

SECTION 6 - OPERATIONAL PROCEDURES

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SECTION 6 – OPERATIONAL PROCEDURES
REVISION LOG

Approval Date	Board Initials	Revision Description

A. HOURS OF OPERATION:

1. **Normal Operation:** Monday thru Friday – 8:00 am to 4:00 pm. Members have access to the facility during normal operating hours to participate in scheduled activities. No member is allowed in the facility during closed hours without prior approval from the Center Manager. Religious and political agendas are prohibited on PSC premises.
2. **After Hours Use:** Anyone wishing to schedule activities at the PSC facility outside normal operating hours must obtain the consent of the Center Manager. The Board shall be informed of such requests and retains the right to refuse approval.
3. **Scheduled Closures:** The Center will be closed for the following listed holidays. If a holiday is on the weekend, Monday or Friday will be observed.
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. President's Day
 - d. Memorial Day
 - e. Juneteenth
 - f. Independence Day
 - g. Labor Day
 - h. Thanksgiving Day
 - i. Day After Thanksgiving
 - j. Christmas Day
4. **Inclement Weather Closures:** The PSC may close, or delay opening because of weather conditions at Center Manager's discretion. If Douglas County Schools are closed or delayed because of weather, the PSC will follow suit. Closures updates will be posted on 9News by 6:00 a.m. For school status, call the Douglas County Schools weather hotline at 303-387-7669.

B. PAID INSTRUCTORS:

1. **Instructor Fees:** Class Instructors set their own fees and are paid directly by the participants. It is the responsibility of the instructor to collect their fees. PSC does not pay instructors.
2. **Participant Requirement:** All participants must be members of PSC and have a current waiver on file.

C. MEMBERSHIP:

1. **Member in Good Standing:**
 - a. Fifty (50) years of age or older, including spouses or partners who may be younger than fifty (50) years of age.
 - b. Completed and signed the membership application form which is available at the front office.
 - c. Current membership dues, as set by the Board and approved by the voting membership, are paid in full, and the member has not been suspended or expelled for non-adherence to policies or procedures. Annual membership dues shall be assessed on the anniversary of the member's original joining date.
 - d. An email will be sent 30 days prior to renewal date. Membership will be considered lapsed if not paid by that date.
2. **Voting Member:** Any member in good standing for a minimum of thirty (30) days prior to the date that a membership vote occurs.

3. **Associate Member.** Occasionally the Board may make exceptions to membership requirements, such as for caregivers for members with disabilities, affiliates, and sponsors. All such exceptions shall be honorary, non-voting, and free of annual dues.
4. **Loss of Membership:** Membership will automatically terminate on expulsion, death, or failure to pay membership dues. Upon termination, all rights of the PSC member shall cease. Members may be suspended or expelled for failure to abide by the Code of Conduct as contained in Section 2 of the Operations Manual. The policy details member responsibilities, member rights, and the Violation and Appeals process.

E. Safety Procedures:

1. **PSC Safety Manual:** The complete PSC Safety Manual is provided in Appendix D.
2. **Minimum Safety Requirements:** The following is a list of basic safety procedures that shall be observed by all people on or within the PSC premises:
 - a. Unsafe acts or conditions shall be reported to the Center Manager without delay.
 - b. Constant awareness of safe work habits is of primary importance to avoid injury.
 - c. Always maintain clear access to fire exits.
 - d. Report all injuries to the Center Manager immediately.

F. MEALS PROGRAM:

1. **General:** PSC serves a lunchtime meal Monday through Friday. Occasionally a senior is unable to pay for their lunch. A complimentary lunch will be provided at the discretion of the Center Manager. People within the Parker community who are not members of PSC also may participate in the lunchtime meals.
2. **Celebration Lunches:** On the fourth Thursday of each month, the PSC provides a complimentary Birthday/Anniversary lunch for members who qualify as follows:
 - a. The member's birthday occurs during that month.
 - b. The members' wedding anniversary (spouse still living) occurs during that month.
 - c. Members who plan to attend as birthday or anniversary guests shall make reservations at the front office.
3. **Staff Lunches:** All paid staff are qualified for a free lunch on an ongoing basis. Refer to the detailed Staff Meals Policy provided in Section 2

- D. SOLICITATIONS AND ENDORSEMENT OF PRODUCTS AND/OR SERVICES:** To protect members from potential risks associated with products and services – especially those related to health, finances, and extended care – the PSC and its Board shall not permit uninvited solicitations within the PSC. A designated space in the PSC is available for brochures, flyers, and business cards. However, products and services advertised are for informational purposes only and are not necessarily endorsed by PSC.