

Maplewood Parks & Recreation Department

Employee Handbook — Summary Edition

Effective January 1, 2026 | Questions? Contact HR at hr@maplewood.gov

Welcome

Welcome to the Maplewood Parks & Recreation Department. We are committed to providing a safe, inclusive, and rewarding workplace. This summary highlights key policies. The full handbook is available on the employee portal.

Work Hours & Scheduling

Standard hours are Monday–Friday, 8 AM–5 PM. Seasonal and part-time schedules vary by role. Shift changes require supervisor approval at least 48 hours in advance. Non-exempt employees must clock in/out accurately using the department timekeeping system.

Compensation & Pay Schedule

Employees are paid bi-weekly (every other Friday). Direct deposit is strongly encouraged. Pay scales follow the City of Maplewood Classification and Compensation Plan. Annual merit reviews are conducted each November.

Benefits Overview

Full-time employees (30+ hrs/week) are eligible for: health, dental, and vision insurance; City pension participation; paid time off (see PTO policy); 11 paid holidays; and Employee Assistance Program (EAP) services.

Time Off & Leave

Full-time employees accrue 8 hours of vacation per month (years 1–3) and 10 hours per month (years 4+). Sick leave accrues at 4 hours per pay period. FMLA, parental, bereavement, jury duty, and military leave are available per City policy.

Code of Conduct

Employees are expected to treat all colleagues, volunteers, and community members with respect. Harassment, discrimination, and retaliation of any kind are strictly prohibited. See the Code of Conduct document for full details and reporting procedures.

Safety

All employees must complete mandatory safety training within 30 days of hire. Report workplace injuries immediately to your supervisor and HR. Employees are required to follow all OSHA and department safety protocols.

Technology Use

City-issued equipment and systems are for business use. Limited personal use is permitted. Employees have no expectation of privacy on City systems. Misuse may result in disciplinary action.

Disciplinary Process

The department follows a progressive discipline model: verbal warning, written warning, suspension, and termination. Serious misconduct may result in immediate termination. All employees have the right to appeal disciplinary actions per the City grievance procedure.

At-Will Employment

Employment with the City of Maplewood is at-will. Either party may end the employment relationship at any time, with or without cause, subject to applicable law and contract provisions.

Acknowledgment

By signing below, I acknowledge that I have received and read the Employee Handbook Summary and agree to comply with all policies.

Employee Signature: _____ Date: _____

Printed Name: _____ Employee ID: _____