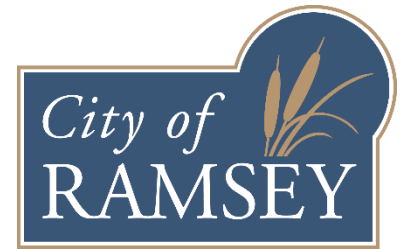


# Rink Attendant Manual

## 2021 – 2022 Season



Welcome to employment with the City of Ramsey! This packet contains information about your responsibilities as a Rink Attendant and procedures to follow. We hope you will take time to read and become familiar with the information contained in this packet.

There may be some things that you will want to know that are mentioned in this packet. Your supervisor may be able to answer these questions, or you can contact Human Resources at 763-433-9867 (Colleen) or 763-433-9816 (Sue).

Please note that Rink Attendant positions are temporary, seasonal positions. As a Rink Attendant your employment dates will be approximately December 17, 2021 through March 11, 2022; however, these dates may change due to weather or other circumstances.

As a City employee, your foremost responsibility is to serve our citizens. Please remember that you are a representative of the City and each person you come into contact with deserves courteous and efficient service.

### Hours of Operation

Weekdays: 3:30 PM – 9:00 PM (10:00 PM if needed)  
Saturdays: 10:00 AM – 10:00 PM (two shifts)  
Sundays: 12:00 PM (noon) – 8:00 PM

### Hours of Operation for Winter Break and Other School Holidays

Weekdays: 10:00 AM – 10:00 PM (two shifts)  
Saturdays: 10:00 AM – 10:00 PM (two shifts)  
Sundays: 12:00 PM (noon) – 8:00 PM  
Christmas Eve: 10:00 AM – 3:00 PM  
Christmas Day: Closed  
New Year's Eve: 10:00 AM – 6:00 PM  
New Year's Day: 12:00 PM (noon) – 8:00 PM

### City of Ramsey Telephone Numbers:

**City Hall: 763-427-1410**  
**Parks Department: 763-427-8254**  
**Police Dispatch: 763-427-1212**

### Staff Cell Phone Numbers:

Terry D. [REDACTED]  
Todd M. [REDACTED]  
Andy E. [REDACTED]  
Dane J. [REDACTED]  
Zach F. [REDACTED]  
Dan L. [REDACTED]

**911 for Police, Fire or Medical**

**Rink Attendants:**

Home &/or Cell Phone Numbers

Name: Jacob M. [REDACTED] 812-373-5131

Name: Kaitlyn [REDACTED] 708-373-5131

Name: McKenzie [REDACTED] 959-455-5000

Name: Kaitlyn [REDACTED] 419-749-0055

Name: Sydney [REDACTED] 812-519-5000

Name: Riley [REDACTED] 708-373-5000

**Closing Rinks**

The Parks Supervisor (Mike Berge) will determine if the rinks will close. The Parks Supervisor or the Parks Lead will contact you in the event of a closure. If you have not been contacted about a closure you must report for work as usual.

The following are examples of conditions that may warrant closing the rinks.

- Very cold temperatures with excessively cold wind chills. Generally, this would occur in the evening or possibly a weekday night, not in the morning when conditions are likely to improve.
- Mild temperatures that are well above freezing. Generally, this would occur when there is water standing over half of the rink and temperatures are not expected to drop.

**Rink Reservations**

Rink Attendants will assist with scheduling rink reservations. Calendars will be posted in the warming houses for scheduling. Central Park and Ramsey Elementary School each have two rinks, an east rink and a west rink. Only the west hockey rink may be reserved. The west rink may not be reserved more than three events in advance and there is a two-hour maximum time limit per reservation. In no case will a pleasure rink be reserved.

In the event of a scheduling conflict, Rink Attendants will record parties' names, addresses, and telephone numbers (both home and work). Rink Attendants should forward the information to the Parks Supervisor, who will contact the individuals to resolve the scheduling conflict.

Although scheduling rink reservations are important, please remember your primary job is to ensure the safety of everyone on the premises, in addition to enforcing the rules and policies.

### **Specific Responsibilities**

- Supervise rink, warming house and grounds, with safety being your primary concern
- Enforce rules and policies
- Keep walkways and doorways ice-free
- Report safety hazards and unnatural conditions to the Parks Superintendent or Parks Lead Person immediately
- Monitor all telephone use
- Sweep and mop warming house before leaving shift and pick up all debris
- Push nets off rinks and out of gate openings
- Utilize the Rink Attendant's daily log sheet to communicate all non-emergency or non-confidential information to the Parks Lead Person
- Account for and put away all shovels and equipment before completing your shift
- Turn on the rink lights according to time and weather conditions. (you need only to turn lights on one rink at first until more skaters come and then turn on the lights for the second rink)
- Assist with rink scheduling
- **Safeguard your keys.** You are personally responsible for keys issued to you and must return them at the end of the season. **Allow no one to use your keys**
- Secure premises before leaving
- You may be asked, by maintenance staff, to help shovel snow from the rinks. (Bring hat, gloves and boots in case you are asked)

### **Flooding and Snow Removal**

Each rink is swept and flooded each business day. Rinks will not, however, be flooded during or immediately after a snowfall, during extreme cold weather, during extreme warm weather, or if high winds are present. It is the Rink Attendant's responsibility to ensure that skaters or hockey goals are not on the rink while maintenance staff is working on the rink. After sweeping, the attendant may shovel the margin of snow around the boards so that maintenance staff may flood the rink.

### **Responsibility for Shifts and Use of Substitutes**

You are responsible for the rink and warming house during the hours you are scheduled to work. Substitutes will be used only in case of emergencies. All substitutes must be other actively employed Rink Attendants of the City and must be approved by your supervisor prior to any changes. If an emergency arises and you cannot reach a substitute, please contact your supervisor.

Unapproved absence from a scheduled shift, closing rinks without approval, use of an unapproved substitute Rink Attendant, or asking someone who is not a currently employed Rink Attendant by the City is grounds for disciplinary action up to and including termination of employment.

### **Emergency Procedures**

In case of an emergency, dial 911 and then immediately notify the child's parent or guardian of the accident. If it is a medical emergency and you are qualified, administer first aid and keep the individual resting and warm. If it is a minor injury or scrape, provide the individual with first aid supplies and then notify the parent or guardian.

You must also immediately complete an accident report including the names of witnesses. For major emergencies (an individual has to leave the facility in an ambulance or similar emergency vehicle) contact your supervisor immediately. Other injuries require the accident report to be left with the daily log sheet.

### **Official City Record**

It is important that your employment records are accurate and current. You are required to notify your supervisor immediately of any changes in the following:

- Name
- Address
- Telephone number where you may be reached
- Person to notify in case of an emergency

If there are changes in the following areas, the Human Resources Manager should be notified immediately:

- Marital status
- Number of dependents
- Military status

### **Payroll**

All employees are paid by direct deposit every two weeks. Normal paydays shall be on the Friday for the two week pay period ending the proceeding Friday.

Certain deductions from your earnings, such as federal and state income taxes and Social Security taxes, are required by law. These deductions will be identified on your check stub. In order to be paid, each employee must turn in W-4's and an I-9 form with two appropriate forms of identification. In addition, all timesheets must be turned in on time.

### **Employment As It Relates To the Union**

The American Federation of State, County, and Municipal Employees, Council No. 14, Local No, 2454 (AFSCME) is a bargaining unit which currently represents certain positions within the City of Ramsey. Due to their representation, the City of Ramsey must adhere to the union's definition of a temporary employee and MPELRA law dictating the number of hours a temporary or seasonal employee may be employed by the City. This information will help clarify why your supervisor closely monitors the number of hours and/or days you work in a calendar year.

AFSCME definition of temporary employee: Any non-student employee working up to maximum of 640 hours in a calendar year. This employee is not eligible for vacation time, sick leave, holiday pay, or health and life insurance. Students may work up to 100 days per calendar year and still be considered temporary employees.

MPELRA definition of temporary employee: Any employee whose position is basically temporary or seasonal in character and: 1) is not for more than 67 working days in any calendar year; or 2) is not for more than 100 working days in any calendar year and the employee is under age 22, is a full-time student enrolled in a nonprofit or public educational institution prior to being hired by the employer, and has indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as a student during or after temporary employment

You may work for the City of Ramsey in multiple seasonal positions, however if you are a non-student, you will be limited to either 640 hours or 67 days in a calendar year, whichever comes first. If you are a student, you will be limited to 100 days in a calendar year.

### **Health and Personal Safety**

The City of Ramsey is concerned with the safety and well-being of all employees. As an employee, it is your responsibility to use all safety guards and devices and to obey all safety rules and regulations.

Report any hazards to your supervisor. Unsafe conditions will be investigated and corrected.

The City of Ramsey has banned all tobacco use on all park property, warming houses, municipal buildings, equipment, and vehicles. In addition, absolutely no drugs or alcohol are permitted in City buildings, equipment or vehicles.

### **Housekeeping**

All employees need to assume a share of responsibility in maintaining a high standard of cleanliness and orderliness, and cooperate in maintaining safe, healthful, and sanitary conditions in all work areas. A clean work area will make your work more pleasant and help maintain the high standards of quality necessary to meet the professional requirements of City services.

### **Work Rules**

The purpose of these work rules is to provide a basis for the orderly and disciplined performance of tasks. Their publication will promote knowledge of what is expected of employees generally. In relationships between positions, it should be our individual aim to build continuously mutual respect and confidence, which is essential to local government service.

#### **Job Performance**

In carrying out the functions of local government, employees shall direct and coordinate their efforts in such a manner as will tend to establish and maintain the highest standards of efficiency.

Employees shall be punctual in reporting to work. Illness should be reported by the employee to the supervisor prior to the time the employee is due to report to work. Once having reported off as sick, the employee shall keep the supervisor advised as to his/her status if the absence is more than three days duration.

Job descriptions or position analyses shall not be used to limit the scope of work. Rather a willingness to assist other employees and the public shall be the responsibility of every employee (within the limits of ability and expertise).

Each employee shall devote his/her whole time and attention to the services of the City and is expressly prohibited from engaging in other duties while at work.

Employees shall not use narcotics or hallucinogens except as prescribed in treatment by a physician. Employees shall not appear for work or be at work while under the influence of drugs or alcohol.

The proper use of telephone communication is required. Employees shall answer the telephone with a pleasant voice and respond politely to the caller. Personal telephone calls must be brief. Frequent use of the telephone for other than City business is prohibited.

#### City Property

All employees are responsible for the safekeeping and proper care of all property used by them and belonging to the City. Property shall be used for official purposes and in the capacity for which it is intended.

Employees shall immediately report damaged or lost City property to their supervisor. The supervisor shall also be notified of any defects or hazardous conditions existing in any City property or equipment.

#### Supervision

Employees shall promptly obey any lawful instruction or order of their supervisor. This will include orders relayed from a supervisor by another employee. Should there be a conflict between instructions, the employee should promptly and respectfully call attention to the conflict and if the supervisor does not change their instruction to resolve the conflict, the last instruction received shall stand.

#### Violation of Rules

Employees shall not commit any acts or omit any acts, which constitute a violation of any of the rules, regulations, directives, orders, or policies of the City of Ramsey whether stated in this document or elsewhere. Ignorance of the rules shall not be considered as justification for any such violations. Employees shall be responsible for their own actions and they shall not shift the burden of responsibility to others for executing or failing to execute a lawful instruction or order. Violation of any rules, regulations, directives, orders, or policies may be reason for disciplinary action.

### **Discipline**

The City of Ramsey will discipline employees for just cause only. The seriousness and or frequency of misconduct will be factors in determining whether discharge or some other disciplinary action is warranted.

Discipline will be in one or more of the following forms:

- Oral reprimand
- Written reprimand
- Suspension
- Demotion
- Discharge

### **Resignation**

If you should choose to resign from your position with the City of Ramsey, we would appreciate a two-week notice given to your supervisor.

# CONDUCT

## Code of Conduct

### *Policy Statement*

It is the policy of the City of Ramsey to maintain a respectful work and public service environment free from violence, discrimination, and offensive or degrading remarks or conduct. Preserving a respectful environment in which to work is the shared responsibility of both management and employees. Inappropriate conduct or communication can interfere with an individual's employment or use of public services, or create an intimidating, hostile or offensive work environment. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action, which may include dismissal from employment.

### *Scope*

This policy governs the conduct of all City employees, including; elected officials; union, non-union, supervisory, non-supervisory, managerial, full-time, part-time and temporary employees; and members of City boards and commissions.

### *Definitions of Prohibited Behaviors*

Violent behavior includes the use or threat of physical force, harassment, or intimidation, or abuse of power or authority when the impact is to control others by causing pain, fear or hurt.

Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, familial status, age, sexual orientation, or status with regard to public assistance.

Offensive behavior may include, but is not limited to, such work-related actions as rudeness, exclusionary behavior, creating or displaying graphics depicting co-workers or customers inappropriately, angry outbursts, inappropriate joking, vulgar obscenities, name-calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

### *Policies*

#### 1) Expected Conduct of City Employees in General

Employees of the City shall conduct themselves at all times while on duty or on the employer's premises, in such a manner as to reflect most favorably on the City. Conduct unbecoming a City employee shall include any conduct that tends to bring the City into disrepute or reflects discredit on the person as an employee of the City, or that which tends to impair the functioning of an employee, a department, or the City.

Loyalty to the City and to associates is an important fact in staff morale and efficiency. Staff members should maintain a loyalty to the City and its associates as is consistent with law, personal ethics and professional standards.

#### 2) Conduct in Dealing with the Public

While representing the City, employees shall be courteous to all members of the public. They shall be tactful in the performance of their duties, control their tempers and exercise the utmost patience and discretion. They shall not engage in argumentative discussions, even in the face of extreme provocation. They shall not use coarse, violent, profane or insolent language or gestures, and shall not

express any prejudice concerning race, religion, politics, national origin, lifestyle, or other personal characteristics.

In the event a member of the public becomes abusive on the phone or in person, employees should refrain from escalating the situation and if possible, employ tactics to defuse the situation, e.g. lower the voice, ask the person to sit down. If the situation does not improve, the employee can refer the person to a supervisor or request that a police officer be called to the scene. Employees are not required to continue conversations that include profanity or threats. In those situations, the employee should refer the call to a supervisor or inform the caller, as courteously as possible, that the employee is hanging up and will talk with the caller after the caller has calmed down.

### 3) Conduct Between Employees

Employees shall cooperate with and be courteous to co-workers at all levels. While everyone is entitled to their feelings, they are not entitled to act on their feelings inappropriately in the workplace. Employees shall control their tempers and refrain from behaviors that are hostile, offensive, intimidating, degrading, or exploitative. Inappropriate displays include, but are not limited to slamming doors, pounding tables, kicking furniture, unwanted physical contact of any nature, making threats, berating or belittling others, speaking in raised voices, using coarse, violent or profane language or gestures, refusing to speak or respond when spoken to, and refusing to provide assistance when requested.

Employees shall treat each other with respect. They shall refrain from making remarks about or using nicknames for other employees that are disparaging or based on a personal characteristic; producing cartoons or other graphics displaying other employees in an unfavorable light; communicating threatening or disparaging remarks via any medium (voice, e-mail, notes, etc.); engaging in unwanted horseplay or practical jokes; failing to relay written, verbal or telephone messages; unwanted, unwarranted physical contact of any nature, including "roughhousing" such as punching in the arm, pinching, arm twisting, etc., and other, similar unwanted conduct.

### 4) Reporting Inappropriate Workplace Behaviors

Any employee who feels he or she is being subjected to intimidating, offensive, or harassing behaviors should take the following steps:

- a) If possible, politely but firmly tell the person who is behaving inappropriately that you are uncomfortable with or offended by the behavior and ask them to stop.
- b) Write a memorandum for personal reference that describes the inappropriate behavior, the date the inappropriate behavior occurred, how it made you feel, what you did, how the offending party responded, and the names and titles of any witnesses.
- c) If confronting the offending party is not practical or possible, or if the person refuses to discontinue the inappropriate behavior, the employee should, adhering to the chain of command, contact someone on the list below verbally or in writing:

1. The employee's immediate supervisor
2. The employee's Department Head
3. The Administrative Services Director
4. The City Administrator
5. The Mayor

d) The complaining party should be prepared to provide the following information:

1. The complainant's name, department and position title.
2. The name, department, and position title of the offending party, if known.
3. The specific facts of the alleged inappropriate behavior, how long it has allegedly gone on, any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) that was supposedly taken against the employee who is filing the complaint.
4. Names of witnesses, if any, to the alleged harassment.
5. Whether the complainant has previously reported the alleged harassment and, if so, to whom.

#### 5) Investigation of Complaints of Inappropriate Conduct

The Human Resources Manager, the City Administrator, or a designee of the City Administrator, shall investigate complaints of inappropriate workplace conduct.

The determination of whether inappropriate workplace conduct has occurred will be made on a case-by-case basis. Disciplinary action will also be determined on a case-by-case basis in accordance with the Personnel Policy, applicable policies of the Police and Fire Departments, and applicable collective bargaining agreements.

Employees who are found to have filed bad faith complaints of inappropriate workplace conduct will be subject to disciplinary action as described in the preceding paragraph.

#### 6) Consequences of Engaging in Inappropriate Workplace Conduct

Employees who are found to engage in inappropriate workplace conduct may be subject to disciplinary action, up to and including immediate termination, subject only to the provisions of the Personnel Policy, applicable policies of the Police and Fire Departments and applicable collective bargaining agreements.

Supervisors are required to deal swiftly and vigorously with employees who treat others disrespectfully. Any supervisor who condones or allows inappropriate workplace conduct, or fails or refuses to respond appropriately to complaints of inappropriate workplace conduct, will be subject to disciplinary action as described in the preceding paragraph, whether or not the supervisor actually engaged in inappropriate workplace conduct.

#### 7) Retaliation for Complaints of Inappropriate Workplace Conduct

All employees are prohibited from retaliating or threatening to retaliate against anyone who complains of inappropriate workplace conduct. Any employee found to engage in retaliatory actions is subject to discipline, up to and including immediate termination, subject only to the provisions of this personnel policy, applicable policies of the Police and Fire Departments, and applicable collective bargaining agreements.

#### 8) Relationship of Code of Conduct to Harassment Policy

This policy supplements and does not replace the City's policies prohibiting discrimination, harassment in the workplace and workplace violence.

## Harassment Policy

For the purpose of this policy, the term "harassment" includes (but is not limited to) slurs, jokes, other verbal, graphic or physical conduct relating to an individual's race, color, creed, sex, religion, national origin, handicap, age or sexual orientation, marital status, familial status, status with regard to public assistance, status with regard to disability, or other characteristic protected by state or federal law.

This policy applies to all City employees and volunteers without exception including elected officials, temporary employees, employees working under contract for the City and members of the paid-on-call fire department.

Any form of harassment related to an employee's race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance; sexual orientation, familial status, age, or other characteristic protected by state or federal law is prohibited and may result in disciplinary action, up to and including immediate termination.

### Sexual Harassment

Sexual Harassment is a serious offense and will not be tolerated. Likewise, retaliation against an employee who makes a complaint of sexual harassment will not be tolerated.

For the purposes of this policy, the term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical contact or communication of sexual nature when:

1. Submission to such conduct is made implicitly or explicitly as either a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting the individual's employment;
3. Such conduct has the purpose or effect of substantially interfering in an individual's work performance or in creating an intimidating, hostile, or offensive working environment.

Violation of this Policy by an employee may subject that employee to disciplinary action, up to and including discharge.

If an employee believes that he or she is the victim of harassment, or observes harassment in the workplace, the employee should immediately contact one of the following:

1. Immediate supervisor
2. Department Head
3. Administrative Services Director
4. The City Administrator
5. The Mayor
6. City Councilmember(s)

All reports of harassment will be thoroughly investigated and appropriate action will be taken. Complaints of harassment will be taken seriously and will be held confidential to the extent permitted by law.

## **Employee Responsibility and How to Use This Handbook**

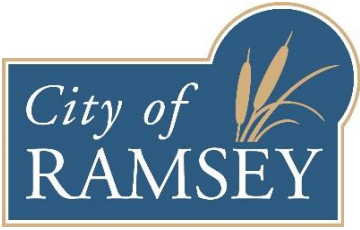
It is each employee's responsibility to know and understand the policies and subject covered in this handbook. Updated material may be added periodically and it is the employee's responsibility to review any new material added.

This handbook is provided for the employee's use as a ready reference and as a summary of the City of Ramsey's personnel policies, work rules, and benefits. It supersedes any previous handbooks, interpretations, policies, or practices and is valid until amended or replaced.

Please understand this handbook only highlights the City's policies, practices, and benefits for your personal education and cannot be construed as a legal document or contract. In addition, circumstances may require that policies, practices, and benefits described herein be changed from time to time. Any local, state or federal laws that impose stricter requirements or regulations shall be used in lieu of policies or procedures outlined in this handbook wherever they apply.

Unless otherwise required by law, in no event shall the hiring or continued employment of any person be considered as creating a contractual relationship between the employee and the City of Ramsey; and unless otherwise provided, such relationship shall be defined as "employment at will" where either party may dissolve the relationship.

### **The City of Ramsey is an Equal Employment Opportunity Employer**



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)

---

### Accident Report

Rink Location:       Central Park                       Ramsey Elementary

Name of injured person: \_\_\_\_\_

Address of injured person: \_\_\_\_\_

Date and time when injury occurred: \_\_\_\_\_

Age of injured person: \_\_\_\_\_

Nature of injury: \_\_\_\_\_

How accident occurred: \_\_\_\_\_

\_\_\_\_\_

What action was taken? \_\_\_\_\_

\_\_\_\_\_

---

Witnesses:      Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

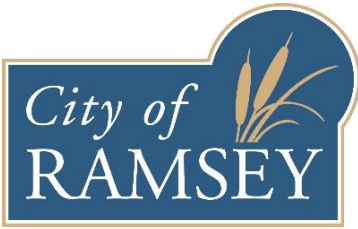
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

This report completed by: \_\_\_\_\_

**If this is a major emergency, be sure to contact to Terry Byron immediately;  
otherwise leave this report with the daily log sheet.**



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)



RINK ATTENDANT SHIFT LOG  
*For Ramsey Elementary School Rink*



Attendant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

\_\_\_\_\_ Entry snow and ice free

\_\_\_\_\_ Grounds and parking lot trash free

\_\_\_\_\_ Floor swept

\_\_\_\_\_ Trash emptied, bagged and placed outside

\_\_\_\_\_ Shovels and equipment put away

\_\_\_\_\_ Nets off the rinks and away from rink openings

\_\_\_\_\_ Warming house cleaned and in order

\_\_\_\_\_ Lights off, door locked and building secure

\_\_\_\_\_ Estimate number of rink users during shift

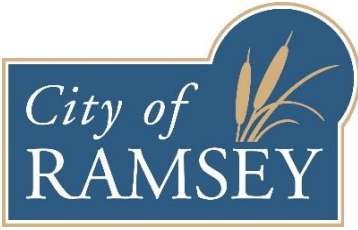
Items in need of repair, supplies requested or something to note: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Hall (763) 427-1410  
Parks Department (763) 427-8254  
Police Dispatch (763) 427-1212  
**Emergency 911**

It is our mission to work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services.



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)



RINK ATTENDANT SHIFT LOG  
*For Central Park Rink*



Attendant Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

\_\_\_\_\_ Sidewalk and entry snow and ice free

\_\_\_\_\_ Grounds and parking lot trash free

\_\_\_\_\_ Floor swept and mopped

\_\_\_\_\_ Windows and mirrors cleaned

\_\_\_\_\_ Toilets and sinks clean

\_\_\_\_\_ Trash emptied, bagged and placed outside

\_\_\_\_\_ Shovels and equipment put away

\_\_\_\_\_ Nets off the rinks and away from rink openings

\_\_\_\_\_ Warming house cleaned and in order

\_\_\_\_\_ Lights off, door locked and building secure

\_\_\_\_\_ Estimate number of rink users during shift

Items in need of repair, supplies requested or something to note: \_\_\_\_\_

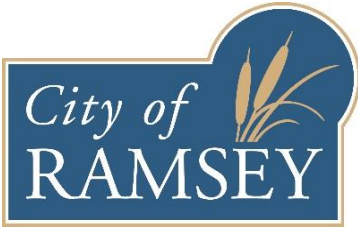
City Hall (763) 427-1410

Parks Department (763) 427-8254

Police Dispatch (763) 427-1212

**Emergency 911**

It is our mission to work together to responsibly grow our community, and to provide quality, cost-effective and efficient government services.



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

[www.cityoframsey.com](http://www.cityoframsey.com)

---

 ***Rink Reservation Form*** 

All spaces must be filled in please:

Team/Organization: \_\_\_\_\_

Name and phone #: \_\_\_\_\_

1<sup>st</sup> reservation day and time: \_\_\_\_\_

2<sup>nd</sup> reservation day and time: \_\_\_\_\_

3<sup>rd</sup> reservation day and time: \_\_\_\_\_

Rink Attendant name: \_\_\_\_\_ Date: \_\_\_\_\_

***Please note: You may only reserve the west rink and this cannot exceed a two-hour time frame.***

***Only after third reserved time has passed shall another sheet may be turned in.***



**Acknowledgement of Receipt of Rink Attendant Handbook**

This is to acknowledge that I have received a copy of the City of Ramsey Rink Attendant Handbook and understand that it contains important information on the City's general personnel policies and on my privileges and obligations as an employee. I will familiarize myself with the material in these policies and understand that I am governed by its contents. I further understand that the City may change, rescind, or add to any policies or practices described in the handbook from time to time in its sole and absolute discretion with or without prior notice.

I understand and accept that the City of Ramsey will release my home and/or personal cell phone number to the other Rink Attendants and to Public Works staff members that are responsible for supervising the Rink Attendants.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date