with the complaint or dispute giving rise to the grievance. The following are prohibited from service as Panel members:

1. Immediate family of any participant in the grievance procedure;
2. Persons who are or have been residents of the same household as the employee;
3. Managers who are in a direct line of supervision of the grievant;
4. Any person having direct involvement with the grievance being heard by the panel, including any representative of the employee or witness who has been involved in earlier steps of the grievance procedure;
5. Any person having direct involvement with the complaint or dispute giving rise to the grievance;
6. Attorneys having direct involvement with the subject matter of the grievance, or a partner, associate, employee, or co-employee of such attorneys.

3. Document Exchange Prior to the Panel Hearing

To ensure a fair and efficient grievance hearing, the parties agree to exchange all documents, records, reports, correspondence, policies, and other materials that they intend to rely upon at the hearing.

a. Exchange of Documents

The Grievant and Employer shall provide copies of all documents they intend to introduce as evidence at the grievance hearing no later than five (5) calendar days prior to the hearing date.

b. Witness Information

Each party shall provide a list of anticipated witnesses, including their names and job titles (if applicable), no later than five (5) calendar days prior to the hearing.

c. Supplemental Documents

If additional responsive documents become available after the exchange deadline, the party obtaining such documents shall promptly provide them to the other party.

d. Failure to Disclose

Documents not exchanged in accordance with this provision may be excluded from consideration by the Panel Chair unless good cause is shown for the late disclosure.

e. Confidential Information

Any confidential or personally identifiable information contained in exchanged documents shall be redacted or otherwise protected consistent with applicable law and employer policy.

f. Continuing Obligation

The parties acknowledge a continuing obligation to disclose relevant documents that become known or available prior to the hearing.

4. Conduct of the Panel Hearing

The Panel conducts the hearing in accordance with the following rules:

a. Authority of the Panel Chair

The Panel Chair shall be responsible for conducting the hearing in an orderly and efficient manner. The Chair may:

1. Establish reasonable time limits;
2. Rule on procedural matters;
3. Determine the relevance of evidence and testimony;
4. Maintain decorum during the proceedings; and
5. Take any action necessary to ensure a fair hearing.

b. Opening of the Hearing

The Chair shall:

1. Call the hearing to order;
2. Introduce the Panel members;
3. Identify the parties and representatives present;
4. Review the hearing procedures; and
5. Address any preliminary procedural matters.

c. Opening Statements

1. The Grievant or the Grievant's representative shall have the opportunity to make an opening statement.
2. The Employer or Employer's representative shall then have the opportunity to make an opening statement.
3. Opening statements shall be limited to a summary of the issues and anticipated evidence.

d. Presentation of the Grievance

1. The Grievant shall present evidence and witnesses in support of the grievance.
2. The Employer may question each witness following direct testimony.
3. Panel members may ask questions of any witness at any time deemed appropriate by the Chair.

e. Presentation of the Employer's Position

1. The Employer shall present evidence and witnesses in support of its position.
2. The Grievant may question each witness following direct testimony.
3. Panel members may ask questions of any witness at any time deemed appropriate by the Chair.

f. Documentary Evidence

1. All documents submitted for consideration shall be identified and included in the hearing record.
2. Documents exchanged before the hearing shall be admitted unless otherwise excluded by the Chair.
3. The Chair may determine whether late-submitted documents will be considered.

g. Witness Testimony

1. Witnesses shall provide testimony based on their personal knowledge or professional responsibilities.
2. The Chair may exclude cumulative, repetitive, or irrelevant testimony.
3. Witnesses may be excluded from the hearing room until called to testify, except for the parties and designated representatives.

h. Questions by the Panel

Panel members may ask questions at any stage of the proceedings to clarify testimony, evidence, or issues relevant to the grievance.

i. Closing Statements

1. Upon completion of the presentation of evidence, the Grievant shall have the opportunity to make a closing statement.
2. The Employer shall then have the opportunity to make a closing statement.
3. The Grievant may be permitted a brief rebuttal statement limited to matters raised in the Employer's closing statement.

j. Deliberations

1. Following the close of the hearing, the Panel shall deliberate in closed session.
2. Only Panel members and any designated advisor to the

Panel may be present during deliberations.

3. Deliberations shall remain confidential.

5. Panel Decision

The Panel is authorized only to determine whether or not a grievance pursued by an employee has merit and what remedy, if any, should be afforded. The Panel is not authorized to formulate or change policy, rules, or procedures.

The Panel's decision is filed in writing by the Panel Chairperson with the Department Head, Executive Director, the grievant, and Human Resources no later than fourteen (14) calendar days after the conclusion of the hearing. The decision summarizes the grievance and the evidence, makes specific findings of fact, states in full the reasons for the decision, and determines the remedy to be granted.

V. CONDUCT OF MEETINGS

- A. In accordance with these Procedures, the employee has the right to be heard in person, to produce witnesses, and be represented by legal counsel (legal counsel will not be at the expense of NOVA Parks). Likewise, NOVA Parks has the option of being represented by legal counsel.
- B. Time spent attending grievance meetings during the grievant's regularly scheduled hours shall be considered work time and the use of paid time off is not required.
- C. At the request of any party to the grievance, the Human Resources Administrator may attend grievance meetings.

VI. REMEDIES

- A. The supervisor or panel hearing the appeal are able to uphold or reverse the action being grieved or, in appropriate circumstances, select a modified remedy.
- B. The following guidelines pertaining to remedial action shall apply:

1. Dismissals

The supervisor or panel hearing the appeal may deny relief, reinstate the employee while imposing lesser disciplinary actions such as demotion or suspension, or reinstate the employee.

2. Disciplinary Demotions

The supervisor or panel hearing the appeal may deny relief, impose lesser disciplinary sanctions, or revoke the disciplinary demotion.

3. Suspensions

The supervisor or panel hearing the appeal may deny relief, impose a lesser suspension, instruct that a written reprimand be substituted for the suspension, or revoke the disciplinary suspension.

C. Back Pay and Restoration of Benefits in Appeals of Dismissals and Suspensions

In instances of dismissals, demotions, and suspensions, back pay and restoration of benefits may be awarded if the action is reversed.

1. If an employee is reinstated, the employee shall be given back pay for the period of separation contingent upon making full disclosure of all earnings received during separation, which shall be an offset against back pay. In the event the employee fails to provide evidence deemed necessary to determine the amount of the offset, the employee forfeits their right to back pay.
2. In cases of suspension, the employee shall be entitled to back pay for the period of suspension revoked by the individuals hearing the appeal under the same conditions as item a.
3. Back pay shall be computed on the basis of the employee's regularly scheduled hours of work and shall not include any overtime that the employee might have earned.
4. For any period of time that an employee is entitled to receive back pay, the employee shall be given service credit towards retirement and shall be reinstated in the retirement system provided that they repay into the system all contributions that they withdrew on separation.
5. For purposes of accruing leave, the employee shall be given credit towards their total years of service for any period of time that they are entitled to back pay. The employee shall also be credited with any leave that they would have accrued during that period.
6. Upon reinstatement, the employee shall be placed in the health plan they were in at the time of separation with the same options previously elected. The effective date of coverage will be the first of the month following reinstatement. In no event shall the employee be entitled to

reimbursement for medical costs or medical premiums during the period of separation.

7. Upon reinstatement, an employee's salary shall be adjusted to reflect any performance pay increases that would have been received had the employee not been separated.

D. Promotions

The individuals hearing the appeal may deny relief or order the promotional process redone.

In cases other than dismissals, demotions, and suspensions, the individuals hearing the appeal may deny the relief sought by the employee or grant such relief as is necessary to place the employee in the situation they would have been in had the action not been taken. In no event shall the employee be awarded any damages.

The individuals hearing the appeal shall have no authority to order the payment of damages of the grievant's or NOVA Parks' attorney's fees or costs.

VII. TIME LIMITS

No grievance will be considered under the procedure set forth in Section 3 unless it is filed within the time limits set forth in Section IV. If a grievance is not appealed within the time limits for appeal set forth in this policy, it will be deemed settled on the basis of the last answer of NOVA Parks, unless the parties mutually agree to extend any time limits. If NOVA Parks fails to provide an answer within the time limits so provided, the employee may immediately appeal to the next step.

2.8 EMPLOYEE TERMINATION

I. RESIGNATION

To resign in good standing, an employee should give at least two weeks (fourteen calendar days) written notice. Failure to comply with this policy will result in the employee being marked as not eligible for rehire. However, an employee who has given less than the required notice may be considered eligible for rehire if, in the Human Resource Administrator's judgment, exceptional circumstances warrant a shorter notice period.

II. TERMINATION

An employee terminated for disciplinary reasons will be designated as "dismissed" in the permanent files.

A. Loss of Job Requirements

Any employee who is unable to adequately perform assigned duties because of the loss of a necessary license or other requirement may be terminated. Prior to the termination, NOVA Parks may allow a reasonable time to reestablish the job requirements or qualify for another vacant position.

III. LAY-OFF

Any involuntary separation not involving delinquency, misconduct, or inefficiency will be considered a lay-off.

A. Demotion in Lieu of Lay-off

If a regular employee is scheduled to be laid off, that individual will be offered a demotion to a lower classification if a vacancy exists and if the employee is qualified for the position and has preference over another employee also scheduled to be laid off as covered by Section ~~3-III~~ of this policy.

B. Lay-off Procedure

Prior to a reduction in force, the names and job titles of any regular full-time employees scheduled for lay-off will be submitted by the appropriate ~~department director~~ Department Director to the Executive Director for approval. Once approved, the Human Resources Administrator will review. After the Human Resources Administrator has confirmed the accuracy of the list of names, the lay-off will be effective.

Regular full-time employees will be notified in writing by the appropriate ~~department director~~ Department Director of their lay-off preferably thirty days in

advance, but not less than fourteen calendar days before the effective date of lay-off, unless more time is required by applicable law.

IV. RETIREMENT

Refer to the retirement document for retirement eligibility, dates, and benefits.

A. Retirement Benefits

Refer to the retirement plan document for retirement eligibility, dates, and benefits. In the event of any inconsistencies between this personnel policy manual and any formal benefit plan or contract of NOVA Parks, the provisions of said benefits, plans and/or contracts shall prevail.

V. EFFECT ON INSURANCE

A. Group Health Insurance

As allowed under the Consolidated Omnibus Budget Reconciliation Act (COBRA), a terminated employee and qualifying dependents are eligible to continue coverage under the employer group health plan and rates (paid totally by the employee) for a designated period of time. Qualified retirees are eligible for continuation of medical insurance under guidelines of the Retirement Plan.

B. Group Life Insurance

Life insurance may be converted to an individual policy, as provided for under the terms of the plan.

VI. ELIGIBILITY FOR REHIRE

At termination, NOVA Parks will determine whether the employee is eligible for rehire.

2.9 DISABILITY ACCOMMODATIONS

NOVA Parks is committed to removing barriers and providing reasonable accommodations for employees and applicants with disabilities, ensuring equitable access to employment opportunities and workplace resources.

Reasonable accommodations will be provided to qualified applicants and employees with disabilities, absent undue hardship, to enable the individual to perform the essential functions of the job. The determination will be made by the Human Resources Administrator through competent medical advice and/or medical documentation. Failure to provide appropriate documentation within the required timeframe or to cooperate in the process may result in the delay or denial of a reasonable accommodation. The applicant or employee may be required to submit a reasonable accommodation request form.

I. WORKERS' COMPENSATION

A disability due to an on-the-job injury is covered as provided for in the Virginia Workers' Compensation Act.

II. REQUEST FOR REASONABLE ACCOMMODATION

An employee may make a request for accommodation to the employee's supervisor or to the Human Resources Administrator. An applicant may make a request for accommodation to the hiring manager or to the Human Resources Administrator.

III. EXAMPLES OF REASONABLE ACCOMMODATIONS

Depending on the circumstances, reasonable accommodations may include, but are not limited to the following:

- Modifying equipment or tools;
- Allowing a reduced schedule;
- Modifying training materials or examinations;
- Restructuring of non-essential job functions;
- Medical leave; and
- Reassignment to another position.

2.10 PERSONNEL FILES AND RECORDS

I. EMPLOYEE FILES

Employee files will be maintained in the Human Resources Office. Employees have access to their file (with the exception of reference letters and mental/medical records when the treating healthcare provider has indicated that a review of such records may be injurious to the employee's health) and may request a review of their file in the Human Resources Office. Copies of material contained in an employee's file may be made at the expense of the employee. The employee's personnel file is confidential but may be available, in whole or in part, to the employee, appropriate supervisor, ~~department director~~ Department Director, Executive Director, and the Human Resources Administrator. Information about employees and former employees may be available to the public as follows: name, classification, title, salary, eligibility for rehire and dates/length of service, or as otherwise required by applicable law. Other personal information may be made available for official purposes at the request of the employee, a government agency, or as otherwise required by applicable law.

II. RETENTION OF RECORDS

Records will be kept and disposed of in accordance with the Library of Virginia's record retention and disposition schedule.

III. PERSONNEL TRANSACTIONS

All personnel transactions must be made using the process identified by the Human Resources Office.

CHAPTER 3

Compensation, Time, and Benefits

Pay, time, and employee-related costs

3.1 COMPENSATION

I. COMPENSATION PHILOSOPHY

NOVA Parks' philosophy is to compensate team members at or above the median for the marketplace, subject to financial and market constraints and the team member's performance.

When comparing to like positions a team member's annualized salary and incentive pay should be from 95% to 110% of the market median for the Northern Virginia area. This recognizes NOVA Parks' dependence on an entrepreneurial business model and the small size of its workforce relative to its larger competitors.

Market comparables will include similar positions in peer organizations in Northern Virginia.

Funding the compensation goals is subject to the annual financial performance of the agency and related budget considerations. Periodically, NOVA Parks will conduct a compensation study covering all or part of the workforce to determine the market median.

II. ESTABLISHMENT OF PLAN

It will be the responsibility of the Human Resources Administrator to review existing position and job descriptions, obtain compensation data on comparable or similar positions in peer organizations in the region, and prepare a proposed Compensation/Classification Plan for consideration by the Executive Director. The Executive Director will consult with the ~~department director~~ Department Directors, make such inquiries as are deemed advisable, and will establish a recommended plan for inclusion in the proposed annual budget.

III. NEW POSITION ESTABLISHMENT

The creation of a new position must be approved by the Executive Director and reflected in the budget or a budget amendment approved by the NOVA Parks Board.

IV. NEW APPOINTMENTS

New appointments normally will be made at the beginning of the pay range for the classified position. However, under special conditions and subject to approval of the Executive Director, appointments may be made at a compensation level above the entry pay range.

V. STEP INCREASE

Step increases are not guaranteed and are contingent upon the employee receiving a satisfactory rating on their ~~e~~Employee ~~p~~Performance ~~e~~Evaluation.

An employee becomes eligible for their first step increase on the first anniversary of their hire or promotion date. Subsequently, they are eligible for a step increase at the beginning of the pay period that contains October 31st.

The initial October 31st increase is prorated based on the number of pay periods elapsed since the employee's anniversary or promotion date increase. Subsequent October 31st increases are granted in full, provided performance requirements are met.

An employee's appointment or anniversary date is not affected by the timing of any October 31st increase.

If an employee reaches the last step of their pay grade before attaining the maximum compensation for that grade's pay range, they are eligible for a prorated increase the following year. This increase shall not exceed the maximum compensation amount established for the pay grade.

VI. MERIT INCREASE

On the recommendation of the appropriate ~~department director~~Department Director and with the approval of the Executive Director, an employee may be awarded a step increase for outstanding performance. The awarding of the merit increase will not change an employee's anniversary date or their step increase date.

VII. PROMOTION

A promotion is an elevation of an employee to a higher position generally in the chain of command, and/or in the same area of work, albeit with greater responsibilities; the change is based on the employee's satisfactory performance with NOVA Parks as demonstrated in willingness and ability to assume the higher level of responsibility.

An employee who receives a promotion must receive a compensation increase which is the greater of (a) the beginning compensation of the new grade, or (b) the employee's prior compensation with a 4.75% step increase plus the prorated portion of current "earned step". However, the compensation cannot go above the maximum for the new grade. The new anniversary date for an employee who has been promoted will be the effective date of the promotion.

"Earned Step" is defined as the number of full pay periods elapsed since commencement of the employee's compensation change associated with the employee's last step increase to the effective date of the change divided by 26 (pay period/year).

Example for computing promotion for employee with 15 pay periods in step: $[(15/26 * 4.75\% + 4.75\% + 100\%) * \text{compensation}]$

VIII. DEMOTION

A. Voluntary Demotions

An employee who is demoted will have the employee's compensation reduced accordingly. The new anniversary date will be the effective date of the demotion.

B. Involuntary Demotion

Involuntary demotions may be made in accordance with NOVA Parks Disciplinary Actions Policy.

IX. TRANSFER

A current employee will be transferred laterally when the employee applies for and is selected for a new job with new location and/or supervisor, or when the employee is transferred to a new job with new location and/or supervisor. Grade/step and anniversary date will remain the same.

X. RECLASSIFICATION

All employees have the right to request and obtain a review of their position. The supervisor of the requesting employee will submit a written request to the Human Resources Office identifying the position to be reviewed. The Human Resources Administrator will provide the employee with a copy of their job description. The employee will provide a written document to the Human Resources Administrator describing any differences in what they believe their duties are and the job description, as well as any additional duties and responsibilities of the position that they do not believe were listed in the job description. The Human Resources Administrator will also obtain the supervisor's review of the job description and the employee's written statement.

Upon completion of these steps, the Human Resources Administrator will evaluate the information, obtain appropriate compensation data on comparable or similar positions in peer organizations in the region and present that information, along with the job description, the employee's written document, and the supervisor's review to the Department Director. If the Department Director supports a reclassification of the position, the information and documents will be presented to the Executive Director. The Executive Director will review the information and documents and may consult with the

appropriate Department Director, the supervisor, and/or the Human Resources Administrator, make such inquiries as are deemed advisable, and then will determine whether to reclassify the position.

XI. RECLASSIFICATION OF POSITION

A reclassification is a change in grade designation for a classification and/or position. Reclassification typically results from changes in the job market and/or evolution of job responsibilities and/or requirements.

A. Up-Grade

When a position is reclassified upward or a class is upgraded, the employee will receive a new compensation level which is the greater of the (a) beginning compensation at the new grade, or (b) the employee's prior compensation with a 4.75% step increase. The anniversary date will not change.

B. Down-Grade

When a position is reclassified downward or a class is downgraded, the employee retains his/her current compensation level in the new grade. The anniversary date will not change. Subsequent step increases will be granted based on current step in the new grade.

XII. REVISION OF THE PAY SCHEDULE

The Human Resources Office will conduct periodic reviews of the Compensation/Classification Plan and Pay Schedule to determine whether it corresponds to existing conditions, to keep the job and class descriptions current and determine whether the Pay Schedule is competitive.

Final approval of any changes will be made by the Executive Director. Funding for any changes will be included in budget proposals approved by the NOVA Parks Board.

In the event of an overall revision of the Pay Schedule, employees will not lose their current pay; employee's anniversary date may change if a compensation increase is granted upon implementation of the new plan.

XIII. PAY SCHEDULE INFORMATION

Pay Schedules are available on the NOVA Parks Resource Library or from the Human Resources Office.

3.2 PAYROLL

I. PREPARATION OF PAYROLL

Computation of the bi-weekly payroll will be prepared by the Finance department from payroll records provided by the Human Resources Office from employees, managers, and supervisors. The payroll records consist of hours worked, pay rates, benefits, withholding information, and other relevant data needed for payroll processing. This data is contained in the financial software, HRIS, and/or timekeeping system. The pay periods, timesheet due dates, and pay dates are listed in the annual FY Pay Period Chart.

II. SECTION 2. DISTRIBUTION OF PAYROLL

All employees receive their paycheck via direct deposit. Employees will complete the direct deposit form during their initial onboarding process and will be able to make changes during their employment by completing the NOVA Parks Payroll Direct Deposit Authorization Agreement or other process instituted by NOVA Parks. During the pre-note process, the employee will receive a check. This check will be picked up by the appropriate supervisor or the supervisor's representative for distribution or mailed to the employee at the address on file.

If an error is received during the pre-note process or at any time during employment, the employee will be notified by the Human Resources Office and asked to submit a new direct deposit form. The employee will be issued a check until the new direct deposit account is active. If this form is not submitted in a timely manner, the employee may be removed from the work schedule until the form has been submitted.

III. AUTOMATIC PAYROLL DEDUCTIONS

A. Federal and State Tax Withholding

Deductions are made from every paycheck beginning with the first day worked by the employee. The deductions will depend on the employee's earnings and the withholding information provided on the relevant federal and state tax forms. If a federal and/or state tax form is not submitted, taxes will be withheld at the default levels as required by the IRS or state department of taxation. A W-2 statement of earnings received and amount of taxes withheld for the year will be provided to each employee.

B. Social Security & Medicare (FICA)

All covered employees are automatically enrolled in the U.S. Social Security Program. The current federal requirements and the employee's earnings determine the bi-weekly deduction for both the employee and NOVA Parks.

C. Retirement Program

All regular, full-time employees participate in the retirement plan upon initial employment and shall contribute to the plan an amount equal to 5% of their total annual creditable compensation through payroll deduction. An employee is deemed to have accepted all terms and conditions of the retirement plan upon accepting employment with NOVA Parks. Terms and conditions of the retirement plan may be found in the plan document.

IV. VOLUNTARY DEDUCTIONS

A. Group Health Insurance or Health Maintenance Organization

After an initial waiting period, all new eligible employees may elect to have group hospitalization or health maintenance organization coverage. A bi-weekly deduction will be made in an amount that will vary depending on the type of plan and coverage chosen. Enrollment and coverage information and deduction authorization forms will be available in the Human Resources Office or on the NOVA Parks SharePoint site.

B. Additional Federal or State Tax Withholding

Employees may elect to have additional money withheld above their regular bi-weekly tax deductions. Employees may contact Human Resources for the process, or log into UKG and complete the tax form online themselves.

C. Deferred Compensation

All regular full-time employees hired after January 1, 2019 are automatically enrolled in a deferred compensation plan. Employees have the option to opt out of the automatic enrollment during the first 30 days of full-time employment. Employees hired prior to January 1, 2019 must affirmatively elect/enroll to participate. Participating employees have the option to change their deduction amount at any time using the provider's website. The change will be processed by the Human Resources Office as soon as administratively possible. Details are available in the Human Resources Office, the NOVA Parks Resource Library, or the provider's website.

D. NOVA Parks offers other benefits in which eligible employees may participate, such as dental, vision, supplemental life, pet insurance, critical illness, and accident benefits, and from which voluntary deductions will be made for such participation.

E. Employees may also voluntarily authorize NOVA Parks to make other payroll deductions, such as amounts in excess of the standard uniform allowance.

F. Summary Plan Descriptions

All plans are governed in the first instance by their applicable summary plan descriptions. If there are any conflicts between the language in this Policy and the summary plan description for a benefit, the summary plan description language shall be controlling. These benefits may be changed from time to time in the discretion of NOVA Parks.

V. IMPUTED INCOME

A. Take-Home Vehicle

Employees who are assigned take-home vehicles and use them for commuting between their home and normal work location receive a benefit which is taxable under IRS income tax regulations and will be taxed accordingly.

B. Uniform Allowance

Employees who are eligible for and use their Uniform Allowance receive a benefit which is taxable under IRS income tax regulations and will be taxed accordingly. To properly report the value of this benefit and make the required withholding of state and federal taxes, the actual amount used will be added to the last June paycheck and last December paycheck for amounts used.

C. Gift Card Awards

Employees may be eligible to receive a gift card award at the discretion of NOVA Parks. Gift cards are considered taxable under IRS income tax regulations and will be taxed accordingly. To properly report the value of the gift card and make the required withholding of state and federal taxes, the amount of the gift card will be added to the payroll being processed after the gift card has been awarded.

VI. GARNISHMENT OF WAGES

The Human Resources Office, upon receipt of legal documentation, is required by law to withhold monies from an employee's wages to satisfy certain debts. Examples of involuntary deductions are garnishments, tax levies/liens, administrative orders, or child support payments. The Human Resources Office and/or the employee's supervisor will notify the employee of any official notice of garnishment, support, tax lien, or other such proceedings.

VII. POLICY ON IMPROPER DEDUCTIONS FROM PAY (FLSA EXEMPT EMPLOYEES ONLY)

A. Scope of Policy

It is NOVA Parks' policy to pay its exempt employees under the Fair Labor Standards Act (FLSA) on a "salary basis," such that exempt employees will regularly receive each pay period a predetermined amount that is not subject to variation due to the quality or quantity of the work performed. In addition, NOVA Parks is committed to compliance with other aspects of the FLSA and applicable state/local wage and hour law, including overtime pay for non-exempt employees. The purpose of this policy is to provide employees the mechanism by which they may raise a question regarding any deductions from their pay.

B. Exempt Employee Deductions

Unless otherwise prohibited by applicable local law, permissible deductions from an exempt employee's salary include:

- Full-day absences for personal reasons other than sickness or disability, including vacation.
- Full-day absences for sickness or disability, pursuant to NOVA Parks' sick leave policy.
- Partial day absences for personal reasons when the employee has no accrued paid leave available.
- Partial day absences for sickness/illness when the employee has no accrued sick leave available.
- Amounts employees receive as jury duty or witness fees or military pay, as an offset to the employee's salary.
- Penalties imposed in good faith for infractions of safety rules of major significance.
- A proportionate amount of the employee's full salary for time not worked in the employee's first or last week of employment.

C. Complaint Procedure

In the event an employee believes the employee's salary or wages has been improperly reduced or is otherwise inaccurate, the employee should follow this procedure to ensure any such reduction was not unlawful.

1. Notification Procedure

Any employee who believes that NOVA Parks has made an improper deduction from his or her salary or wages or who feels there has been an error with regard to his or her pay should immediately (or as soon as possible) notify the Human Resources Administrator in writing of the date of the payroll in which the reduction or error occurred, a description of the reduction or error, and the reason given on the pay stub (if any) for the reduction or error.

2. Investigation of Complaint

The Human Resources Administrator will investigate all complaints and will make a determination as to whether the asserted deduction or error was lawful and accurate. The result will be communicated to the employee in writing. If the Human Resources Administrator determines that NOVA Parks has made an improper pay deduction or error, it will reimburse the employee the amount of the improper deduction or otherwise correct the error and will take steps to ensure that such improper deduction does not occur again in the future. If the Human Resources Administrator determines that NOVA Parks' reduction of pay was lawful or that there was no error, the employee may appeal that decision to the Director of Finance who shall review the matter and make a final decision as to whether the deduction was permissible or that there was no error.

3. Non-Retaliation

No employee will be retaliated against for making a complaint or assisting with the investigation of a complaint. Making a knowingly false complaint, however, may result in disciplinary action, including possibly termination of employment.

VIII. PAY ERRORS

Employees are responsible for reviewing their paystubs immediately upon receipt and notifying their manager of any over- or underpayment so the appropriate action can be taken to repay NOVA Parks in a timely manner.

A. Repayment of Overpayment of Wages

Employees and managers that discover an overpayment of wages must notify the Human Resources Office immediately so a determination of the accurate amount the employee was overpaid can be made. When Human Resources discovers an

overpayment, the manager of the overpaid employee will be notified and will be responsible for communicating to the employee that they were overpaid and the amount of the overpayment.

In all cases, upon being notified of the overpayment, the employee must immediately repay NOVA Parks the total amount of the overpayment. If immediate repayment causes extreme hardship, the employee may request an extended payback period not to exceed thirty (30) days. This request must be made in writing and approved by the Human Resources Administrator. A request of a payback period beyond thirty (30) days requires approval from the Director of Finance or Executive Director.

An employee may elect to repay NOVA Parks by payroll deduction, upon written approval by the employee to Human Resources. An employee may provide written approval via e-mail to HR@novaparks.com. Written approval for payroll deduction or repayment checks should be submitted to:

NOVA Parks
Attn: Human Resources
5400 Ox Road
Fairfax Station, VA 22039

B. Underpayment of Wages

If the employee believes they were underpaid, they must immediately notify their manager. The manager must review the employee's timesheet with the employee to identify any discrepancies in what was paid to the employee and what should have been paid. The manager will notify the Human Resources Office of any identified discrepancies. The Human Resources Office will review the information provided by the manager. If it is determined that the employee was underpaid, the Human Resources Office shall correct the underpayment on the next scheduled paycheck. Underpayments of more than \$200.00 may be made with a separate check or payment prior to the next paycheck upon request by the employee.

IX. PAY TRANSPARENCY

NOVA Parks will not discharge or in any manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own compensation or the compensation of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the compensation of other employees or applicants to individuals who do not otherwise have access to

compensation information, unless the disclosure is: (1) in response to a formal complaint or charge; (2) in furtherance of or response to an investigation, action, or hearing, including an investigation conducted by NOVA Parks; (3) consistent with NOVA Parks' legal obligation to furnish information; or (4) the employee obtained the compensation information through means unrelated to the employee's essential job functions.

3.3 ATTENDANCE AND LEAVE

I. HOURS OF WORK AND OVERTIME

A. Hours of Work

Hours of work may vary depending on the nature of the facility; however, all full-time employees are expected to complete a normal work week of forty hours unless a compressed schedule has been requested and approved in accordance with NOVA Parks' Flextime/Compressed Work Schedule Policy. A normal work week, for a full-time employee, will include two days off per week. Employees are expected to work overtime when requested by their supervisor, in accordance with Section 1.b below.

Employees are expected to report to work on-time and remain at work as scheduled. Employees who expect to be tardy, to leave work early, or to be absent for any reason are required to notify their supervisor as soon as possible, but in no event later than the employee's scheduled starting time (unless prevented by an emergency situation). Employees must follow the call-out notice procedures established by their supervisor. The supervisor is to be notified each day an employee is absent, leaves work early, or is tardy. Leaving a message with a co-worker or the receptionist is not considered acceptable notice.

Employees must accurately record their time each workday.

An employee who does not comply with this policy is subject to disciplinary action.

B. Overtime

Nonexempt employees should receive advance approval, written or verbal, from their direct supervisor before working any overtime when possible. For Operations employees, the direct supervisor should notify the appropriate Park Operations Superintendent with a written explanation of the overage and the need for overtime. Paid time off, such as sick leave, vacation leave, holiday leave, etc., are not counted as time worked for purposes of calculating overtime.

Nonexempt employees must always report all hours worked. Working "off the clock" is not permitted and no supervisor may ever direct a non-exempt employee to do so. If a non-exempt employee believes he or she has been directed to refrain from recording time worked, the employee must contact the Human Resources Administrator immediately.

II. ATTENDANCE RECORDS

Supervisors will be responsible for attendance records for all employees under their supervision. Time sheets will be submitted through the online timekeeping system established by the Human Resources Office. Leave hours earned or used will be computed in quarter hour units and will be calculated to the nearest quarter hour.

III. HOLIDAYS

The following are designated as official holidays:

New Year's Day - January 1

Martin Luther King, Jr. Day - 3rd Monday in January

President's Day - 3rd Monday in February

Memorial Day - Last Monday in May

Juneteenth – June 19

Independence Day - July 4

Labor Day - 1st Monday in September

Veteran's Day – November 11

Thanksgiving - 4th Thursday in November

Thanksgiving Friday - Friday Following Thanksgiving Day

Christmas Eve - December 24

Christmas Day - December 25

Inauguration Day - In Inauguration years

NOVA Parks also provides one floating holiday, which may be taken with approval by the employee's supervisor. The floating holiday will be awarded once during NOVA Parks' leave year (June 1 – May 31). Other days may be declared holidays at the discretion of the Executive Director. An employee who requires additional time off for religious observation must notify the Human Resources Administrator.

Designated holidays and the floating holiday are 8 hours. Employees working compressed schedules, where the holiday falls on a day when the employee is scheduled to work more than 8 hours, will be required to use paid time off to bring the total time off for the holiday to the number of hours scheduled to work. Employees working compressed schedules,

where the holiday falls on a day when the employee is scheduled to work less than 8 hours, will only be paid for the scheduled hours.

- Example 1: An employee who works four 10-hour days would receive 8 hours of holiday pay and use two hours of banked holiday, vacation, comp time, or floating holiday time to meet the 10 hours.
- Example 2: An employee who works four 8.5-hour days and one 6-hour day, where the holiday falls on the 6-hour day, would only receive 6 hours of holiday pay.

Employees on approved long-term disability (and performing no work) are not eligible to receive paid holidays and will be required to use paid time off, if available, to cover their absence. If the employee does not have paid time off available, they will be placed in a leave without pay status for the holiday.

If a holiday falls on a Saturday, the preceding day will be considered the holiday. If a holiday falls on Sunday, the following day will be considered the holiday. If an employee is unable to take the holiday on the day that it is observed, either due to working on the observed holiday or because it is a regularly scheduled day off, the employee should make all efforts to use the holiday within the same pay period. If this is not possible, the holiday can be banked and used in a future pay period, but must be used no later than 90 days after the holiday was observed. Banked holidays that are not used within this 90 day time period are forfeited. NOVA Parks requires employees to use banked holiday hours prior to using accrued compensatory leave and vacation.

Regular full-time employees will be paid for the holiday, unless they are on a leave without pay status on the workday before or the workday following the holiday, unless applicable law requires otherwise.

Payment of Unused Holiday - No payment will be made for unused holidays and banked holidays upon separation of employment.

IV. COMPENSATORY LEAVE

A. Exempt Employees

Exempt employees do not earn compensatory leave for hours worked in excess of their scheduled hours, except as set forth in this policy.

Exempt employees are able to adjust their working hours to ensure the hours worked for the pay period total 80 hours. For example, if an exempt employee is scheduled to work 8 hours and works 10 due to extenuating circumstances, the employee can reduce the length of a shift within the same pay period so the pay

period total equals 80. These types of adjustments must be approved by the employee's manager.

B. Non-Exempt Employees

Non-exempt employees, who work in excess of 40 hours in a workweek, will earn compensatory leave at a rate of 1.5 hours for each hour worked above 40 hours in the workweek. NOVA Parks may adjust non-exempt employees' schedules to avoid liability and/or to meet operational needs.

C. Request for Leave

A request for use of compensatory leave will be submitted using the process identified by the Human Resources Administrator. In the event of an emergency, the non-exempt employee will be responsible for notifying the supervisor as soon as possible. NOVA Parks will approve the use of compensatory leave or approve an alternate date within a reasonable time following the request, unless the absence would unduly disrupt NOVA Parks' operations. NOVA Parks requires employees to use their accrued, unused compensatory time prior to using accrued, unused vacation leave.

D. Maximum Accumulation

Non-exempt employees may not have a compensatory leave balance in excess of 240 hours. Non-exempt employees who earn compensatory leave should use this leave as soon as possible after it is earned and the immediate supervisor may require the employee to use compensatory leave during slack periods in the work schedule. In addition, NOVA Parks may schedule non-exempt employees for compensatory leave in order to reduce/manage NOVA Parks' compensatory leave liability.

E. Payment of Unused Compensatory Leave

On separation, a non-exempt employee will be paid, in a lump sum, for all unused compensatory leave, at the employee's last hourly rate of pay or the employee's average hourly rate of pay over the last three continuous years of employment, whichever is higher. Compensatory leave may not be used to extend employment at retirement or termination.

V. VACATION LEAVE

A. Rate of Leave Accrual

Vacation leave will be earned each bi-weekly pay period based on the following schedule:

<u>Years of Service</u>	<u>Accrual Rate</u>
Less than 3 years continuous service	4 hours per pay period
3 years but less than 15 years continuous service	6.15 hours per pay period
15 years or more continuous service	8 hours per pay period

The Executive Director may approve exceptions to the rate of leave accrual.

B. Leave Accrual Limitations

When an employee is in a leave without pay status, no leave will be accrued. If an employee utilizes paid leave and leave without pay in the same period, the employee's ability to accrue vacation will be pro-rated, corresponding to only those hours in which the employee utilized paid time off.

C. Accrual During Fraction of Pay Period

At the time of appointment or separation, a proportional amount of leave will be granted for a full week of the pay period; no leave will be granted for less than a full week of the pay period.

D. Request for Leave

A request for vacation leave will be submitted to the employee's supervisor using the process identified by the Human Resources Administrator. Leave may be used only when approved in advance by the employee's supervisor. In the event of an emergency, the employee will be responsible for notifying the supervisor as soon as possible. If properly requested, every employee will be afforded the opportunity to take leave in the amount earned in the year.

E. Maximum Accumulation

Vacation leave may be carried over according to the following schedule:

<u>Years of Service</u>	<u>Carry Over Hours</u>
Less than 10 years continuous service	240 hours
10 years but less than 15 years continuous service	280 hours
15 or more years continuous service	320 hours

This schedule applies to all employees. The cutoff date for use of carry-over of vacation leave will be May 31st of each year. Accrued, unused vacation leave above the maximum carry-over limit as of the cutoff date will be converted to sick leave; provided, however, that such converted sick leave will not be paid out to employees upon separation of employment.

An employee may request approval to carry over vacation leave above the maximum accumulation limit when circumstances outside the employee's reasonable control prevented the use of accrued leave during the leave year. Approval to carry over vacation leave above the maximum accumulation is intended to be rare and granted only in extremely unusual circumstances.

Requests must be submitted in writing and must clearly document the reason(s) the employee was unable to reasonably schedule and use accrued vacation leave prior to the May 31st cutoff date.

Approval to carry over vacation leave above the maximum accumulation limit:

- Must be approved by the Executive Director;
- Will be time-limited and does not permanently increase an employee's maximum carryover limit;
- May require the employee to use excess leave within a defined period, after which the carryover amount will revert to the applicable maximum accumulation limit.

Requests to carry over vacation leave above the maximum must be submitted to the Executive Director no later than May 15. Any approved carryover must be communicated to the Human Resources Administrator no later than May 25 for processing.

Examples of qualifying circumstances may include, but are not limited to the following:

1. Extended Staffing Shortages or Vacancies

The employee was unable to take accrued vacation leave due to prolonged staffing shortages that required the employee to remain available to maintain essential operations, including but not limited to:

- a. One or more vacant full-time positions;
- b. Extended recruitment timelines or hiring freezes; or
- c. The employee assuming additional or expanded duties to provide necessary coverage.

2. Extended Medical Leave or Disability Leave

The employee experienced a serious medical condition, recovery period, or approved disability leave that:

- a. Limited the employee's ability to take vacation leave; and
- b. Required the use of other paid leave or unpaid leave (e.g., sick leave, FMLA leave, disability leave), resulting in an accumulation of vacation leave that could not reasonably be reduced prior to the leave year cutoff.

3. Operational Emergencies or Extraordinary Work Demands

The employee was required to cancel or postpone approved or planned vacation leave due to extraordinary operational demands, including but not limited to:

- a. Emergency response situations;
- b. Severe weather events or natural disasters;
- c. Major incidents affecting park operations, public safety, or critical infrastructure; or
- d. Other unforeseen events requiring the employee's presence to ensure continuity of operations.

4. Protected or Statutory Leave

The employee was on an approved leave of absence protected by law or policy (such as FMLA leave, military leave, or an approved accommodation under disability-related policies) and returned to work with insufficient

time remaining in the leave year to reasonably reduce the vacation leave balance without causing operational disruption.

5. Critical Projects with Fixed Deadlines

The employee was assigned to time-sensitive, non-deferrable projects with fixed deadlines, including but not limited to:

- a. Capital improvement projects;
- b. Regulatory compliance initiatives; or
- c. Grant-funded projects with mandatory completion deadlines, where the use of vacation leave would have materially jeopardized project completion or compliance obligations.

F. Payment of Unused Leave

Upon separation of employment, any employee who has completed the initial probationary period will be paid a lump sum for all accrued, unused vacation leave.

Vacation leave may not be used to extend employment at retirement or termination. An employee retiring under the Employee Retirement Plan may, however, use accumulated vacation leave to extend employment for up to one month, with "separation" from employment occurring at the end of the vacation leave period subject to the employee providing at least 30 days' advance notice to NOVA Parks. During this period, standard payroll withholdings will apply and benefits will continue to accrue.

VI. ANNIVERSARY LEAVE

A. Rate of Leave Accrual

For employees hired prior to July 1, 2011, upon the 25th anniversary of an employee, 200 hours of anniversary leave shall be granted to the employee in the same pay period of the anniversary date. 40 hours of anniversary leave must be used within one year from the time the leave is granted. A further 40 hours must be used each subsequent year until the balance is zero.

Employees who received the 200 hours of anniversary leave prior to this policy taking effect, will be grandfathered. These employees will have an increased carryover equal to the leave balance at the end of the leave year. This carryover maximum will not exceed 520 hours and will be no less than 320 hours. If the actual leave balance at the end of the leave year is less than the maximum carryover of 320 hours, the actual leave balance will be carried over.

For employees hired on July 1, 2011 or later, upon the 20th and 25th anniversary of an employee, 40 hours of anniversary leave shall be granted to the employee in the same pay period of the anniversary date. The 40 hours of anniversary leave must be used within one year from the time it is granted.

In addition to the Board resolution and personalized gift, upon the 30th anniversary of an employee, 40 hours of anniversary leave shall be granted to the employee in the same pay period of the anniversary date. The 40 hours of anniversary leave must be used within one year from the time it is granted.

B. Request for Leave

A request for anniversary leave will be submitted to the employee's supervisor using the process identified by the Human Resources Administrator. Leave may be used only when approved in advance by the employee's supervisor. In the event of an emergency, the employee will be responsible for notifying the supervisor as soon as possible.

C. Payment of Unused Leave

Upon separation of employment, accrued, but unused anniversary leave will be paid in a lump sum. Anniversary leave may not be used to extend employment at retirement or termination.

VII. SICK LEAVE

A. Rate of Leave Accrual

Sick leave will be earned at a rate of four hours for each bi-weekly pay period.

B. Leave Accrual Limitations

When an employee is in a leave without pay status, no sick leave will be accrued. If an employee utilizes paid leave and leave without pay in the same period, the employee's ability to accrue sick leave will be pro-rated, corresponding to only those hours in which the employee utilized paid time off.

C. Request for Leave

A request for sick leave will be made by the employee, to the supervisor, prior to the time set for the beginning of the employee's regular work day. When sick leave is planned, such as for a doctor's appointment, planned medical procedure, etc., the employee must submit a request for sick leave as soon as possible, but generally no later than one week before the sick leave will be taken. Calling out on the sick day for pre-planned appointments, procedures, etc. is not acceptable.

D. Use of Sick Leave

Sick leave may be used by employees in the following situations:

- employee is incapacitated by physical or mental disability, sickness, or injury;
- employee has medical, dental, or optical diagnosis or treatment; request must be made in advance;
- employee provides necessary care and attendance to immediate family member(s).

For purposes of sick leave, immediate family shall include spouse, children, sibling, parent, and close blood relatives or close relatives through marriage whose relationship may be determined by ~~department-director~~Department Directors. Other uses of sick leave not specified in this policy will be reviewed on a case-by-case basis by the ~~department-director~~Department Director and the Human Resources Administrator.

Any disability of an employee (including pregnancy) which prevents effective performance of his or her duties will be considered permissible use of earned sick leave.

E. Accumulation

There will be no limit on the amount of sick leave an employee may accumulate.

F. Payment of Unused Sick Leave

No payment will be made for accumulated sick leave upon separation of employment. However, in accordance with the retirement plan, credit shall be granted for all unused accumulated sick leave in computing creditable service towards retirement.

G. When Earned Sick Leave is Exhausted

When an employee has exhausted all sick leave as defined within this Section, the employee will be required to use accrued, unused banked holiday, compensatory, or vacation leave to cover the absence.

H. Certification

NOVA Parks reserves the right to require documentation that paid sick leave is/was used for a permitted purpose. For example, when sick leave is sought for a continuous period of three days or more, NOVA Parks may require a note from the healthcare provider of the employee or the employee's immediate family member, or an explanation from the employee. Similarly, if NOVA Parks has reason to

suspect that sick leave is being used fraudulently (e.g., if an employee calls out every Friday), NOVA Parks may require a note from the healthcare provider of the employee or immediate family member.

VIII. BEREAVEMENT LEAVE

A. Amount of Leave

Regular full-time employees may take up to 24 hours of bereavement leave per instance.

B. Use of Bereavement Leave

Bereavement leave may be used for the death of an immediate family member. Immediate family member for purposes of bereavement leave shall include spouse, children, step-children, parents, step-parents, siblings, step-siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, first cousins, the employee's in-laws, children for whom the employee has legal guardianship or is designated as the primary caregiver, and any person who resides in the employee's home.

The amount of bereavement leave will be debited on the basis of the exact number of hours the employee is scheduled to work when the leave is taken, but in no less than quarter of an hour increments.

Bereavement leave must be used within 12 months of the date of passing.

~~C. Accumulation~~

~~Bereavement leave does not carryover from calendar year to calendar year.~~

~~D.C.~~ Payment of Unused Bereavement Leave

No payment will be made for bereavement leave upon separation of employment.

IX. DISABILITY LEAVE

NOVA Parks provides reasonable accommodations to qualified applicants and employees with disabilities, absent undue hardship, to enable the individual to perform the essential functions of the job. In consultation with the appropriate Department Director or Executive Director, the Human Resources Administrator will make a determination through competent medical advice and/or medical documentation. Failure to provide appropriate documentation or cooperate in the process may result in the delay or denial of a reasonable accommodation. The applicant or employee may be required to submit a reasonable accommodation request form. Employees may also be eligible for short-term disability benefits or long-term disability benefits via NOVA Parks' benefits plans,

subject to the terms and conditions of such plans. For more information, consult the Summary Plan Description.

A. Group Hospitalization Coverage

An employee who is contributing to a group hospitalization plan with NOVA Parks at the time of disability will retain those benefits as set forth in the Plan Document. The employee's required contributions for such coverage will continue during paid leave. If the employee is on unpaid leave, the employee may be required to pay the premiums directly. The ability to elect COBRA continuation coverage or convert to an individual contract will be provided in accordance with applicable law.

B. Group Life Insurance

If an employee becomes totally disabled, as defined in the group life insurance policy, while insured under the current policy, coverage may be continued in accordance with the terms of the policy. In addition, conversion to an individual policy may be available. Please review the current policy documents for more information.

C. Retirement Plan

While an employee is on disability leave, the employee contribution to the Northern Virginia Regional Park Authority Retirement Plan (the "Retirement Plan") will continue to be deducted from compensation the employee receives from NOVA Parks. If the employee's compensation is reduced during the disability leave, the employee's 5% contribution will be based on the employee's reduced compensation. Refer to the Retirement Plan document for further information.

X. MILITARY LEAVE

Employees who leave NOVA Parks, voluntarily or involuntarily, to perform service in the Uniformed Services, to perform service/training in the reserves, as well as regular employees who are called to emergency duty by the Governor to combat floods, riots, winter storms, hurricanes, or other disasters, or other National Guard called to emergency duty, may be eligible for military leave. Such military leave may extend through a date ninety days after the expiration of the period of service, unless applicable law requires a longer period of time, and employees must comply with applicable law regarding reinstatement requests. Employees whose employment with NOVA Parks is for a brief, nonrecurrent period and who have no reasonable expectation that employment would continue indefinitely or for a significant period of time may not be eligible for

reemployment. Group health, life insurance, and retirement contributions will comport with applicable law.

A. Reinstatement Requirement After Military Service

Qualifying employees, upon return from military leave, will generally be entitled to reinstatement with the same benefits, rights, and employment status they would have had if they had never left for military service upon satisfying the following conditions:

1. The employee provides notice as far in advance as possible.
2. The employee applies to the Human Resources Office for reinstatement within ninety days of release from service, absent the employee being hospitalized/convalescing because of an injury or illness incurred or aggravated during the performance of the service or other circumstances beyond the employee's control make timely reporting impossible or unreasonable.
3. The cumulative length of service that causes the employee's absence(s) from a position do not exceed 5 years.

An employee who has satisfied the above conditions will generally be entitled to be reinstated to the position the employee would have occupied with reasonable certainty had the employee remained continuously employed, with full seniority, or in some cases, a comparable position.

B. Compensation During Military Leave

Military leave is generally unpaid, unless otherwise required by applicable law. Non-exempt employees will be paid only for time actually worked. Employees on a military leave of absence may elect to utilize their accrued, unused vacation leave during their absence.

C. Accrued Leave Credits

Any accrued, unused paid leave will be carried over to the employee's credit upon reinstatement to duty. An employee does not accrue vacation and sick leave while on unpaid military leave; however, the time on authorized military leave will be credited for the purpose of determining changes in the rate of vacation leave accrual.

XI. CIVIL (COURT) LEAVE

A regular full-time employee will be given time off without loss of pay or accumulated leave time when performing jury duty; when subpoenaed to appear before the court, public body or commission in connection with NOVA Parks business; when required to appear in court by subpoena as a witness, to vote in a regular or special election (when the employee's work schedule precludes the employee from voting before or after hours); or when required to take a physical examination by a Selective Service Board.

XII. VICTIMS OF CRIME LEAVE

Absent undue hardship, NOVA Parks will allow an employee, who is a victim of a crime, unpaid leave to be present at all criminal proceedings related to the crime against the employee, so long as the employee has supplied NOVA Parks with a copy of the form provided to the employee by the law-enforcement agency and, if applicable, a copy of the notice of each scheduled criminal proceeding that is provided to the employee as a victim. NOVA Parks will not discharge, refuse to hire, or otherwise discriminate against any individual who properly leaves work to attend a criminal proceeding in accordance with this policy. Employees taking victims of crime leave may elect to use compensatory time, banked holidays, and accrued, unused vacation leave for this purpose. For purposes of this policy, criminal proceedings mean a proceeding at which the victim-employee has the right or opportunity to appear, including:

- A. The initial appearance of the person suspected of committing the criminal offense against the victim;
- B. Any proceeding in which the court considers the post-arrest release of the person accused of committing a criminal offense against the victim or the conditions of that release;
- C. Any proceeding in which a negotiated plea for the person accused of committing the criminal offense against the victim will be presented to the court;
- D. Any sentencing proceeding;
- E. Any proceeding in which postconviction release from confinement is considered;
- F. Any probation revocation disposition proceeding or any proceeding in which the court is requested to terminate the probation of a person who is convicted of committing a criminal offense against the victim; or
- G. Any proceeding in which the court is requested to modify the terms of probation or intensive probation of a person if the modification will substantially affect the person's contact with or safety of the victim or if the modification involves restitution or incarceration status.

XIII. LEAVE WITHOUT PAY

A ~~department director~~ Department Director may approve leave without pay when all leave is exhausted. The Human Resources ~~Department Office~~ may also code leave without pay on an employee's timesheet when they are out of paid leave. When leave without pay is 80 hours or more of continuous time, all benefits must be continued on a self-pay basis.

If an employee's leave without pay exceeds 80 hours of continuous time, it is the employee's responsibility to contact the Human Resources ~~Department Office~~ to make arrangements for benefit payments. Failure to do so may result in the cancellation of coverage for non-payment.

XIV. ABSENCE WITHOUT LEAVE

Any absence that is not authorized by a specific grant of leave under the provisions of these policies will be deemed to be an absence without leave (AWOL). Any such absence will be without pay and the employee may be subject to immediate dismissal if it exceeds three days.

XV. INCLEMENT WEATHER

The administrative policy for closing NOVA Parks' headquarters and park facilities as a result of snow, ice, or other adverse weather conditions is as follows:

- A. The closing of facilities as a result of inclement weather conditions will be dictated by the closing of the local government for the jurisdiction in which the park is located. For Headquarters that will be Fairfax County Government. Please note that the closings are tied to the government as a whole, not the individual department/facilities within the local government.
- B. Parks with cottages or campgrounds must remain open under supervision as long as visitors require overnight accommodations. Non-essential employees and facilities will not be required to continue operating.
- C. Employees will not be contacted regarding closings but should monitor media public service announcements for government closings.
- D. Essential employees may be required to work, as directed by their supervisor, to provide critical repairs, snow/ice removal, or response in other emergency situations. Essential employees are defined as those employees, designated by the department head (or their designee), who, due to the nature of the inclement weather condition, must report to work to ensure that public health and safety needs or critical departmental requirements are met.

E. Weddings, light shows, or other contracted events are not subject to cancellation/closure under this policy. Cancellations or event venue closures must be approved by the Director of Operations.

E.F. Programs or meetings scheduled at closed parks are to be cancelled. The public must be notified of such cancellations through the media, NOVA Parks' website "Park Alerts", direct contact, or social media channels.

F.G. Exceptions to this administrative policy may be granted at the discretion of the Executive Director.

G.H. If there is a government closure in the appropriate jurisdiction, employees scheduled to work will receive compensation with no charge to leave.

H.I. If there is a partial closure or late opening of the government and an employee reports to work at the designated opening time, the employee will not be charged vacation leave for the time missed. In other words, they will be credited a full day's work with no leave charged.

- Example – Fairfax County Government is closed until 10:00, an employee was to report at 8:00 am but comes in at 10:00. They will be credited a full day's work with no leave charged.

I.J. If there is a partial closure or late opening of the government and an exempt employee DOES NOT report to work at the designated opening time, the employee will be charged a full day of vacation leave and cannot supplement this with paid time because of the partial closure or late opening. If there is a partial closure or late opening of the government and a non-exempt employee DOES NOT report to work at the designated opening time, but reports later, the non-exempt employee will only be paid for time actually worked; provided, however, that the non-exempt employee may elect to use compensatory leave or vacation time to bring them to their scheduled hours.

J.K. If there is an early closing of the government and an employee is on duty at the time of the early closing and continues to have working time left on their shift, the employee will not be charged vacation leave for the time missed. In other words, they will be credited a full day's work with no leave charged.

K.L. If a government does not officially close but instead implements "unscheduled leave", full-time employees can take unplanned leave and use banked holiday, compensatory leave, or vacation to cover the duration of the leave. Unscheduled leave authorizes all full-time employees, except those designated as essential employees, to use their own leave to remain home from work or to leave work

early without obtaining prior approval from their supervisor. Employees, however, must notify their supervisors if they opt to stay home on unscheduled leave or leave work early. Full-time employees may only use banked holiday, compensatory leave, vacation, or leave without pay for this purpose.

L.M. If a government does not officially close but instead implements “work from home” or “virtual operations” status, field staff in that jurisdiction should treat this as a government closure and apply the rules above. This does not include HQ staff who have the ability to work from home and will be required to work a full day or use banked holiday, compensatory time, or vacation leave. Those who work out of HQ but do not have work from home capabilities will not be charged annual leave but instead will get regular credit for the day.

Essential employees that are required to work during an inclement weather closure will receive compensatory time off at a rate of 1:1 for all hours worked during the inclement weather closure. If the hours worked during an inclement weather closure cause a non-exempt employee to have overtime, the employee will receive 1:1 for all regular hours worked and 1:1 ½ for all overtime hours worked.

In addition, the Executive Director may approve group dismissals of full-time employees without charge to leave. Dismissals because of such conditions will affect only employees who are on duty. Employees who are absent on leave that day continue to be charged leave.

The supervisor may approve a reasonable tardiness up to two hours due to an employee's unavoidable late arrival caused by adverse weather or disruption of transportation. In the event an employee is more than two hours late or does not report for duty, vacation or compensatory leave is to be charged unless the supervisor and Human Resources Administrator in consultation with the Department Director determine, after review of the facts in each case, that the employee made every reasonable effort to get to work but was unable to do so because of the weather conditions.

XVI. FAMILY AND MEDICAL LEAVE

NOVA Parks will grant up to 12 weeks of family and/or medical leave during any 12-month period to eligible employees in accordance with the Family and Medical Leave Act (“FMLA”). NOVA Parks will also grant up to 26 weeks of leave during a single 12-month period to eligible employees who are the spouse, child, parent or next of kin of a covered service member to care for a covered service member with a serious injury or illness under the FMLA. FMLA leave is unpaid, except that employees will be required to use accrued paid leave, short term disability benefits, and long term disability benefits (if available/applicable and approved in accordance with the benefit requirements) in

conjunction with their leave. When eligible employees are required to take FMLA leave to care for a covered service member with a serious illness or injury in the same twelve-month period that they also need to take FMLA leave for any other qualifying reason, employees are limited to a combined total of 26 workweeks of leave. (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

A. Qualifying FMLA Events Include:

1. Birth of a child, and in order to care for that child (must be taken within 12 months of the birth);
2. Placement of a child for adoption or foster care (must be taken within 12 months of the placement);
3. The care of a spouse, child, or parent with a serious health condition;
4. The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's job;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty;
6. The care of a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin, of the service member.

B. Definition of Terms:

1. To be an "eligible employee," the following conditions must be satisfied:
 - a. The employee must have worked for NOVA Parks for at least 12 months (these months need not be consecutive).
 - b. The employee must have worked at least 1,250 hours during the 12 consecutive months preceding the start of the employee's requested leave.
 - c. The employee must work at an eligible work-site. An employee works at an "eligible work-site" if at least 50 employees, including part-time employees, work within 75 miles of that worksite.
2. A "child," "son," or "daughter," is defined as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that FMLA

leave is to commence. For purposes of care of a covered service member or leave due to a qualifying exigency, the definition of child is the same as above except the child may be of any age.

3. A “parent” is the biological, adoptive, step, or foster parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. This includes an individual who assumed “day-to-day” responsibility for a child. Parent does not include in-laws.
4. A “spouse” is a husband or wife of a couple, or in the case of an individual in a same sex or common law marriage, who: 1) was married in a state that recognizes their marriage or such marriages; or 2) was married in a place where the marriage is valid, and such a marriage could have been entered into in at least one state.
5. A “serious health condition” is defined as an illness, injury, or impairment of physical or mental condition that renders the employee incapable of performing the essential functions of the job and involves:
 - a. Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, residential medical care facility, or hospice;
 - b. An absence for more than three calendar days requiring continuing treatment by a health care provider;
 - c. Any period of incapacity due to pregnancy or for prenatal care;
 - d. A period of incapacity or treatment due to a chronic serious health condition which continues over an extended period of time and requires periodic visits to a health care provider;
 - e. Any periods of incapacity due to a permanent or long-term condition for which treatment is not effective or any absence to receive multiple treatments by a health care provider for restorative surgery or a condition that would likely result in more than three days absence if not treated.
6. A “qualifying exigency” is leave which is taken for one or more of the following: (1) to address issues arising from the fact that a military member is notified of a call to covered active duty seven or less days prior to date of departure (FMLA leave is limited to the seven calendar days beginning on the date of notification of the call); (2) to attend official ceremonies, programs or events sponsored or promoted by the military, military service

organizations, or the American Red Cross, which are related to covered active duty; (3) to make new arrangements for childcare or schooling, or to provide urgent (but not routine) child care for the military member's child when the new arrangements or urgent care is necessitated by the military member's covered active duty; (4) to make or update financial or legal arrangements to address the military member's absence while on covered active duty or to act as the military member's representative before a federal, state, or local agency during the military member's absence; (5) to attend counseling for oneself, the military member, or the military member's child, if such counseling arises from the covered active duty; (6) to spend time with the military member who is on short-term, rest and recuperation leave during deployment (eligible employees may take only 15 calendar days of FMLA leave for rest and recuperation qualifying exigency leave); (7) to attend post-deployment ceremonies, briefings, events or programs sponsored by the military during the 90 day period following termination of the military member's covered active duty or to address issues that arise from the death of the military member while on covered active duty status; (8) to care for the military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and (9) to address other events which arise out of the military member's covered active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

7. A "military member" for the purpose of leave related to a qualifying exigency is any current member of the Armed Forces, including a member of the National Guard, Reserves, or any retired member of the Armed Forces who is called up in support of the Armed Forces.
8. For a member of the Regular Armed Forces "covered active duty" is any duty during the deployment of the military member to a foreign country. For a member of the Reserves of National Guard "covered active duty" is any duty during the deployment of the military member to a foreign country that is made under a Federal (but not state) call to duty.
9. A "covered service member" is:
 - a. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is

otherwise on the temporary disability retired list, for a serious injury or illness.

- b. A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

10. A “covered veteran” is an individual who was a member of the Armed Forces (including the National Guard or Reserves) who was discharged or released under conditions other than dishonorable at any time during the five years preceding the date of treatment, recuperation, or therapy. For any leave taken to care for a covered veteran, the eligible employee must commence leave with five years of the veteran’s active duty. However, for a veteran discharged prior to March 8, 2013, the period between October 28, 2009 and March 8, 2013 shall not count towards the calculation of the five year period.

11. A “serious injury or illness” means:

- a. In the case of a current member of the Armed Forces (including a member of the National Guard or Reserves): an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces; or an injury or illness that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.
- b. In the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is: (i) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member’s office, grade, rank, or rating; or (ii) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or (iii) a physical or mental condition that

substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or (iv) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

12. A "next of kin" of a covered service member means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter.

C. Procedures/Guidelines:

1. Twelve Month Period

The 12-month period (during which up to 12 weeks of leave is available (and additional periods required by applicable law depending on work location) is a rolling 12-month period measured backward from the date the FMLA leave is taken. (For example, if an employee proposes to take FMLA leave beginning on March 1, 2024, the amount of leave eligible to the employee would be determined by looking backward to ascertain how much FMLA leave was taken in the immediately prior 12 months, *i.e.*, March 1, 2023 to February 29, 2024). For purposes of service member care leave, NOVA Parks will measure the 12-month period forward from the date an employee's first FMLA leave to care for the covered service member begins.

2. Total Leave Amount

Eligible employees are entitled to take 12 weeks of FMLA leave in a single 12-month period for the following FMLA qualifying events: to care for the birth of a child or the placement of a child for adoption or foster care; to care for a family member with a serious health condition; for the employee's own serious health condition; and for any qualifying exigency. Eligible employees are entitled to take 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious illness or injury. Employees who are eligible and need to take leave to care for a covered service member and also need to take leave for any other FMLA qualifying reason are only entitled to a combined total of 26 weeks of leave in the single 12-month period.

Depending on the type of leave, FMLA may be taken intermittently or on a reduced schedule. However, leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule only upon approval by NOVA Parks.

3. Use of Paid Leave

NOVA Parks requires employees to use all accrued paid leave, such as vacation, compensatory leave, banked holiday, sick leave, paid family and medical leave, etc. (if available/applicable), to run concurrently with FMLA leave.

In the event the employee's own illness or injury is covered by disability benefits or workers compensation, the employee will not be permitted to use any accrued paid leave in a manner that would result in double compensation. Employees may use accrued paid leave when eligible for short-term disability or workers compensation and must use it for the elimination period.

4. Employee and Spouse Employed by NOVA Parks

In situations where both the employee and the employee's spouse are employed by NOVA Parks, a total of 12 weeks of leave between both parties will be granted for birth, adoption, foster care placement, or care for a parent with a serious health condition. In situations where both the employee and the employee's spouse are employed by NOVA Parks, a total of 26 weeks of leave between both parties will be granted to care for a covered service member with a serious injury or illness. If the leave is requested because of the serious health condition of a child or of the other spouse or because of a qualifying exigency, each spouse is entitled to 12 weeks of leave.

To utilize FMLA leave, employees must follow specific guidelines as provided by the Human Resources ~~Department~~Office, some of which are described below.

5. Requests for Leave

In the event of a foreseeable leave of absence, the employee must apply 30 days prior to the date on which the employee wants to commence leave. If 30 days' notice is not possible, notice must be given as soon as practicable under the facts and circumstances. When an employee becomes aware of the need for leave, it should ordinarily be practicable for

the employee to provide notice of the need for leave either the same day or the next business day. In the case of unforeseeable leave, the employee must provide notice as soon as practicable and, absent unusual circumstances, within the time period prescribed by NOVA Parks' usual and customary procedures for requesting leave. If the employee does not comply with these requirements, FMLA-leave may be delayed or denied.

6. Certification

If the leave of absence is to care for a parent, spouse, or child with a serious health condition or to care for a covered service member or because of the employee's own serious health condition, the employee will be required to provide a certification from the health care provider, which is available from the Human Resources Administrator. If the leave of absence is because of a qualifying exigency arising out of the active-duty status of a military member, the employee will be required to provide a certification which includes a copy of the military member's covered active-duty orders or other similar documentation. If the leave of absence is because of a qualifying exigency arising out of a military member's rest and recuperation, the employee will be required to provide the military member's rest and recuperation orders or other similar documentation. The required certification for qualifying exigency leave should also set forth the reason for the leave and the amount and frequency of leave needed. This form is also available from the Human Resources Administrator. Employees may also be asked to furnish periodic reports on the status of a continued serious health condition. If NOVA Parks has reason to doubt the validity of the certification, it may, at its own expense, require the employee to receive a second opinion from a health care provider designated and approved by NOVA Parks. If this opinion conflicts with the first opinion, NOVA Parks, again at its own expense, may request a third opinion from a health care provider mutually agreed upon by both NOVA Parks and the employee. The third opinion will be binding on both parties.

NOVA Parks also reserves the right to require an employee to provide documentation of the birth of a child, the placement of a child for adoption or foster care, or the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities. As noted above, leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule only upon approval by NOVA Parks.

7. Continuation of Benefits

NOVA Parks will continue to provide the employee with coverage under NOVA Parks' group health plan(s) under the same conditions as if the employee had continued to work. The employee will also be eligible for and subject to any new health plans or changes to the existing health plans that take effect while the employee is out on FMLA leave. While the employee is on FMLA leave, it is the employee's responsibility to continue making premium payments in order to maintain insurance coverage(s). This may be done either through payroll deductions (if the leave is paid) or by personal check or money order (if NOVA Parks is unable to payroll deduct the employee's portion of insurance premiums). At NOVA Parks' discretion, NOVA Parks may pay the employee's share of the premiums during FMLA leave and recover premiums upon the employee's return to work. In this case, when the employee returns to work, NOVA Parks will recover the costs incurred for paying the employee's share of such insurance premiums by doubling the current insurance deduction until the balance due is paid back.

The employee's regular health benefits will end when the employee indicates that the employee will not be returning to work, or when the 12 or 26 weeks of job protected FMLA leave (and additional periods required by applicable law) has been completed and the employee does not return to work (unless the employee remains entitled to coverage under another policy of NOVA Parks). However, the employee may elect to continue coverage under any group plan in accordance with COBRA.

If an employee does not return to work after the period of FMLA leave ends, for reasons other than the continuation of a serious health condition of the employee or the employee's family member or covered service member or other circumstances beyond the employee's control, the employee may be required to reimburse NOVA Parks for the full cost of the employee's medical premiums during the leave period. If the employee returns to work, but for a period of less than 30 days and requires another leave of absence for reasons other than a continued serious health condition of the employee or the employee's family member or covered servicemember or for circumstances beyond the employee's control, NOVA Parks may require the employee to reimburse NOVA Parks for the full cost of the employee's medical premiums during the FMLA leave period.

Employees are not eligible to accrue paid leave benefits while out on a leave of absence under the FMLA policy except during any portion of the FMLA leave for which accrued paid leave is used.

8. Employee Status After FMLA Leave

Upon returning from leave under this policy, the employee will generally be entitled to be restored to the same position the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In certain circumstances, NOVA Parks may not be able to restore a “key employee” (those employees who are among the highest paid 10% in NOVA Parks), to the employee’s prior position because of serious and grievous economic injury to the operation of NOVA Parks and the injury is not related to the employee’s FMLA leave.

9. Certification of Fitness for Duty

Prior to returning from a leave due to the employee’s own serious health condition, the employee may be required to obtain a fitness for duty certification from the employee’s physician. If required, this certification must be given to the Human Resources Administrator prior to the date on which the employee intends to return to work.

10. Employment During FMLA Prohibited

Employees on FMLA leave may not be employed by or perform significant services for any other entity. Failure to adhere to this requirement may result in appropriate disciplinary action, up to and including termination of employment.

Employees should provide the maximum notice possible of intent to utilize FMLA leave. Contact the Human Resources Administrator to obtain the appropriate forms and specific details on the FMLA.

XVII. PAID FAMILY AND MEDICAL LEAVE

NOVA Parks provides paid family and medical leave (“PFL”) to eligible employees taking leave under the Family and Medical Leave Act (“FMLA”).

A. Amount of Leave

Full-time employees taking FMLA leave are eligible for up to 240 hours of PFL in a twelve-month period (corresponding to NOVA Parks’ 12-month FMLA period).

Eligible employees may not take more than 240 hours of PFL in the given twelve-month period.

B. Interplay with FMLA Leave and Other Leave

PFL runs concurrently with FMLA leave. PFL must be exhausted before an employee may take leave without pay.

C. Requests for PFL

PFL must be requested in writing to the Human Resources Administrator 30 days in advance, absent extenuating circumstances.

D. PFL at Separation of Employment

PFL is not paid out upon separation of employment. Employees who leave employment with NOVA Parks while on PFL or other leave of absence are not entitled to be paid for any unused PFL.

XVIII. VOLUNTEER SERVICE LEAVE

In recognition of the region's diverse needs for volunteers to support schools, communities, and other non-profit service organizations, and recognizing the commitment of NOVA Parks employees to engage in volunteer service, full-time employees of NOVA Parks may be granted paid Volunteer Service Leave under the terms of this policy, for the following purposes:

Volunteer activity by any full-time employee for a local or nationally recognized community service, or educational organization.

A. Definitions

For the purpose of applying NOVA Parks' Volunteer Service Leave Policy:

1. Educational Organization includes any public or private educational institution authorized to operate under the laws of the Commonwealth of Virginia.
2. "Community service organization" means a non-profit, non-partisan organization operating in or for the benefit of a local or regional community.
3. A NOVA Parks employee is not eligible to volunteer at a NOVA Parks location or request Volunteer Service Leave for a NOVA Parks sponsored event.

B. Process/Limitations

1. Employees seeking to use Volunteer Service Leave should submit a request using the process identified by the Human Resources Administrator to their supervisor. The request must include documentation supporting that the volunteer service meets one of the reasons for leave under this policy.
2. Employees must receive approval from their supervisor prior to taking Volunteer Service Leave. The supervisor or other NOVA Parks senior official may require that the leave be taken at a time other than the specific period requested, based on the needs of NOVA Parks. Except in emergency or other urgent situations, requests should be made at least 2 weeks in advance.
3. The agency may require acceptable proof that leave taken is for a purpose that complies with this policy.
4. All full-time employees are eligible for up to 8 hours of Volunteer Service Leave within each fiscal year (July 1 through June 30). Unused leave under this policy may not be carried over into the following fiscal year.
5. Eligible volunteer service under this policy is limited to:
 - a. Performing volunteer work approved by a teacher, school, or program administrator.
 - b. Performing a service for a community service organization.
6. Eligible activities under this policy do not include activities designed to promote religious beliefs, such as teaching or leading religious assemblies, or raising funds to support religious activities. However, eligible service may include activities supported by religious organizations such as working in soup kitchens, homeless shelters, or other community activities that benefit individuals without regard to religious affiliations or practice.
7. Employees shall not be paid for unused Volunteer Service Leave upon separation from NOVA Parks.
8. The 8-hour annual limitation may be exceeded if specifically authorized by the Executive Director in a situation in which the Executive Director has determined that there is a local, regional, or national emergency.
9. In accordance with the general prohibition on partisan political activity during working hours at NOVA Parks, Volunteer Service Leave may not be used for such activities with the exception of polling or working at a voting location so long as the employee is not canvassing for a specific party or

candidate at the location or as otherwise required by law. Employees seeking to volunteer for such activities should first consult with the Human Resources Administrator.

XIX. ORGAN AND BONE MARROW DONATION LEAVE

NOVA Parks will provide eligible employees with up to 60 business days of unpaid leave to serve as an organ donor, and up to 30 business days of unpaid leave to serve as a bone marrow donor in any 12-month period. To be eligible for such leave, the employee must meet the following qualifications by the date that the requested leave is to begin: (i) have been employed by NOVA Parks for at least a 12-month period; and (ii) worked at least 1,250 hours in the 12-month period preceding the date of the leave. Employees may use accrued, unused paid leave during this period (such as vacation, sick, or compensatory leave), otherwise the leave will be unpaid.

Employees must provide reasonable notice to the Human Resources Administrator before the anticipated date of leave or immediately upon learning of the need for leave. NOVA Parks may require written verification from a physician that the employee is an organ or a bone marrow donor and there is a medical necessity for the donation.

Employees who take covered organ and bone marrow donation leave will not be treated as having a break in service for purposes of seniority rights and other benefits, and group health insurance coverage will be continued during the period of leave under the same terms as applicable to active employees.

Organ and bone marrow donation leave does not run concurrently with leave taken under the Family and Medical Leave Act. At the conclusion of covered leave, employees will generally be restored to their previous position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. NOVA Parks will not discharge, discipline, threaten, discriminate against, or retaliate against an employee for taking such leave and/or for filing a complaint regarding any violations of this policy.

3.4 FLEXTIME / COMPRESSED WORK SCHEDULE

NOVA Parks may offer ~~F~~flextime and ~~C~~compressed ~~W~~work ~~S~~schedules, in its discretion, to eligible regular full-time employees. This program will be reevaluated periodically to ensure that public service, supervision, operational, and employee needs are being adequately addressed.

Flextime consists of a work schedule that splits the workday into two kinds of time, core time and flexible time. Employees must work during the core time. These core hours can vary by operation. Core hours for Headquarters and Central Maintenance will be 9 a.m.–3 p.m. Core hours have not been set at parks due to their unique operational requirements.

Compressed ~~W~~work ~~S~~schedules for exempt full-time employees consists of a work schedule in which an employee works 80 hours within the two week pay period but the work schedule is not the traditional five 8 hour days. Compressed work schedules for exempt employees will be limited to the three options shown below ~~(I, II, and III)~~. Non-exempt full-time employees will be limited to the 40 hour per week options ~~(II or III)~~ due to the Fair Labor Standards Act. If selecting a Compressed Schedule, holiday observance may require a charge to accumulated leave balances. Non-exempt employees may not work a compressed schedule that results in them working overtime without approval from the Executive Director.

Options for a Compressed Work Schedule:

Week 1	-	M	T	W	Th	F	
		9	9	9	9	8	weekly total = 44

Week 2	-	M	T	W	Th	F	
		9	9	9	9	off	weekly total = 36
							2 week total = 80

~~(Option I)~~The above option is only available to eligible exempt full-time employees).

Week 1&2	-	M	T	W	Th	F	
		10	10	10	10	off	weekly total = 40
							2 week total = 80

Week 1&2	-	M	T	W	Th	F	
		9	9	9	9	4	weekly total = 40
							2 week total = 80

Employees wanting ~~f~~Flextime or a ~~C~~ompressed ~~W~~ork ~~S~~chedule must submit a completed *Request for Flexible/Compressed Work Schedule* form to their supervisor. The employee's reason for the request does not need to be indicated. The supervisor/manager/superintendent will send their recommendation regarding the request to the appropriate Director for approval or denial. For employees whose direct supervisor is the ~~department-director~~Department Director, the Executive Director must also approve the request. A written explanation must be attached if denied.

All requests will be considered on a case-by-case basis. Operational needs, interagency relationships, employee performance, and applicable laws will be considered in the determination of each request. It is recognized by NOVA Parks management that certain full-time positions do not qualify for flexible and/or compressed work schedules. NOVA Parks reserves the right to modify and/or cancel an employee's flexible and/or compressed work schedule in its sole discretion.

3.5 EXPENSE REIMBURSEMENTS

I. MILEAGE

When an employee has received approval from the appropriate Park Operations Superintendent or, in the case of non-Operations staff, from the appropriate Department Director, or in certain situations, from the Executive Director to use a personal vehicle for NOVA Parks business, the employee will be reimbursed at the IRS-approved rate.

II. TRAVEL EXPENSES

Reimbursement for travel on official business (to include attendance at conferences, conventions, and meetings of professional organizations) including the use of personal vehicles, lodging, food, and other related expenses will be provided when advance approval has been obtained from the appropriate Park Operations Superintendent or, in the case of non-Operations staff, from the appropriate ~~department director~~Department Director. Requests for reimbursement must be supported by an itemized statement and receipts for expenses incurred. Employees may not incur expenses on behalf of NOVA Parks without having first received approval as outlined in this section. Employees must consult with and follow the Travel and Training Guidelines, which can be found in the NOVA Parks Resource Library.

III. ATTENDANCE AT CONFERENCES, ETC.

When considered to be in the best interest of NOVA Parks, a ~~department director~~Department Director may approve sending an employee as a representative of NOVA Parks to professional conferences, schools, and meetings. Employees must consult with and follow the Travel and Training Guidelines, which can be found in the NOVA Parks Resource Library.

IV. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Membership in professional organizations may be paid by NOVA Parks for employees. Memberships being paid by NOVA Parks must be approved by the appropriate ~~department director~~Department Director.

V. UNIFORMS

An annual uniform allowance is provided to all full-time employees working in Operations, Planning & Development, and Marketing. At the discretion of the Executive Director, other full-time employees may be identified as being eligible to receive a one-time or annual uniform allowance. The uniform allowance will be subject to taxation as outlined in the Payroll policy. Additional information on uniform requirements and instructions on requesting reimbursement may be obtained from the Point of Sale Systems Specialist.

VI. USE OF NOVA PARKS VEHICLES

NOVA Parks vehicles are to be used to provide transportation to employees traveling on official business.

A. Maintenance and Use Control

The use, maintenance, and cleaning of vehicles will be arranged by the manager of the park where the vehicle is assigned. Under no circumstances is the vehicle to be used for personal business. Passengers must be limited to NOVA Parks employees or non-employees as necessary to complete NOVA Parks business.

B. Animals in NOVA Parks Vehicles

Animals are prohibited from NOVA Parks vehicles except for service animals or animals required in the performance of assigned duties. Human Resources must be notified of all service animals that require transportation in a NOVA Parks vehicle, prior to vehicle use.

C. Vehicle Use Agreement

Employees who will operate NOVA Parks vehicles must sign and adhere to the NOVA Parks Vehicle Use Guidelines.

VII. CREDIT CARDS

NOVA Parks provides credit cards to certain employees in accordance with the rules and procedures established by the Finance Department.

3.6 WORKERS' COMPENSATION

NOVA Parks endeavors to provide all employees with a working environment that is free from recognized health and/or safety hazards. In the event of an accidental injury or occupational illness, NOVA Parks' policy complies with the Virginia Workers' Compensation Act to ensure proper procedures are followed at the time of injury/illness. This policy applies to all NOVA Parks employees.

Prompt reporting of injury/illness is mandatory to effectively administer NOVA Parks' Workers' Compensation Policy. NOVA Parks management and employees must follow specific steps and complete specific forms to remain in compliance with the policy. Responsibilities are outlined below.

I. PROCEDURES

A. Employee:

1. Employees are required to verbally report all workplace injuries and/or occupational illnesses to their supervisor within 24 hours of incident/symptoms/diagnosis. The workers' compensation nurse triage reporting service must also be notified within the 24-hour time frame. If the employee's supervisor is not available at the time of incident or for verbal report submission, verbal reports should be submitted to NOVA Parks' Risk Manager. If the employee is rendered incapacitated by the incident, NOVA Parks management will intervene and complete the required verbal report and nurse triage notification on their behalf.
2. If emergency medical treatment is needed, the employee or colleagues should call 911.
3. When immediate medical treatment is needed, employee may be treated at the nearest emergency care facility.
4. Once emergency/immediate care has been administered, employees must be treated by a physician or medical facility listed on NOVA Parks' approved Panel of Physicians to remain in compliance with this policy.
5. Non-urgent medical treatment must be provided by a physician or medical facility listed on NOVA Parks' approved Panel of Physicians, which is posted at each facility. The employee will receive a complete list of the Panel of Physicians from the nurse triage reporting service and/or their supervisor. The employee and supervisor will acknowledge in writing employee's receipt of list. To remain in compliance with this policy, employees must

select a physician from the NOVA Parks Panel of Physicians and comply with prescribed treatment.

6. An employee's refusal to select and be treated by a physician from the approved panel is by default declining coverage from NOVA Parks' Workers' Compensation Insurance. Expenses incurred for treatment are the responsibility of the employee.
7. Upon selection of a physician, the nurse triage reporting service will contact the selected physician and schedule the initial appointment.
8. The nurse triage reporting service and/or employee will notify the selected physician that all reports and invoices should be sent to NOVA Parks' workers' compensation insurance carrier. The employee will forward all invoices or reports received to NOVA Parks' Risk Manager.
9. Employee will follow recommended treatment plan prescribed by the selected physician and the workers' compensation insurance carrier. Treatments may include, but are not limited to diagnostic testing, physical therapy, surgery, prescription medications, and/or second opinions.
10. If the physician prescribes medication(s), the employee will submit the prescription(s), along with a *Workers' Compensation Prescription Program Authorization* form, which is provided by their supervisor, to a participating network pharmacy. The employee will be provided with a 7 to 10 day supply of incident related medication at no cost. This authorization is valid for one time use only. The workers' compensation insurance carrier must authorize all medications prescribed beyond the initial treatment.
11. Should an employee incur the cost of any medication related to the workers' compensation claim, a receipt, which includes the employee's name, prescribing physician's name, date of purchase, name of medication, and cost of medication, may be submitted to the workers' compensation insurance carrier for reimbursement consideration.
12. Employee will cooperate with the insurance carrier by supplying additional information as necessary and keeping appointments for scheduled medical care and/or evaluations.
13. Employee will cooperate with their assigned Workers' Compensation claim representative.
14. Employee will cooperate with employer by submitting updates on their recovery progress and return-to-work status.

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15. Employee will return to work when released by physician. Employee may be assigned to light-duty, modified work schedule, temporary work-site assignment, and/or regular duties/schedule.

B. SUPERVISORSupervisor

1. Supervisor and/or Risk Manager will ensure employees are trained in proper procedures and regulations regarding workers' compensation incidents.
2. Supervisor will have current forms required to submit a workers' compensation claim available to employees.
3. Supervisor will post a copy of the approved Panel of Physicians in a conspicuous location where employees may review without intimidation.
4. Supervisor or designated employee will telephone 911 if an employee's injuries are severe and require immediate emergency care.
5. Supervisor will endeavor to administer/coordinate basic first aid care until emergency response personnel arrives or until transportation is arranged to transport injured/ill employee to nearest emergency care facility.
6. Supervisor will supply all required forms to injured/ill employee at time of incident or when notified of incident.
7. Supervisor will notify the workers' compensation insurance nurse triage reporting service and NOVA Parks Risk Manager if the employee is rendered incapacitated from the injury/illness.
8. Supervisor is required to ensure that the nurse triage reporting service and NOVA Parks Risk Manager are notified within 24 hours of the incident/symptoms/diagnosis.
9. Supervisor must, immediately upon notification of a work-related injury or illness, provide the employee with a copy of the approved Panel of Physicians. The Panel of Physicians must be offered to the employee, regardless of whether the employee intends to receive medical attention.
10. Supervisor must review Panel of Physicians form with the employee, reinforcing to employee that failure to select and be treated by a physician on the panel is declining coverage under the NOVA Parks workers' compensation insurance. Supervisor will witness employee's signature on form in acceptance or declination of the Panel of Physicians. Supervisor

will then sign and date form. Supervisor will provide employee with a completed copy and Risk Manager with original.

11. Supervisor shall complete and provide the employee with a Workers' Compensation Prescription Program Authorization form if medication is prescribed.
12. Supervisor shall forward all medical invoices or correspondence to Risk Manager.
13. Supervisor and Risk Manager will coordinate employee's return to work plan.

C. ~~RISK-MANAGER~~Risk Manager

1. Develop, review, update, and manage the NOVA Parks Workers' Compensation Policy and Claims program.
2. Review, update, and distribute approved listing of Panel of Physicians to employees.
3. The Risk Manager will review forms for accuracy and completion and record the injury. Once recorded, the NOVA Parks Risk Manager will submit a claim to the NOVA Parks workers' compensation insurance carrier.
4. Maintain records of all workers' compensation claims submitted for processing.
5. Monitor the progress of all workers' compensation claims handled by NOVA Parks' insurance carrier and provide status reports to ~~department director~~Department Directors.
6. Assist employee with claims processing and coordination of benefits.
7. Coordinate employee return-to-work schedules, which may include light-duty, modified work schedules, temporary work-site assignments, and/or regular duties/schedule.
8. Answer questions and respond to inquiries regarding workers' compensation claims.

II. SALARY AND WAGE BENEFITS

Workers' compensation absences may constitute a qualifying event under the Family and Medical Leave Act (FMLA). The Risk Manager will notify the ~~HR Administrator~~Human Resources Administrator of any workers' compensation absences that may qualify under FMLA. The ~~HR Administrator~~Human Resources Administrator will notify the employee in writing if the leave usage will count towards their 12 weeks of job-protected FMLA leave entitlement during a 12-month rolling period.

An employee is not entitled to lost wage compensation for seven days of incapacity resulting from a work-related disability. These seven days do not need to run consecutively.

Full-time employees will be given the option of using accrued sick time, banked holiday, comp time, or vacation for those days if they have available leave balances. It is the employee's responsibility to notify their supervisor how they would like to charge days missed. If a designation is not made by the employee, leave will default to sick leave. If insufficient sick leave is available, the leave will default to comp time, if available, banked holiday, if available, and vacation. Full-time employees have the option of signing over wage compensation payments received from the workers' compensation insurance carrier to NOVA Parks to restore their leave used during incapacity.

Seasonal and part-time employees do not accrue annual leave. Therefore, they will default to leave without pay status. If the absence is longer than seven days, and the injury or illness is covered by workers' compensation, the employee will receive wage compensation benefits from the workers' compensation insurance carrier in accordance with the provisions of the Virginia Workers' Compensation Act.

An employee will be compensated for lost wages on the first day of injury when paneled physician estimates employee will be out of work for more than twenty-one days. Compensation will be paid by the NOVA Parks workers' compensation insurance carrier. Rate of wage compensation to an employee is two-thirds (2/3) of their average weekly, pre-tax normal wages. This rate of compensation is subject to the maximums set by the Virginia Workers' Compensation Commission. Full-time employees may use their available accrued leave for the remaining one-third (1/3) to bring their wages to 100%. Earned sick, banked holiday, comp time, and/or vacation cannot be used concurrently with workers' compensation benefits to bring employees' wages over 100% of normal wages.

Employees will continue to accrue sick and annual leave while out of work due to a workers' compensation injury/illness in accordance with the ~~Attendance~~ & and Leave Policy. If a holiday occurs while a full-time employee is out of work due to a workers' compensation injury/illness, the employee will not receive the holiday.

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While receiving workers' compensation benefits, voluntary payroll deductions are the responsibility of the employee. Employee is required to contact the NOVA Parks ~~HR Administrator~~Human Resources Administrator to set up a schedule for payment.

Earned sick, comp time, banked holiday, or vacation may be used for a disability resulting from a denied workers' compensation claim.

III. RETURN TO WORK – LIGHT / MODIFIED DUTY

NOVA Parks will make every effort to provide light/modified duty for employees with temporary restrictions resulting from a work-related disability. All light/modified assignments will be within the employee's medical capability and will adhere to the treating physician's recommendations. The light/modified assignment may or may not be in the same occupation, department, pay scale, hours, etc. as the employee was performing prior to the work-related injury or illness.

If an employee refuses a light/modified assignment that has been approved by their treating physician and is within their capabilities, their workers' compensation benefits will be jeopardized.

IV. REQUIRED FORMS:

- *Employee Procedures for Work-Related Injuries*
- *Panel of Physicians*
- *Medical Treatment Form*
- *Physical Capacities Checklist and Status Report*
- *Workers' Compensation Prescription Program Authorization*

V. PENALTIES FOR NON-COMPLIANCE WITH THIS POLICY

Employees that fail to comply with this policy may be subject to disciplinary action, up to and including termination of employment. Eligible employees may present grievances or appeal decisions of management, in accordance with the *Grievance Procedures*.

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CHAPTER 4

Work Arrangements, Safety, & Organizational Resources

How work is performed and assets are used

4.1 TELEWORK

Teleworking (working at home) is a mutually agreed upon work alternative between the teleworker and NOVA Parks that must be approved by NOVA Parks. Teleworking may be appropriate for some employees and some jobs, as determined by NOVA Parks in its sole discretion. It is neither an entitlement nor an Organization-wide benefit; and it does not change the terms and conditions of the teleworker's employment with NOVA Parks. The teleworker, the teleworker's supervisor (the "Manager"), ~~department director~~Department Director, or Executive Director may end the teleworking arrangement at any time.

The following factors are among those NOVA Parks considers when determining whether a particular employee may telework:

- A. Length of service;
- B. Job duties;
- C. Impact on the employee's department and/or other NOVA Parks operations;
- D. Current environmental or health factors;
- E. Need for specialized material or equipment; and
- F. History of work performance, productivity, communication skills, and dependability.

Employees who are approved for teleworking must sign and abide by a telework agreement.

I. CRITERIA APPLICABLE TO ALL TELEWORKERS

- A. Teleworkers must maintain an acceptable level of performance and effectiveness.
- B. Teleworkers are subject to the same policies, instructions, and procedures that apply when work is performed on-site.
- C. Arrangements must be in place at the onset of the telework arrangement to allow for proper, uninterrupted focus on fulfillment of job responsibilities.
- D. Terms and conditions of employment do not change when the employee becomes a teleworker.
- E. The teleworker and the Manager must agree to the off-site work hours.
- F. Employees must have successfully completed their initial probationary period.

- G. Employees regularly scheduled to work five (5) days per workweek may be approved to work remotely up to one (1) day per workweek.
- H. Employees working an approved compressed work schedule are not eligible to work remotely in any work week they are not scheduled to work five days.
- I. Remote work approval applies only to the specific day and time period approved.
- J. An approved remote work day may not be shifted to a different day due to vacation, sick leave, or holiday observances unless specifically authorized by Manager.
- K. On a scheduled telework day, NOVA Parks may require a teleworker to report to a designated worksite or other location to meet operational needs, attend meetings, participate in training, or address other business related requirements. If this occurs, your manager may authorize your telework day to be rescheduled to a different day for that week.
- L. All leave requests and overtime (for employees eligible to receive overtime) are subject to NOVA Parks policies and must be pre-approved by the Manager. Approved time off does not impact the eligibility to work remote.
- M. The teleworker is responsible for the confidentiality and integrity of all NOVA Parks hard and soft copy data that he/she retains off-site.
- N. NOVA Parks equipment is restricted to business use and may not be used by members of the teleworker's household or other unauthorized individuals. Use and maintenance of NOVA Parks equipment will be governed by NOVA Parks policies, instructions, and procedures.
- O. Remote work is permitted only within the Commonwealth of Virginia, unless the employee receives prior written authorization from the Department Director with notification to Human Resources. Unauthorized out of state remote work is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

~~P. Participation in the telework program may be terminated at any time by the teleworker, the Manager, department director~~Department Director~~, or Executive Director.~~

~~Q.P.~~ Upon notice of termination of the telework arrangement, the employee will report for on-site work within 3 business days, unless the Manager or ~~department director~~Department Director authorizes an extension. Failure to

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return within the designated time frame will be considered job abandonment, and the employee will be separated from NOVA Parks employment.

II. DEPENDENT AND OTHER CARE

If dependent care, elder care, pet care, etc. is necessary, the teleworker must make or maintain arrangements to permit concentration on work assignments at home during scheduled work hours. The teleworker may be required to provide proof of an acceptable care arrangement.

III. HOURS OF WORK/TIMESHEET REPORTING

The teleworker will have regularly scheduled work hours agreed upon with his or her Manager, including specific core hours of phone and email accessibility. The teleworker will record and submit work hours through the identified timekeeping system.

IV. EMPLOYEE/SUPERVISOR COMMUNICATION

Teleworkers must be available by e-mail and/or telephone/cell phone during their scheduled work hours. If the teleworker leaves his/her telework site during scheduled work hours, he/she must notify the Manager or the Manager's designee in advance or as soon as possible in the event of an emergency.

The teleworker will keep his/her Manager informed of progress on assignments completed at home, including any problems that may be experienced while teleworking.

V. HARDWARE

NOVA Parks may provide hardware to a teleworker in its sole discretion. Use of NOVA Parks hardware and personal peripherals (i.e. printers, keyboard, mouse) will be governed by the Acceptable Use Policy.

VI. SOFTWARE

While teleworking, teleworkers must abide by NOVA Parks software standards. Use of NOVA Parks software will be governed by the Acceptable Use Policy. It is not permissible to use NOVA Park software licenses on personal devices.

VII. EQUIPMENT LIABILITY

NOVA Parks will be responsible for the repair and maintenance of equipment provided by NOVA Parks, except as provided for below. Surge protectors must be used with any NOVA Parks computer made available to the teleworker. NOVA Parks will not be responsible for damage or loss to employee-owned equipment.

The teleworker may be responsible for the following:

- Any intentional damage to NOVA Parks equipment.
- Damage to NOVA Parks equipment resulting from gross negligence by the teleworker or any member of the teleworker's family.
- Damage to NOVA Parks equipment resulting from a power surge if no surge protector is used.

Teleworkers must maintain suitable and sufficient homeowner's/renter's insurance.

Damage or theft of NOVA Parks equipment that occurs outside the teleworker's control may be covered by NOVA Parks' insurance policy.

VIII. WORK SPACE

The teleworker must establish and maintain a clean, safe, dedicated work space. This includes establishing an office area free from distractions such as family members, barking dogs, television, etc.

IX. WORK-RELATED INJURIES

The teleworker will be covered by NOVA Parks' workers' compensation for all job related injuries that occur in the designated work space at the teleworker's home during the teleworker's defined work period that are job-related. Workers' compensation will NOT apply to non-job related injuries that might occur in the home.

X. MISCELLANEOUS EXPENSES

Except as otherwise required by state or local law, office/computer supply expenses may be reimbursed at the discretion of NOVA Parks. The teleworker may be required to present an itemized copy of the bill or other miscellaneous expense for which the teleworker seeks reimbursement and follow all other applicable NOVA Parks policies in order to be eligible for reimbursement.

XI. SECURITY

Teleworkers are required to securely store all materials, documents, or information that include or relate in any way to confidential information.

XII. MONITORING

NOVA Parks reserves the right to monitor teleworkers to ensure quality control, employee safety, security, and other business needs. Any computer or similar electronic device furnished to a teleworker by NOVA Parks remains the property of NOVA Parks. As such, NOVA Parks may inspect, monitor, and/or access a teleworker's electronic mail messages, computer usage, and computer data.

XIII. "AT-WILL" EMPLOYMENT

Entering into a teleworking agreement with NOVA Parks does not constitute a contract or guarantee of employment or obligate NOVA Parks to employ the teleworker for any stated period of time. Employment with NOVA Parks, including employment as a teleworker, is "at will, meaning that the employment relationship may be terminated at any time, for any reason or for no reason, by either NOVA Parks or the employee.

XIV. NOVA PARKS PROPERTY

All equipment (including but not limited to computers, cell phones, software, hardware) or other materials provided to a teleworker by NOVA Parks, and all equipment, materials, correspondence, records, documents, software, promotional materials, and other NOVA Parks property, including all copies, summaries, synopses, or portions thereof, which come into a teleworker's possession by, through or in the course of the teleworker's employment with NOVA Parks, regardless of the source and whether created by the teleworker, and regardless of whether they were received by the teleworker at home, at a telework center, or at NOVA Parks facilities, are and shall at all times remain the sole and exclusive property of NOVA Parks. At any time that NOVA Parks requests, and immediately upon the termination of a teleworker's employment (for any reason), the teleworker shall return all such property to NOVA Parks, and shall not keep any copies of NOVA Parks property.

4.2 UNIFORM AND APPEARANCE

Uniforms serve several essential purposes for NOVA Parks. They identify us as staff members, allowing us to be more accessible to our park users. They are designed for safety and often protect us through our varied tasks. They strengthen our authority as we attempt to enforce park rules and policies. Uniforms enhance our professional appearance and, in turn, reinforce our pride in ourselves, our work and in our agency. They remind us all, employees and patrons alike, that we are a professional team dedicated to providing our public with safe and enjoyable park experiences.

The following requirements for uniform dress are necessary to establish effective professional attire.

I. DESIGN, SELECTION, AND ENFORCEMENT OF UNIFORM STANDARDS

The Director of Park Operations is responsible for the design, selection, and enforcement of uniform standards, and is supported by the actions and recommendations of an advisory committee consisting of park and headquarters staff members. The advisory committee, or Uniform Committee, shall be appointed by the Director of Park Operations.

The Uniform Committee shall be responsible for interpreting the Uniform Policy, monitoring its use, and assisting park management to ensure compliance.

II. ADMINISTRATION AND PURCHASE OF UNIFORMS

All uniform purchases are administered by the Uniform Committee or a representative appointed by the Director of Park Operations to coordinate committee activities. Uniform Committee members will be assigned separate responsibilities to oversee and address uniform concerns of specific park operations or individuals. No employee is to purchase uniform items without prior approval of the Uniform Committee or the appointed representative.

The designee of the Director of Park Operations, currently the Point of Sales Systems Specialist will monitor expenditures and items purchased for each uniformed person, full-time or seasonal/part-time, through existing payroll deduction, check request, and reimbursements. Employees must arrange through their supervisor to request uniform items from the POS Systems Specialist, who will be responsible for securing adequate supplies and for keeping appropriate records.

Seasonal employees supplementing their uniform allowance, can pay for uniform items by cash, credit card, or personal check. Full-time employees may supplement their uniform allowance through payroll deduction. Uniform allowances are not allocated for seasonal/part-time positions, however all seasonal staff will receive 2 appropriate style

shirts free of charge, after January 1, per calendar year. There is the option for a seasonal employee to purchase at their cost additional shirts or other approved uniform items if desired.

III. UNIFORM ALLOWANCES

NOVA Parks provides uniformed full-time employees with a budgeted allowance for purchasing and supplementing uniform items. Operations Field Staff receive an annual allowance during the budget process.

An annual uniform allowance is also provided to all full-time employees working in Headquarters Operations, Planning & Development, and Marketing. Identified Headquarters Staff in Operations, Planning & Development, and Marketing receive an annual allowance during the budget process. At the discretion of the Executive Director, other full-time employees may be identified as being eligible to receive a one-time or annual uniform allowance. The uniform allowance will be subject to taxation as outlined in the Payroll policy. Additional information on uniform requirements and instructions on requesting reimbursement may be obtained from the Point of Sale Systems Specialist.

The allowance is designed to fully provide those items required by policy. However, there may be occasions when a full-time employee desires to supplement or replace a uniform item, after exhausting their uniform allowance, which may be accomplished through an authorized payroll deduction in accordance with Section III. The allowance is intended for the purchase of uniforms only for said employee and not for such purposes as alterations after initial fitting, or the replacement of zippers, buttons, and other materials. Employees will not be permitted to transfer unspent allowances toward the purchase of another employee's uniform or to carry over unspent funds to the next fiscal year. Employees will not be permitted to purchase uniforms for family members, friends, or other non-NOVA Parks employees.

Full-time employees may purchase two (2) pairs of shoes per budget year using their uniform allowance. A dollar limitation per pair will be authorized. If an employee elects to purchase a pair of safety boots, sneakers, or low hikers that are in excess of the limit, the employee will be responsible for paying the difference between the authorized amount and the actual cost.

- Safety Boots (must meet OSHA requirements for job) for maintenance positions can be reimbursed for one pair.
- Sneakers or Hikers for field staff can be reimbursed for one pair.
- Work pants and coveralls purchased through Unifirst (or other NOVA Parks contracts) can be reimbursed for each pair purchased.

IV. PART-TIME/SEASONAL ALLOTMENT

Uniformed part-time and seasonal positions are issued a uniform allotment of two (2) t-shirts or polos, depending on position. Additional allotments are provided for waterparks positions:

- Lifeguard, Water Safety Officer, Pool Manager
 - Swim suit and hat or visor
- Concessions Attendant, Cook, Supervisor, Manager
 - Hat

V. PERSONAL APPEARANCE AND HYGIENE

All employees are expected to maintain a well-groomed appearance and high level of personal hygiene at all times. Grooming and dress, other than that specified as uniform requirements, must be consistent with traditional standards of the professional community.

Employees should maintain a clean and neat appearance in the workplace and dress according to the requirements of their positions, which includes abiding by our uniform/hygiene policy for field, catering, and headquarters staff.

In consideration of employees and other visitors who may have sensitivity or allergies to various fragrances or scented products, employees should refrain from wearing strong fragrant products in the workplace. The use of scented products, such as candles, potpourri, and scented oils, is prohibited in the workplace.

VI. DISCIPLINARY ACTION

Any employee who is not dressed in proper professional attire consistent with this policy will be considered unsuitable to work and may be asked to go home and return to work appropriately dressed. Employees who fail to abide by this policy and its standards may be subject to disciplinary action. Any questions about the requirements of this policy or what constitutes appropriate workplace attire should be directed to the employee's supervisor or the Human Resources Office.

VII. TEMPORARY EXCEPTIONS

In the absence of the Director of Park Operations, a Superintendent may determine on an individual basis whether items not identified by this policy are acceptable and may temporarily waive uniform requirements for up to thirty (30) days when doing so will clearly serve the interest of NOVA Parks. Long-term exceptions and exemptions are at the discretion of the Director of Park Operations and shall be authorized in writing.

VIII. NOVA PARKS ISSUED SPECIALTY ITEMS

From time to time, NOVA Parks will issue t-shirts or sweatshirts that have been designed and approved by NOVA Parks Marketing Department and Director of Park Operations. Part-time and Seasonal employees may wear these items on Fridays in lieu of a uniform shirt as long as the employee is clearly identified as their position and the item has not been altered in any way. Full-time employees may wear these items on Fridays unless there are meetings, public events, or other activities that require uniform standards.

IX. GENERAL UNIFORM REQUIREMENTS

- A. Uniforms should be reasonably neat and clean at all times, never showing excessive wear or fading.
- B. Excessively tight- or loose-fitting items and/or low-rise items are prohibited. No cutoffs.
- C. When items are determined to be worn out, or otherwise unsuitable for the uniform, employees will be required to purchase replacement items.
- D. No uniform items may be worn apart from the uniform as a whole. When wearing the uniform, all required items must be present.
- E. Uniforms may only be worn when working or commuting to/from work.
- F. Staff T-shirts and polo shirts
 - 1. The styles and colors of the uniform shirts will be designated by the Uniform Committee, under the direction of the Director of Park Operations, and will show the NOVA Parks logo on the shirt's left chest.
 - 2. Shirttails must remain neatly tucked into shorts or trousers.
 - 3. Shirtsleeves are not to be rolled. Patches, jewelry, or other articles are not to be worn on or about the uniform shirt.
 - 4. If a staff member is pregnant, the shirt does not have to be tucked in.
 - 5. No cut-off shirts.
- G. Pants
 - 1. No baggy pants, bell-bottom pants, leggings, or cargo pants.
 - 2. Pants to be worn appropriately on waist.
 - 3. Pants must extend at least 1 inch below the top of the shoes to cover socks and must not touch the floor.

4. Painter's pants, sweatpants, overalls, and similar clothing are not acceptable.
5. Jeans may be worn in the off season or when the park is closed to the public for the purpose of park maintenance only.

H. Shorts

Shorts should be of a conservative length – "fingertip rule" but above the knee in approved colors.

I. Belts

1. Narrow width, solid brown or black leather belt is considered acceptable as uniform attire.
2. Belt straps must not show evidence of belt leather cracking.
3. Only key ring holders and cell phones are acceptable as belt accessories.

J. Nametags

1. Nametags are desirable for all full-time, part-time, and seasonal staff. When nametags are used in a facility or park, all such employees assigned to the facility or park must wear them on a continued basis.
2. Nametags must include the official logo of NOVA Parks.
3. Nametags should be attached to the shirt on the right chest area and should include at least the employee's first name or nickname.
4. Waterpark staff may affix their nametags to lanyards, as needed.

K. Shoes

1. Any solid, muted color sneakers with rubber soles, dress shoe, or low hiker are considered acceptable as uniform attire.
2. Shoelaces are to match the shoe color, properly strung and tied.
3. Shoes are not to show excessive wear.
4. Open-toed shoes, sandals, crocs, or moccasins are not permitted (does not apply to aquatic field staff or Headquarters staff).
5. Though boots are not required, any muted solid color safety (steel/composite toe) hiking or work boots will be permitted as footwear during maintenance and routine operations of the park.

6. Boots must be reasonably clean and polished at all times, never showing excessive wear, such as uneven soles, cracked leather, or broken bootlaces.

7. Bootlaces are to be the same shade and color as the boot leather.

L. Socks:

Crew or ankle length, solid white or black socks or dress socks are to be worn with the uniform shoe unless otherwise indicated.

M. Jewelry

1. Jewelry is not permitted on or about the uniform, with the exception of the official NOVA Parks logo pin which may be attached to the left collar of any collared uniform item.
2. Any jewelry worn on the face or body of a uniformed employee must not detract from the purpose of the uniform.
3. Jewelry piercings above the shoulders are restricted to the ears, eyebrow, nose, and lips.
4. Only studs for nose and lip piercings while working.
5. Ear gauges should be neutral colored. No exposed body piercings visible below the shoulders.
6. Safety-sensitive and catering positions may have specific rules for jewelry.

N. Tattoos

The following tattoos are not permitted:

1. Tattoos applied with permanent marker or pen, or any temporary tattoo medium.
2. Tattoos that can be viewed as offensive by the standards of the community.
3. Tattoos that contain or depict offensive or discriminatory content, graphic or violent imagery, sexual content, or substance abuse symbols.
4. Employees with prohibited tattoos must cover them.

O. Sunglasses

Sunglasses are encouraged for all employees when working outdoors. Sunglasses should offer protection from exposure to ultra-violet sunlight and must not detract from the appearance of the uniform.

P. Hats or Caps

Hat or caps may be worn with the uniform. However, they should not bear any writing or logos other than the official logo of NOVA Parks, or an official identification of a safety position (i.e. Lifeguard, Safety Officer).

Hats and caps with no logos are permitted but their color must not detract from the uniform. Restrictions to hats and caps do not apply to safety helmets or hard hats.

Q. Underclothing should not be visible and may not extend beyond the outerwear. White, long-sleeved shirt permitted under polo or t-shirt, as needed.

R. Staff may not wear retail items (shirts, hats, etc.) in lieu of uniform items. (ex. Golf course, waterpark, camp store retail items)

S. Cool Weather Gear

Although cool weather pullovers, jackets, including sweatshirts, sweaters, and fleece wear, are not required, they are acceptable as uniform attire.

The styles and colors of the cool weather pullovers will be designated by the Uniform Committee, under the direction of the Director of Park Operations, and will show the official NOVA Parks logo on the pullover's left chest.

T. Coveralls

Although coveralls are not required, only solid brown or navy coveralls are considered acceptable as uniform attire. A patch indicating the official NOVA Parks logo must be affixed to the upper left sleeve of the coverall. No other patches are permitted.

U. Jeans

Denim pants/jeans/skirts are acceptable for non-uniform personnel on Fridays. Denim pants/jeans/skirts must be neat, free of holes, fringes, and embellishments. No overalls may be worn.

*Denim is not to be worn if work schedules include interviews or scheduled meetings with others outside of the department.

V. Ear buds and headphones

Employees in customer-facing positions may not wear ear buds or headphones. Supervisors may restrict use based on operational needs, safety concerns, or specific job responsibilities. Employees are expected to remain attentive and

approachable while on duty or in uniform. Exceptions for hands free headsets may be made for front desk or office positions.

W. Business Casual Dress Guidelines

Pants, sweaters and blouses, collared shirts, including polo shirts; dresses and skirts; and athletic shoes, hikers, and dress shoes. Shorts are not permitted unless necessary based on the activity performed.

1. Shoes

Casual dress shoes

a. ~~a~~ Athletic shoes, ~~or~~ low hikers for field work

~~a~~.b. No sandal style shoes for field staff

~~b~~.c. Appropriate business casual open or closed-toed shoes (~~business casual staff only~~)

~~c~~.d. No flip flops

2. Pants

Khakis, chinos, or slacks

- a. No denim/jeans, shorts, or cargo pants (see exceptions stated above)
- b. Dress leggings are permitted and must be worn with a mid-thigh length top. Leggings cannot have bold patterns, vents, or other cut outs, or be athletic in nature
- c. Capri's (mid-calf or longer) permitted

3. Skirts and Dresses

- a. A conservative length and style
- b. No spaghetti strap or strapless dresses without cardigan or jacket

4. Belts

Belt must be used if pants have belt loops

5. Shirts/Tops

Polo's, golf shirts, button up shirts with collar, blouses, sweaters, or vests

- a. No tank tops, tube tops, or halter tops.

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- b. Sheer or see-through fabrics may only be worn with proper layering.
- c. Midriff/stomach must be covered
- d. Tops should have a finished professional neckline
- e. T-Shirts may only be worn as outlined in Section IX (NOVA Parks Issued Specialty Items)
- f. Shirts/Tops should be free from logos and offensive designs.

X. UNIFORM LOGO

The official logo (blue heron with leaves) is a vital tool in achieving recognition by park users and NOVA Parks six supporting political jurisdictions (Counties of Arlington, Fairfax, Loudoun and Cities of Alexandria, Fairfax, and Falls Church).

The official logo must be prominent on all uniform shirts, cool weather pullovers, jackets, coveralls, and other similar clothing items, as stipulated in the Uniform Policy. No other logo may be affixed to the front or sides of the uniform. The facility name may be added on the collar or sleeve. While individual park and facility logos are appropriate for retail clothing and merchandise, such logos are not acceptable on uniform attire.

An official NOVA Parks logo pin may be affixed to hats or caps and the left collar of any collared uniform item or used as a tie tack pin.

XI. UNIFORM REQUIREMENTS

Restrictions and/or exceptions are noted where applicable. Items may be purchased with funds from the employee's uniform allowance, when applicable.

A. Full-time Park Management Personnel

The following items are required uniform attire for full-time management personnel, including but not limited to manager, assistant manager, park specialist, and night security positions.

- 1. Management shirts to be provided; no other shirt to be worn
- 2. Pants or Shorts (black, brown, khaki, navy, grey)
- 3. Belt
- 4. Nametag
- 5. Appropriate Footwear (sneakers, hikers, or boots, as needed)

6. Cool Weather Gear may be worn
7. Jeans may be worn when the facility is closed and the individual is not meeting with non-NOVA Parks staff.

B. Full-time Headquarters Staff

The following items are required uniform attire.

1. Business casual - see guidelines listed in Section IX.W.
2. Hats are not appropriate indoors.
3. Jeans and NOVA Parks issued shirts and sweatshirts may be worn on Fridays (see exceptions stated in Section IX General Uniform Requirements*).
4. Uniform shirts may be worn to meet Park Management Personnel standards.
5. Nametag should be worn for events and certain meetings.
6. IT Technicians may wear jeans, as needed, when the work requires.
7. Reservationist:
 - a. Uniform Shirt
 - b. Pants (black, brown, khaki, navy, grey)
 - c. Belt
 - d. Nametag
 - e. Appropriate Footwear (dress shoes, sneakers, hikers)
 - f. Cool Weather Gear may be worn, as needed.
 - g. Jeans may be worn on Fridays

HQ Staff may dress according to activity when necessary. Shorts are not permitted unless necessary based on the activity performed.

C. Full-time Museum and Event Personnel, Seasonal or Part-time Museum staff and docents, Part-time Headquarters staff, Part-time Event Rental Personnel, and Part-time Botanical Gardens Front Desk

The following items are required uniform attire.

1. Business casual- see guidelines listed in Section IX.W.

2. Nametag for field staff and events.

3. Hats are not appropriate indoors.

D. Full-time and Seasonal/Part-time Maintenance Personnel

The following items are required uniform attire for all full-time maintenance personnel and are acceptable for any seasonal maintenance positions including maintenance, gardeners, custodians, janitors, and like positions.

1. Uniform shirt
2. Pants (black, brown, khaki, navy, grey) or Blue Jeans
3. Belt
4. Nametag
5. Appropriate Footwear (sneakers, hikers, boots as needed)
6. Cool Weather Gear may be worn
7. Solid, plain coveralls, as needed
8. Hats may be worn
9. Required safety equipment (PPE)

E. Seasonal/Part-time Park Management Personnel

The following items are required uniform attire for all seasonal/part-time park management personnel including rangers, supervisors, naturalists, night security, golf course staff, business managers.

1. Uniform shirt
2. Pants or Shorts (black, brown, khaki, navy, grey)
3. Belt
4. Nametag
5. Appropriate Footwear (sneakers, hikers, or boots as needed)
6. Cool Weather Gear may be worn, as needed

F. Attendants, Cashiers, and Cooks

The following items are required uniform attire for seasonal/part-time attendants, and cashiers.

1. Uniform shirt
2. Pants or Shorts (black, brown, khaki, navy, grey)
3. Nametag
4. Appropriate Footwear- sneakers, no open-toed shoes.
5. Cool Weather Gear may be worn, as needed.
6. Hat or hairnet required for food & beverage positions.
7. Additional requirements for Cooks may apply to ensure compliance with food safety standards.

G. Pool Managers and Water Safety Officers

The following items are required uniform attire for pool managers and water safety officers.

1. Uniform shirt
2. Pants or Shorts (black, brown, khaki, navy, grey) or NOVA Parks Bathing Suit Shorts
3. Nametag
4. Appropriate Footwear- sneakers, no open-toed shoes permitted.
5. Hat or visor
6. Sunglasses must not detract from the appearance of the uniform and provide UV protection.
7. NOVA Parks Fanny Pack
8. Whistle and Lanyard
9. Cool Weather Gear may be worn, as needed.
10. To ensure personal and public safety and uniform appearance, pool managers and water safety officers are not permitted to wear jewelry, except wristwatches (no smart watches) and wedding bands, while on duty.

H. Lifeguards

The following items are required uniform attire for lifeguards.

1. Uniform Bathing Suit

This suit shall be properly fitted and not show signs of wear or fading.

2. Shorts may be worn over bathing suit (black, brown, khaki, navy, grey)
3. Lifeguard Hat or Visor
4. Nametag
5. NOVA Parks Fanny Pack
6. Whistle and Lanyard
7. Sunglasses must not detract from the appearance of the uniform and provide UV protection.
8. Sweatshirt and Sweatpants

Lifeguards may wear a NOVA Parks sweatshirt or plain white, grey, or red sweatshirt and sweatpants with no logos or wording, except when assigned to a lifeguard position.

9. Cool Weather Wraps

When cool weather makes it necessary for lifeguards to wear additional layers of clothing, wrap around articles such as towels are acceptable.

10. Footwear

Lifeguards are not permitted to wear shoes while assigned to lifeguard chairs or poolside positions and must bring close-toed shoes or other appropriate footwear to work on a daily basis in preparation for light maintenance tasks. Sandals or flip-flops are permitted when walking to and from lifeguard chairs or poolside positions.

11. Jewelry

To ensure personal and public safety and uniform appearance, lifeguards are not permitted to wear jewelry, except wristwatches (no smart watches) and wedding bands, while on duty.

I. Trap Attendants and Trap Supervisors

The following items are required uniform attire for seasonal/part-time trap attendants and trap supervisors.

1. Uniform Shirt
2. Pants or Shorts (black, brown, khaki, navy, grey)

3. Appropriate Footwear (sneakers, hikers, or boots as needed); no open-toed shoes permitted
4. Nametag
5. Hats may be worn

J. Climb UPton Gravity Pros

The following items are required uniform attire for seasonal/part-time Gravity Pros and Supervisors.

1. Uniform Shirt
2. Climbing pants or shorts (black, brown, khaki, navy, grey)
3. Appropriate climbing Footwear
4. Nametag
5. Hat

K. Camp Counselors, Camp Coordinators, and Camp Leads

The following items are required uniform attire for seasonal camp staff.

1. Uniform Shirt
2. Pants or Shorts (black, brown, khaki, navy, grey)
3. Appropriate Footwear (sneakers, hikers, or boots as needed); no open-toed shoes permitted
4. Nametag
5. Hats may be worn

L. Light Show Attendants, Supervisors, Technicians, and Managers

The following items are required uniform attire for seasonal light show staff.

1. Uniform Shirt
2. Pants (black, brown, khaki, navy, grey) or Blue Jeans
3. Solid Color Plain Crewneck Sweatshirt (navy blue, black, grey)
4. NOVA Parks Cool Weather Gear or Winter Coats may be worn for outdoor positions.
5. Nametag

6. Reflective Safety Vest for outdoor positions
7. Solid color gloves
8. Appropriate Footwear (sneakers, hikers, or boots as needed); no open-toed shoes permitted
9. Hats may be worn

M. Brickmakers Café Part-time and Seasonal Staff

1. Uniform Shirt OR Solid Black or Dark Grey Chef's Jacket
2. Solid Black Pants
3. Black, non-skid Shoes
4. Nametag
5. Hat or Hairnet
6. Additional requirements for kitchen staff may apply to ensure compliance with food safety standards.

N. Specialty Positions

Other specialty positions may require specialized uniforms, such as Farm Interpreter, Miller, Fall Festival Staff, etc. Dress appropriately for the activity.

O. Great Blue Heron Catering-Catering Staff

The following items are required uniform attire for Great Blue Heron Catering.

1. Catering Uniform
 - a. Pants
 - Solid black chino or khaki style pants only.
 - No jeans, denim, yoga, stretch, or legging style pants are permitted.
 - Pants must extend at least 1 inch below the top of the shoes to cover socks and must not touch the floor.
 - Pants must be slim or classic/regular fit only.
 - Tight or excessively loose pants and low rise or bell bottoms are not permitted.
 - Pants must be clean, pressed, and in good repair.

b. Shoes

- Must be all black, non-skid and have closed toes and closed heels.
- Athletic shoes are permitted as long as they are all black.
- Solid black full socks extending above the ankle are required, not ankle socks.
- Socks must be worn at all times.

c. Belt

If a belt is worn, it must be plain black leather with a silver or black standard sized buckle.

d. Shirts

- Solid black long sleeved or short sleeved t-shirt, sweatshirt, sweater, and/or jacket can be worn for set-up times.
- Tops do not need to be tucked in during set-up times, unless the uniform dress shirt is worn.
- Clothing must be plain and free of wording, pictures, images, logos, clean and in good repair.
- Black winter gloves can be worn in cold weather.
- Long sleeve flat black button-up dress shirt with collar must be worn no later than 1 hour prior to guest arrival time.
- Uniform dress shirts must be clean, pressed, in good repair, and tucked in at all times.
- Shirts must be plain and free of wording, pictures, images, and logos.
- Sleeves may be rolled up to mid-forearm in hot weather with approval of the catering captain. The decision to roll up sleeves will apply to all staff members.
- Polo style shirts are not permitted.

Catering staff must be dressed in their catering uniform, including tie and clip, no later than 1 hour prior to guest arrival time.

2. Kitchen Staff

a. Pants:

- Solid black, black and white gingham, or black with white striped chef pants only.
- No jeans, denim, yoga, stretch, or legging style pants are permitted.
- Pants must extend at least 1 inch below the top of the shoes to cover socks and must not touch the floor.
- Pants must be clean and in good repair

b. Shoes:

- Must be all black, non-skid, and have closed toes.
- Athletic shoes or clogs are permitted as long as they are all black.
- Solid black or white socks are required.
- Socks must be worn at all times.
- Solid black baseball, visor, or chef style pill box hat can be worn during prep or cook times.

c. Shirts:

- Solid black long sleeved or short sleeved t-shirt can be worn for prep and cook times.
- Clothing must be plain and free of wording, pictures, images, and logos, clean and in good repair.
- Long sleeve or short sleeve black chef jacket must be worn no later than 1 hour prior to guest arrival time.
- Chef jacket must be clean, wrinkle free, and in good repair.
- Chef jackets must be plain and free of wording, pictures, images, logos. Embroidered Chef's name or GBH logo is permitted.

Staff must be in full uniform no later than 1 hour before the guest arrival time.

3. Personal Appearance

a. Hair

- Hair must be clean and neatly combed and allow for eye contact at all times.

- Long hair must be pulled back in compliance with Health Department regulations at all times and coordinate with the style of the uniform.
 - Hair must be conservatively styled. The use of gels, sprays and mousse is permitted in a conservative style. Hair that is not conservatively styled may require the use of a black chef style pill box hat.
 - Hair that is not of natural color must be tied back at all times and may require the use of a black chef style pill box hat at the discretion of the Facility Manager.
 - Wigs may be worn if they meet the above conditions.
 - Personal appearance standards apply at all times.
- b. Facial Hair
- Facial hair which is a conservative style and in keeping with a professional image is acceptable.
 - Facial hair and sideburns are to be trimmed and maintained neatly.
 - Beards may require a net or tie depending on length.
- c. Jewelry/Piercings
- Jewelry can be worn, but cannot be visible (with the exception of a wedding band and plain studded earrings) during set-up and event times.
 - Watches and/or bracelets (including medical bracelets) cannot be worn to comply with health department regulations. If a medical bracelet is necessary, please contact the Food & Beverage Administrator or Assistant Food & Beverage Manager to identify an alternative solution to ensure safety in the event of a medical emergency.
 - Earring studs must be plain and cannot exceed 6mm in size. There is a maximum of 3 studs per ear permitted.
 - Gauges and all other visible facial jewelry (including tongue, nose, eyebrow, etc.) must be removed or covered with flesh colored tape or make-up. Gauge holes must be covered with flesh colored tape.

- The removal and or covering of jewelry, piercings, and/or gauges must be done prior to clocking in for the shift.
 - NOVA Parks is not responsible for the safety of any jewelry that does not meet the uniform code.
- d. Accessories
- No items can be worn that do not meet the uniform guidelines, with the exception of prescription glasses.
 - Items with designs such as belts, hats, headbands, and bandanas are not permitted.
 - Sunglasses are not to be worn indoors, in dark areas, or at night. Prescription sunglasses may be worn when necessary and must not be mirrored, silver-coated, or opaque.
 - Pins or emblems which are not related to NOVA Parks or the venue are not permitted.
 - Combs, wallets, or other large items should not be visible in pockets.
 - Staff must wear black vinyl service gloves when handling food.
- e. Cosmetics/Tattoos
- Employees may wear nail polish of a conservative nature that compliments the uniform if it is well maintained. Employees that wear nail polish or jewelry must wear black vinyl service gloves at all times when handling food.
 - Make-up should promote a well-groomed professional image. It should be applied conservatively and compliment normal skin tones. Extreme colors and/or excessive amounts are not permitted.
 - All tattoos must be covered either by the catering uniform or make-up at all times prior to the start of the shift. Head tattoos must be covered by hair or black chef style pill box hat.
 - All facial piercings must be covered or removed.
- f. Hygiene
- All staff must shower or bathe prior to starting their shift to comply with health safety standards.

- Hands and nails should be clean at all times. Nails should be neatly trimmed and should not extend more than ¼ inch beyond the end of the finger.

XII. REQUEST FOR REASONABLE ACCOMMODATION

Any employee that requires a reasonable accommodation for reasons based on religion, disability, or other grounds protected by federal, state, or local laws should contact the Human Resources [Office](#). NOVA Parks grants reasonable accommodations unless the accommodation would cause an undue hardship.

4.3 TRAVEL AND TRAINING

Operations Department: All travel reimbursement requests must be submitted through PN3 to the respective Park Operations Superintendent.

All other Departments: All travel reimbursement requests must be submitted through PN3 to the respective Director.

Calendar Year 2026: Mileage reimbursement is 72.5 cents per mile

When leaving for meetings or training directly from home, your normal commute mileage to/from your park/office is subtracted from the total mileage you submit for reimbursement.

Operations Department travel and training plans should be coordinated through the Point of Sale (POS) Systems Specialist. Operations maintains a spreadsheet that includes all training that employees attend so it is important that the POS Systems Specialist is aware of what you are attending.

When possible, employees should use a NOVA Parks vehicle for travel related to training. Employees should carpool when traveling to the same training. If air travel is required, employees should select the most affordable travel. Rental cars must be approved in advance based on location of training vs. lodging.

Employees will not be reimbursed for food and beverage when the meal is provided as part of the training.

Employees must retain the original receipt (not the credit card receipt) that itemizes the meal and/or hotel purchase for reimbursement or credit card justification. If the original receipt is lost, a Missing Receipt Form is attached in PN3 in place of the receipt. Employees submitting travel reimbursement requests not paid with a NOVA Parks credit card must submit an Expense Report in PN3 attaching an itemized list categorizing expenses by GL code, if separate lines are not provided in the PN3 expense report. For NOVA Parks credit card justification, the same rules apply, but an itemized list is not required.

Employees may use the following amounts as guidelines for meal reimbursement related to travel and training:

Breakfast \$15.00 Lunch \$20.00 Dinner \$33.00

These amounts are to include tax and tip (not to exceed 20%). Tip should not be added if gratuity is automatically included in the bill. If GSA meals and incidental expenses (M&IE) rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) exceed our guidelines for

the travel destination, please be as conservative as possible and adhere to the higher M&IE rate.

These guidelines do not allow for unsubstantiated reimbursement or per diem. Reimbursement will only be provided for actual expenses up to the stated rates as long as original receipts are provided to substantiate the reimbursement request. Managers are required to ensure their employees' expenses are within the listed rates.

Alcohol may not be reimbursed under any circumstances.

When staying in a hotel, typically the NOVA Parks credit card is used to hold the reservation, but a credit card is needed on site to charge the room. Please make arrangements to meet the hotel's specifications with a credit card authorization form or other necessary documentation to ensure proper payment. This may involve having a form faxed or emailed for completion by the POS Systems Specialist.

Finally, please remember that you are representing NOVA Parks when you attend trainings. Please ensure that you consider the following reminders at all trainings:

- First and foremost, training is a work-related activity. Think about this from the time you are packing your suitcase to the time you leave to come home. You will be representing NOVA Parks while there, please always look and act the part. Please make sure to pay attention to the dress code and plan accordingly.
- The expectation is that you attend as many educational sessions as you can fit in during your time there (or all required sessions if you are attending a one-track training such as LTI). If there are multiple sessions to choose from, you may choose which sessions are most appealing but make sure they are relevant to what you are currently doing or thinking about doing.
- Attendance at all included banquets and meetings is mandatory. If you have a question about whether you should attend something, err on the side of caution and attend! If additional registration or fees apply, please seek approval from your Park Operations Superintendent or respective Director in advance.
- Use the session descriptions to plan out each of your days. Please try not to attend the same sessions as other NOVA Parks employees, where possible (we know this is not possible for some institutes and schools). Have some backup sessions in mind in case one that you are interested in is full or not what you thought it was.
- Take notes during your sessions so you can share the information with other staff members upon your return.

- Take advantage of the exhibit hall where applicable - you will find that it is a great place to look at what's new to the world of parks and recreation and a good way to create vendor contacts.
- Network! Use every opportunity to visit with others; (don't just form a NOVA Parks huddle everywhere you go!) these people are great and usually very helpful resources that you can call on in the future. Take plenty of business cards to exchange.

4.4 VEHICLE AND RIDE-ON EQUIPMENT USE

A NOVA Parks-owned vehicle and/or ride-on equipment may be used by ~~the above-named~~ NOVA Parks employees under the following conditions:

1. Ride-on equipment includes golf carts, UTVs, forklifts, manlifts, mowers, and tractors.
2. Vehicles and ride-on equipment owned by NOVA Parks shall be used for official business only.
3. ~~Above-named~~The employee is 18 years of age or older.
4. The employee must have in their possession a proper valid driver's license authorizing them to operate the vehicle type they will be driving. In the event that the employee's driver's license is suspended or revoked, the employee must immediately notify the Human Resources Administrator.
5. The employee shall provide or give NOVA Parks consent to obtain a copy of their driving record (MVR). The employee shall maintain a favorable driving record. Review of employee's MVR may occur on an annual basis or as deemed necessary. Failure to maintain a favorable driving record within established guidelines may result in loss of use of NOVA Parks vehicles and/or ride-on equipment.
6. The employee shall follow safe driving practices and all applicable laws. The employee shall avoid unnecessary distraction, including cell phone use, when operating the vehicle and/or ride-on equipment. It is NOVA Parks policy that employees who drive or ride as passengers in NOVA Parks vehicles and/or ride-on equipment will use available passenger restraints and roll-over protection systems (ROPS) at all times when the vehicle and/or ride-on equipment is in motion.
7. Passengers should be limited to NOVA Parks employees or non-employees as necessary to complete NOVA Parks business and in no event shall the number of passengers exceed the number of passenger seats available. Any exception requires advanced approval by the Executive Director.
8. The ride-on equipment/vehicle shall be maintained according to NOVA Parks standards. If the employee believes that a ride-on equipment/vehicle appears to be unsafe or in need of maintenance, the employee must bring the issue(s) to the attention of their supervisor as soon as possible. In addition, the employee must respect the ride-on equipment/vehicle as NOVA Parks property and take steps to avoid damage.
9. The employee assumes full responsibility for any traffic and parking violations arising out of the use of the NOVA Parks vehicle and/or ride-on equipment. If NOVA Parks should be required to pay any fine after the employee terminates employment with NOVA Parks, the employee agrees to reimburse NOVA Parks within 30 days of written notice.

10. The employee shall keep accurate records required by NOVA Parks covering mileage, expense, accidents, and vehicle/ride-on equipment maintenance.
11. Parking and toll charges will be reimbursed to employee when such charges are incurred while driving on official business for NOVA Parks.
12. The employee must communicate the details of any accident, theft of NOVA Parks property (including the ride-on/vehicle itself), and moving violations to the supervisor immediately.
13. If involved in a vehicle accident with a second vehicle, the employee must:
14. Dial 9-1-1 to notify police and, if injury has occurred to any vehicles' occupants, emergency medical services.
 - A. Notify their supervisor immediately.
 - B. If involved in a vehicle accident that does not involve a second vehicle, the employee must notify their supervisor immediately.

4.5 TAKE HOME VEHICLES

Employees who must be on call during off-duty hours may be assigned take-home vehicles. These vehicles are to be driven only by NOVA Parks employees on official business and commuting to/from the employee's home and worksite. The value of the take-home vehicle will be subject to taxation as outlined in the Payroll policy.

NOVA Parks may review take-home vehicle assignments at any time and reserves the right to revoke the vehicle assignment at any time.

I. RESTRICTION ON VEHICLE ASSIGNMENT

Employees residing in one of the six NOVA Parks jurisdictions (Arlington County, Fairfax County, Loudoun County, City of Alexandria, City of Falls Church, and City of Fairfax) or no more than 35 miles from their primary worksite may be assigned a take-home vehicle at the discretion of NOVA Parks.

Employees who reside outside of a NOVA Parks jurisdiction and more than 35 miles from their worksite may be assigned a take-home vehicle with approval from their Department Director. If approved, the employee must arrange for safe and legal parking within the 35-mile limit at their own expense.

Take-home vehicles may not be driven outside of the six NOVA Parks jurisdictions or more than 35 miles from the employee's worksite, unless on official NOVA Parks business with the approval of the appropriate Department Director or Executive Director.

II. OPERATING EXPENSES

NOVA Parks will pay all operating expenses such as registration, insurance, state inspection fees, gasoline, oil, maintenance, washing, and repairs. Parking, toll charges, and electric vehicle charging will be reimbursed when such charges are incurred while driving on official business for NOVA Parks.

The employee assumes full responsibility for any traffic and parking violations arising out of the use of the NOVA Parks vehicle. If NOVA Parks should be required to pay any fine after the employee terminates employment with NOVA Parks, the employee will be responsible for reimbursing NOVA Parks within 30 days of written notice.

III. MAINTENANCE AND USE CONTROL

The use, maintenance, and cleaning of vehicles will be arranged by the employee to whom the vehicle is assigned. Under no circumstances is the vehicle to be used for personal business other than commuting to/from the employee's home and worksite. Employees assigned a take-home vehicle must inform the Central Maintenance Administrator if

maintenance or repairs are needed. Passengers must be limited to NOVA Parks employees or non-employees as necessary to complete NOVA Parks business.

IV. ANIMALS IN NOVA PARKS VEHICLES

Animals are prohibited from NOVA Parks vehicles except for service animals or animals required in the performance of assigned duties. Human Resources must be notified of all service animals that require transportation in a NOVA Parks vehicle, prior to vehicle use.

V. VEHICLE USE GUIDELINES AND TAKE-HOME VEHICLE AGREEMENT

Employees who are assigned a take-home vehicle must sign and adhere to the NOVA Parks *Vehicle & Ride-One Equipment Use Guidelines* and *Take-Home Vehicle Use Agreement*. In signing the guidelines and agreement, the employee consents to NOVA Parks obtaining a copy of their driving record (MVR). The employee will be required to maintain a favorable driving record as required by NOVA Parks' insurance carrier. Review of the employee's MVR may occur on an annual basis or as deemed necessary. Failure to maintain a favorable driving record within established guidelines may result in the loss of the take-home vehicle as well as driving privileges of other NOVA Parks vehicles and/or ride-on equipment.

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FORMS & DISCLOSURES

Fair Credit Reporting Act Disclosure

As a condition of your consideration for employment with the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, or as a condition of your continued employment with NOVA Parks, NOVA Parks may seek to obtain consumer reports and investigative consumer reports from a consumer reporting agency about you. This may be in the form of both consumer reports and investigative consumer reports. These reports may be obtained at any time after NOVA Parks receives authorization from you, including at any time during the period of your employment with NOVA Parks (if it hires you).

Consumer reports include, but are not limited to, written, oral, or other communication of information by a consumer reporting agency bearing on your creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, MVR records, any other public records and any other information bearing on your credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness. Investigative consumer reports include similar information as consumer reports, which are obtained through personal interviews with those acquainted with you or who may have knowledge of any relevant consumer information about you.

You have the right to request information from NOVA Parks about the nature and scope of any investigative consumer report on you that is requested by NOVA Parks. The request must be made in writing and within a reasonable period of time after you have received this disclosure.

You will also receive a copy of a summary of your rights under the federal Fair Credit Reporting Act (FCRA) from NOVA Parks and/or the consumer reporting agency.

Fair Credit Reporting Act Authorization

I acknowledge that I have received and read the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, Fair Credit Reporting Act Disclosure.

I hereby authorize and consent to NOVA Parks' procurement of consumer reports and investigative consumer reports, for employment purposes, at any time after it receives this authorization, including at any time that I may be employed by NOVA Parks.

Signature of Applicant or Employee

Date

Printed Full Name of Applicant or Employee

Social Security Number: _____ Date of Birth: _____

Street Address: _____

City, State, Zip Code: _____

Other Legal Names Used: _____

Fair Credit Reporting Act Disclosure (Volunteers)

As a condition of the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, considering you as a volunteer, or as a condition of your ability to continue serve as a volunteer with NOVA Parks, NOVA Parks may seek to obtain consumer reports and investigative consumer reports from a consumer reporting agency about you. This may be in the form of both consumer reports and investigative consumer reports. These reports may be obtained at any time after NOVA Parks receives authorization from you, including at any time during your period of service as a volunteer with NOVA Parks.

Consumer reports include, but are not limited to, written, oral, or other communication of information by a consumer reporting agency bearing on your creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, MVR records, any other public records and any other information bearing on your credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness. Investigative consumer reports include similar information as consumer reports, which are obtained through personal interviews with those acquainted with you or who may have knowledge of any relevant consumer information about you.

You have the right to request information from NOVA Parks about the nature and scope of any investigative consumer report on you that is requested by NOVA Parks. The request must be made in writing and within a reasonable period of time after you have received this disclosure.

You will also receive a copy of a summary of your rights under the federal Fair Credit Reporting Act (FCRA) from NOVA Parks and/or the consumer reporting agency.

Fair Credit Reporting Act Authorization (Volunteers)

I acknowledge that I have received and read the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, Fair Credit Reporting Act Disclosure.

I hereby authorize and consent to NOVA Parks' procurement of consumer reports and investigative consumer reports, for purposes of allowing me to serve as a volunteer with NOVA Parks, any time after it receives this authorization, including at any time during which I may be serving as a volunteer for NOVA Parks.

Signature of Volunteer

Date

Printed Full Name of Applicant or Employee

Social Security Number: _____ Date of Birth: _____

Street Address: _____

City, State, Zip Code: _____

Other Legal Names Used: _____

Reasonable Suspicion Determination Report

Employee Name: _____ Employee ID/SSN: _____

Date/Time of Observation: ____/____/____ AM/PM

Location of Observation: _____

Date/Time of Determination to Test: ____/____/____ AM/PM

Observed Indicators of Prohibited Drug Use/Alcohol Misuse

Reasonable Suspicion determinations must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odor of the safety-sensitive employee.

Check all indicators observed:

Physical Indicators

- ☐ Bloodshot or watery eyes
- ☐ Flushed or very pale complexion
- ☐ Extensive sweating/skin clamminess
- ☐ Dilated or constricted pupils
- ☐ Disheveled clothing/unkempt grooming
- ☐ Unfocused, blank stare
- ☐ Runny or bleeding nose
- ☐ Jerky eye movement
- ☐ Body odor

Behavioral Indicators

- ☐ Fidgety/agitated
- ☐ Irregular breathing
- ☐ Nausea/vomiting
- ☐ Slow reactions
- ☐ Unstable walking
- ☐ Poor coordination
- ☐ Hand tremors
- ☐ Suspicious, paranoid
- ☐ Depressed, withdrawn
- ☐ Lackadaisical attitude
- ☐ Irritable, moody
- ☐ Extreme fatigue

Speech Indicators

- ☐ Slurred or slowed speech
- ☐ Loud, boisterous
- ☐ Incoherent, nonsensical
- ☐ Repetitious, rambling
- ☐ Rapid, pressured
- ☐ Excessive talkativeness
- ☐ Exaggerated enunciation
- ☐ Cursing, inappropriate speech
- ☐ Inability to concentrate
- ☐ Impulsive, unusual risk-taking
- ☐ Delayed decision-making
- ☐ Reduced alertness

Written Summary

Summarize the facts and circumstances surrounding the incident. Attach additional sheets as needed.

Testing Information:

Collection Site Location: _____ Time Arrived: _____ AM/PM

1. Was the **alcohol** test performed within **2** hours of the reasonable suspicion determination?

_____ YES

_____ NO, Explain: _____

2. Was the **alcohol** test performed within **8** hours of the reasonable suspicion determination?

_____ YES

_____ NO, Explain: _____

If the alcohol test is not conducted within 8 hours cease all efforts to administer the test.

The above documentation of the observed physical, behavioral, and performance indicators of the named employee was provided by:

Supervisor Name: _____ Phone No: _____

Signature: _____ Date: _____

Teleworking Agreement

1. As a teleworker, I understand that this agreement is not an employment contract for a definite period of time and that my employment with the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, (~~"NOVA Parks"~~) remains at-will such that either I or NOVA Parks may terminate my employment at any time with or without cause or notice.
2. I agree to adhere to the terms of NOVA Parks teleworking policy and all NOVA Parks policies, instructions, and procedures during my teleworking hours.
3. I understand that my participation in the telework program will not change the terms and conditions of my employment.
4. I agree to tell my supervisor of any problems or concerns I experience while teleworking.
5. I understand that the decision to allow teleworking rests in the sole discretion of NOVA Parks and that NOVA Parks may discontinue my teleworking schedule at any time for any reason. Upon notice of termination of the telework arrangement, I will report for on-site work within 3 business days, unless my supervisor, ~~department director~~ Department Director, or Executive Director authorizes an extension. Failure to return within the designated time frame may be considered position abandonment, and I may be separated from NOVA Parks employment.
6. I agree to comply with the approved work schedule and will request authorization to work overtime or use leave in accordance with NOVA Parks policies and procedures.
7. I recognize that there may be a need for me to report for on-site duty during a scheduled off-site day to support the workload, to attend a meeting, or other event. I agree to report on-site as requested by my supervisor.
8. I agree to maintain confidentiality and take all measures necessary to safeguard the integrity of NOVA Parks data, equipment, systems, and supplies.
9. I understand that any NOVA Parks equipment provided to me is on loan and remains NOVA Parks property. NOVA Parks is responsible for all maintenance on NOVA Parks-owned equipment. Maintenance on personal equipment used while teleworking is my responsibility. I will allow authorized personnel access to my work site to deliver, install, inspect, monitor, service, and retrieve NOVA Parks equipment and conduct work site inspections. At the conclusion of the teleworking arrangement and/or upon demand, I will return all NOVA Parks equipment and all hard and soft copy data and information relating to NOVA Parks.
10. I agree to provide a workspace free from distractions (e.g., family members, barking dogs, visitors, TV) and to make applicable care arrangements during my teleworking hours. I also certify that I have conducted an inspection of my work area and that it is free of any hazards, such as tripping hazards, and provides good ventilation.
11. I agree that unless otherwise required under applicable law, I am responsible for the basic utility, modifications and household expenses needed to support the telework equipment.
12. I agree to maintain suitable and sufficient homeowner's insurance or renter's insurance at all times while teleworking.

13. In the event that any person suffers injury or property damage in my home office or in my residence or otherwise on my property (my "property"), and the visitor was not on the premises for any reason related to my work for or employment with NOVA Parks, I agree that I shall defend, indemnify and hold NOVA Parks harmless from and against all claims asserted by that person against NOVA Parks and any related damages, losses and expenses, including attorneys' fees, arising out of or resulting from the injury or property damage sustained on my property.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Take-Home Vehicle Use Agreement

Agreement between the Northern Virginia Regional Park Authority, hereinafter referred to as NOVA Parks, and the employee named below for the assignment of a NOVA Parks-owned vehicle for commuting and business use.

Employee

Driver's License Number

Department

A NOVA Parks-owned vehicle is hereby assigned to the above named employee under the following conditions:

1. Vehicles owned by NOVA Parks and assigned as take-home vehicles shall be used for official business and commuting to/from employee's home and to/from employee's assigned facility.
2. Vehicles shall be operated by employees 18 years of age or older.
3. The employee must have in their possession a proper valid driver's license authorizing them to operate the vehicle type they will be driving. In the event that the employee's driver's license is suspended or revoked, the employee must immediately notify the Human Resources Administrator.
4. The employee shall provide or give NOVA Parks consent to obtain a copy of their driving record (MVR). The employee shall maintain a favorable driving record. Review of employee's MVR may occur on an annual basis or as deemed necessary. Failure to maintain a favorable driving record within established guidelines may result in loss of take-home vehicle privilege and/or use of NOVA Parks vehicles.
5. The employee shall follow safe driving practices and all applicable laws. The employee shall avoid unnecessary distraction, including cell phone use, when operating the vehicle. It is NOVA Parks policy that employees who drive or ride as passengers in NOVA Parks vehicles will use available passenger restraints at all times when the vehicle is in motion.
6. Passengers should be limited to NOVA Parks employees or non-employees as necessary to complete NOVA Parks business and in no event shall the number of passengers exceed the number of passenger seats available. Any exception requires advanced approval by the Executive Director.
7. The assigned take-home vehicle shall be maintained according to NOVA Parks standards. If the employee believes that a NOVA Parks vehicle appears to be unsafe or in need of maintenance, the employee must bring the issue(s) to the attention of their supervisor as soon as possible. In addition, the employee must respect the vehicle as NOVA Parks property and take steps to avoid damage.

8. The employee shall be responsible for the safe, overnight parking of the vehicle in a home garage, private driveway, or other authorized, safe area.
9. The employee assumes full responsibility for any traffic and parking violations arising out of the use of the NOVA Parks vehicle. If NOVA Parks should be required to pay any fine after the employee terminates employment with NOVA Parks, the employee agrees to reimburse the NOVA Parks within 30 days of written notice.
10. The employee shall keep accurate records required by the NOVA Parks covering mileage, expense, accidents, and vehicle maintenance.
11. NOVA Parks will pay all operating expenses such as registration, insurance, state inspection fees, gasoline, oil, maintenance, washing, and repairs. Parking and toll charges will be reimbursed when such charges are incurred while driving on official business for NOVA Parks.
12. The employee must communicate the details of any accident, theft of NOVA Parks property (including the car itself), and moving violations to the supervisor immediately.
13. If involved in a vehicle accident with a second vehicle, the employee must:
 - A. Dial 9-1-1 to notify police and, if injury has occurred to any vehicles' occupants, emergency medical services.
 - B. Notify their supervisor immediately.
14. NOVA Parks may review this take-home vehicle assignment at any time and reserves the right to revoke the vehicle assignment at any time.
15. I have read and agree to comply with the above conditions for my being assigned the custodianship of a NOVA Parks vehicle and give consent to NOVA Parks to obtain my driving record.

_____	_____
Date	Employee Signature
_____	_____
Date	Executive Director Signature/Approval



**Great Employees Delivering
Memorable Experiences!**

Monthly Report | June 2026



ABOUT NOVA PARKS

In the late 1950's, the Northern Virginia Planning District Commission and a group of residents from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl. These residents, working with their local governments—Fairfax County, Arlington County and the City of Falls Church—organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority (NVRPA). They came together to plan, acquire develop and operate a system of regional parks for all Northern Virginians to enjoy.

Today, NOVA Parks (as the organization came to be known in 2014) represents three counties and three cities—Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer board members appointed from each jurisdiction and many friends of the regional parks working together have preserved over 12,500 acres of rolling and wooded Virginia countryside for you and created a priceless legacy for future generations.

NOVA Parks' 2023-2027 Strategic Plan

provides goals and objectives that direct the work of the NOVA Parks team. The 5-year plan is organized into 5 Strategic Pillars. Each update in this report now includes the strategic pillar the staff work supports:

(E) Strategic Pillar 1: Environment

(B) Strategic Pillar 2: Belonging

(T) Strategic Pillar 3: Our Team

(F) Strategic Pillar 4: Building the Future

(R) Strategic Pillar 5: Revenue & Efficiency

MONTHLY UPDATES FROM:

Justin Wilson, Executive Director
Kelly Gilfillen, Marketing and Communications Director
Anh Phan, Community Engagement Manager
Blythe Russian, Operations Director
Dustin Betthauser, Park Operations Superintendent
Kevin Casalenuovo, Park Operations Superintendent
Dennis Charlton, Food and Beverage Administrator

Aldie Mill, Mt. Zion, and Gilbert's Corner	Corwyn Garman, Historic Site Manager
Algonkian	Reid Nebergall, Park Manager
Ball's Bluff	Ben Bilko, Park Manager
Blue Ridge	Ryan Corder, Park Manager
Brambleton	Matthew Murphy, Park Manager
Bull Run	Eric Ferguson, Park Manager
Bull Run Shooting Center	Laurelyn Rawson, Park Manager
Bull Run Marina	Kate Irwin, Park Manager
Cameron Run	Lee Hovis, Park Manager
Carlyle House	Rebecca Super, Historic Site Manager
Cattail Property	Ben Bilko, Park Manager
Fountainhead	Kate Irwin, Park Manager
Meadowlark Botanical Gardens	Jeff Hill, Botanical Gardens Manager
The Atrium at Meadowlark	Amelia Carchia, Hospitality & Event Sales Manager
Occoquan	Matthew Taylor, Park Manager
The River View at Occoquan	Hannah Fry, Hospitality & Event Sales Manager
Piscataway	Ben Bilko, Park Manager
Pohick Bay Park	Brad Jackson, Park Manager
Potomac Overlook	Rachel Doody, Park Manager
Red Rock	Ben Bilko, Park Manager
Reservoir Park	Matthew Murphy, Park Manager
Rust Manor	Alexandra Gordon, Facility and Event Sales Manager
Sandy Run	Kate Irwin, Park Manager
Temple Hall	Ben Bilko, Park Manager
Upton Hill	Evan McGurrin, Park Manager
Winkler Botanical Preserve	Rachel Doody, Park Manager
W&OD Trail	Ryan Corder, Park Manager



An Update from the Executive Director

Justin Wilson, Executive Director

- Held a “Walking Meeting” along the W&OD in Vienna with the Fairfax Healthy Communities coalition, including representatives from numerous regional environmental groups. (E)
- Participated in the Korean Bell Garden ceremony along with regional leaders and the Korean American Cultural Committee. (B)
- Addressed several property encroachment issues along the W&OD Trail. Follow-up meetings were held with Town of Vienna residents, the Mayor, Town Council members and members of the Fairfax County Board of Supervisors. (F)
- Held meeting with Metropolitan Washington Council of Governments leadership to expand our participation in their cooperative purchasing program. (R)
- Held meeting with Herndon Town Manager to discuss expanded partnerships in economic development and planning/land-use. (R)
- Held intro meeting with Prince William County Parks & Recreation leadership. (R, B)
- Finalized negotiation with UOSA regarding financial impacts of sewer projects impacting the Cub Run Bridge in Bull Run Regional Park. (R)
- Met with VDOT and Fairfax County to coordinate potential construction of a new multi-use trail adjacent to Pohick Bay Regional Park. (F)
- Held several meetings relating to potential land acquisition opportunities throughout our region. (R, F, E)
- Participated in Bike to Work Day travelling from Del Ray to near Leesburg, with pit stops along the W&OD Trail in Falls Church, Vienna, Reston, Herndon, and Sterling. (E, T)



UPCOMING BOARD EVENTS

NOVA Parks Board members are invited to attend and participate with local elected officials, stakeholders and members of the public in the following upcoming events.

Board members who plan to attend these events should RSVP in advance to jwilson@nvrpa.org.

JUNE 2026		JULY 2026		AUGUST 2026	
FRI 19	JUNETEENTH CELEBRATION Noon-5pm Tinner Hill Historic Site	SAT 4	CITY OF FAIRFAX INDEPENDENCE DAY PARADE 10am-noon Downtown Fairfax	WED 26	WOMEN'S EQUALITY DAY 10am-noon Occoquan Regional Park

Kelly Gilfillen, Director of Marketing & Communications

- Announced Board of Directors' vote to expand the operating hours for W&OD Railroad Regional Park to 5 a.m. to 9 p.m. via social media and [news release](#) to the public and elected officials of partner jurisdictions. Received coverage from [FFX Now](#) and [Loudoun Now](#). (R)
- Partnered with Howard University on a [joint announcement](#) to promote the release of NOVA Parks' new documentary "[The Student Bus Protest That Challenged Jim Crow](#)," which tells the story of 8 female students who challenged segregation in 1944. An article was published by [FFX Now](#) and stories are in progress from Northern Virginia Magazine and WAMU. (B)
- Continued executing Waterpark Marketing & Communications Plan, including production of 59 new operational and promotional signs that highlight concessions menus and Annual Waterpark Pass sales. (R)
- Produced new parade float design promoting camping and Stay & Play options, where campers can receive discounts on park activities and attractions during their stay. The new float design was debuted at the City of Falls Church Memorial Day Parade and will be included in the City of Fairfax Independence Day Parade. (R)
- Announced NOVA Parks Board of Directors' unanimous vote to adopt Proposed Fiscal Year 2027 Operating Budget via [news release](#) to the public and elected officials of partner jurisdictions. (R)
- Conducted a monthly Marketing Overview Training for 12 staff members to provide an overview of Marketing's approach, systems and tools. (T)
- Participated on the Strategic Plan Contractor Selection Committee, including reviewing and assessing 9 proposals, meeting to discuss rankings, and providing questions for interviews. (F, R, T, E, B)
- Conducted interviews for the Digital Marketing Specialist position. (T)
- Participated in a meeting with the Metropolitan Washington Council of Governments about cooperative purchasing. (R)



Anh Phan, Community Engagement Manager

- Held initial and introductory meetings to revitalize the Friends of Bull Run Shooting Center and Friends of Winkler Botanical Preserve groups. (B, F)
- Submitted award nomination to the Virginia Recreation and Park Society for NOVA Parks' Outdoor Fund for Kids' grants that fund transportation for field trips for students from Title I schools. (T)
- Contributed to the bird count and took photographs at Black Birder Week sunrise kayak paddle at Pohick Bay with DC Bird Alliance. (B)
- Tabled a Critter Corner with Matt Felperin at the Ft. Belvoir Summer Safety, Wellness and Resiliency Expo. (B)
- Attended Asian Pacific Islander American Heritage Month events, including Wingspan board game night with the Asia expansion pack and the Northern Virginia Bird Alliance at Potomac Overlook and the Commonwealth Coffee with Sens. Warner and Kaine, Lt. Gov Hashmi, and Reps. Subramanyam and Scott. (B)
- Attended the Friends of the W&OD Trail Board meeting. (B)
- Tabled with the Friends of the W&OD Trail at Bike to Work Day. (B)
- Coordinated elected officials at the Korean Bell Garden celebration at Meadowlark Botanical Gardens. (B)
- Coordinated the NOVA Parks entry in the City of Falls Church Memorial Day Parade and participated with three board members and representatives of the Tinner Hill Heritage Foundation. (B, T)
- Coordinated a meeting on the W&OD Trail with the Fairfax County Healthy Communities, a coalition of groups representing Bicycling, Housing, Transportation and Environmental concerns. (B, E)
- Assisted in the cleanup of the Harris Family Cemetery at Bull Run with NAACP and Girl Scout volunteers. (B)
- Presented Great Waves Waterpark passes as awards for the Community Spelling Bee in Alexandria. (B)

Blythe Russian, Director of Park Operations

- Toured Eric Woodall to several NOVA Parks facilities in Loudoun County including Aldie Mill, Goose Creek Bridge, Rust Manor House, Temple Hall Farm, and Piscataway Regional Park. (B)
- Conducted interviews for vacant Facility & Event Sales Manager, Event Coordinator, and Park Manager positions. (T)
- Worked with a team to review strategic plan proposals, scheduled interviews with top proposers, and developed follow up questions in advance of interviews. (F)
- Visited Great Waves Waterpark and Pirate's Cove Waterpark for the first day of pool operations. (R)
- Collaborated with Central Maintenance to kick off the Maintenance Roundtable with the goal of improving internal customer service, park maintenance skills, and efficiencies. (T)
- The Point of Sales System Specialist has been working closely with Active Network on implementing changes to the storage permit system in order to be ready for the new fiscal year. (R)
- Met with Finance staff to discuss the implementation of the Transient Occupancy Tax. (R)
- Worked with Human Resources Administrator to update and provide feedback on policies including uniforms and expense reimbursement. (B)
- Visited Cattail to tour house and property. (F)



Dustin Betthausen, Park Operations Superintendent

- Reviewed and evaluated proposals from nine consulting firms in response to the NOVA Parks Strategic Plan Development RFP. (F)
- Participated in committee discussions to identify and rank the top candidates for interviews. (F)
- Completed walkthroughs of the golf courses with course management and Troon Golf to identify capital improvement projects and evaluate opportunities to enhance aesthetics, on site customer messaging, and overall product presentation. (R)
- Conducted preseason walkthroughs of the waterparks to assess operational readiness, review ongoing projects, identify future improvement opportunities, and establish priorities for the upcoming season. (R)
- Met with Central Maintenance, Park Management, and the Executive Director at Kincheloe Soccer Complex to assess the property and identify opportunities for site improvements and future utilization. (B)
- Collaborated with the Park Operations Superintendent to finalize the FY27 capital equipment allocation within budget. Worked with Park Managers and Central Maintenance to prioritize equipment needs and support operations. (R)
- Developed FY27 personal goals and objectives aligned with the NOVA Parks Strategic Plan to support agency priorities and organizational success. (T)
- Participated in interviews for the Park Manager position at Bull Run Regional Park. Congratulations to Megan Schuster on her selection for the role. (T)
- Met with staff members to discuss career aspirations, professional development opportunities, and potential pathways for growth within NOVA Parks. (T)
- Attended the Midway Mentor/Mentee meeting and participated in orienteering activities focused on communication, goal setting, and prioritizing responsibilities. (T)

Kevin Casalenuovo, Park Operations Superintendent

- Despite challenging weather conditions to start the pool season, all aquatic facilities were prepared and operating successfully. Looking forward to improved weather conditions in June. (R, T)
- Participated in a wrap-up meeting with the Bull Run Festival of Lights team and the online ticket management software vendor to review operations and future improvements. (R)
- Participated in the monthly Golf Committee meeting. (R)
- Assisted with encroachment issues along the Washington and Old Dominion Trail. (E)
- Continued to assist with and monitor bridge and culvert inspections along the Washington and Old Dominion Trail. (E, F)
- Conducted walkthroughs at all three NOVA Parks golf courses with the Troon marketing advisor. (R)
- Conducted interviews for Park Manager at Bull Run Regional Park, Occoquan Regional Park and Pohick Bay Regional Park. (T)
- Conducted preseason inspections at Volcano Island, Cameron Run Regional Park, and Atlantis Waterpark. (R, F)
- Assisted with capital equipment allocation across park locations based on operational needs. (F, R)
- Conducted interviews for the Event Sales Manager and Events Coordinator positions at Rust Sanctuary. (T, R)
- Participated in a meeting introducing staff to updated expectations between Central Maintenance and park operations staff. (T)
- Assisted Algonkian Regional Park staff with onboarding the new Park Manager. (T)



Dennis Charlton, Food and Beverage Administrator

- Provided 57 catering services at various locations. (R)
- Reviewed wedding menus with Chefs to include final plate presentation. (T)
- Updated golf food and beverage menus to include summer weekend specials. (R)
- Worked with Assistant Food and Beverage Manager to install kitchen waste grease containment system with recycling pick up at Brickmakers Cafe. (E)



Aldie Mill, Mt. Zion, and Gilbert's Corner – Corwyn Garman, Historic Site Manager

- Offered free weekend tours of the merchant mill, welcoming 188 adult and 40 child visitors. (R)
- Promoted spring and summer programs by distributing flyers, responding to inquiries, updating park webpages and social media channels. (B, R)
- On May 3, Aldie Mill Historic Park hosted a sold-out afternoon tea with 39 guests in attendance. (R)
- Historic Site Manager and Miller held a meeting with millwright Steve Bayshore to examine the milling equipment and discuss best practices for care. (F)
- On May 8, Aldie Mill Historic Park hosted the entire first grade class of Goshen Post Elementary School in Loudoun County for a "Community Life" program with 114 students and 32 adults. (R)
- On May 10, Aldie Mill Historic Park launch a lecture series about Aldie resident and America's 5th president, James Monroe, with 21 guests in attendance. (R, F)
- On May 11, Aldie Mill Historic Park provided a Simple Machines program for Loudoun Country Day School with 40 students and 10 adults in attendance. (R)
- On May 17, Mt. Zion Historic Park hosted a Civil War lecture by historian Eric Buckland with 16 guests in attendance. (R)
- On May 20, Mt. Zion Historic Park hosted a community meeting organized by the Aldie Heritage Association with 20 guests in attendance. (E, B, F)
- On May 24, Mt. Zion Historic Park provided the first weekend tour or 2026 with 12 visitors in attendance. (B)
- On May 30, The Goose Creek Association concluded it's CreekKeepers program at Goose Creek Historic Park, enlisting high school students and volunteers to remove invasives, introduce native plant species, and conduct water monitoring of the Goose Creek River. (E, B, F)
- Reviewed final concept design report for stabilization and recirculating water system at the Mill. (F)
- Conducted routine inspections across all parks and monitored performance of mowing contractor (E, F, R)

Algonkian – Parker Derflinger, Golf Course Manager

- Successfully hosted the annual Costco Tournament with strong participation and positive feedback from players and organizers. (R)
- Course conditions remained in excellent shape throughout the month despite periods of wet weather. (R)
- Group outing and tournament bookings remain strong heading into the summer season. (R)
- Completed the pool replastering project in preparation for the 2026 operating season. (F)
- Memorial Day Weekend was negatively impacted by unfavorable weather conditions, but despite the weather-related setback, the waterpark is positioned for a successful summer season. (R)
- Summer event calendar continues to fill with weddings, corporate outings, and private functions. (R)

Ball's Bluff – Eric Ferguson, Park Manager

- Friends of Ball's Bluff gave free tours to 58 visitors. (B)
- Loudoun Wildlife conducted removal of invasive Japanese Hops. (E, B)

Blue Ridge –Ryan Corder, Park Manager

- Park staff continues to work on removing invasive bamboo in the park (E)
- We hosted two group camping reservations. (T)

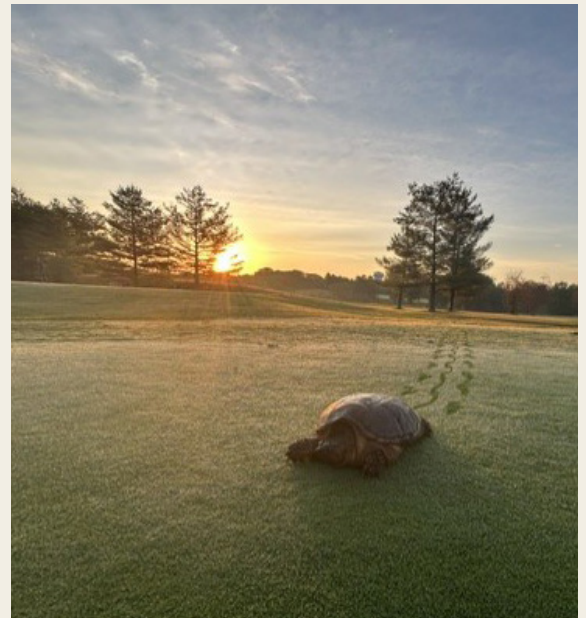
Brambleton – Matthew Murphy, Park Manager

- Hosted 3 large outings. LVGC- Loudoun Vintage Golf Club, Costco Northeast, Forever Young. (F, R)
- Hosted multiple smaller tee time outings and Pavilion rentals including VGA- Veterans Golf Association, LWVA, ALPA, Mediocre Golf, and 2 League Shotgun Tournaments! (F, R)
- Announced our "Swing into Spring", Grand Prize winner. (F, R)

Had a great time here.

I've done twilight and regular hours. As a novice golfer, Brambleton is tons of fun has a nice clubhouse and great staff.

[Google Review](#) ★★★★★ May 2026 by A McCarthy



Bull Run – Megan Schuster, Park Manager

- The Special Event Center hosted the Festival of Colors. (B, R)
- Aquatics staff taught one lifeguard class, one manager orientation, and one staff orientation. (T)
- A Girl Scout completed her Gold Award project, installing a path through the Harris Cemetery, and an Eagle Scout has started preparations on a delineated campsite project. (E, B)
- Staff attended mentor, aquatics committee, and vivenu online ticketing system after action meetings. (T)



Bull Run Shooting Center – Laurelyn Rawson, Park Manager

- Spring Corporate groups, bachelor parties, Girl Scout & Scout groups are all in full swing this month. Our instructors are enjoying getting new shooters out to the range. (E) (B, F) (see pic)
- Staff is in the process of training our new trap mechanic in order to cut down on external repairs. (T)
- The roof on our Bird Barn was replaced at the beginning of the month, just in time for two weeks of rain to test it out. (F)
- We hired several new Range Safety Officers for the summer season. (T)
- With Laurelyn's retirement approaching, after 36 years of employment (27 full-time), staff are working on wrapping up projects and preparing for the transition when Brad Jackson transfers to the Shooting Center in July. (T)



For all my ladies out there get some time with Annette, you won't regret it.

I've only ever held a gun once, as a woman it's quite scary, especially if you've never grown up in gun culture. I had a intro class with Annette and immediately after I booked her for some private lessons because she made it so approachable and was so knowledgeable. I felt very safe and contained by her instruction.

[Google Review](#) ★★★★★ May 2026 by T Nguyen

Cameron Run – Lee Hovis, Park Manager

- The City of Alexandria removed the Sports Court from the parking lot for the summer. (F)
- The City of Alexandria relocated the school buses that were temporarily parked in the lot. The City completed several parking lot repairs due to damage from the busses and snow removal. (B)
- Training for seasonal staff began for the spring and summer seasons with Leadership training on May 9th and the first staff orientation on May 16th. (T)
- Pool surface cleanings for the catch pool and wave pool have been completed. (F)
- Over 300 lounge chairs were re-conditioned and coated to like new condition. The remaining furniture will be reconditioned during June. (F)
- Staff is currently evaluating vendors and products for the 2026 light show to enhance the overall experience. (R)
- The waterpark passed Health Department inspections for pools and food facilities. (R)
- The equipment delivery for the beverage company transition was completed (Coke to Pepsi). (R)
- The Retail shop was set up and stocked for the upcoming season with. (R)
- Over 1000 Miniature Golf boarder bricks have been re-secured. (F)
- Four staff members completed forklift training. (T)
- Updated concessions signs were delivered and installed. (R)
- Lifeguard training classes continue in preparation for the waterpark season. (T)
- Three new Rangers were hired and trained. (T)
- The Riptide Restroom project was completed. (F)



Cattail Property – Eric Ferguson, Park Manager

- Planning and Development visited the property to prepare plans to open the park to the public. (F)

Carlyle House – Rebecca Super, Historic Site Manager

- Three West Springfield High School Applied History class students completed internships with Carlyle House. The students worked on collections management, created a digital exhibit and social media videos. (B)
- Federal Masonry completed repairs to the Fairfax and Lee Street Walls. The brick walls were in need of repointing and general masonry repairs. (F)
- Carlyle House hosted docents from Hammond-Harwood House in Annapolis for a tour. (B)
- We hosted a group from the National Museum of the United States Army. They were in town touring Revolutionary War sites as part of their annual history symposium. (B)
- Staff attended the quarterly Historic House Museum Consortium (HHMC) Meeting at Sully Historic Site. (B)
- Family Fun Day, Walking Tours, Preservation Tours and Girl Scout Day were all well attended. (B)
- Staff hosted two trainings for volunteers. We have also welcomed two new volunteers to our roles. (B)
- Carlyle House had a very excited young visitor one weekend who was completing a America 250 Scavenger Hunt. We were their last stop and they gifted us a one-of-a-kind drawing of the house. We will treasure it! (B)



Fountainhead – Kate Irwin, Park Manager

- EX2 Adventures hosted the Fountainhead Half Marathon trail running event with 336 runners participating. (photo attached) (B)
- Park Specialist conducted quarterly senior ranger meeting to facilitate communication amongst staff. (T)
- Park Manager and Park Specialist met with roving naturalist, Meghan Rohr, to discuss Play All Day programming. (E)

Meadowlark Atrium – Amelia Carchia, Hospitality & Event Sales Manager

- The Atrium hosted 16 catered events. (R)
- The Atrium team provided 29 scheduled tours and 15 walk throughs for upcoming events. (R)
- There were 6 outdoor rentals of the pavilion and gazebos throughout the gardens and 1 wedding photo shoot. (R)



Meadowlark Botanical Gardens – Jeff Hill, Botanical Gardens Manager

- Meadowlark welcomes the new Hospitality and Sales Manager at The Atrium, Ameila Carchia. We are excited to have a new team member. (T)
- The programming team is ramping up their offerings for the Spring Season. In addition to their traditional offerings such as guided tours, nature therapies, and Roving Naturalist programming, they had a successful Kokedama (Japanese gardening) workshop in partnership with the horticulture department. (B)
- Horticulture is working through a full spring garden change out. This includes removing all tulips from the gardens, bringing topicals out, and replacing all plantings in pots throughout the gardens. (E)
- Retail team worked to ensure a smooth transition from Coke to Pepsi. (R)

Absolutely gorgeous gardens,

beautiful manicured land, great succulent green house. Restrooms available, workers were kind and helpful, cute gift shop. Absolutely decadent peonies.

[Google Review](#) ★★★★★ May 2026 by b deheer

- Manager attended 2 Northern Virginia Community College Advisory board meetings. (B)
- Meadowlark hosted another successful Korean Bell Ceremony. Thank you to all team members who assisted in the coordination of this amazing event. (B)
- The Donation Bench Enrichment Program continues to develop. Meadowlark began the installation of Concrete pads where donation benches are located throughout the gardens. (F)
- Manager met with several Eagle Scouts for summer project proposals. (F)
- The Horticulture Department coordinated a field trip to Mt. Cuba Research Center and Winterthur where they were provided behind the scenes tours of the facilities at both locations. (T)



Occoquan – Matthew Taylor, Park Manager

- Hosted four 5k races in which a combined total of over 600 guests attended. (R)
- Hosted four events at the Pavilion for multiple charity organizations and local churches. (R) (B)
- Fox 5 DC filmed b-roll footage of Turning Point Suffragist Memorial, The River View, Brickmakers Café, and the park to use during their upcoming Fox 5 Zip Trip to Lorton in June. (B)
- Construction of the Brickmakers Café deck is nearing completion. The team has begun preparing for its opening including purchasing furniture, designing signage, and planning a grand opening. (R, F)

The River View at Occoquan – Hannah Fry, Hospitality & Event Sales Manager

- The River View hosted a menu tasting, 10 weddings and 3 proms. (R)
- PNC hosted their 4th annual manager's forum at The River View. (R)
- Over 30 venue tours were hosted in May. (R)
- In May, 2 new holds for future events were placed, 3 contracts were sent out, and 7 existing contracts were completed. (R)

Piscataway – Eric Ferguson, Park Manager

- Farm leasee started planting corn on the upper fields. Hay will be made off the lower fields in the coming weeks. (E, R)

Pohick Bay Park – Brad Jackson, Park Manager

- Held a new outdoor adventure race with the Occoquan Tourism Company on Stand-Up Paddle boards (SUPS) where 50+ individuals competed in 5/10k on the water races. (R)
- Staff conducted multiple orientations for various operations at the park. (T)
- The full-time team attended the preseason kickoff meeting for the aquatics season at Volcano Island Waterpark. (T)
- Participated in the newly developed Maintenance Round Table meeting with various members of the operations team and central maintenance leadership. (F)
- Staff finalized efforts to gear up for the start of the 2026 aquatics season. (R)

Potomac Overlook – Rachel Doody, Park Manager

- Potomac Overlook saw the last of the public and private school field trip programs with over 320 students visiting the park and nature center to participate in either the Habitats or Signs of the Seasons programs with nature hikes, animal talks, discovering decomposers, and visiting the Birds of Prey house. (E)
- Weekends continue to be filled with Nature Center Birthday Parties and scout programming including EcoLearner, Nature Photography, and Letterboxing programs. (R)
- Public programs offered in May included the new Water We Waiting For, a Mother's Day Forest Bathing, and the always popular Pokémon in Real Life. (R)
- Work on two capital projects has begun for the installation of new equipment storage and workshop in the maintenance yard and repairs to the sidewalk and wall outside the Nature Center with both planned for completion mid-June. (F)
- May saw Roving Naturalist led sunset/moonrise paddle tours at Pohick Bay, Algonkian, Fountainhead, and Reservoir Park and a Black Birders' Week Sunrise Birding Kayak tour. (R, B)
- Public programs offered by the Roving Naturalists include Wandering Warblers at Algonkian, Potomac Overlook, Meadowlark, and Ball's Bluff; the annual Big Sit at Algonkian, a Mountain Laurel walk at Pohick Bay, and a campground program at Pohick Bay. (E)
- The Roving Naturalist also helped to lead school field trip and scout programs at Winkler Botanical Preserve and led mystery animal activity at the Investigators and Detectives Day for Girl Scouts at Carlyle House. (E)



Red Rock – Eric Ferguson, Park Manager

- Hiking trails have been busy with families.



Reservoir – Matthew Murphy, Park Manager

- Completed permitting and scheduling for Crew Teams summer camps (B)
- Hosted 39 pavilion rentals in May (R)
- Since May 18, boat rentals have been opened 7 days/week, \$17,600 for boat rentals in May (R)
- 120 volunteer hours promoting Boaters safety week, working with a group completing a capstone project. (F)
- Completed rental fleet inspection and ordered repair/replacement parts (F)

Me and my dad went fishing and it was so fun.

We caught a lot of fish. Everybody was friendly and the workers told us the best spots to catch fish 5 stars

[Google Review](#) ★★★★★

May 2026 by Sawyer

Rust Manor – Alexandra Gordon, Facility and Event Sales Manager

- With the promotion of Amelia Carchia to Hospitality and Event Sales Manager at The Atrium and the vacant position of Facility & Event Sales Manager at Rust, the part-time Event Coordinator, seasonal staff, and the Maintenance staff have all chipped in to keep operations running smoothly. (T)

Sandy Run – Kate Irwin, Park Manager

- We hosted the Virginia Scholastic Rowing Championships (with 1837 high school rowers participating) and the Washington Metropolitan Interscholastic Rowing Association Championships (with 780 high school rowers participating). (R)
- Park Manager attended maintenance roundtable discussion. (T)
- Park Manager participated in PWCS Career Day at Kyle Wilson Elementary School, speaking to 2nd and 3rd grade students about working in parks and recreation. (photo attached) (B)

Temple Hall – Eric Ferguson, Park Manager

- Hosted eight school groups, including two AP Human Geography classes at the Farm. (R)
- Seventeen birthday parties were hosted at Temple Hall in May. (R)
- Ten seniors from Loudoun County High School spent two weeks volunteering at the farm for their Capstone project. They deep cleaned two barns and helped with a variety of other tasks at the farm and Upper Potomac properties. (B, F)
- Farm leasee began treating the fields for planting. (R)
- Stream monitoring was conducted by Loudoun Soil and Water Conservation District. (E)
- A new calf was born on May 16th. (E)



Upton Hill – Evan McGurkin, Park Manager

- Staff participated in the monthly Aquatics Team Meeting and Ocean Dunes pre-season walk-through to align expectations, confirm operational readiness, and prepare the waterpark team for the summer season. (R)
- Staff introduced an optional appointment process for Annual Waterpark Pass purchases, pickups, and questions, helping returning passholders receive more efficient service during the pre-season rush. (R)
- Climb Upton hosted EBW's third annual event, welcoming approximately 200 guests for a full-facility rental of Climb Upton and the batting cages on May 30th. The repeat booking reflects continued demand for large-group events at the park. (R)
- Staff continued preparing Climb Upton for the summer season by clarifying seasonal leadership responsibilities and completing equipment readiness work, including returning approximately 30 Clic-It devices to service. (F)
- Upton Hill partnered with the Northern Virginia Bird Alliance to host a well-attended free bird and nature walk in celebration of Black Birders Week, supporting inclusive outdoor programming and environmental stewardship at the park. (B, E)

W&OD Trail – Ryan Corder, Park Manager

- Represented NOVA Parks in the Falls Church Memorial Day Parade. (B)
- Attended ribbon cutting ceremony for the Luck Stone Quarry shelter. (B)
- Approved 1 permit for a 2026 event to be held utilizing the W&OD Trail. (R)
- Met with the town of Herndon Parks and Recreation to finalize plans for invasive species removal. (E)
- Worked with contractor to coordinate several intersection improvement projects in Vienna and Falls Church. (F)
- Attended the Managers Maintenance meeting. (T)

Winkler Botanical Preserve – Rachel Doody, Park Manager

- Winkler hosted the last of its Spring public school Field Trips for the rest of the school year. (E)
- A senior from Alexandria City High School completed their senior experience "Externship" at Winkler was a tremendous help with prep and clean-up for school group and preparing for the upcoming summer camp season. (E)
- The new seasonal extending park hours have begun with the addition of a new Senior Ranger position to assist with the later preserve closing and removing invasives throughout the park. (F)
- An Eagle Scout project of a display cart for our Hissing Cockroaches has been completed. Nine scouts completed their Collections Merit Badge. (E)
- The City of Alexandria Parks and Recreation department has submitted a full list of possible students to receive summer camp scholarships for this upcoming summer. This is the largest amount of scholarships offered to local students so far since reopening the camp. (B)



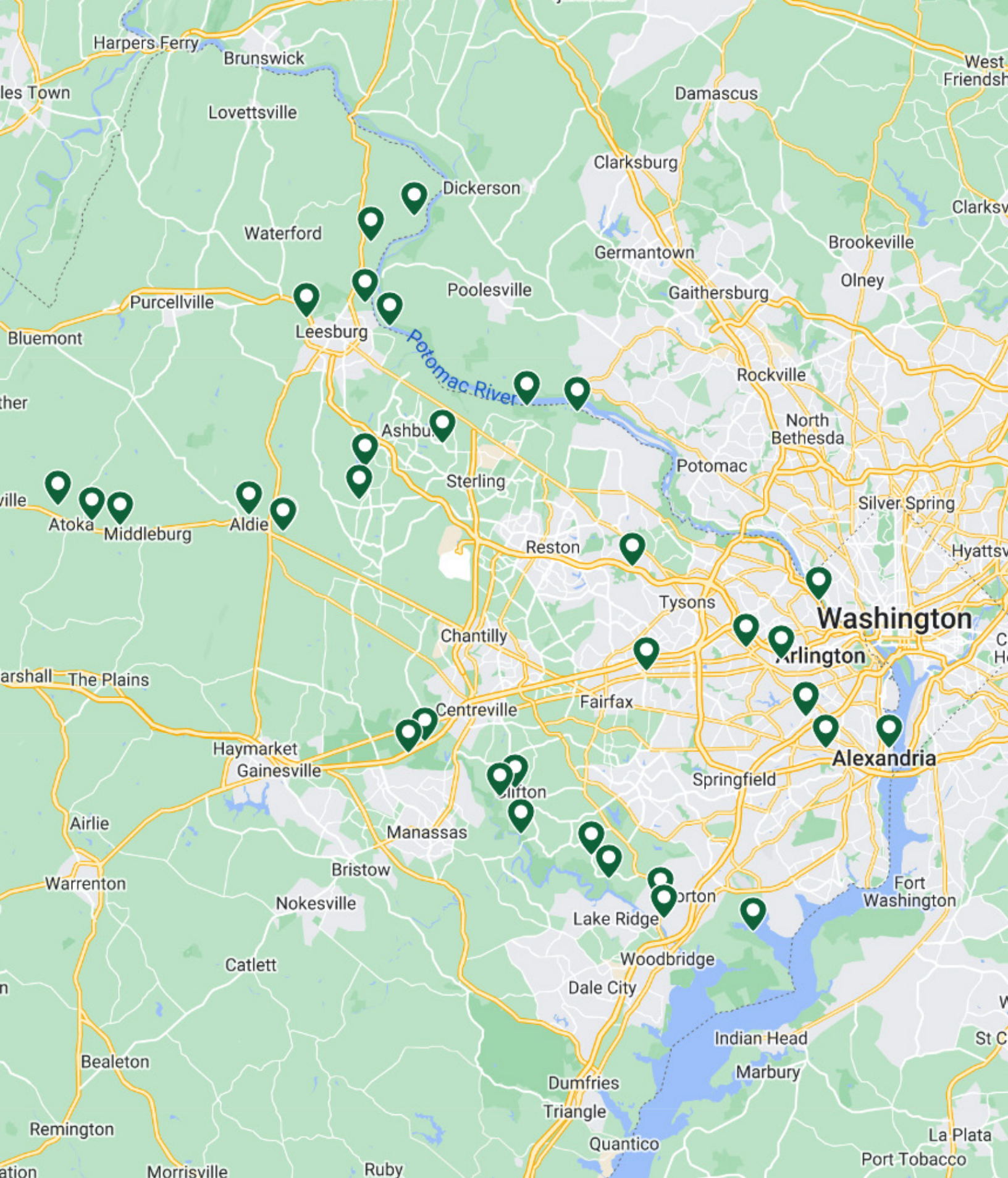
Very peaceful and serene natural space.

Easy hiking and beautiful scenes. You can't tell you're in a city.

[Google Review](#)



May 2026 by B Robins



Algonkian – Parker Derflinger, Golf Course Manager

- Successfully hosted the annual Costco Tournament with strong participation and positive feedback from players and organizers. (R)
- Course conditions remained in excellent shape throughout the month despite periods of wet weather. (R)
- Group outing and tournament bookings remain strong heading into the summer season. (R)
- Completed the pool replastering project in preparation for the 2026 operating season. (F)
- Memorial Day Weekend was negatively impacted by unfavorable weather conditions, but despite the weather-related setback, the waterpark is positioned for a successful summer season. (R)
- Summer event calendar continues to fill with weddings, corporate outings, and private functions. (R)



Ball's Bluff – Eric Ferguson, Park Manager

- Friends of Ball's Bluff gave free tours to 58 visitors. (B)
- Loudoun Wildlife conducted removal of invasive Japanese Hops. (E, B)

Blue Ridge –Ryan Corder, Park Manager

- Park staff continues to work on removing invasive bamboo in the park (E)
- We hosted two group camping reservations. (T)

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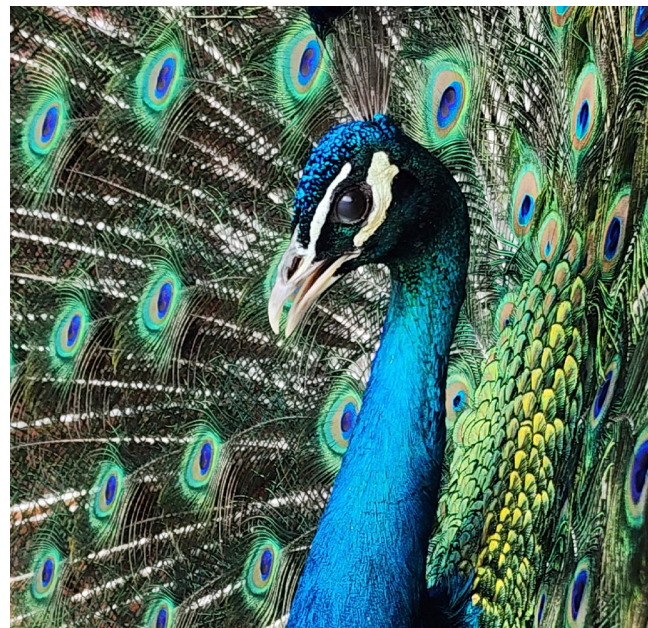
[Google Review](#)



May 2026 by A McCarthy

Bull Run – Megan Schuster, Park Manager

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- Aquatics staff taught one lifeguard class, one manager orientation, and one staff orientation. (T)
- A Girl Scout completed her Gold Award project, installing a path through the Harris Cemetery, and an Eagle Scout has started preparations on a delineated campsite project. (E, B)
- Staff attended mentor, aquatics committee, and vivenu online ticketing system after action meetings. (T)



**Great Employees Delivering
Memorable Experiences!**

Monthly Report | July 2026



ABOUT NOVA PARKS

In the late 1950's, the Northern Virginia Planning District Commission and a group of residents from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl. These residents, working with their local governments—Fairfax County, Arlington County and the City of Falls Church—organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority (NVRPA). They came together to plan, acquire develop and operate a system of regional parks for all Northern Virginians to enjoy.

Today, NOVA Parks (as the organization came to be known in 2014) represents three counties and three cities—Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer board members appointed from each jurisdiction and many friends of the regional parks working together have preserved over 12,500 acres of rolling and wooded Virginia countryside for you and created a priceless legacy for future generations.

NOVA Parks' 2023-2027 Strategic Plan

provides goals and objectives that direct the work of the NOVA Parks team. The 5-year plan is organized into 5 Strategic Pillars. Each update in this report now includes the strategic pillar the staff work supports:

(E) Strategic Pillar 1: Environment

(B) Strategic Pillar 2: Belonging

(T) Strategic Pillar 3: Our Team

(F) Strategic Pillar 4: Building the Future

(R) Strategic Pillar 5: Revenue & Efficiency

MONTHLY UPDATES FROM:

Justin Wilson, Executive Director
Kelly Gilfillen, Marketing and Communications Director
Anh Phan, Community Engagement Manager
Blythe Russian, Operations Director
Dustin Betthauser, Park Operations Superintendent
Kevin Casalenuovo, Park Operations Superintendent
Dennis Charlton, Food and Beverage Administrator

Aldie Mill, Mt. Zion, and Gilbert's Corner	Corwyn Garman, Historic Site Manager
Algonkian	Matthew Taylor, Park Manager
Ball's Bluff	Eric Ferguson, Park Manager
Blue Ridge	Ryan Corder, Park Manager
Brambleton	Matthew Murphy, Park Manager
Bull Run	Megan Schuster, Park Manager
Bull Run Shooting Center	Laurelyn Rawson, Park Manager
Cameron Run	Lee Hovis, Park Manager
Carlyle House	Rebecca Super, Historic Site Manager
Cattail Property	Ben Bilko, Park Manager
Fountainhead	Kate Irwin, Park Manager
Meadowlark Botanical Gardens	Jeff Hill, Botanical Gardens Manager
The Atrium at Meadowlark	Amelia Carchia, Hospitality & Event Sales Manager
Occoquan	Matthew Taylor, Park Manager
The River View at Occoquan	Hannah Fry, Hospitality & Event Sales Manager
Piscataway	Eric Ferguson, Park Manager
Pohick Bay Park	Brad Jackson, Park Manager
Potomac Overlook	Rachel Doody, Park Manager
Red Rock	Eric Ferguson, Park Manager
Reservoir Park	Matthew Murphy, Park Manager
Rust Manor	Kenneth Tapscott, Facility and Event Sales Manager
Sandy Run	Kate Irwin, Park Manager
Temple Hall	Eric Ferguson, Park Manager
Upton Hill	Evan McGurrin, Park Manager
Winkler Botanical Preserve	Rachel Doody, Park Manager
W&OD Trail	Ryan Corder, Park Manager



An Update from the Executive Director

Justin Wilson, Executive Director

- Finalized selection of consultant to support the development of the next NOVA Parks Strategic Plan. (F)
- Hosted Governor Abigail Spanberger at the River View at Occoquan Regional Park for a bill signing. (B)
- Held meetings with Vienna Police, Loudoun County Sheriff's Office, Leesburg Police and Purcellville Police to plan new partnerships for safety efforts along the W&OD Trail. (B)
- Participated in the Aquatics Kick-Off events at Cameron Run and Algonkian. (T)
- Participated in a panel discussion at the Capital Trails Coalition 10-Year Anniversary Summit discussing trail safety initiatives. (B)
- Joined the new Loudoun County Electrical Infrastructure Working Group to plan the mitigation of new electrical infrastructure on parks and public spaces. (E, F)
- Held meetings with both the Arlington County Board Chair and Vice Chair to discuss future initiatives and collaboration between Arlington and NOVA Parks. (F, B)
- Participated in Juneteenth events at Bull Run Regional Park, Carlyle House and Tinner Hill Heritage Site. (B)
- Participated in the Friends of Ball's Bluff Annual Meeting. (B)
- Attended Sails on the Potomac in Alexandria to celebrate America's 250th. (B)



UPCOMING BOARD EVENTS

NOVA Parks Board members are invited to attend and participate with local elected officials, stakeholders and members of the public in the following upcoming events.

Board members who plan to attend these events should RSVP in advance to jwilson@nvrpa.org.

AUGUST 2026	
SAT 1	PUBLIC SAFETY ENGAGEMENT EVENT WITH LOUDOUN COUNTY SHERIFF'S OFFICE 9am-noon W&OD Trail Ashburn Rd. Intersection
WED 26	WOMEN'S EQUALITY DAY 10am-noon Occoquan Regional Park

Kelly Gilfillen, Director of Marketing & Communications

- Represented NOVA Parks at Alexandria's Sails on the Potomac event to celebrate America's 250th Anniversary. Attendees could spin a wheel to learn about the various ways to "Have A Ball with NOVA Parks" and receive a beach ball. (B, R)
- Met with Planning Administrator and Intern to discuss GIS park map resource being developed, marketing support needs, and possible integration with the Content Management System. (T, F)
- Coordinated with Visit Fairfax and park staff to include Occoquan Regional Park in FOX5DC's Top 5 Stops in Lorton. (R, B)
- Coordinated with Visit Alexandria on opportunities to promote NOVA Parks amenities to Alexandrians and visitors. (R, B)
- Participated in Strategic Plan consultant selection interviews and evaluation committee to select consultant. (F)
- Attended Loudoun's Tourism & Hospitality event to promote NOVA Parks' offerings in Loudoun County. (R, B)
- Coordinated the development of an Annual Comparison Scorecard, with Finance and Operations teams, to be included in the FY27 Adopted Budget. Proofread and helped finalize the Budget document. (R)
- Conducted Marketing Overview Training for 22 staff members to provide an overview of Marketing's approach, systems and tools, and hosted Virtual Office Hours to answer any follow-up questions. (T)
- Arranged with Visit Loudoun to include Reservoir Park in [FOX5DC's Top 5 Stops in Brambleton](#). (R, B)
- Facilitated inquiries from FFX Now about [Gateway Regional Park](#), [e-Bike Safety](#), and [W&OD Safety Signage](#). (F)
- Photographed Gov. Spanberger's bill signing event at Occoquan. (B, R)
- Met with Alexandria's Marketing Manager to discuss cross-promotional opportunities and developed a full-page ad for their fall publication. (T)
- Coordinated inquiries about Bus Protest documentary, including [Howard University's The Dig](#) and [Northern Virginia Magazine](#). (B)





Anh Phan, Community Engagement Manager

- Organized and attended planning meetings for Women's Equality Day and Juneteenth events. (B)
- Managed Juneteenth event at Bull Run Regional Park. (B)
- Attended Juneteenth celebration at Tinner Hill Historic Park. (B)
- Tabled at Sails on the Potomac event in Old Town Alexandria waterfront. (B)
- Coordinated bill signing ceremony at Turning Point Suffragist Memorial and The River View. (B)
- Participated in legislative Listening Session on Tree Canopy matters. (E, B)
- Attended Arlington Forestry and Natural Resources Commission and notified them of the expanded hours of the W&OD Trail. (E,B)
- Reconnected with Friends of Ball's Bluff at their annual meeting, observed their officer elections. (B)
- Participated in NOVA Parks' first Pride Month Bird Walk at Algonkian, Flock with Pride. (B)

Blythe Russian, Director of Park Operations

- Continued work on finalizing the consultant for the next Strategic Plan. We are excited to have a strong partner as we move into this next 5-year planning phase. (F)
- Participated in interviews for Park Manager and Assistant Park Manager at a variety of locations. Additional interviews will be held for Park Specialists, Visitor Services Specialist, and an additional Assistant Park Manager position. (T)
- Met with park staff to discuss planning for a "Request for Information" for Bull Run Special Event Center. (F)
- Met with park staff to discuss planning for a second full-time Roving Park Naturalist. (T)
- Reviewed year end revenues for waterparks to focus on a last minute push for Annual Waterpark Pass sales. (R)
- Worked with Operations staff to clean up accounts receivable balances for year-end reporting, along with meal tax cleanup, and implementation of transient occupancy tax. Staff are also working on finalizing the module change for boat and RV storage. (R)
- Attended the bill signing at The RiverView at Occoquan with the Governor. (B)
- Completed goal setting process and review of all direct reports and second level employees. (F)
- Attended vanGuard Training at Great Waves Waterpark with seasonal aquatic leadership. (T)
- Attended the retirement luncheon for Laurelyn Rawson, closing out a long career with NOVA Parks. (T)
- Coordinated events for NOVA Parks' first participation in Play All Day VA, a state initiative to get people out on the longest day of the year. (B)

Dustin Betthausen, Park Operations Superintendent

- Conducted interviews for the Park Manager positions at Occoquan Regional Park and Pohick Bay Regional Park, as well as the Assistant Park Manager positions at Pohick Bay Regional Park, Bull Run Regional Park, and Brambleton Golf Course. (T)
- Participated in interviews for the Strategic Plan consultant selection and collaborated with the evaluation committee to identify the preferred consultant and next steps. (F)
- Presented “Three Pillars: Building Success Through Teamwork and Values” at the annual VanGUARD Aquatic Leadership Program, reinforcing the importance of teamwork, communication, internal and external customer service, consistency, and the skills and traits needed for individual and team success. (T)
- Developed and finalized FY27 goals and objectives for myself, my managers, and their teams to align individual performance with the NOVA Parks Strategic Plan. (T)
- Attended Governor Spanberger’s bill signing event at Occoquan Regional Park. The Occoquan team did an outstanding job preparing the park and coordinating event logistics with the Governor’s Office, state and local law enforcement, and Community Engagement staff. The event was a tremendous success, providing significant exposure for NOVA Parks and Occoquan Regional Park. (B)
- Coordinated with Kate Irwin and Paul McCray to develop a plan to replace aging interpretive signage throughout the Webb Sanctuary trail system. (F)

Kevin Casalenuovo, Park Operations Superintendent

- Conducted interviews for the Assistant Golf Course Manager at Brambleton Golf Course, Facility and Event Sales Manager at Rust Sanctuary, Park Manager positions at Occoquan Regional Park and Pohick Bay Regional Park, and Assistant Manager positions at Pohick Bay Regional Park and Bull Run Regional Park. (T)
- Participated in Golf Committee meetings and continued coordination with Troon Golf on marketing and operational initiatives. (R)
- Attended and spoke at Vanguard Training at Cameron Run Regional Park, recognizing advanced lifeguard training participants and supporting leadership development among seasonal staff. (T)
- Met with the Executive Director, the W&OD Trail Park Manager, local law enforcement, and municipal partners at the Vienna Police Department and Loudoun County Sheriff’s Office to discuss e-bike safety and opportunities for regional collaboration. (E, B)
- Attended the Juneteenth Commemoration at Bull Run Cemetery. (B)
- Attended the retirement celebration honoring Laurelyn Rawson for her years of service at the Bull Run Shooting Center. Congratulations and best wishes to Laurelyn on her retirement, and welcome to Brad Jackson as he assumes leadership of the facility. (T)
- Continued work with staff on encroachment issues, planting initiatives, and enhancement opportunities along the W&OD Trail. (E, F)



Dennis Charlton, Food and Beverage Administrator

- Great Blue Heron and Brickmakers Catering provided catering services for 55 events throughout the month. (R)
- Provided ice cream sundaes for the Juneteenth Ice Cream Social at Bull Run. (B)
- Updated golf concessions menu that features new seasonal summer offerings. (R)
- Met with Beyond Meat representative to sample new products and menu offerings. (R)



Aldie Mill, Mt. Zion, and Gilbert's Corner – Corwyn Garman, Historic Site Manager

- The Mill offered free weekend tours of the merchant mill, welcoming 135 adult and 11 child visitors. (R)
- Promoted summer programs by distributing flyers, responding to inquiries, updating park webpages, and social media channels. (B)
- Partnered with Aldie Heritage Association to provide support for the July 4th reading of the Declaration of Independence at Aldie Mill in conjunction with the Loudoun VA250 Committee. (B)
- Participated in meetings with engineers and contractors regarding HVAC system at Mt. Zion Historic Park. (E, F)
- Participated in a variety of inspections to include septic system, easements, and bridges. (F)
- Aldie Mill hosted 88 students and 15 faculty members for a water monitoring program organized in partnership with the Goose Creek Association. (R)
- Provide support for Carlyle House's tent at Alexandria's "Sails on the Potomac" event. (T)
- Filmed a promotional video at Oak Hill for the "Monroe at the Mill" series and hosted it's second program. (B)
- Mt. Zion Historic Park hosted the annual meeting of the Mt. Zion Cemetery Association, with Historic Site Manager as guest speaker. (B)
- Provided a mill tour for 15 guests from the Hamilton Baptist Church Golden Club. (R)
- Mt. Defiance Historic Park revived guided Civil War tours with volunteer Bryan Robbins. (B)
- Mt. Zion Historic Park hosted the annual meeting of the Stuart-Mosby Association. (B)
- Mt. Zion Historic Park provided free tours of the historic church. (B)
- Opened a new exhibition in the Granary developed by students from the University of Mary Washington about James Monroe's Oak Hill. (F)

Algonkian – Matthew Taylor, Park Manager

- Hosted successful tournaments for both the VSGA and the Society of American Military Engineers. (R)
- Golf operations remained strong throughout June, with rounds and revenue continuing to track ahead of the previous year. (R)
- Continued focus on pace of play, customer service, and operational efficiency resulted in positive guest feedback and smooth daily operations, including several positive online reviews. (B)
- The Woodlands secured three short-term bookings to close out FY26, demonstrating a strong short-window conversion rate. (R)
- Continued internal preparation and vendor collaboration to ensure seamless event execution and maintain the high standard of The Woodlands aesthetic. (F)
- Participated in the Play All Day VA Initiative by hosting a hike on the Sanctuary Trail. (B)

Ball's Bluff – Eric Ferguson, Park Manager

- Friends of Ball's Bluff gave free tours to 46 visitors. (B)

Blue Ridge –Ryan Corder, Park Manager

- Park staff continues to work on trail maintenance and removing invasive bamboo. (E)
- Hosted one Scout troop for group camping weekend. (T)

Brambleton – Matthew Murphy, Park Manager

- Hosted multiple outings including Briarwoods HS Booster, Sully B. Maize, Wednesday Golf and Social Group, 2 Loudoun Junior Golf Association tournaments and 2 League Shotgun Tournaments! (F, R)
- Hosted 3 Graduation parties at the Brambleton Pavilion! (F, R)
- Began the “New to Golf” campaign. The purpose is to educate golfers, especially newer golfers, about various aspects of the game and create a welcoming and enjoyable environment. We utilize social media and host special events at the course. (F, R)
- Replaced furniture inside clubhouse and exterior seating for café. (F)
- Assistant Manager Josh Sturms accepted transfer to Pohick Bay Golf Course. (T)

Played on Tuesday after raining all day.

Course was in great shape
and very walkable. Staff
was VERY friendly.

[Google Review](#) ★★★★★

June 2026 by Ken G



Bull Run – Megan Schuster, Park Manager

- Park Specialist and Park Manager taught sessions at vanGUARD training for seasonal waterpark supervisors. (T)
- Park Manager attended Assistant Manager interviews. (B)
- Staff prepared for and hosted the annual Juneteenth event. (B)
- Two volunteer days with Microsoft included storm cleanup and a stream clean up. (E)

Bull Run Shooting Center – Laurelyn Rawson, Park Manager

- Despite the weather getting warmer we have managed to host a dozen corporate group events and bachelor parties this month. (R)
- Filled the part-time Site Supervisor position that has been vacant since February. (T, F)
- Hosted the last full National Sporting Clays Association (NSCA) tournament for the summer. The remainder of the tournaments this summer will be fun shoots. (R)



Cameron Run – Lee Hovis, Park Manager

- Hosted the Roving Park Naturalist for Play All Day VA. (E)
- Hosted NOVA Parks' vanGuard training and Kickoff. (B)
- Repaired concrete on ADA ramp and repaired stairway leading to mini golf building, batting cage ball drop tracks, and replaced the grill at Shelter 1 with a larger one. (F)
- Hired and trained new park attendants for the summer season. (T)
- The Riptide restroom renovation project was completed. (F)
- Pool repairs and painting for the baby pool was completed. (F)
- During an audit by Ellis & Associates, the waterpark received all Exceeds scores, the highest scores possible. (R)
- The retail shop was set up and stocked for the upcoming season with improved layout and inventory. Retail Sales are tracking strong. (R)
- Re-conditioning of deck chairs has made a great impact on the park aesthetic. (F)
- Waterpark began daily operations on June 13th. (B, T, R)
- Repairs were completed on the main AC units in both food facility buildings. (F)
- Received over 20,000 visits during the month of June. (R)
- Staff has begun preliminary designs and continually evaluating vendors and products for the 2026 event to enhance the overall experience. (R)

Cattail Property – Eric Ferguson, Park Manager

- Continued landscaping maintenance at Cattail. (E)
- Met with Capital Planning and Development on plan for future parking lot and trail system. (F)

Carlyle House – Rebecca Super, Historic Site Manager

- Carlyle House participated in the Sails on the Potomac event in Old Town Alexandria, June 12-14. We talked to close to 800 people over the course of the weekend and made dozens and dozens of cockades with kids and adults. (B)
- Work continues on the restoration of the stone-work around the vault door on the terrace. (F)
- Hosted the monthly *Family Day-Book Bonanza*. (B)
- The *Self-Guided Sunday* saw over 30 visitors. (B)
- The *Tell Me Your Name Tour* on Juneteenth was sold out. (R)
- *Trivia at Historic Sites* starts this month and will run until fall. Our last walking tours of the season were sold out. (R)
- The Fairfax Resolves Exhibit is up in the front yard of the house through the end of July. (B)



Fountainhead – Kate Irwin, Park Manager

- Worked with project manager and contractor on replacement of the marina decking. (F)
- Park Manager assisted Fairfax County Park Authority's Archaeological Research Team to conduct a survey of cemeteries within Fountainhead and Hemlock Overlook. (B)
- Park Specialist held a team meeting with part-time staff ahead of the busy summer season. (T)
- Worked in conjunction with MORE and AI's Bike Shop to host a mountain bike e-bike demo day for Play All Day VA. (B)
- Worked with Roving Park Naturalist to host an Intro to Birding Hike for Play All Day VA. (B)



Meadowlark Atrium – Amelia Carchia, Hospitality & Event Sales Manager

- The Atrium hosted 17 catered events. (R)
- The Atrium Team provided 29 scheduled tours, 13 walk throughs for upcoming events. (R)
- There were 4 outdoor rentals of Pavillion or Gazebos throughout the gardens and 1 wedding photo shoot. (R)
- Atrium staff completed their First Aid training on-site with Emma Werthmann. (F)

Meadowlark Botanical Gardens – Jeff Hill, Botanical Gardens Manager

- We congratulate Emma Werthmann on her promotion to Assistant Park Manager at Bull Run Regional Park. With her departure, we are preparing to fill the vacancy. (T)
- The Camp Grow Team has completed all trainings and have begun their first weeks of camp. (R)
- Meadowlark hosted a First-Aid and CPR course for staff who needed certification. (T)
- Horticulture team has begun the planting plan for Phase 2 of the Conservatory Gardens. This includes 6 large specimen trees as well as several boulders being placed. (E)
- Light show staff had a meeting with Vivenu in preparation for this upcoming Winter Walk of Lights. We are looking to integrate group sales into the software. (R)
- Manager continues to develop and refine goals and objectives for team members. (T)
- Manager is drafting Capital project proposals. Several Capital projects continue throughout the gardens. Of note- one of the garden hoopouses has been rewrapped and Improvement to the Maintenance and Horticulture Facility continue. (F)
- Several Eagle Scout projects have been completed throughout the gardens. (F)

Occoquan – Matthew Taylor, Park Manager

- Hosted the first annual Virtual 5k event as part of the Play All Day VA initiative. (B)
- Hosted four Pavilion events, hosting nearly 1,000 guests in total. (R)
- Hosted Virginia Governor Abigail Spanberger and Virginia Lt. Governor Ghazala Hashmi at The River View and Turning Point Suffragist Memorial for a ceremonial bill signing event. Multiple states and local officials attended the event. It was featured on several local news stations and online publications. (B)
- Turning Point Suffragist Memorial was featured on Fox 5's morning TV show, Zip Trip, which featured the top five places to visit in Lorton. (B)
- Hosted a four-day BMW dealer training in which BMW dealers from around the country attended in 30-40 vehicles as part of their national training program. (R)
- The Brickmakers Café deck construction was completed and is awaiting final inspection. Once approved, the deck will be officially open to the public. (F)
- Boat rentals and batting cages began summertime hours. If the weather cooperates, management is expecting a busy and profitable summer. (R)





The River View at Occoquan – Hannah Fry, Hospitality & Event Sales Manager

- The River View had the honor of hosting Governor Abigail Spanberger for a bill signing featuring the Turning Point Suffragist Memorial, which is located just across from our building. (B)
- In June, The River View hosted a menu tasting, 6 weddings, 2 celebrations of life and nearly 30 guided tours. (R)
- Since we had limited weekend availability in June, we hosted Open Venue Tours on Sundays. One Sunday when we normally would have an average of 4-6 guided tours, we had 14 self-guided tours plus walk-ins because of the nice weather. (R)
- 8 new event contracts were signed in June, one of them is a returning event for next May. (R)

Piscataway – Eric Ferguson, Park Manager

- Invasive poison hemlock was removed from the upper portion of the park. (E)

Pohick Bay Park – Brad Jackson, Park Manager

- Pohick Bay hosted an ICPRB fishing event that was geared toward public education on sustainable fishing habits and new was to prepare fish for consumption. (B)
- Nathan Dorr was selected as Pohick Bay's new Park Manager. (T)
- Pohick Park Management staff participated in Assistant Park Management interviews. Sadie Boyd was selected as the new Assistant Park Manager for Pohick Bay! (T)
- Park Specialists and Seasonal Pool Management staff participated in NOVA Parks annual Van Guard Training and the agency wide Kick Off training held at Great Waves Waterpark. (T, B)
- Hosted 5 Sunrise/Sunset/Moonrise paddle tours. (R)
- Park staff participated in an annual kick ball game! This year, aquatic staff welcomed the park ranger staff for a friendly face off! (T)
- The campground hosted its first campground fishing program with campers during Virginia's Free Fishing Weekend. (B)
- Pirate's Cove hosted the annual SACC aquatic safety briefing for summer 2026 camp counselors. (B)

Pohick Bay Golf Course – Jon Mendez, Assistant Park Manager

- Pohick Bay and Fairwinds co-hosted the Beverage Cart Takeover on June 6.(R)
- Pohick Bay Golf Course hosted a VSGA Tournament on June 11. (R)
- Pohick Bay hosted Bridgestone for Golf Ball Demo Day on June 13. (R)

Potomac Overlook – Rachel Doody, Park Manager

- Potomac Overlook finished the school year hosting our annual field trips for Taylor Elementary School where the students visited the Birds of Prey enclosure and searched for decomposers to learn more about the soil cycle.
- Public programs offered in June included Art in the Park and the VA Play All Day interactive Choose Your Own Adventure hike where participants earned a NOVA Parks patch upon completion. (E)
- Soon after we wrapped up staff training for our counselors, the first week of camps began with a week of Puddle Jumpers: Water and Jr. Naturalist: Earth, then followed by the always popular Adventure Camp the next week. (E, R)
- Sunrise and sunset paddle tours in June were hosted at Pohick Bay, Reservoir Park, and Fountainhead. (R, E)
- Public programs offered by the Roving Park Naturalists included bird walks at Gilbert's Corner, Balls Bluff, and Algonkian, also Owl Prowl at Potomac Overlook, and Critter Corner tables at Upton Hill and the Bull Run campground. The Roving Park Naturalists also helped out at Camp Grow and Camp Winkler with programs focused on raptors and native trees. (E)
- The two Roving Naturalists each hosted multiple programs for the Play All Day VA event including a Birding 101 hike at Bull Run Marina and table at Fountainhead, and a Critter Corner at Cameron Run and a discounted paddle tour at Pohick Bay. (E)



Red Rock – Eric Ferguson, Park Manager

- Hiking trails have been busy with local hikers.



Reservoir – Matthew Murphy, Park Manager

- Hosted Camp Overlook paddle and hike; Park Specialist accompanied Nature Center staff in leading paddle. (T)
- Collaborated with Roving Naturalist and hosted a Fathers' Day craft and critter corner in Welcome Center. (B)
- Participated in PADVA; extended park hours to lead night fishing program. (B)
- Park Specialist co-led CPR/First Aid training with Aquatics Director for W&OD Trail staff. (T)
- Park offered expanded fishing and tackle retail for DWR's "Free Fishing Weekend". (R)
- Hosted a kids' fishing clinic for "Free Fishing Weekend", using programming rods supplied by DWR. (B)
- Broad Run High School facilitated two Learn-to-Row summer camps out of Boat House, generating additional revenue for the park and increasing youth participation in the sport of rowing. (R)
- Coordinated a volunteer trail clean-up with local group, collecting 84 volunteer hours. (B)



Brand new park, very clean

Some pretty cool info about the relationship of the park to the local water ecosystem. Nice little trails and kayaks.

[Google Review](#)



June 2026 by R Wilks

Rust Manor – Kenneth Tapscott, Facility & Event Sales Manager

- Rust Manor House is excited to welcome Taelor Woldorf and Kenneth Tapscott as the new full-time management staff.
- Hosted 11 weddings in the month of June as well as 1 styled shoot. (R)

Sandy Run – Kate Irwin, Park Manager

- Occoquan Boat Club held their annual Strawberry Row for club members to row as a group and enjoy a pancake breakfast afterwards. (B)
- James Madison High School hosted their annual Learn to Row to attract new team members. (F)
- Summer rowing camps started for the summer season. Occoquan Boat Club hosted two weeks of sculling camps and Resilient Rowing hosted four Learn to Row sessions, four Developmental sessions, and one single sculling session. (R)

Temple Hall – Eric Ferguson, Park Manager

- Hosted four school groups. (R)
- Thirteen parties and events were hosted at Temple Hall in June. (R)
- Participated in Play All Day VA on June 21st. (B)
- Farm leasee planted 100 acres of soybeans at Temple Hall. (R)
- Pumpkin planting is underway, with about 60,000 planted. (R, T)
- Two new calves were born in June. (T, F)
- Three donkeys, Samwise, Merry, and Pippin, were donated to the farm. (E, F)



Upton Hill – Evan McGurkin, Park Manager

- Climb Upton hosted Hammond Middle School on June 8th for an end-of-year event with approximately 280 students and received positive feedback from the event organizers. This was the largest group reservation since the course opened, and staff led a post-event debrief to review areas of success and identify adjustments for future large-group events. (R)
- Ocean Dunes aquatics team earned a score of Exceeds on the first unannounced Ellis & Associates Audit of the season. (T)
- Staff coordinated with Planning & Development and the GIS intern to clarify park boundaries in areas bordering neighboring homeowners, supporting ongoing ARMN and NVBA habitat restoration efforts, invasive plant removal, and work outlined in the Park Stewardship Plan. (E, F)

W&OD Trail – Ryan Corder, Park Manager

- Met with Loudoun County Sheriff's Office to discuss E-bikes and trail safety. (F)
- Attended meeting with Vienna Police to discuss E-bike safety campaign. (F)
- Coordinated various asphalt repairs and safety improvements to the trail in Falls Church. (E)
- Worked with Operations team to facilitate encroachment notifications along the W&OD. (T)
- Attended pre-construction meeting for Gateway Park wetlands project. (E)

Winkler Botanical Preserve – Rachel Doody, Park Manager

- Camp Winkler kicked off the summer with a session for Wiggle Worms and then followed that with a full session of Forest Friends where campers in each camp participated in a variety of hands-on, experiential activities all around the preserve.
- At the end of the month, the 10-12 year old Outdoor Explorers camp will learn how to perform many practical outdoor skills including fishing, fire making, orienteering, and much more! (E)
- Winkler staff offered their own Critter Corner table at the Catherine Lodge for Play All Day VA where many families and other park guests were able to meet some unique animal species. (E)

